

# Chancellor's Welcome Letter

Aloha kākou!

It is my honor to welcome you to Hawai'i Community College. As you peruse our catalog, you probably already know that an investment in college will pay huge dividends: financially, professionally, and in the overall improvement of your quality of life.

At Hawai'i Community College, we are committed to helping you achieve your educational goals and dreams in the spirit of excellence, "E 'Imi Pono."

The COVID-19 pandemic continues to create a new paradigm for our learning community. It has changed the way we all live, work, and learn. These challenging times require that we adapt to a seemingly ever-changing situation. We are heartened that with vaccination and prevention measures, we are slowly planning for our post-pandemic reality.

To meet your educational needs, the Hawai'i Community College Kauhale is working together to ensure that you continue your education while staying safe and healthy. We anticipate the continued use of appropriate technology for your courses and services while we adopt new options to deliver hands-on training to students safely.

Our community college is part of a greater partnership, one that involves community leaders, taxpayers, donors, regents, legislators, alumni, students, faculty, and the support of the University of Hawai'i and the state of Hawai'i. I invite you to explore the many educational opportunities available to you at Hawai'i Community College.

Me ke aloha pumehana,



Rachel Solemsaas, Ed.D.  
Chancellor  
Hawai'i Community College



## Hō'ōia 'Āina - Land Acknowledgement

Hawai'i Community College with profound reflection offer this Hō'ōia 'Āina, Land Acknowledgement, acknowledging Hawai'i as an indigenous space whose original people are today identified as Native Hawaiians.

Hawai'i Community College aligns with the University of Hawai'i's commitment to fostering the wellbeing of our indigenous communities through our academic processes, a ten-campus, system-wide transformation we call Hawai'i Papa O Ke Ao.

With much aloha, Hawai'i Community College Kauhale welcomes you to the moku (island) of Hawai'i, in this land division we call Waiākea, in the district of Hilo Hanakahi (Manono campus); in Pāalamanui, in the district of North Kona (Pāalamanui campus); and in Honoka'a, in the district of Hāmākua (Kō Education Center).

We are in Hawai'i. Ano'ai.



UNIVERSITY of HAWAII®  
**HAWAII**  
COMMUNITY COLLEGE

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## 2021-2022 Catalog

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\* Host location for the University Center, West Hawai'i

#### **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 2021-2022

## Fall 2021 Semester Calendar

May 31 (M)	Last day for International Students (living abroad) to submit complete Fall 2021 application
Aug 1 (Su)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2021 application
Aug 8 (Su)	Last day to submit completed applications for Fall 2021 Semester
Aug 17-18 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 19 (R)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Aug 20 (F)	<i>Statehood Day (Holiday)</i>
Aug 23 (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 registered.
Aug 23-31 (M-T)	Online registration available until 11:59pm on Tuesday (for semester-length classes)
Aug 31 (T)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes †
	NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Aug 31 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 6 (M)	<i>Labor Day (Holiday)</i>
Sep 14 (T)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Sep 14 (T)	Last day to Withdraw from semester-length classes <u>without</u> a "W" †
Sep 14 (T)	Financial Aid enrollment status determination date
Sep 24 (F)	"I" removal deadline: Student to Instructor
Oct 31 (Su)	Last day for International Students (living abroad) to submit complete Spring 2022 application
Nov 1 (M)	Spring 2022 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Nov 1 (M)	Last day to apply for Credit by Exam for Fall Semester
Nov 1 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Nov 1 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Nov 1 (M)	Last day to submit application to Audit classes
Nov 1 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Nov 1 (M)	Last day to "opt-out" of Summer 2021 / Fall 2021 degree conferral
Nov 8 (M)	Early Registration begins for continuing students for Spring 2022 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Nov 11 (R)	<i>Veterans' Day (Holiday)</i>
Nov 25 (R)	<i>Thanksgiving (Holiday)</i>
Nov 26 (F)	<i>Non-Instructional Day</i>
Dec 1 (W)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2022 application
Dec 9 (R)	Last day of Instruction
Dec 10 (F)	Writing Assessment Day for English Department
Dec 10 (F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 15 (W)	Last day to submit completed applications for Spring 2022 Semester
Dec 13-17 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
Dec 17 (F)	Last day to order diploma/certificate from ARO
Dec 20 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 24 (F)	<i>Christmas Day (Holiday)</i>
Dec 31 (F)	<i>New Year's Day (Holiday)</i>
Jan 7, 2022 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Jan 10, 2022 (M)	First Day of Spring 2022 Semester

† Deadlines for part-term classes vary. Click the "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.

**NOTES:** 'ARO' denotes the Admissions & Records Office (Hilo)  
 'PAL' denotes the Student Services Office at Pālanui (WH)

*Academic Calendar subject to change.*



# Academic Calendar 2021-2022

## Spring 2022 Semester Calendar

Oct 31 (Su)	Last day for International Students (living abroad) to submit complete Spring 2022 application
Dec 1 (W)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2022 application
Dec 15 (W)	Last day to submit completed applications for Spring 2022 Semester
Dec 31 (F)	<i>New Year's Day (Holiday)</i>
Jan 4-5 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 7 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Jan 10 (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 registered.
Jan 10-18 (M-T)	Online registration available until 11:59pm on Tuesday (for semester-length classes)
Jan 17 (M)	<i>Dr. Martin Luther King, Jr. Day (Holiday)</i>
Jan 18 (T)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes †
	NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Jan 18 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Feb 2 (W)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Feb 2 (W)	Last day to Withdraw from classes <u>without</u> a "W" †
Feb 2 (W)	Financial Aid enrollment status determination date
Feb 21 (M)	<i>Presidents' Day (Holiday)</i>
Mar 4 (F)	<i>Non-Instructional Day</i>
Mar 4 (F)	"I" removal deadline: Student to Instructor
Mar 14-18 (M-F)	<i>Spring Recess (No School)</i>
Mar 21 (M)	Summer 2022 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Mar 25 (F)	<i>Prince Jonah Kūhiō Kalaniana'ole Day (Holiday)</i>
Mar 28 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Mar 28 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Mar 28 (M)	Last day to submit application to Audit classes
Mar 28 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Mar 28 (M)	Last day to apply for Credit by Exam for Spring Semester
Mar 28 (M)	Last day to "opt-out" of Spring 2022 degree conferral
Apr 1 (F)	Fall 2022 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Apr 4 (M)	Early Registration begins for continuing students for Summer 2022 (open) and Fall 2022 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Apr 15 (F)	<i>Good Friday (Holiday)</i>
May 4 (W)	Last day of Instruction
May 6 (F)	Writing Assessment Day for English Department
May 6 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 9-13 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
May 13 (F)	Last day to order diploma/certificate from ARO
May 13 (F)	Hawai'i Community College Commencement - Hilo
May 14 (Sa)	Hawai'i Community College - Pālanui Commencement
May 16 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 13 (F)	Priority deadline for new students to apply for Summer 2022 session. Contact ARO for details.
May 23 (M)	First day of Summer Session I. NOTE: A \$10.00 Late Registration fee will be charged for new Summer registrations on or after this day - even if the Summer class starts later.
May 31 (T)	Last day for International Students (living abroad) to submit complete Fall 2022 application
Aug 1 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2022 application
Aug 1 (M)	Last day to submit completed applications for Fall 2022 Semester

† Deadlines for part-term classes vary. Click the "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.

*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 courses, programs, or policies. For the most recent information, students should check with their advisor or academic counselor.



# 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 kālā'ike a me nā ke'ena kākō'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 maele like 'ole o kēia kula kaiaulu nei i kaiaulu kālā'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

To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.

## Vision

Our Kauhale of lifelong learners will be productive and engaged citizens capable of meeting the complex challenges of our island and global communities.

## Institutional Learning Outcomes

Our Kauhale of lifelong learners will:

- Communicate effectively in a variety of situations.
- Utilize critical thinking to solve problems and make informed decisions.
- Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai'i island, as well as other cultures of the world.
- Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.
- Produce and perpetuate safe, healthy learning and professional environments that are respectful of social and individual diversity.
- Contribute to sustainable environmental practices for personal and community well-being.

## Ke Ala Nu'ukia

No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puuaneane, na ke Kulanui Kaiaulu 'o Hawai'i e kaulele ma ka 'ike e pono ai nā hoa Kauhale i na'auao a mākaukau ho'i. Ma hope mākou o ke ala nu'ukia o nā Kulanui Kaiaulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuauli.

## Ka 'Ōlelo Nu'ukia

E lilo ana nā kānaka 'imi na'auao o ke Kauhale i kupa ho'oikaika a papau ho'i i hiki ke 'a'a i nā kūlana nōhihi o ko kākou kaiaulu mokupuni a me ko kākou kaiaulu honua.

## Nā Hopena A'o Honua Kula

Our Na nā kānaka 'imi na'auao o ke Kauhale e:

- Ho'oka'a'ike pono i nā manawa like 'ole.
- No'ono'o loi ma ka huli 'ana i ka hā'ina a ho'oholo mana'o me ke na'auao.
- Kōkua i ke kaiaulu, me ka 'ike a me ka mākau, a me ka mahalo ho'i i nā kānaka 'oiwi a me nā mo'omeheu 'oiwi o Hawai'i nei, a me nā mo'omeheu 'ē a'e o ka honua.
- Kūlia i ka nu'u ma ka 'imi na'auao a ma ka 'oihana ho'i ma o ka huli 'ana ma nā 'oihana a me nā kumuwaiwai maika'i.
- Ho'opuka a ho'omau i kekahi kaiapuni a'o maluhia me ona kaiapuni 'oihana e mahalo i ke kanaka a me ke kaiapili.
- Mālama i ke kaiapuni no ke ola pono 'ana o ke kanaka a me ke kaiaulu.

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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.

The Academic Senate initiated and oversees the General Education (GE) Committee, made up of discipline faculty and student support services representation, which considers for approval courses appropriate for GE designation for the AA and AS degrees.

The course designation process for AAS degrees involves agreements between the degree program and discipline faculty who approve courses as appropriate for meeting the programs' Cultural, Natural, and Social Environments GE requirements.

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### General Education Learning Outcomes (GELOs)

- GELO 1: Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- GELO 2: Critical Reading - Read critically to synthesize information to gain understanding.
- GELO 3: Critical Thinking - Make informed decisions through analyzing and evaluating information.
- GELO 4: Information Competency - Retrieve, evaluate, and utilize information.
- GELO 5: Technological Literacy - Employ computer technology to perform academic and professional tasks.
- GELO 6: Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- GELO 7: Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- GELO 8: Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- GELO 9: Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- GELO 10: Ethics - Articulate and demonstrate knowledge of ethical behavior and the process of ethical decision-making.

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## Accreditation

Hawai'i Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org)

For further information regarding the College's accreditation process, visit the accreditation web page at <https://hawaii.hawaii.edu/accreditation>

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)
Hawai'i CC Children's Center	• National Association for the Education of Young Children (NAEYC)
A.S. in Nursing	• Accreditation Commission for Education in Nursing (ACEN)

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## A Rich Legacy

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 continuing education programs throughout the island of Hawai'i in 1992. In July 1997, Hawai'i Community College assumed administration of the University of Hawai'i Center, West Hawai'i, located in Kealahou. In Fall 2015, the University of Hawai'i Center, West Hawai'i moved to a new branch campus of Hawai'i Community College at Pālanui in North Kona to serve the West Hawai'i community. This new branch campus of Hawai'i Community College is called Hawai'i Community College-Pālanui.

Hawai'i Community College-Pālanui opened its doors in Fall 2015, offering two-year Associate degrees through a rich array of classes in Culinary Arts, Nursing, Hawaiian Culture,



Science, Liberal Arts, and more. The campus also delivers Bachelor's and graduate-level degrees from other campuses in the UH System, such as UH Hilo, UH Mānoa, and UH West O'ahu. Hawai'i CC-Pālanui is a vibrant and essential resource for those who call West Hawai'i home. The new classrooms, science laboratories, learning kitchens, and learning resource center are state-of-the-art, LEED Platinum Certified facilities designed for 21<sup>st</sup> century learning.

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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 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 Arts in Hawaiian Studies degree which are 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)

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### 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 Hawai'i CC. Members of the Academic Senate are referred to as Senators. All Senators have the rights of voice and vote.

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### 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-Hawai'i CC) 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 Hawai'i CC. The ASUH-Hawai'i CC 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 Hawai'i CC and who are enrolled in at least one (1) credit offered by Hawai'i CC.

## College Council

The College Council of Hawai'i Community College convenes as the means for the Kauhale to maintain and strengthen college-wide communication and shared governance. The Council serves as a college-wide organization with representation from all major campus constituencies and ex-officio members. As representatives of the Kauhale, the Council develops and assists in the implementation of the College's Strategic Plan through an inclusive, participatory, and transparent planning, evaluation, and resource allocation process. The Council is responsible for providing oversight for campus-wide committee tasks and reviewing policies affecting the institution. 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 or the Associated Students of the University of Hawai'i (ASUH).

Issues under the Council charter refer to matters of College concern. Any member from the Kauhale may bring college-wide issue to the Council. College-wide issues may include, but are not limited to:

- budget and resource allocation,
- strategic planning (budget, facilities, health and safety, technology),
- community relations,
- accreditation, assessment and institutional effectiveness,
- institutional guiding statements (mission, vision, and institutional outcomes),
- schedule of college meetings, and
- coordination of committees, as appropriate.

## Hawai'i Papa O Ke Ao

Hawai'i Papa O Ke Ao is a UH System-wide Strategic Direction's imperative to become a model indigenous-serving institution. The phrase Hawai'i Papa O Ke Ao means "Hawai'i Foundations of Light/Knowledge." A co-campus collaboration between Hawai'i Community College and the University of Hawai'i at Hilo, the goal is to seamlessly integrate our rich Hawaiian cultural heritage into our Western academic setting in order to build bridges to success for all college and university students, and employees.

## 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 Council was responsible for the development of the college's Hawai'i Papa O Ke Ao plan to indigenize the institution. 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. The Ho'olulu Council is also represented on the Community College's Native Hawaiian Chairs Council and serves as an advisor to the UH Vice President of Community Colleges.

## Kīpaepae Hawai'i Protocols Committee

Hawai'i Community College is celebrated throughout the University of Hawai'i System for having a campus culture foundation in Hawaiian culture. A significant contributor is the implementation of Hawaiian protocols facilitated by the Kīpaepae Hawai'i Protocols Committee. A co-campus committee with direct report to the Chancellors of Hawai'i Community College and the University of Hawai'i at Hilo, the purpose of the Kīpaepae Hawai'i Protocols Committee is twofold: to meet the need for traditional Hawai'i protocols in our academic, local, and global communities; and to respond to global invitations to bridge resources, talents, and experiences. On average there are 50 Kīpaepae per year. Kīpaepae are inclusive; one will experience first-hand the coming together of learners, employees, and community members in the spirit of Kauhale to welcome guests to our college and university.

## Articulation Agreements with Other Campuses

Hawai'i Community College has partnered with other campuses to promote educational opportunities for students who wish to further their education.

### Art or Digital Art/Creative Media

- **University of Hawai'i at Hilo Art Program** For students who complete a Hawai'i CC Associate of Arts with a Concentration in Art degree and want to pursue a Bachelor of Arts degree in Art at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.
- **University of Hawai'i-West O'ahu Creative Media Programs** Students who complete an identified Associate's degree at their respective institutions may transfer as classified students to the University of Hawai'i West O'ahu's Bachelor of Arts (BA) in Creative Media with a concentration in Communications and New Media Technologies, Design and Media, General Creative Media, or Video Game Design and Development. For more information, contact Meidor Hu (808) 934-2590.

### Bachelor's Degree

- **Oregon State University** Hawai'i CC students can be jointly admitted and concurrently enrolled at OSU. Upon earning an Associate Degree from Hawai'i CC, 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.
- **University of Hawai'i at Hilo Degree Pathways Partnership Program** Facilitates the completion of baccalaureate degrees at UH Hilo by students who begin their post-secondary education at Hawai'i CC. This partner-

ship 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 Hawai'i CC program; and fostering better alignment between learning goals at each institution. This agreement benefits students and programs on both campuses.

- **University of Hawai'i-Mānoa Ka'ie'ie Degree Pathway Partnership** Designed to help Hawai'i Community College students successfully transfer to UH Mānoa. Ka'ie'ie students are admitted to both UH Mānoa and Hawai'i CC (dual-admissions); work with transfer specialists and counselors to create a long term academic plan; receive academic advising at both campuses (Hawai'i CC and UH Mānoa); can take UH Mānoa courses while still completing courses at Hawai'i CC (dual-enrollment); and register early upon transfer to UH Mānoa (priority registration). To learn more about the Ka'ie'ie Program and eligibility requirements, contact the Counseling, Advising and Support Services Center at (808) 934-2720, or visit the webpage at [uhcc.hawaii.edu/kaieie](http://uhcc.hawaii.edu/kaieie)

## Business

- **University of Hawai'i at Hilo College of Business and Economics Program (COBE)** Provides a transfer pathway for students who complete an AA Liberal Arts degree in the Exploratory Business track and would like to pursue a Bachelor of Business Administration in General Business or Accounting at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720)
- **University of Hawai'i-Maui College Applied Business and Information Technology Program** Provides a transfer pathway for students who complete an Associate in Science in Information Technology degree and would like to pursue a Bachelor of Applied Science in Applied Business and Information Technology at UHMC. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.
- **University of Hawai'i-West O'ahu Business Administration Program** Provides a transfer pathway for students in the Associate in Applied Science degree in Marketing who would like to pursue a Bachelor of Arts degree in Business Administration with a concentration in Marketing at UHWO. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

## Early Childhood Education

- **Chaminade University of Honolulu Early Childhood Education** Through their Extended University Accelerated Undergraduate Program, Chaminade offers a 2+2 pathway leading to a Bachelor of Science in Early Childhood Education, and Bachelor of Science Early Childhood Education with Montessori/PreK-K Licensure. Options include a 100% online non-licensure track and a hybrid PreK-K licensure with Montessori credential track. The Hawai'i Community College AS in Early Childhood Education articulates with the 2+2 at Chaminade. For more information, contact Jana Smith at (808) 934-2629 or Brenda Watanabe at (808) 934-2637.
- **University of Hawai'i-Mānoa Early Childhood Education Program** Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Education in Elementary Education with a Specialization in Early Childhood Education or a Bachelor of Education in Early Childhood and Early Childhood Special Education at the University of Hawai'i Mānoa will have a cohesive career pathway into these selected programs. For more information, contact Jana Smith (808) 934-2629 or Brenda Watanabe at (808) 934-2637.
- **University of Hawai'i-West O'ahu BA in Social Sciences with a Concentration in Early Childhood Education** Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Arts in Social Sciences degree with a Concentration in Early Childhood Education at the University of Hawai'i-West O'ahu will have several options to transfer seamlessly into this BA program. UHWO's BA in Social Science with a Concentration in ECE is a program that is predominantly offered online. For more information, contact Jana Smith at (808) 934-2629 or Brenda Watanabe at (808) 934-2637.

## Fire Science

- **Eastern Oregon State University Fire Services Administration Program** Promotes educational opportunities for students to earn a Fire Service Administration Bachelor of Science Degree. A completion of a Hawai'i CC AS in Fire Science degree will fulfill all of EOU's lower division Fire Service Administration course requirements. Students who transfer to EOU will receive a transcript evaluation to determine what completed courses can be applied to the EOU General Education requirements. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

## Natural Science

- **University of Hawai'i at Hilo Natural Science Programs** Allows Hawai'i CC graduates with an Associate of Science degree in Natural Science degree (AS-NSCI) who transfer into UH Hilo to receive automatic admission as juniors. This program is designed to fulfill most of the UH Hilo core requirements, and most of the entry-level STEM requirements for Life Sciences at UH Hilo. This state-wide program also allows students to transfer easily to any of the Community College campuses in the UH System. For more information, contact Pamela Scheffler by e-mail ([pamelays@hawaii.edu](mailto:pamelays@hawaii.edu)).
- **University of Hawai'i at Hilo Natural Science Programs with pathways to the Teaching Program** A second Memorandum of Understanding (MOU) was created to provide several Natural Science pathways for students who complete an AS in Natural Science degree and would like to pursue a BA in Natural Science at UH Hilo. These pathways provide a specific track of education courses to prepare students for application into the Master of Arts in Teaching program. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

## Social Sciences

- **University of Hawai'i-Mānoa Aloha Pathway: Social Sciences** Designed for Hawai'i CC students interested in obtaining a Social Sciences degree from UH Mānoa, the partnership allows qualifying students to take online courses that articulate to various College of Social Sciences (CSS) Bachelor's degree programs. The online nature of the Aloha Pathway program allows Hawai'i CC students to conveniently learn at their own pace through flexible course offerings. For more information, please contact the Counseling, Advising and Support Services Center at (808) 934-2720.

## Sociology

- **University of Hawai'i at Hilo Sociology Program** Provides a transfer pathway for students who complete a Hawai'i CC Associate of Arts with a Concentration in Sociology degree and want to pursue a Bachelor of Arts degree in Sociology at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

### WICHE Interstate Passport

Hawai'i Community College is a member of the national Interstate Passport initiative. Based at the Western Interstate Commission for Higher Education (WICHE) in Boulder, CO, the Interstate Passport is a tool that facilitates the transfer of blocks of general education credit across state lines. The goal is to make the transfer process as seamless and efficient as possible, saving students money in the process. Students who have earned

an Interstate Passport at another member institution may use that Passport to fulfill Hawai'i Community College's General Education requirements. Students who have earned a Passport at Hawai'i Community College will be able to use it to facilitate transfer into member institutions across the United States. See the campus Interstate Passport website for further details: [interstate-passport.wiche.edu](http://interstate-passport.wiche.edu)

### 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, Kohala, Konawaena, 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 Grant Ka'au'a or Renette Pacheco at (808)934-2795, or visit [www.hawaii.hawaii.edu/construction-academy](http://www.hawaii.hawaii.edu/construction-academy)

### Distance Education at Hawai'i Community College

Distance Education (DE) classes provide students the flexibility to complete coursework outside of the traditional classroom setting. Hawai'i Community College (Hawai'i CC) has partnered with other University of Hawai'i Community Colleges to offer a variety of DE classes to meet the needs of students. In addition to the courses offered at Hawai'i CC, Hawai'i CC students are able to enroll in DE classes from all other UH Community Colleges (UHCC).

Hawai'i Community College is an institutional member of the National Council of **State Authorization Reciprocity Agreements (NC-SARA)**, commonly referred to as SARA. Students who are physically located in states that are SARA members may enroll in Hawai'i Community College online courses without requiring additional authorization agreements with the individual state.

See [www.hawaii.hawaii.edu/de](http://www.hawaii.hawaii.edu/de) for more information about distance education at Hawai'i CC.

### DE Classes are Offered in a Variety of Formats Online Classes

Online classes offer flexibility for students with challenging schedules. Online classes require minimal requirements for students to come to campus. While classes have deadlines that need to be met, students taking online classes have the ability to access their classes via the Internet and study at times and places that best fit their schedules. Students must have access to a computer with reliable Internet connection.

See [www.uhonline.hawaii.edu/onlinelearning](http://www.uhonline.hawaii.edu/onlinelearning) for more information.



## Cable Television Classes

Some University of Hawai'i campuses offer cable classes statewide or county only. Students may watch a class at the scheduled time or record the class lectures for viewing at a more convenient time. Students must have access or subscribe to Spectrum or Hawaiian Tel TV (not available on satellite TV).

See [www.uhonline.hawaii.edu/cable](http://www.uhonline.hawaii.edu/cable) for more information.

## Interactive Television (ITV) Classes

Using video conferencing technology, ITV courses meet at a designated time and location although the instructor and students are in different locations. They can see and hear each other, creating a traditional classroom-like environment. ITV classes may also include an online component for additional instruction and materials. Students must be able to meet at the designated time and location to attend class.

See [www.uhonline.hawaii.edu/interactivevideo](http://www.uhonline.hawaii.edu/interactivevideo) for more information.

## Student Success in DE classes

There are no special requirements to take an online class, as long as all prerequisites for the course are met. However, each student learns differently. Some students may be more successful in a regular classroom, while others may be more successful in a DE class.

Generally, successful DE students are:

- comfortable learning without seeing the instructor or classmates in person.
- comfortable learning on a computer or a TV.
- comfortable with using computers and other technology.
- self-disciplined, organized, and can independently follow lessons and complete coursework.
- able to create and stick to a schedule for his/her own learning.

Other considerations:

- DE classes take as much time as regular classes.
- DE classes require a substantial amount of reading and writing.
- DE classes require students to be organized to keep track of dates and assignments.
- DE classes may require a limited number of on-campus activities such as orientations, meetings, review sessions, and/or exams.

## Equipment and Skill Requirements

Access to a computer with reliable Internet access is required, especially for online classes. Visit the UH Information Technology Services Web site at [www.hawaii.edu/askus/585](http://www.hawaii.edu/askus/585) for information on computer hardware recommendations.

Most DE classes will also require use of common word processing and presentation software (e.g., Word, PowerPoint), e-mail, and the Internet to communicate and to complete and submit course assignments.

## Enrolling in DE Classes

Students can register for a DE class offered through their home campus, or through any of the other UHCC campuses, as long as the course and program requirements for that class are met. Students should check with a counselor or the Admissions and Records Office if there are questions or special circumstances (e.g. taking only DE classes or if there are questions about credit transferability).

Visit [www.uhonline.hawaii.edu/courses](http://www.uhonline.hawaii.edu/courses) to view the list of DE classes at all UH campuses. Before registering for a DE class, students should check all course information and notes listed for any specific requirements the class might have.

NOTE: All international students with an F-1 visa should check with a counselor for further information before registering for a DE class.

## Academic Support for Students in DE Classes

Students who claim Hawai'i CC as their home campus will be provided appropriate access to the following services for the DE classes in which they are enrolled (Policy Haw 5.200):

- placement testing,
- access to computers on campus,
- tutoring,
- Mookini and Pālanui Library services, including: reference assistance; information literacy instruction; intra-system library loans; and access to reserves, print, and electronic collections. (NOTE: Before being granted library access, Hawai'i CC DE students must be authenticated by showing a current validated ID.), and
- test proctoring (provided for all UH System DE classes).

## Financial Aid Information

Financial aid *may* be applied toward a DE class. Students eligible for financial aid should check with the Financial Aid Office for additional information and requirements before registering for the class.

## Laulima

The most important tool needed for a DE course is Laulima. Laulima is the University of Hawai'i's official online course management tool. Students should log in to Laulima using their UH username and password. The address is <https://laulima.hawaii.edu>

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## Facilities

In East Hawai'i, Hawai'i CC shares a campus with the University of Hawai'i at Hilo (UH Hilo) which consists of a 115-acre Main Campus and a 21-acre campus on Manono Street. To serve Hawai'i CC 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.

For information about West Hawai'i, see the following section.

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## Hawai'i Community College-Pālanui

**73-4255 Ane Keohokālole Highway**  
**Kailua-Kona, HI 96740**  
**Ph: (808) 969-8800**  
**v/t: (808) 969-8816**

The College serves West Hawai'i at the new Hawai'i Community College-Pālanui campus, where many classes and associate degree programs are available. Pālanui houses classrooms, vocational labs, a computer lab, and a library/learning center. The student support office provides access to Hawai'i Community College counseling, financial aid assistance, registration information and special student success programs. Students attending Hawai'i CC-Pālanui have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes, online classes available via the Internet, and hybrid classes that utilize a combination of technologies and/or face-to face participation.

**University Center, West Hawai'i at Pālanui**  
**Carrie Kuwada Phipps, Educational Specialist**  
**Ph: (808) 969-8808**

Hawai'i Community College-Pālanui also hosts the University Center, West Hawai'i. It is one of three University Centers that were established by the Board of Regents (BOR) in June 1996. The primary purpose of a University Center is to provide distance learning with local support for the many degrees and certificates offered by the University of Hawai'i colleges and universities. Call for more information on current courses of study available through the Center.

For a complete listing of distance programs available through the University Centers visit [www.hawaii.edu/dl](http://www.hawaii.edu/dl)

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## Kō Education Center

**45-539 Plumeria Street**  
**Honoka'a, HI 96727**  
**Ph: (808) 775-8890**  
**Fax: (808) 775-1294**

The Kō Education Center (formerly North Hawai'i Education and Research Center (NHERC)) is a rural campus located in historic Honoka'a town. KōEC strives to bring relevant, quality learning opportunities to the communities of Hāmākua and North Hawai'i.

KōEC offers college classrooms, meeting rooms equipped with video conferencing, a computer lab, and a resource lounge with access to computers and WiFi. KōEC also provides a Testing Center for students to take proctored exams such as Accuplacer, course exams (both UH and national colleges), and serves as the Hawai'i Island site for PSI licensure testing. Students attending KōEC have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes, and hybrid classes that utilize a combination of technologies and/or face-to-face participation.

KōEC's Kalehua Conference room is an indoor, air-conditioned meeting space for up to 100 guests and the Kapulena Pavilion is an outdoor event venue for up to 175 attendees. The Heritage Center at KōEC preserves and displays the rich history of Hāmākua and North Hawai'i for local residents and guests from all over the world.

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## Academic Support Services

In Hilo, Hawai'i Community College shares the library with the University of Hawai'i at Hilo. In West Hawai'i, students have access to the Library and Learning Center at Hawai'i Community College-Pālanui (see the Library and Learning Center section for more information).

**The Edwin H. Mookini Library**  
**Circulation Desk: (808) 932-7286**  
**Information Desk: (808) 932-7296**  
**<http://library.uhh.hawaii.edu>**

**Joseph Sanchez, University Librarian/Director**  
**Ph: (808) 932-7315**

**Lari-Anne Au, Public Services Librarian**  
**Ph: (808) 932-7510**

The Edwin H. Mookini Library, completed in 1981, is located in the center of the Upper Campus. Its primary mission is to support the academic programs of both the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (Hawai'i CC).

Mookini Library provides access to books and periodicals in print and online formats, DVDs, videocassettes, streaming educational videos, compact disks, and microforms. Students



locate these resources through the library's website. The Hawaiian Collection houses the library's extensive Hawaiiana holdings. To ensure student proficiency in the use of these collections, the staff provides reference assistance in-person at the Information Desk, by phone, or through email. The library also offers a comprehensive program of library instruction.

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 other software to support coursework. Interlibrary loan services are available to assist students and faculty in obtaining research materials from other university libraries.

**The Learning Center (TLC)**  
**Hilo (Upper Campus, Library, lower level)**  
**Lisa Fukumitsu, Student Success Coordinator**  
**Ph: (808) 934-2530**  
**[www.hawaii.hawaii.edu/tlc](http://www.hawaii.hawaii.edu/tlc)**

The Learning Center (TLC) is committed to providing current students with a variety of services which contribute to academic success. Our vision is to encourage and support student success through our five core values:

- Respect diversity
- Honor confidentiality
- Demonstrate patience and compassion
- Provide a safe learning environment
- Promote independent learning and critical thinking

TLC services include:

1. Free academic tutoring in reading, writing, math, study skills, English as a Second Language, and other content-area courses as available. Go to the TLC website, click on Find a Tutor for subjects and schedules [hawaii.hawaii.edu/tlc](http://hawaii.hawaii.edu/tlc)
2. Computer lab
3. Technology assistance (Laulima, STAR GPS, etc.)
4. Workshops
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)**  
**Bldg. 387 Room 101, Manono Campus, Hilo**  
**Kaleo Pilago, Educational Specialist**  
**Ph: (808) 934-2540**  
**e-mail: [halekea@hawaii.edu](mailto:halekea@hawaii.edu)**  
**[www.hawaii.hawaii.edu/halekea](http://www.hawaii.hawaii.edu/halekea)**

The Hale Kea Advancement and Testing Center (HKATC) provides students with access to desktop computers, printing, open and accessible study areas, and a variety of test proctoring services for current and prospective Hawai'i CC students. Test proctoring is also available for students taking distance education classes from any of the ten University of Hawai'i campuses.

UH/UHCC testing services include remote and onsite proctoring options:

- Online and Distance Education exams
- Make up and Special Accommodations exams
- Accuplacer placement testing

HKATC also provides fee-based test proctoring for non-UH college students, government agencies, nonprofits, and private institutions. Proctoring services are contingent upon the availability of staff and facilities. These testing services include:

- CLEP
- Pearson Vue
- ASE Prometric
- ATI Teas
- ACOR exams
- USPS assessments
- Non-UH affiliated distance education and placement exams
- ISO Quality Certified Substance Abuse Counselor certification exams

**Hawai'i Community College-Pālanui,**  
**Library and Learning Center**  
**Laurel Gregory, Librarian**  
**Karen Au, Educational Specialist**  
**Jean Jewell, Academic Support Specialist**  
**Ph: (808) 969-8830**  
**fax: (808) 209-8028**

The Library and Learning Center at Pālanui houses a small on-site collection of books and DVDs, along with access to thousands of books and periodical articles in electronic format. The staff offers formal and informal computer literacy and research instruction, reference services, and help in obtaining research materials from other UH campus libraries. Free academic tutoring is available to Hawai'i Community College students as well as test proctoring for UH system classes. Placement testing is offered year-round.

## Academic Support for Distance Education Students

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

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

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**  
**Bldg. 380 (Manono Campus), Room 34**  
**Ph: (808) 934-2600**  
**fax: (808) 934-2601**  
**[www.hawaii.hawaii.edu/i-ola-haloa](http://www.hawaii.hawaii.edu/i-ola-haloa)**

## **Paepae 'Ōhua Native Hawaiian Student Success Services** **Monica Burnett, Educational Specialist**

**Ha'akūmalae Protocols Program**  
**Taupouri Tangarō, Professor**  
**Pele Kaio, Instructor**  
**No'el Tagab-Cruz, Instructor/Kīpaepae Committee Chair**

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

- Paepae 'Ōhua Native Hawaiian Student Success Services where advising, tutoring, peer mentors, and other services to support academic success are offered.
- Ha'akūmalae Hawaiian protocols and cultural bridging initiative for faculty, staff, and learners from Hawai'i CC and the University of Hawai'i at Hilo.

These initiatives are supported, in part, by a USDOETitle III Native Hawaiian Serving Institutions Grant.

## **EDvance (formerly the Office of Continuing Education and Training)**

**Bldg. 379A, Rooms 1,2,3 (Manono Campus)**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**  
**Ph: (808) 934-2700**  
**<https://edvance.hawaii.hawaii.edu>**

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

**Apprenticeship Training**  
**Ph: (808) 934-2700 or (808) 934-2692**

Hawai'i CC'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 Hawai'i CC 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).

Office of International Programs  
Christine Quintana, Coordinator  
Eri Hall, Instructional and Student Support Specialist  
Ph: (808) 934-2698  
[www.hawaii.hawaii.edu/international-student](http://www.hawaii.hawaii.edu/international-student)

The Office of International Programs (OIP) supports global engagement at Hawai'i community College. OIP assists international students with achieving their academic and personal goals while complying with their immigration status. OIP provides new student orientation, advising on immigration regulations, and support with study abroad opportunities.

The Office of International Programs oversees the **Intensive English Program (IEP)**, which provides intensive English language preparation for international students who wish to improve their English skills for professional or personal reasons. The IEP also serves permanent residents and immigrants who are non-native speakers of English and need further development of their English language skills.

IEP offers five 8-week sessions each year. Students have the opportunity to meet new friends and participate in extra-curricular activities. At the end of each session, a Certificate of Participation is given to each student. Students who successfully pass IEP Level 4 meet the English proficiency for admissions into Hawai'i Community College's credit program.

Hawai'i CC welcomes international students. For more information about the admissions process for international students, visit [www.hawaii.hawaii.edu/international-student](http://www.hawaii.hawaii.edu/international-student)

For information about the Intensive English Program, visit [www.iephawaii.com](http://www.iephawaii.com)

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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 Hawai'i CC 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 the 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 Hawai'i CC students, a faculty/staff advisor (non-temporary), and bylaws. More information is available online at [www.hawaii.hawaii.edu/student-life](http://www.hawaii.hawaii.edu/student-life)

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## Alpha Psi Epsilon Chapter of Phi Theta Kappa

Phi Theta Kappa International Honor Society, founded in 1918, is the internationally recognized honor society for two-year colleges. Alpha Psi Epsilon, the Hawai'i CC chapter was chartered in April 1993. The purpose of the honor society is to recognize academic excellence of college students, and to provide opportunities for students to grow as scholars and leaders. Phi Theta Kappa is built on four hallmarks: scholarship, leadership, service, and fellowship.

To be invited for membership, students must have earned at least a 3.5 cumulative GPA and 12 credits that may be applied to an associate degree. 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 3.0 cumulative GPA. Membership is open to students at both the Hilo and Pālanui campuses and distance learners whose home institution is Hawai'i CC.

Benefits of membership include scholarship opportunities, leadership development, and participation in college and community service projects, social support, and networking. Phi Theta Kappans receive special seals on their diplomas and are recognized at commencement.

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## Emergency Management

The University of Hawai'i system considers emergency preparedness and planning activities critical for maintaining the safety of its campus community. Each campus has a **Comprehensive Emergency Management Plan (CEMP)** document that outlines the planned response to an emergency. The plan is modeled on the concepts and processes of the **National Incident Management System (NIMS)**, and is periodically reviewed and updated. During an emergency or disaster, all employees are considered emergency workers. (EP 2.203)

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.

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## 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

ers 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.

## Care Team

The safety and success of students at Hawai'i CC is of critical importance to all of us. To this end, Hawai'i CC has developed a team whose central mission is to provide early identification of at-risk behaviors that impact one's ability to be successful and safe on campus. The Care Team receives concerns from the larger community and then ensures that the individual is connected with the appropriate resources. The team works collaboratively and proactively to provide early intervention and assistance to any member of the Kauhale who needs help.

The Care Team accepts and encourages referrals from anyone connected to Hawai'i CC directly or indirectly, including students, faculty, staff, friends, family, and community members.

## Examples of At-Risk Behaviors

At-risk behaviors may be academic, physical, behavioral, emotional, or social, for example, threatening others, intoxication, suicidal talk, bizarre or disruptive behavior, or significant deterioration in academic work. Behaviors requiring referral include but are not limited to the following:

- Frequent interruption of the professor and asking non-relevant, off-topic questions
- Use of alcohol or other substances in class
- Racist or sexist comments or other fixated thoughts
- Bullying or threatening others
- Sudden and prolonged absence from class
- Self-injurious behavior
- Throwing objects or slamming doors
- Arrogant, rude, or objectifying language
- Psychotic, delusional, or rambling speech or writing
- Disrespectful talk or behavior

## How to make referrals to the Care Team

Make a referral to the Care Team by completing the online reporting form on the Care Team webpage at [www.hawaii.hawaii.edu/careteam](http://www.hawaii.hawaii.edu/careteam) or by sending an email to [care@hawaii.edu](mailto:care@hawaii.edu).

When referrals are received, the Care Team will assess the situation and develop a supportive intervention plan to help the community member and avoid crisis.

To report an emergency, call 911.

## 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 .....	62%	3%	n/a
UH at Hilo .....	38%	5%	n/a
UH - West O'ahu .....	39%	8%	n/a

Three years after entry:

Hawai'i CC .....	27%	7%	11%
Honolulu CC .....	28%	13%	17%
Kapi'olani CC .....	22%	18%	19%
Kaua'i CC .....	25%	14%	12%
Leeward CC .....	23%	14%	16%
Maui CC .....	27%	11%	11%
Windward CC .....	22%	13%	16%

	UHCC Average	Hawai'i CC
Gender		
Men .....	23%	34%
Women .....	25%	20%

IPEDS Race/Ethnicity

Nonresident Alien .....	38%	#
Hispanic/Latino .....	18%	17%
American Indian/Alaska Native .....	#	#
Asian .....	30%	33%
Black or African American .....	21%	#
Native Hawaiian/Pacific Islander .....	15%	21%
White .....	25%	26%
Two or more races .....	21%	33%
Unknown .....	#	#

Federal Grant/Loan Recipient

Federal Pell Grant .....	23%	24%
Subsidized Stafford Loan (no Pell Grant) ..	19%	#
Neither Pell Grant nor Stafford Loan ..	26%	31%

# 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 2021. For current rates: [www.hawaii.edu/irao/srkt](http://www.hawaii.edu/irao/srkt)

# Admission and Registration

**Mailing address for Student Services units:**  
**Admissions and Records Office**  
**Financial Aid Office**  
**Counseling, Advising, and Support Services**  
**Hawai'i Community College**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**

**Office of Student Housing**  
**University of Hawai'i at Hilo**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**

## Admission of Students

Hawai'i CC 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.

Online 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 Hawai'i Community College-Pālanui, Student Services Office in Kailua-Kona, or online at

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

Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 15 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 18) by May 31 for the Fall semester and October 31 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. Submit a completed 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. Consult the program section of this catalog for further information.
2. If seeking financial assistance, request and file a Free Application for Federal Student Aid (FAFSA) by priority deadline March 1. Applications received after March 1 will be processed, but awards will be made to eligible students

only as funds are available. Application forms are available online. For more information, see the separate section on Financial Aid.

3. If seeking on-campus housing, contact the Office of Student Housing (808) 932-7403. 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 or e-mail of their acceptance and given information regarding registration. Prior to registration for courses, the student is expected to:

1. Submit a TB (tuberculin) clearance within twelve (12) months prior to the first day of instruction, or TB clearance obtained on or after the age of sixteen (16), and proof of immunity to measles (rubeola), mumps, and rubella (MMR); Tdap (Tetanus-diphtheria-acellular pertussis); and Varicella (Chicken Pox), directly to the ARO/Pālanui, Student Services Office.

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

2. Students who are unable to determine placement using the alternative placement qualifiers will be required to take the Accuplacer placement test to determine appropriate course placement. There are three sections to the test: Reading, Writing, and Math. Students have the option of taking all three tests at once, or each test individually. Placement tests are administered in Hilo at the Hale Kea Testing and Advancement Center on the Manono Campus. Appointments in Hilo can be made by calling (808) 934-2540 or by e-mailing [halekea@hawaii.edu](mailto:halekea@hawaii.edu). In West Hawai'i, placement tests are administered through the Library and Learning Center on Pālanui Campus. Appointments in West Hawai'i can be made by calling (808) 969-8830. A valid UH student identification number is required in order to schedule an appointment. Also, a valid UH student ID



or government issued picture ID is required and must be presented on the test days. Accommodations for students with disabilities can be arranged with Hā'awi Kōkua call (808) 934-2825 [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.
2. Attend classes regularly.

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; 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.

### Acceptance Rollover

A student who is accepted for one term (admit term) and does not register for the admit term, may "rollover" his/her acceptance to a subsequent term (rollover term), provided the rollover term is within two (2) years of the admit term. Should the student wish instead to enroll in a term beyond the subsequent two (2) years, he/she must reapply.

### 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 nonresi-



dent 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/residency](http://www.hawaii.hawaii.edu/residency) or contact the Residency Officer at Hawai'i CC's Admissions and Records Office (ARO) (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 Hawai'i CC until submitting satisfactory evidence that changes the residency status.

The maximum number of nonresident students that can be accepted by Hawai'i CC 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
6. Veterans or individuals eligible to use transferred Post 9/11 GI Bill® (Chapter 33) or Montgomery GI Bill® active duty

(Chapter 30) educational benefits, who live in Hawai'i, and enroll at the University within 3 years of discharge from a period of active duty service of 90 days or more.

7. Veterans authorized to use Vocational Rehabilitation and Employment (Chapter 31) education benefits.

**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 Officer at Hawai'i CC's ARO. 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 Associate 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

International applicants must comply with all regulations of the United States Citizenship and Immigration Service (USCIS) as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Hawai'i CC. 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. Hawai'i CC is authorized under Federal Law to enroll non-immigrant 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 - Sec-

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

tion C Part II. The statement must indicate at least \$26,744 (US dollars) in available funds.

- **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 accepted. For information about IELTS, visit the website at [www.ielts.org](http://www.ielts.org)

A score of Grade 2A on the **EIKEN (Test in Practical English Proficiency)** is accepted. For information about EIKEN, visit the website at [www.eiken.or.jp/eiken/en/eiken-tests/overview](http://www.eiken.or.jp/eiken/en/eiken-tests/overview)

International students who do not meet the English proficiency requirement to enter Hawai'i CC's credit classes can begin their studies at the Intensive English Program (IEP). After successfully completing this program, students may enter Hawai'i CC credit classes without a TOEFL or IELTS score. (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 USCIS.

Hawai'i CC complies with all applicable requirements of other federal and state entities as may be required by law or by rules and regulations.

## Veterans and Dependents

Hawai'i CC is an approved educational institution for education and training under the **Veterans' Educational Assistance Act (GI Bill®)**, the **Veterans Readjustment Act**, and the **Dependents' Educational Assistance Program**. 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.va.gov](http://www.va.gov) for information and to apply

for benefits. For assistance with the application process, contact the campus VA Representative at (808) 934-2710.

After applying with the VA, Veterans and military-connected students wishing to activate their education benefits at the College should contact the VA Representative at Hawai'i CC ARO, Manono Campus, at (808) 934-2710.

**Chapter 31 Disabled Veterans** should contact the Hā'awi Kōkua Program by phone at (808) 934-2725 [v/t], or by e-mail at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

**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.va.gov](http://www.va.gov) for more information and to **apply for benefits**. The VA pays for classes applicable to declared majors only. Veterans should review the College catalog carefully and consult with an academic advisor/counselor **before registering** to ensure that all courses apply to their intended Hawai'i Community College degree or certificate. Recipients of veterans' benefits who have attended other colleges are required to have all previous course work evaluated for possible transfer of credit. Students must submit all necessary documents to the Hawai'i CC ARO and must participate in a Veteran's Orientation to activate their educational benefits with the College.

Each Veteran's Affairs School Certifying Official (SCO) is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program by phone at (808) 934-2725 [v/t], or by e-mail 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 College approximately six weeks after receiving certification from the campus VA School Certifying Official (SCO). 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 VA. If funds are returned to the VA because the student did not officially withdraw from the College, those students will be responsible for all tuition and fee charges incurred.

**Yellow Ribbon Program:** Hawai'i Community College participates in the Yellow Ribbon Program. For more information, call (808) 934-2710.

**Hawai'i National Guard Tuition Assistance:** Resident members of the Hawai'i National Guard may be eligible for partial tuition assistance from the Department of Defense in addition to federal educational benefits. This assistance is activated through the Guard Unit.

**Military Spouse Career Advancement Accounts MyCAA:** Payments are paid directly to the College. Students must

bring or send a copy of their approved Financial Assistance Form to Hawai'i CC'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 College, the student will be responsible for paying any unpaid balances.

Until a UH System policy can be developed and implemented, a memo serves as notice as it relates to how we handle financial obligations for students affected by this federal regulation. Hawai'i Community College will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of Title 38, Public Law 115-407.

### Transfer Students

Transfer students are those who were previously enrolled at a college or university other than Hawai'i CC. If a course is not in the UH System articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for transfer. A student who is transferring to Hawai'i CC from a non-UH institution, and who would like credits earned at the external institution evaluated for transfer, should arrange to have his/her official transcripts (sealed/unopened) sent **directly** to the ARO from the transferring institution. Transcripts that were issued to the student will not be accepted as official. The transcript(s) must be printed in English. Any transcript that is not printed in English will not be evaluated. All materials submitted become the property of Hawai'i CC.

Each summer, the ARO will review all transfer credit evaluations completed during the academic year and remove the record of transfer credits for students who never enrolled at Hawai'i CC. The original transcript(s) will be maintained for three years following enrollment at Hawai'i CC, or one year after receipt if there is no history of enrollment at Hawai'i CC.

A course will be processed for possible transfer credits 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 (GPA) earned at other institutions are used in the computation of the Hawai'i CC cumulative GPA. (Policy Haw 7.208)

### Transferring Credits from External Institutions to Hawai'i CC

Credits earned from postsecondary institutions may be transferred to Hawai'i CC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by Hawai'i CC.
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-").

Credits earned concurrently from other institutions within the UH system will be transferred to Hawai'i CC at the close of the semester if the course is already in the Hawai'i CC articulation database. If credits are not transferred, the student should submit the "Authorization Form to Access UH System Credits per Campus" to the Hawai'i CC ARO.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) **sent directly** from the transferring institution to the Hawai'i CC ARO. The ARO will transfer courses which are already in the UH articulation database. If a course is not in the UH articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for articulation and transfer.

Acceptance of external credit(s) is at the sole discretion of the receiving campus. Coursework/credits already taken at Hawai'i CC can not be replaced by any transfer coursework. The higher grade for an external course cannot replace the lower grade for the same course taken at Hawai'i CC. Hawai'i CC coursework, including Hawai'i CC in-progress course(s), override any external transfer coursework. The ratio for converting quarter-system credits to semester-system credits is 3:2. Transfer courses with a "D" (not "D-") or higher grade may be accepted for transfer. Grades for transferred courses are not computed in the Hawai'i CC cumulative Grade Point Average (GPA). The student's GPA is not transferrable from one campus to another. This is to ensure that students meet the appropriate Hawai'i CC graduation standards.

Transcripts received by Hawai'i CC become the property of Hawai'i CC, and the original(s) will not be forwarded to other institutions nor returned to the student. Transfer credit may be awarded for upper-division courses numbered 300 or higher. (Policy Haw 7.209)

To verify that credits have been transferred, students may check their STAR report. At the end of each academic year, students with no academic history with Hawai'i CC will have all transfer credits removed.

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## 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)

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## Returnees

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Any student who terminates his/her enrollment at Hawai'i CC during the semester and returns the following semester is considered a continuing student. A student who terminates his/her enrollment and does not register for the next semester may return without submitting an application provided he/she returns within three terms from the last term of registration. A student who does not enroll for three or more successive terms must reapply for admission.

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## Unclassified Nondegree Students

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A person who wishes to take courses at Hawai'i CC, but does not wish, or does not qualify, to enroll in a degree program, may apply for admission as an unclassified student. 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 ARO/WHSS Office.

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## 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 students 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 and deadlines. 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 Hawai'i CC counselor for guidance and explanation of the application process.

Interested high school students 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 or federal aid.

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## Health Requirements for Registration

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PRIOR to registration for classes, State of Hawai'i Department of Health regulations require students to submit proof of health clearance for Tuberculosis (TB); Measles (Rubeola), Mumps, and Rubella (MMR); Varicella; and Tetanus, Diphtheria, and Acellular Pertussis (TDAP). Health Clearances must be signed by a US licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). A health waiver hold can be issued to allow registration for online-only classes or services.

**Tuberculosis (TB) Clearance:** The student must present to the Admissions and Registration Office one of the following: Mantoux tuberculin skin test result of the diameter, T-spot, Quantiferon Gold In-Tube, or Negative Risk Screen issued within 12 months before first attendance or on or after 16th birthday. 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 Measles and Rubella signed by a US licensed MD, DO, APRN, or PA may be substituted for a record of immunizations. A Mumps laboratory test is not accepted.

**Varicella Immunization:** All students born before 1980 in the US will be exempt from the Varicella Immunization requirement. For all other students, two doses of the Varicella vaccine is required. Documentation of the vaccine will need to be signed or stamped by a US licensed MD, DO, APRN, PA, or clinic, and must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization.

**Tetanus, Diphtheria, and Acellular Pertussis (TDAP) Immunization:** One dose of the TDAP vaccine is required. Documentation of the vaccine will need to be signed or stamped by a US licensed MD, DO, APRN, PA, or clinic, and must be



presented for school attendance. This record must include complete dates (month/day/year) for each immunization.

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 F1 Visa 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 (HKATC)**

**1175 Manono Street, Bldg. 387, Room 101**

**Kaleo Pilago, Educational Specialist**

**Ph: (808) 934-2540**

**e-mail: [halekea@hawaii.edu](mailto:halekea@hawaii.edu)**

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

**Hawai'i Community College-Pāalamanui**

**Karen Au, Educational Specialist**

**Ph: (808) 969-8830**

Placement Testing in mathematics, reading, writing, and ESL is highly recommended as a Placement Qualifier under Multiple Measures at Hawai'i CC. Placement testing is a way to assess students' current skill levels and determine the courses in which students are eligible to register.

All test scores are valid for two years. Students who have active 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.

Students with a disability requiring accommodations to take the placement test should contact Hale Kea in advance for assistance.

### **Exceptions** (Policy Haw 5.501)

1. Students with prior degrees:

- a) Students with an associate's degree place into Eng 100 and Eng 102 and satisfy the writing and reading requirements

for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. Students with an associate's degree place into Math 82X and satisfy the mathematics requirements for any course that specifies Math 82X as a prerequisite.

b) Students with a bachelor's degree place into Eng 100 and Eng 102 and satisfy the writing and reading requirements for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. Students with a bachelor's degree place into Math 100, 103, 115 and satisfy the mathematics requirements for any course that specifies Math 100, 103, 115 as a prerequisite.

NOTE: This is for placement purposes only to assist students with registration and meeting Hawai'i CC course prerequisites. 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. Official transcripts must be used to grant transfer credit for courses completed to meet Hawai'i CC program and graduation requirements.

2. Students enrolled at the University of Hawai'i at Hilo:

a) UH Hilo classified majors place into Eng 100 and Eng 102 and satisfy the writing and reading requirements for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. UH Hilo classified majors place into Math 82X and satisfy the mathematics requirements for any course that specifies Math 82X as a prerequisite.

b) UH Hilo unclassified students utilize Multiple Measures placement qualifiers of Hawai'i CC.

c) UH Hilo ESL students are placed into Hawai'i CC ESL courses based on a combination of their placement qualifiers, ESL placement scores, and collaboration between UH Hilo ELI faculty, UH Hilo English Department faculty, and Hawai'i CC ESL faculty.

3. Students who meet UH Mānoa SAT/ACT entry requirements are placed as follows:

Eng 100 and/or Eng 102:

- A score of 480 or higher on the Critical Reading section of the SAT test AND a score of 510 or higher on the Writing section of the SAT test
- A score of 18 or higher on the English section of the ACT test and a score of 18 or higher on the Reading section of the ACT test

Math 100/103/115:

- 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

4. Students placed through articulation agreements with the Department of Education:

For placement purposes, the college will recognize current articulation agreements between the State of Hawai'i Department of Education and the UH System.

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

**Counseling, Advising and Support Services Center**  
**1175 Manono Street, Bldg. 379**  
**Ph: (808) 934-2720**

**Hawai'i Community College-Pālanuanui**  
**Ph: (808) 969-8816**

Upon acceptance to Hawai'i Community College, all students will be required to attend either mandatory, in-person orientation or mandatory success advising. Students should check their STAR account to determine their requirement. Students will not be able to register for classes until this requirement is met.

Students who are required to attend orientation must sign up in advance for one of the orientation sessions. A web-based option is available for students who do not reside on the Island of Hawai'i. At orientation, students will:

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

Students who are required to attend success advising must schedule an appointment to meet with a counselor. Students may schedule an appointment through MySuccess or by calling the Counseling Office (Hilo) or the Student Services Office (Pālanuanui).

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)
- Placement 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 Hawai'i CC 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 may not be completed until after a student's first semester at Hawai'i CC 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. Credits are granted in recognition of work successfully completed in specific courses. A 15 week lecture course that meets one hour a week is assigned 1 credit and normally requires two hours of out-of-class student work for each credit. Each laboratory credit requires three hours of laboratory for each assigned credit. Each lecture/laboratory credit requires two hours of a combination of lecture/laboratory for each assigned credit and normally requires 1 hour of out-of-class student work for each credit. Although credits for a course are usually fixed, there are some variable credit courses. The amount of credit(s) 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. 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, transcript requests, and receipt of a diploma/certificate.

#### **Registration**

Registration dates and deadlines are listed in the Hawai'i CC Academic Calendar at the front of this catalog.

#### **Concurrent Registration**

Hawai'i CC students may register concurrently for classes offered by the other community colleges in Hawai'i, provided prerequisites and requirements for each class are met. Students should contact the institution offering the class for assistance with registration.

All mandatory fees at Hawai'i CC and the other institution(s) will be charged as applicable.

If you are receiving financial aid from Hawai'i CC 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(s) concerning their enrollment protection policies and procedures.



## 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 through Friday of the first week of instruction. After the first week of instruction, classes may be added in-person at the ARO 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. 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 Services. Students who fail to withdraw officially may receive an "F".

Refer to the Hawai'i CC Academic Calendar at the front of this catalog for published deadlines.

## Tuition and Fees 2021-2022

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 .....	\$ 131.00
Nonresident .....	345.00

### Hilo and Non-Hilo Classes

#### Student Activity Fee: for all students

10 or more semester hours .....	15.00
9 or fewer (per semester hour) .....	1.50

#### Student Government Fee: for all students

10 or more semester hours .....	10.00
9 or fewer (per semester hour) .....	1.00

#### Publications Fee: for all students .....

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

(Continued on next column)

## Add/Drop Fee

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

## Special Fees and Charges:

Nonresident Application Fee .....	25.00
Payment Plan Fee (per semester per plan) .....	30.00
Nursing Professional Fee (per semester) .....	200.00
Diploma/Certificate 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
(NOTE: After 3 returned checks, the University will not accept another check as a form of payment.)	
Cost of textbooks and other class supplies .....	varies, for approximate cost, visit <a href="http://www.bookstore.hawaii.edu/hilo">www.bookstore.hawaii.edu/hilo</a>

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

## 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 MyUH Services at [www.hawaii.edu/myuhservices](http://www.hawaii.edu/myuhservices)

## 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 Business Office (808) 934-2740 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 Hawai'i CC 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.gov/individuals/education-credits](http://www.irs.gov/individuals/education-credits) 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 through their MyUH Services. Additional information may be found online at

[www.fmo.hawaii.edu/student\\_accounts/index.html#tab5\\_4](http://www.fmo.hawaii.edu/student_accounts/index.html#tab5_4)

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 (SSN) or **Individual Taxpayer Identification Numbers (ITIN)** 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)

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### Child Care

The Hawai'i Community College Children's Center is located on the Manono Campus in Hilo. It is a nationally accredited site that provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from Hawai'i Community College and UH Hilo. Community children are accepted on a space available basis. Tuition rates apply.

The Center, offering a high quality developmental approach to early childhood, serves as a training site for adult students. Under the supervision of qualified instructors and staff, the Center provides students with hands-on laboratory experience as well as consistent opportunities to practice skills needed to become early childhood professionals in the community. For more information call (808) 934-2630.

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### 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. 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) 932-7394.

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

Students taking Distance Education (DE) classes from other University of Hawai'i campuses may purchase books online from the specific campus.

Visit the bookstore website for current business hours. The bookstore is closed Saturday, Sunday, and holidays.

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### Parking on Campus

#### Parking Office

**Auxiliary Services, Bldg 389, Room 7A**

**1175 Manono Street**

**Ph: (808) 934-2752**

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
- valid driver's license
- current motor vehicle registration certificate
- owner's waiver (if driver is different from the vehicle owner)
- verification of enrollment/campus employment.

At Hawai'i CC-Pālanui, all parking is open except in designated and marked stalls.

At the Kō Education Center (formerly NHERC), there are two upper parking lots and one lower parking lot all equipped with accessible stalls. There is one Electric Vehicle (EV) charging station in the main upper lot. All parking is open except in designated and marked stalls.

## University Housing and Residence Life

### University Housing and Residence Life Office

University of Hawai'i at Hilo

PB-11, Room 1

200 W. Kāwili St.

Ph: (808) 932-7403

fax: (808) 932-7402

e-mail: [uhhouse@hawaii.edu](mailto:uhhouse@hawaii.edu)

<https://hilo.hawaii.edu/housing>

## On-Campus Housing

The University Housing and Residence Life Program at UH Hilo 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 governance, and the development of residence hall policies and procedures. On-campus housing at UH Hilo is open to both UH Hilo and Hawai'i CC students registered for a minimum of 12 credits in the current or upcoming term.

## Residence Halls

University Housing and Residence Life has five residence hall buildings: Hale 'Alahonua, Hale Kehau, Hale Kauanoe, Hale

Kanilehua and Hale 'Ikena. Each of the five residence hall building option have different floor plans and amenities for students to preference.

**Hale Kanilehua** is a traditional styled hall with shared double rooms that has a shared bathroom on each floor. Until further notice, Hale Kanilehua is temporarily closed for the 2021-2022 academic year.

**Hale Kauanoe** is a traditional style residence hall that has shared double rooms. Students are assigned by gender in separate wing areas within the building community. Students assigned to Hale Kauanoe share a common shower and bathroom on each floor of each wing area. Like Hale Kanilehua, Hale Kauanoe is temporarily closed for the 2021-2022 academic year.

**Hale Kehau** is a semi-suite-style, double room residence hall where all three Living Learning Communities (LLC): Hawaiian Language and Culture, Natural Sciences, and Health and Wellness are assigned for the Fall 2021 and Spring 2022 semesters. Each suite has two rooms connected by a shared bathroom suite. All residence hall rooms are fully carpeted. Six units in Hale Kehau are handicap accessible to meet the needs of students who require special housing accommodations that are approved by the Student Disability Services office of the student's home campus. Students who live in Hale Kehau are required to purchase one of the on-campus meal plan options.

**Hale 'Ikena** is made up of one- and two-bedroom apartment-style units. Students applying to Hale 'Ikena must be 21 years of age or have completed 30 college credits. All apartment units are fully furnished with a private bathroom, living room, and kitchen. Residents must provide their own linens, cooking supplies, and eating utensils. Students who live in Hale 'Ikena are not required to purchase one of the on-campus meal plan options, but have the option of purchasing a resident meal plan if they choose.

**Hale 'Alahonua** is a two-bedroom single room, semi-suite style and now the only air conditioned residence hall facility. This residence hall also includes a large student life area that includes lounges, kitchen, private study rooms, computer lab, and laundry. Students who live in Hale 'Alahonua are required to purchase one of the on-campus meal plan options.

Each unit is furnished with twin-size extra long beds, chest of drawers, chairs, bookshelves, and desks. All other furnishings, including linens, must be supplied by the student living in the assigned unit.

All residence halls have shared community areas such as lounge spaces and laundry facilities for residents to use.

It is the intent, goal and responsibility of University Housing and Residence Life to provide a safe, secure, educational community and residential experience for all students living on campus. All students living on campus should be aware of the Policies and Procedures within the residence community. These policies are in addition to or in conjunction with the policies stipulated in

the University of Hawai'i at Hilo and Hawai'i Community College Student Conduct Codes. Any violation of campus policies can result in disciplinary sanctions and jeopardize the status of a student at the University of Hawai'i at Hilo and/or Hawai'i Community College, as well as the privilege of being a part of the residential community living on-campus.

## Students with Disabilities

UH Hilo has a variety of on-campus housing configurations designed to meet the needs of students with disabilities who are capable of living independently. Applicants requesting accommodations should indicate on their application the type of disability-related housing accommodation that is needed. Assignment will be made in collaboration with the Disability Services Office, to determine the applicant's residential accommodation. All decisions will be made in alignment with the Housing Terms of Assignment. A resident student with a qualifying disability and approved accommodation will not be charged a higher rate due to the accommodation.

Applicants requesting accommodations must also work with and be approved by Hawai'i CC Disability Services office before formal housing accommodations can be implemented. The Housing staff will work closely with the applicant to ensure the appropriate accommodations are in place. Disabilities Services can be contacted at (808) 934-2825; or by e-mail at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

The available accessible housing units are:

- Hale 'Ikena: Apartment for mobility, vision, and auditory impaired,
- Hale 'Alahonua: Suites for mobility, vision, and auditory impaired,
- Hale Kehau: Suites for mobility, vision, and auditory impaired,
- Hale Kanilehua: Room for mobility, vision, and auditory impaired. (Not available Academic Year 2021-2022)

## Application Procedures

Students who are interested in living on campus and want to apply for on-campus housing should click on the Apply Today link on the UH Hilo University Housing website:

<https://hilo.hawaii.edu/housing>

Students must log on to the portal using their hawaii.edu username and password. Students who have been accepted to UH Hilo or Hawai'i CC will be allowed to apply. To complete the housing application, students will need their student ID number, and credit card or debit card information to pay the housing application fee.

Housing assignments are made according to the date of receipt of when the housing application was received, non-refundable housing application fee, Board of Regents (BOR) assignment priority, acceptance to a classified University Program, and hall

preference. BOR policy gives priority to all traditional first year students. For priority considerations, application must be received by the University Housing and Residence Life Office by March 1st.

COVID-19: To minimize risk and exposure to all students and persons that live in the residence communities at UH Hilo, University Housing and Residence Life reserves the right to determine student housing assignments to maintain social and physical distancing requirements. University Housing and Residence Life also reserves the right, and at their discretion, to make changes to the current policies and procedures to align with both state and county mandates, expectations, and guidelines.

All on-campus housing applicants must be accepted into a classified program of study before being eligible to be assigned to an on campus residence hall. Assignments are for the semester or remaining portion. Housing 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 a housing application fee by the University Housing and Residence Life Office does not guarantee on-campus housing.

## Housing Rates

Housing and Meal Plan rates will be applied to the semester of the academic year for which the student applies. For current housing rates for the current academic year, go to the University Housing and Residence Life website at:

<https://hilo.hawaii.edu/housing>

## Meal Plan and Board Program

The food service and meal plan program is administered by Sodexo Dining Services. There are four meal plan options from which students may choose. All residents assigned to live in Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale 'Alahonua residence hall buildings are required to select and purchase one of the meal plan options. Unlike the aforementioned residence hall buildings, selecting a meal plan is optional for residents of Hale 'Ikena. For more information and meal plan and board rates, visit the Sodexo website at

<https://uhh.sodexomyway.com/my-meal-plan>

# Academic and Other Policies

## 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

Instructors may set their own attendance policy and grading standards. It is the responsibility of students to be aware of their instructors' attendance policies and the consequences of non-attendance. (Policy Haw 7.505)

**Class Attendance:** Regular and prompt class attendance is expected of all students. Students are responsible for informing instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences.

**Disappearer:** For face-to-face, HITS, VidCon, and off-site classes, 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.

For online classes, students who have ceased to communicate or have never communicated with the 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 class. 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:** 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. For online classes, a student must participate during the first week of the class. If a student fails to meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

**Warning:** There are financial aid implications for students who are dropped under the No Show Policy. Students who are withdrawn under the No Show Policy will receive a full refund for tuition paid for the class(es) from which they have been withdrawn. Students dropped from a class will be notified by the Admissions and Records Office (ARO). Students may register for the class again following the College's standard add/drop procedures. (Policy Haw 7.505)

### 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 Hawai'i CC, 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 Hawai'i CC. The student's Hawai'i CC 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 Hawai'i CC 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 (Policy Haw 5.301):

Grade Points Per Semester Hour of Credit		
Grade	Significance	
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
CE	Credit by Institutional Exam	-
CR	Credit	-
I	Incomplete	-
N	Work in Progress (Selected Courses Only)	-
NC	No-Credit	-
NCE	No-Credit by Instit. Exam	-
NP	Not Passed (Non-credit Courses Only)	-
P	Passed (Non-credit Courses Only)	-
PBA	Portfolio-Based Assessment	-
RD	Record of Grade Delay - Not Submitted	-
W	Withdrawn	-

**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." (Policy Haw 5.301)

**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 Hawai'i CC. (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 Hawai'i CC 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 Hawai‘i CC 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 Hawai‘i CC 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. Credit for Prior Learning Assessment may be recorded as CE (Credit by Institutional Exam), CR (Transfer Credit), or PBA (Portfolio-Based Assessment).
6. The CR/NC option must be exercised by the date designated for this purpose in the Hawai‘i CC Academic Calendar.

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.

### 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/admissions/faculty-forms](http://www.hawaii.hawaii.edu/admissions/faculty-forms)

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; and
- 3) approval of the appropriate division chairperson.

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)

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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 grades remain a part of the student's permanent academic record.

**Repeating courses for additional credit:** Select courses are designated as repeatable for credit and are identified in the catalog. These courses may be used only once as a general education requirement for the Liberal Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees and certificates. When repeated, the courses will count as general electives. However, programs may allow exceptions for specific courses. Only courses taken at Hawai'i Community College will count towards the GPA. (Policy Haw 5.304) Cross-listed courses may be repeated for credit under one alpha only.

**Repeating courses for a higher grade:** When students are repeating a course for a higher grade, credit is allowed once and the GPA is calculated using the highest of the grades. However, if students earn a grade of "C" or higher in a Writing Intensive (WI) course and repeat the course without the WI designation, the grade for the WI course will be used to calculate the GPA. If the WI course is not completed with a "C" or higher, and students repeat the course without the WI designation, the higher grade will be used to calculate the GPA. (Policy Haw 5.304) Transfer courses do not apply.

**Repeating courses for a higher Writing Intensive (WI) grade:** Students who repeat the same WI course for a higher WI grade will receive the higher WI grade. (Policy Haw 5.304)

**Repeating courses for multiple Writing Intensive (WI) program requirements:** Permission to repeat selected WI courses to meet multiple WI program requirements are determined by programs. Students are advised to check with their programs regarding specific requirements. (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 Hawai'i CC 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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## Course Evaluation System (CES) - Student Evaluation of Instructors

Students are given the opportunity to evaluate their courses and instructors each semester using CES, the online UH-administered Course Evaluation System survey. Timelines and announcements are prescribed by the UH Information Technology Services (ITS). Evaluations are conducted near the end of each term and CES evaluation surveys will be sent to all students for all courses. The new CES will be readable via phone and tablets making it easier to administer in class.

It is mandatory for probationary and non-probationary instructors and all lecturers to use course evaluations as the instrument to gather student evaluations. Tenured instructors are encouraged to participate. Instructors and lecturers must not be present during student use of the evaluation surveys.

The survey system will close after the last day of instruction and results will be available to instructors and lecturers once final grades are recorded at each campus.

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## Prior Learning Assessment

Students may earn college credit towards certificates or degrees based on prior learning. The College will assess learning that has been acquired outside a traditional academic environment. There are different forms of assessments and credit for prior learning will be awarded to students who demonstrate knowledge, skills, and performance at the college level. (Policy UHCCP 5.302)

There may be a fee associated with assessments of prior knowledge.

### Advanced Placement Examination Program (AP)

Credit for comparable Hawai'i CC 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 Hawai'i CC 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)

### College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination in areas approved by the disciplines. 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 credit equivalency for CLEP general and subject examinations are determined by the appropriate academic discipline or campus subject matter expert. (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 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)

Institutional exams are examinations created by University of Hawai'i Community Colleges (UHCC) faculty that allow students to challenge a specific course for college credit.

Credit by Institutional Exam (CBIE) is available in a limited number of courses determined by the faculty members and the Division/Department Chair of the discipline involved. Students should contact the appropriate Division/Department Chair for information about approved courses, procedures, and regulation for CBIE. The CBIE process requires approval from the Division/Department Chair and the Vice Chancellor for Academic Affairs, and identification of the Faculty member who will be conducting the exam.

To be eligible to earn credit by examination, the applicant must:

- be accepted and enrolled at Hawai'i CC,
- have no financial aid obligations (including pending ones),
- not be currently enrolled in the course,
- submit an application within the first six (6) weeks of the semester, or within the first two (2) weeks of a special session or summer class,
- pay the assessment fee for each exam (50% of the tuition of the course) to the Hawai'i CC Business Office before taking the exam,
- pass the exam with a "C" grade or higher to receive CBIE credit.

Faculty members conducting the exam will have full autonomy on how they design and deliver the CBIE. The exam shall be as comprehensive as the usual "final examination" and serves as the scholastic equivalent of the course.

Upon successful completion of the examination, institutional credit will be recorded "CE" on the transcript. If the student does not pass, credit will not be earned and "NCE" will be recorded on the transcript. Report results are final. No refunds of assessments fees will be given.

Resources available to those interested in taking a CIBE exam include a list of Student Learning Outcomes (SLOs) for the course, and recommended textbook(s) to use as a study guide. Students interested in CBIE should contact the Prior Learning Assessment (PLA) Coordinator at [pathways@hawaii.edu](mailto:pathways@hawaii.edu) to request a PLA form for CBIE. (Policy Haw 5.601)

## Portfolio Based Assessment (PBA)

College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations, and faculty interviews of students. (Policy UHCCP 5.302)

## Academic Waivers and Substitutions

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.

### Classification of Students

#### 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 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	0-29.99 semester hours completed;
Sophomores	30 or more semester hours completed.

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

### Change of Major/Classified Status

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

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

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

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## Time Limits on Credits Earned

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At Hawai'i CC, 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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## Termination of Program

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In the case that an academic program has been terminated, commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs. No new program admissions shall take place. (BOR Policy RP 5.201)

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## Graduation Requirements

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A student must satisfy the graduation requirements of the **catalog year** he/she selects, provided the catalog year selected is not prior to his/her initial enrollment, and the program requirements have not changed so significantly that it would not be possible to complete the requirements as listed. A student may not select a catalog year of which he/she was not enrolled. (Policy Haw 5.702)

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## Graduation Information

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The College will verify that students have successfully met or will meet program requirements for an academic credential in one of the following three ways.

1. Student is currently attending a UH campus and subsequently meets the associate of arts program requirements at Hawai'i Community College (Reverse Transfer)
2. While pursuing a declared program of study, the student completed associated certificate(s) (e.g. completed CA requirements while pursuing AAS or completed CO requirements while pursuing CA)
3. Currently enrolled student will meet program requirements for an academic credential pending successful completion of courses taken that semester.

Students will be notified that based on successful completion of program requirements or that upon successful completion of courses taken that semester the academic credential will be noted on their academic record, unless requested not to do so

(opt-out). After the semester has ended, the credential(s) will be noted on the student's academic record (unless the student has opted-out) at no cost to the student.

A student who does not want the credential noted on his/her transcript must notify the college of his/her request by the published deadline. The student must

1. Contact the college or program counselor to discuss the request.
2. If receiving financial aid, get additional approval from the financial aid office.
3. If receiving Veterans Administration benefits or enrolled on an international student visa, get additional approval from the program.

The student may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma or certificate identifying the academic credential. If applicable, the student will pay a fee as established by the college and abide by college deadlines. (UHCCP #5.205)

A student who wishes to opt-out of having his/her degree or certificate noted on his/her transcript must submit a complete Request to Opt-Out of Notation of Credential form to the ARO/Pālanui Office by the published deadline.

A student who wishes to order a diploma or certificate identifying the academic credential(s) may do so by submitting the Diploma/Certificate Order Form by the published deadline. The student may choose to have his/her **diploma/certificate printed in English or Hawaiian**. Each document costs \$15.00. Payment is made at the time of order and is non-refundable. If the student does not meet the requirements for the semester, the payment may be transferred to a future semester to order the same degree. If there is an increase in the cost, the student will be charged the difference. Only the student's legal name, as it is in student information system, will be printed on the diploma/certificate. A student may reorder a diploma/certificate for \$15.00 per reordered document. A statement will be included indicating that it has been reordered. All diplomas/certificates will have the signatures of the administrators in office at the time the order is made.

Graduation ceremonies are conducted following the Spring semester. Graduates from the previous Summer session and Fall semester are invited to participate in the ceremonies. Students should be aware that course grades are finalized after the graduation ceremonies. Therefore, participation in the ceremonies does not guarantee a student has officially completed his/her program requirements. (Policy Haw 5.703).

Upon completion of all program of record requirements and the degree conferral, the student's program of record will be updated to non-degree, unclassified (ND-UNCL). The student must submit a Change of Major Form, if he/she would like to pursue a new program.



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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 Hawai'i CC, 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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## Hawai'i CC Transcripts

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A student may obtain an official transcript of his/her Hawai'i CC academic record by filing a Request for Transcript form at the Admissions and Records Office (ARO) on Manono Campus in Hilo, or at the Pālanui, Student Services Office. Transcripts may also be ordered online via the National Student Clearinghouse at [www.getmytranscript.org](http://www.getmytranscript.org)

For more information, contact the ARO Office at (808) 934-2710, or the Pālanui Student Services Office at (808) 969-8816.

The following fees apply:

- \$5 is charged for standard processing (mailed or available for pick-up within 7 business days after payment is made).
- \$15 is charged for processing within 2 business days after payment is made and the request form is received by ARO.
- 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 2 business days.

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.

# Counseling and Support Services

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

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

**Jeanne Batallones, Counselor**

**Karen Crowell, Counselor**

**Kenoalani Dela Cruz, Counselor**

**Grace Funai, Counselor**

**Glenn-Dee Kuwaye, Outreach & Recruitment Coordinator**

**Larissa Leslie, Counselor**

**Craig Mitchell, Academic Advisor**

**Kaleopono Quintana, Counselor**

**Wailani Walker, Counselor**

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

**hawccssc@hawaii.edu**

**Hawai'i Community College-Pālanui**  
**Pearla Haalilio, Student Services Specialist**  
**Carrie Kuwada Phipps, Educational Specialist**  
**Nathaniel "Nate" Roberts, Counselor**  
**Ian Shortridge, Academic Advisor**  
**Ph: (808) 969-8816**

Counseling, advising, 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. Financial Aid: to assist students with general financial aid and scholarship inquiries and to counsel students on financial aid probation, suspension, or termination.
4. Personal: to help students achieve positive relationships with self and others to facilitate the advancement of educational and career goals.

In addition to responding to student requests for assistance, the Counseling, Advising, 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, Advising, and Support Services for counseling.

Also, students on academic warning, probation, or readmission after academic dismissal who receive letters should 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**

**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**

**Mari Giel, Counselor**

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

**hawccds@hawaii.edu**

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

**Ph: (808) 934-2825**

**Elama Bldg., Hawai'i Community College-Pālanui**

**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 Hawai'i CC.

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
- Alternate text formats
- Specialized testing accommodations

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

- Digital Recorders (loan basis)
- Introduction and training to Assistive Technology
- Kurzweil 3000 - Text Reader
- Dragon Dictate - Voice Activated software
- Computer monitor screen enlarger
- Caption Maker captioning software
- Adobe Acrobat XI Pro
- Keyguard Viziflex
- ClaroRead - Word prediction
- Smart Pens

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.

**Mental Wellness and Personal Development Service**  
**Hale Aloha, Rm 110, Manono Campus**  
**Kate De Soto, LCSW, Mental Health Therapist**  
**Ph: (808) 934-2706**  
**[www.hawaii.hawaii.edu/mental-wellness](http://www.hawaii.hawaii.edu/mental-wellness)**  
**[mwpd@hawaii.edu](mailto:mwpd@hawaii.edu)**

The Mental Wellness and Personal Development Service assists students of Hawai'i CC to enhance their resiliency while building on existing strengths and honoring individuality. Services are available for all students on Hawai'i Island.

Mental health services benefit campus communities by assisting students to manage stress and become more engaged in their education. This ultimately leads to increased student retention and program completion rates.

Therapeutic services are brief in nature and referrals to community resources will be given as appropriate.

Mental Wellness and Personal Development Services is also the Confidential Resource for any Title IX related concerns. Students can access this service to receive confidential support and information regarding Title IX.

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

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

**Hawai'i Community College-Pālanui**  
**Ph: (808) 969-8816**

Students who claim Hawai'i CC 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 Hawai'i CC as their home campus for distance education purposes must self-disclose to the Hawai'i CC 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 Hawai'i CC 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.

**Kau Wa'a Student Center**  
**Bldg. 379, Room 15, Manono Campus**  
**Ph: (808) 934-2733**

The Kau Wa'a Student Center, located on the Manono Campus, facilitates student involvement in co-curricular learning opportunities, contributing to the development of the lifelong learner by providing access to positive and culturally-relevant programs for students.

The Kau Wa'a Student Center offers a positive environment and activities for students who need a break between studying. The Center provides access to lockers, a copy machine, and student workshops. Students may also obtain a student ID card at the Center on designated days.

For more information about activity requests and registering student clubs, visit [www.hawaii.hawaii.edu/student-life](http://www.hawaii.hawaii.edu/student-life)

**International Students**  
**Office of International Programs**  
**Bldg. 381, Room 10, Manono Campus**  
**Ph: (808) 934-2698**  
**[www.hawaii.hawaii.edu/international-student](http://www.hawaii.hawaii.edu/international-student)**

Hawai'i Community College welcomes international students. The Office of International Programs assists international students with achieving their academic and personal goals. The Office provides academic and immigration advising and support.

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### **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 Services at [www.hawaii.edu/myuhservices](http://www.hawaii.edu/myuhservices) 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 in Hilo at (808) 934-2720, or the Pālanui Student Services Office at (808) 969-8816. For technical information or assistance with STAR navigation, contact the Admissions and Records Office at (808) 934-2705.

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### **Transferring from Hawai'i CC to a UH System Community College**

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 Hawai'i CC. 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).

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### **Transferring from Hawai'i CC to a UH System Baccalaureate Program**

A Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC Counseling, Advising and Support Services Center in Hilo at (808) 934-2720, or the Pālanui Student Services Office at (808) 969-8816 for more information.

## **Transferring from Hawai'i CC to a Non-UH System Campus**

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A Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC that will transfer.



# General Policies

## Family Educational Rights and Privacy Act (FERPA)

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520  
Ph: (202) 260-3887  
fax: (202) 260-9001  
e-mail: [ferpa@ed.gov](mailto:ferpa@ed.gov)

The *Family Educational Rights and Privacy Act* (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days after the day Hawai'i Community College receives a request for access.

Students should submit to the Registrar, Dean, head of Academic Department, or other appropriate official written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students who wish to amend records should write to the Registrar or other appropriate official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student in writing of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent to disclosures of Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records, without prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interest. A college official is a person employed by Hawai'i Community College in an administrative, supervisory, academic, research, or support staff position (including law enforce-

ment, unit personnel, and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of Hawai'i Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for Hawai'i Community College.

4. Parents and/or spouses of students are advised that information contained in education records, with the exception of Directory Information, will not be disclosed without the prior written consent of the student.

5. Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, or may be viewed online at [www.hawaii.edu/policy](http://www.hawaii.edu/policy) by typing 7.022 in the Keyword Search box at the bottom of the page.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai'i Community College to comply with FERPA requirements. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202

7. **Directory Information:** The University has designated the following information from a student's education record "directory information":

- Name of student
- Major field of study
- Class (i.e. Freshman, Sophomore, etc.)
- Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance)
- Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance)
- Weight and height of members of athletic teams
- Dates of attendance
- Previous institution(s) attended
- Enrollment status (full-time or part-time)
- Degree(s) conferred (including dates)
- Honors and awards (including Dean's list)

8. At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he/she does not want any or all of those types of information about him/herself designated as directory information. The procedure for an individual student to "opt out" of disclosure is set forth in UH administrative policy A7.022.

Note: Submission of this FERPA non-disclosure of directory information request does not automatically remove students from the UH online directory of e-mail addresses, which is accessible only to those with a valid UH e-mail address.

To remove one's name from the UH Online Directory:

- Log in to MyUH Services
- Select the "My Profile" tab
- At the bottom, look for "UH Online Directory, Options for Students" and select "Opt-out"

Lists of directory information will not be made publicly available to third parties. The college may provide the UH Foundation with lists of students with the following information: name, school/college/division/department, degree, major and minor fields of study, UH e-mail address, home address, and telephone number for the purpose of University and alumni relations.

9. FERPA Annual Notice Addendum: As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and PII contained in such records (including Social Security Number, grades, or other private information) may be accessed without consent for Federal or State authorities to evaluate federal- or state-supported education programs, or to perform certain types of studies or research.

By notifying the Hawai'i CCARO 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 academic term or 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.

To view Policy 7.022 online, visit [www.hawaii.edu/policy](http://www.hawaii.edu/policy) and type FERPA into the "Keyword Search:" box at the bottom.

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## 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 Hawai'i Community College-Pālanui. The policy is also available on the Hawai'i CC website at:

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

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## Policy of Nondiscrimination, Affirmative Action, and Filing Complaints

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

Hawai'i Community College strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance

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

## Resources and Filing Complaints

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

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Ave., Room 3310, Seattle, WA 98174-1099, phone: (206) 607-1600, fax: (206) 607-1601, or e-mail: [ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov)

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

### Students should contact:

Dorinna Cortez  
Vice Chancellor for Student Affairs,  
Section 504 Coordinator, Title IX Coordinator, and Title IX  
Deputy for Students  
Phone: (808) 934-2510

### Students with Disabilities should contact:

Mari Giel,  
Disability Service Provider  
Phone: (808) 934-2725

### Employees should contact:

Mari Chang  
Human Resources Manager,  
EEO/AA Coordinator, and Title IX Deputy for Employees  
Phone: (808) 934-2526

Dorinna Cortez  
Vice Chancellor for Student Affairs,  
Title IX Coordinator  
Phone: (808) 934-2510

Mary Perreira  
Director of EEO/AA  
UH Community Colleges  
Phone: (808) 956-4650

## Policy of Sexual Harassment and Sexual Assault

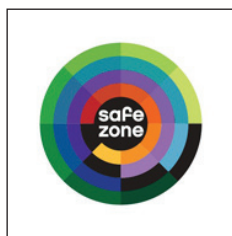
**Mari Chang, EEO/AA Coordinator**  
**Hawai'i Community College**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**  
**Ph: (808) 934-2526**

The University of Hawai'i is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person's civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on or off campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

### Safe Zone Program

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, Transgender, and Queer (LGBTQ+) people. This symbol identifies persons and places that are open and accepting to all people, regardless of one's sexual orientation or gender identity/expression. Safe Zone is a program for LGBTQ+ people and their allies on campus, because everyone deserves an educational and work environment free from harassment. The Safe Zone program is an extension of the University of Hawai'i's commitment to providing a safe and supportive environment for all students, faculty, and staff.

People in offices displaying this symbol have undergone training approved by the UH Systemwide Commission on Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Equality. The mission of this commission is to promote a safe and inclusive environment by creating a culture of equality, acceptance, and respect throughout the University of Hawai'i System.



## Electronic Communication Policy

The College has the right to send communications to students via e-mail 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)

## Student Conduct Code

The University of Hawai'i system has a Student Conduct Code which defines expected conduct for students, and specifies those acts subject to University sanctions. Students are expected to maintain standards of personal integrity that are in harmony with the educational goals of UH; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University policies and procedures. Conduct that is legal may nevertheless still be unacceptable within the bounds of the UH community. (EP 7.208)

Students should familiarize themselves with the Student Conduct Code, since upon enrollment at Hawai'i CC, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. For purposes of this Student Conduct Code, this Code also applies to students who have been suspended or dismissed; students who withdraw after allegedly violating the Student Conduct Code and may return to a UH campus; students who are on a leave of absence, including medical leave, from UH; and those who have been notified of their admission and have participated in orientation, registration, or other officially recognized UH activities.

UH views the disciplinary process as a learning experience which aims to promote growth and understanding of one's responsibilities and privileges within the UH environment. To this end, the disciplinary process attempts to balance an understanding and knowledge of students and their needs with the needs of the academic community. Pursuit of a college education provides an opportunity for exploration of new ideas, experimentation, self-examination, formation of new relationships, and the development of ideals and direction. However, UH does not absolve students from accepting responsibility for their behavior in their pursuit of a college education. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one's actions and the consequences of such actions.

This Student Conduct Code applies at all locations of the University of Hawai'i, and applies outside of campus property if the conduct was in connection with a University-sponsored program or activity, or if the conduct may have a continuing adverse effect or could create a hostile environment on campus.



The Code shall be applied to conduct occurring off-campus (including, but not limited to, the use of social media and other electronic forums) on a case-by-case basis.

The following are excerpts from the Student Conduct Code. The full policy is available on Hawai'i CC's website at: [www.hawaii.hawaii.edu/student-conduct-code](http://www.hawaii.hawaii.edu/student-conduct-code)

### **Student Conduct - Rules and Standards**

The following are examples of the types of behavior that conflict with the standard the UH values and expects of students. Engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus.

#### **Academic Dishonesty**

Acts of dishonesty, including, but not limited to:

1. *Cheating* which includes, but is not limited to:
  - a) the use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - b) the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - c) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and
  - d) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
2. *Plagiarism* includes, but is not limited to:
  - a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and
  - b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. *Furnishing false information* or academic credentials to any UH official, faculty member, or office.
4. *Forgery*, alteration, or misuse of any University or campus document, record, or form of identification.

#### **Disruption or Disturbances**

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other UH activities, including its public service functions on or off campus, or of other authorized non-UH activities when the conduct occurs on UH premises. This includes creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

#### **Threatening Behavior**

Any conduct that threatens or endangers the health or safety of any person including but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, bullying, coercion, stalking as defined below. (For any conduct that is sexual or romantic in nature and committed by a current or former partner of an intimate, romantic, or sexual relationship, or is related to an individual's actual or perceived sex or gender, sexual orientation, gender identity or gender expression, refer to EP 1.204 for detailed information.)

1. *Threat* is written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
2. *Intimidation* is implied threats or acts that cause a reasonable fear of harm in another.
3. *Bullying* and *cyberbullying* are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
4. *Stalking* is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment.
5. *Physical abuse* is intentionally or recklessly causing physical harm or endangering the health or safety of any person.
6. *Verbal abuse* is shouting or yelling in a threatening or hostile manner and/or use of abusive or belligerent language.
7. *Harassment* is sufficiently severe, pervasive (or persistent) and objectively offensive conduct that unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University/College's educational programs or activities.
8. *Hostile Environment* is when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University/College's educational programs or activities.
9. *Coercion* is intentionally compelling or inducing another person to engage in conduct from which another has a legal right to abstain, or to abstain from conduct in which another has a legal right to engage, by threatening with words or conduct to take some negative action that may impact the other person. In this context, some examples of "negative action" include, but are not limited to:
  - a) causing bodily injury,
  - b) causing property damage, physical confinement or restraint, or
  - c) revealing information that is sought to be concealed.



**Health and/or Safety Hazards**

Creation of health and/or safety hazards, e.g., dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.

**Sex Discrimination and/or Gender-Based Violence**

Sex discrimination and/or gender-based violence as defined in EP 1.204.

**Discrimination**

Discrimination of any person based on UH protected classes as defined in EP 1.202.

**Theft or Possession of Stolen Property**

Attempted or actual theft of UH property or the personal property of another individual or entity, including goods, services and other valuable, on or off campus, and/or knowingly maintaining possession of stolen property.

**Damage to or Destruction of Property**

Intentional, reckless and/or unauthorized damage to or destruction of UH property, or the personal property of another individual or entity.

**Hazing**

Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.

**Failure to Comply**

Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties, and/or failure to provide identification to these persons when requested to do so.

**Unauthorized Access to College Premises (Trespassing)**

Unauthorized possession, duplication, or use of keys/key-cards/security mechanisms to any UH premises, or unauthorized entry to or use of UH premises, including trespassing, propping open, or unauthorized use of doors for entry into or to exit from a UH building.

**Violation of Policies, Rules, Regulations**

Violation of any UH policy, rule, regulation, contract, or agreement published in hard copy or available electronically on any UH website.

**Violation of Federal, State, or Local Laws**

Violation of any federal, state or local law.

**Abuse of Controlled Substances**

Use, possession, manufacturing, or distribution, or other unauthorized use of controlled substances or paraphernalia except as expressly permitted by law. Controlled substances include but are not limited to marijuana, methamphetamine, narcotics, and opioids.

**Abuse of Alcoholic Beverages**

Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by UH System Policies, state or federal law), or public intoxication while on any UH premise or at any UH-sponsored event or ancillary site. Alcoholic beverages may not, in any circumstance, be used, possessed, or distributed to any person under twenty-one (21) years of age.

**Weapons or Dangerous Chemicals**

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on UH premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

**Demonstrations**

Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of UH and/or unreasonably infringes on the rights of other members of the UH community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

**Obstruction of Traffic**

Obstruction of the free flow of pedestrian or vehicular traffic on UH premises or at UH sponsored or supervised functions.

**Disorderly Conduct**

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on UH premises or at functions sponsored by, or participated in by, UH or members of the academic community.

**Complicity**

Complicity involves action or inaction with another or others to violate the Student Conduct Code, and may be assumed when a student is present during a policy violation. The student may be held responsible for the underlying policy violation(s).

## **Violation of Fire Policies**

Violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing or attempting to cause a fire which damages or is intended to damage UH or personal property or which causes or is intended to cause injury.
2. Failure to evacuate a UH-controlled building during a fire alarm.
3. Improper or reckless use of UH fire safety equipment.
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UH property.

## **Theft of Computers/Abuse of Electronic Resources**

Theft or other abuse of computer and other electronic facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or UH Official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Online harassment of members of the UH community.
7. Use of computing facilities and resources to interfere with normal operation of the UH computing system.
8. Use of computer facilities and resources in violation of copyright laws.
9. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on UH premises without their prior knowledge, or without their consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
10. Any violation of any UH computer use policy, including but not limited to EP 2.210.

## **Abuse of the Student Conduct Code**

Abuse of the Student Conduct Code System or other related UH processes, including but not limited to:

1. Failure to obey the notice from a Student Conduct Administrator, UH official, or Student Conduct Board to appear for a meeting or hearing.
2. Falsification, distortion, or misrepresentations of information

before a Student Conduct Administrator, UH official, or Student Conduct Board.

3. Disruption or interference with the orderly conduct of any proceeding.
4. Attempting to discourage an individual's participation in, or use of, the Student Conduct Code System or other related UH processes.
5. Attempting to influence the impartiality of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
6. Harassment (verbal or physical) and/or intimidation of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
7. Failure to comply with imposed sanction(s).
8. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System or other related UH processes.

## **Retaliation**

UH prohibits and will not tolerate retaliation as defined in EP 7.205. Retaliation is adverse actions taken against a person because of their good faith participation in the following types of protected activities:

1. Seeking advice or assistance about a Student Conduct Code or systemwide sanction concern;
2. Opposing or filing an informal or formal complaint regarding an alleged violation of this policy;
3. Testifying, assisting, or participating in an investigation or other proceeding related to an alleged violation of this policy.

**Adverse actions** are actions that would dissuade a reasonable person from making or supporting a complaint under this policy. A retaliation complaint, allegation, or report will be reviewed as a separate offense under this policy; that is, a student can be found responsible for retaliation even if not found to be responsible for the underlying reported Student Conduct Code violation.

## **Violation of Residence Hall Rules and/or Policies**

Violation of Residence Hall rules and/or policies where the violation also involves some aspect of this Student Conduct Code, may subject the student to disciplinary procedures under this Student Conduct Code.

## **Violation of Law and UH Discipline**

UH will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus.

## Disciplinary Proceedings

UH disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Senior Student Affairs Officer. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

## Student Status with Regards to Violations of Law

When a student is charged by federal, state, or local authorities with a violation of law, UH will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Conduct Code, UH may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the UH community. UH may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). In the event of law enforcement and/or government agency enforcement of laws and regulations, UH may, as appropriate, adjust any Student Conduct Code investigation and/or proceeding so as not to interfere or unduly prejudice the law enforcement process. Individual students and other members of the UH community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## Delegation of Authority

The authority to hear and decide on whether or not alleged violations of the Student Conduct Code have occurred, as well as to determine subsequent disciplinary sanctions, is delegated to:

- **Senior Student Affairs Officers** - the campus administrators (for example, Dean, Vice Chancellor, or designee who are in charge of the Division of Student Affairs) generally charged by the campus Chancellor to be responsible for the administration of the Student Conduct Code,
- **Student Conduct Administrator** - a UH official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon any student(s) found to have violated the Student Conduct Code.
- **Student Conduct Board** - any person or persons authorized by the Senior Student Affairs Officer to

determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.

## 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 of the discovery of a material misrepresentation relating to the completion of course or degree requirements.

## 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 Hawai'i CC 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 Hawai'i Community College-Pālanuanui.

### Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the Hawai'i CC 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 situations through counseling or the 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 Hawai'i CC 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 UH Hilo 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 Hawai'i CC students.)
2. In the interest of the children's safety, minor children below age 13 will be reported to the Campus Security Office and

to the Police when a supervisory adult cannot be located. (This will also apply to children of parent/guardians who are not Hawai'i CC 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 Hawai'i CC students, are responsible for any injuries or damages caused by their child while on campus and are subject to the Hawai'i CC Student Conduct Code, and if applicable, the State or Federal judicial system.

## Animals on Campus

No animals, except Service Animals, are allowed in the buildings nor on the grounds of Manono Campus, Pālanui, Kō Education Center, or any satellite campuses owned or leased by Hawai'i CC. Under federal and state law, Service Animals are allowed in areas where animals, including pets, are generally not permitted. (EP 1.207)

**Service Animals:** Service Animals are working animals, not pets. A Service Animal is individually trained to do work or perform important tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task performed must be directly related to the individual's disability. Animals in training are not considered Service Animals under this policy.

**Emotional Support Animals:** An Emotional Support Animal (ESA) is any animal that provides necessary emotional support to an individual with a mental or psychiatric disability. They are sometimes referenced as therapy animals or comfort animals. An ESA is not a Service Animal. Students and employees with disabilities who are seeking permission to have an ESA on campus must request an accommodation.

**Documentation:** Contact the Disability Services Office to notify the campus of a documented need to have a Service Animal or Emotional Support Animal (ESA) present on campus.

**Identification Requirements:** Service Animals are not



required to wear a collar, tag, vest, or other identifying equipment indicating that it is a trained Service Animal.

**Vaccination tags:** Service Animals must be immunized against diseases to that type of animal and proof of such immunization is required. Service Animals must wear current license and rabies vaccination tags.

**Guidelines for Faculty, Staff, and Students:** Remember that Service Animals are working animals. Allow Service Animals to accompany handlers at all times in unrestricted areas on the property except where the animal may pose a significant health or safety hazard.

- Do not pet or feed Service Animals.
- Do not deliberately startle or try to get the attention of Service Animals.
- Do not attempt to separate a Service Animal from its handler.
- Do not request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the handler's disability.
- In situations where it is not obvious that the animal is a Service Animal, only two specific questions may be asked. Contact the Disability Support Services Coordinator for advice on what to ask and when it is appropriate to ask.

**Restricted Areas:** Hawai'i CC may prohibit the use of Service Animals in certain locations due to health or safety restrictions, where Service Animals may be in danger, or where their use may compromise the integrity of a program. Such restricted areas may include, but are not limited to, sterile areas, food preparation areas, areas with moving machinery, areas with chemicals or corrosive materials, and areas with extreme hot/cold surfaces or sharp objects. Access to restricted areas may be granted on a case-by-case basis. Contact the Disability Services Office.

**Behavior or Condition:** Hawai'i CC retains the right to request the removal of any Service Animal from Hawai'i CC property if the animal's behavior or condition poses a direct threat to the health and safety of others, or fundamentally alters the College's services, programs, or activities.

Service Animals must not engage in unacceptable or disruptive behavior: uncontrolled barking, whining, growling, or making other distracting noises; uncontrolled jumping on, nudging, lunging at, sniffing, or licking other people; regularly escaping from or overpowering the handler; regularly begging for or taking food not freely offered by others; destroying University property or the property of others on campus; urinating or defecating indoors or in inappropriate areas; and behaviors that pose a direct threat to the health or safety of others. If an animal engages in unacceptable or disruptive behavior, the handler is expected to use proper training techniques to correct the behavior.

**Control:** All Service Animals must be under the individual's control at all times, whether by voice control, signals, or other effective means. All animals shall be restrained with a leash, harness, or other tether; however, a restraint may not be required if

the handler is unable to use one, if using a restraint would harm the handler, or if the animal must perform the task without the use of a restraint.

**Hygiene:** Service Animals must be housebroken. Handlers must clean up after the animal, unless they are unable to do so because of a disability. If the disability prevents a handler from cleaning up after the Service Animal, this information must be provided to the ADA (or Disability Support Services) Coordinator.

**Cleanliness:** Service Animals must be clean. Daily grooming and occasional baths should be utilized to keep animal odor to a minimum. Adequate flea prevention and control must be maintained.

**Damage:** The handler is responsible for the cost of repair for any damage caused by the service animal, including any expenses incurred due to the need for commercial pest control (e.g. fleas, ticks).

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## Smoking on Campus

Effective July 2018, Hawai'i state law prohibits the use of tobacco products on all 10 University of Hawai'i campuses and university-owned facilities. The law includes, but is not limited to, cigarettes, cigars, vaping apparatus, chewing tobacco and pipes. Hawai'i CC strives to promote a culture of health and wellness on campus in an effort to improve the working and learning environment of the university, and protect students, employees, and visitors from secondhand smoke exposure while on University of Hawai'i campuses. (SB 134, Act 160, SLH 2018)

In addition,

- 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.

For more information on the law, and for resources to become tobacco free, visit [www.hawaii.hawaii.edu/tobacco-free](http://www.hawaii.hawaii.edu/tobacco-free)

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## Death of a Hawai'i CC 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 Hawai‘i CC-Pālanui 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
Kō Education Center	
(formerly NHERC):	(808) 775-8890 non-emergencies
Pālanui:	(808) 640-6515

### Skateboards, Rollerblades, and Bicycles:

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

### Crime Statistics

	2017	2018	2019
Aggravated Assault	1	0	0
Arson	0	0	0
Burglary	0	0	1
Dating Violence	0	0	1
Domestic Violence	0	0	0
Drug Abuse: Arrests (Referrals)	2(0)	0(0)	0(0)
Fondling	0	0	0
Incest	0	0	0
Liquor Law: Arrests (Referrals)	0(0)	0(0)	0(0)
Motor Vehicle Theft	6	0	0
Manslaughter by Negligence	0	0	0
Murder/Manslaughter	0	0	0
Rape	0	0	0
Robbery	0	0	0
Sexual Assault	0	-	-
Stalking	0	1	2
Statutory Rape	0	0	0
Weapons Law: Arrests (Referrals)	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  
1175 Manono Street  
Hilo, HI 96720-5096  
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 to pay for educational costs. Students may apply for financial aid at Hawai'i CC.

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

**Eligibility:** The majority of aid awarded by Hawai'i CC 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 online **Free Application for Federal Student Aid (FAFSA)** with the Federal Processor and submit supporting documents as required by the Hawai'i CC 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 March 1 each year (for aid applicable to the following academic year). Applications will be accepted on a first-come, first-served, funds-available basis. Application instructions are available at the Financial Aid Office and online at:

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

**Awards:** 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. Financial aid funds are typically disbursed once per semester. Please check the Financial Aid Office's website for exact dates.

## **Satisfactory Academic Progress (SAP) 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. The Satisfactory Academic Progress (SAP) Policy can be found online at [www.hawaii.hawaii.edu/financialaid](http://www.hawaii.hawaii.edu/financialaid)

**Minimum Standards for Academic Progress:** The student's academic progress will be evaluated initially at the application complete date, and at the end of each Fall and Spring semester after grades have been posted.

All Financial Aid recipients must:

1. be enrolled in an eligible degree program;
2. maintain a minimum cumulative Hawai'i CC 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 (CCR));
3. successfully complete a minimum of 67% of all credits attempted at Hawai'i CC without exceeding the normal completion time (PACE).

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

Students must maintain a minimum Hawai'i CC 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, D, and CR. 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 Hawai'i CC, regardless of aid status, will be counted toward the maximum time frame.
- Only transfer credits applicable to Hawai'i CC students' current degree programs will be counted towards the maximum time frame and the students' Credit Completion Rate (CCR).
- 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 LBRT AA). **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 Hawai'i CC 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 (accident, illness, death of immediate family member, etc.) that prevented them from meeting the minimum standards. 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](http://www.hawaii.hawaii.edu/financialaid)

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.

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## Types of Financial Aid

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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 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 two 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 Hawai'i CC)

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

**Hawai'i CC 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 Hawai'i CC tuition waiver based on financial need and Hawaiian ancestry (approximately 12 waivers awarded per academic year). This tuition waiver applies only to Hawai'i CC credits.

## 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 Hawai'i CC. 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.edu/sece](http://www.hawaii.edu/sece)

## 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. **Subsidized Usage Limit Applies (SULA):** Effective for first-time borrowers on or after July 1, 2013, there is a time limit on the maximum period of time students can receive Federal Direct Subsidized Loans. In general, students may not receive Direct Subsidized Loans for more than 150% of the published length of the program. This is called the "Maximum Eligibility Period". Students who continuously enroll and do not complete their program (or transfer to a program of equal or less length), can lose the interest subsidy on their Federal Direct Subsidized Loan(s) for the remaining life of the loan(s). For more information, visit the Federal Student Aid website <https://studentaid.gov>

**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 29.99 credits
Second Year:	Earned 30 or more credits



## Refunds/Repayments

The Hawai'i CC 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 withdraws completely from his/her course(s) online or via submission of the Add/Drop form to the ARO. All refunds and repayments will be rounded to the nearest dollar.

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.

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 Return of Title IV Funds Policy is available at the Financial Aid Office or on the financial aid web site:

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

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

**Last Date of Attendance (LDA) for Financial Aid Purposes:** Federal financial aid awards are earned through attendance. A student who completely withdraws from a semester will have their instructor(s) contacted to provide the last date student attended/participated in their course(s). The Last Date of Attendance (LDA) will be used to determine the amount of federal aid the student earned, and the unearned amount the student will need to return.

Instructors, once contacted by the Financial Aid Office (FAO), will be given 10 calendar days to respond with the student's LDA. A non-response from an instructor will be treated as though the student did not attend, and therefore is not eligible for any aid for that course. Completely withdrawn students will also be notified by the FAO and are strongly encouraged to reach out to their instructors to ensure an accurate LDA is submitted in a timely manner.

## Endowed and Other Scholarships (Privately Sponsored)

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 Financial Aid Office.

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. Scholarships do not need to be repaid.

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

# Hawai'i CC Degrees & Certificates

To earn a Certificate of Competence, 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>CO</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
Accounting (ACCT) .....	-	✓	✓	-	-	-
Administration of Justice (AJ) .....	-	-	-	✓	-	-
Criminal Justice Addictions Professional (AJ-CJAP) .....	✓	-	-	-	-	-
Homeland Security (AJ-HL) .....	✓*	-	-	-	-	-
Agriculture (AGR) .....	-	✓	✓	-	-	-
Farm Worker (AGR-FMWK) .....	✓	-	-	-	-	-
Landscape Worker (AGR-LSWK) .....	✓*	-	-	-	-	-
Architecture, Engineering and Construction Technologies (AEC) .....	-	✓	✓	-	-	-
Geomatics and GIS (AEC-GMAT) .....	-	✓	-	-	-	-
Geospatial Technologies (AEC-GSPT) .....	✓*	-	-	-	-	-
Sustainable Lot Design and Site Prep (AEC-SLDP) .....	✓*	-	-	-	-	-
Auto Body Repair and Painting (ABRP) .....	-	✓	✓	-	-	-
Automotive Technology (AMT) .....	-	✓	✓	-	-	-
Business Technology (BTEC) .....	✓*	✓	✓	-	-	-
Entrepreneurship .....	✓*	-	-	-	-	-
Virtual Office Assistant (BTEC-VOA) .....	✓	-	-	-	-	-
Carpentry (CARP) .....	-	✓	✓	-	-	-
Community Health Worker (CHW) .....	✓*	-	-	-	-	-
Creative Media (CM) .....	-	-	-	✓	-	-
Culinary Arts (CULN) .....	-	✓	✓	-	-	-
Diesel Mechanics (DISL) .....	-	✓	✓	-	-	-
Digital Media Arts (DMA) .....	✓	-	-	-	-	-
Early Childhood Education (ECED) .....	✓	✓	-	✓	-	-
Educational Assistant (ECED-CDA Prep) .....	✓*	-	-	-	-	-
Electrical Installation and Maintenance Technology (EIMT) .....	-	✓	✓	-	-	-
Electronics Technology (ET) .....	-	✓	✓	-	-	-
Network Technology (ET-NT) .....	✓*	-	-	-	-	-
Fire Science (FS) .....	-	✓	-	✓	-	-
Hawaiian Studies						
Concentration in Hula (AA-HWST-HULA) .....	-	-	-	-	-	✓
Concentration in Kapuahi Foundations (AA-HWST-KAPU) .....	-	-	-	-	-	✓
Hawai'i Life Styles Academic Subject Certificate (ASC-HWST-HLS) .....	-	-	-	-	✓*	-
Hospitality and Tourism (HOST) .....	✓	✓	✓	-	-	-
Human Services (HSER) .....	✓	-	-	-	-	-

\* Financial aid ineligible.

(continued on next page)

	<b><u>CO</u></b>	<b><u>CA</u></b>	<b><u>AAS</u></b>	<b><u>AS</u></b>	<b><u>ASC</u></b>	<b><u>AA</u></b>
Information Technology (IT) .....	-	✓	-	✓	-	-
Computer Support (IT-ITCS) .....	✓*	-	-	-	-	-
Information Security and Assurance (IT-ISA) .....	✓	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT) .....	-	-	-	-	-	✓
Concentration in Administration of Justice (AA-LBRT-AJ) .....	-	-	-	-	-	✓
Concentration in Art (AA-LBRT-ART) .....	-	-	-	-	-	✓
Concentration in History (AA-LBRT-HIST) .....	-	-	-	-	-	✓
Concentration in Psychology (AA-LBRT-PSY) .....	-	-	-	-	-	✓
Concentration in Sociology (AA-LBRT-SOC) .....	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS) .....	-	-	-	-	✓*	-
Global Studies Academic Subject Certificate (ASC-LBRT-GLS) .....	-	-	-	-	✓*	-
Sustainability Academic Subject Certificate (ASC-LBRT-SUSI) .....	-	-	-	-	✓*	-
Machine, Welding and Industrial Mechanics Technologies (MWIM) .....	✓	✓	✓	-	-	-
Marketing (MKT) .....	-	✓	✓	-	-	-
Natural Science (NSCI)						
Biological Sciences (NSCI-BSC) .....	-	-	-	✓	-	-
Physical Sciences (NSCI-PSC) .....	-	-	-	✓	-	-
Nursing (NURS) .....	-	-	-	✓	-	-
Practical Nursing (PRCN) .....	-	✓	-	-	-	-
Substance Abuse Counseling (SUBS) .....	✓	-	-	-	-	-
Prevention Specialist (SUBS-PVS) .....	✓*	-	-	* Financial aid ineligible.		
Tropical Forest Ecosystem and Agroforestry Management (TEAM) .....	-	✓	-	✓	-	-

# Curricula and Programs

General and pre-professional students may earn the Associate in Arts (A.A.) degree. Students intending to transfer into STEM areas may wish to pursue an Associate in Science in Natural Science (A.S.N.S.) 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 Competence (C.O.) in one of the 25 vocational programs.

## Associate in Arts (A.A.) Degree

A general and pre-professional education degree consisting of at least 60 Baccalaureate-level semester credits at the 100 and 200 levels provides students with skills and competencies essential for successful completion of a Baccalaureate degree. The issuance of an A.A. degree requires that the student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. The A.A. degree is designed for students who are preparing themselves to transfer to a four-year college or university. (UHCCP #5.203)

Hawai'i Community College offers two Associate in Arts Degrees: one in Liberal Arts and one in Hawaiian Studies.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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)

## Foundations (12 credits)

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100†, 115, 120, 135, 140, 241, 242

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

† Students who intend to transfer may require a course higher than Math 100

## Hawai'i CC Required Courses (6 credits)

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151† or Sp 251†

## Graduation Requirements

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

## Diversifications (19 credits)

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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

## Electives (23 credits)

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC 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 Classes

A variety of classes are offered which are writing intensive (WI). These classes 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 class material, and a major element in determining a student's grade. In WI classes, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 with a grade of "C" or better. Completion of one WI class with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. 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 classes at Hawai'i CC.

For more information about the Writing Intensive Program at Hawai'i CC, visit [www.hawaii.hawaii.edu/writing-intensive](http://www.hawaii.hawaii.edu/writing-intensive)

## HAP Designated Classes

Effective Fall 2019, the **Hawaiian, Asian, and Pacific Issues (HAP)** is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy HAW 5.702)

HAP is a University of Hawai'i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint, and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological processes of these regions. For example, the relationships of societal structures to the natural environment.
4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

For more information about HAP, and to see a current list of HAP designations at Hawai'i CC, visit [www.hawaii.hawaii.edu/hap](http://www.hawaii.hawaii.edu/hap)

## Sustainability and S-designated Classes

Hawai'i CC offers a designation of "SF" for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy



in students and address local and global environmental challenges. While not a graduation requirement for the AA degree, S-designated courses and classes allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards classes that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline.

The S-designation of a course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai'i CC, and for a list of currently designated courses and classes, visit [www.hawaii.hawaii.edu/sustainability](http://www.hawaii.hawaii.edu/sustainability)

### 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 career and technical education degree consisting of at least 60 semester credits provides students with skills and competencies for gainful employment in a career and/or technical education area. The A.A.S. degree is not intended nor designed for transfer directly to a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the A.A.S. must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an A.A.S. degree requires that the student's work has been evaluated and stated outcomes have been met. The student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. (UHCCP #5.203)

To earn the Associate in Applied Science degree at Hawai'i CC, 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 Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

### Associate in Applied Science General Education

**Electives:** The following courses may satisfy the A.A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

#### 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, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 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 ECEd 256), 285, 290V
- ECEd 256† (see Dnce 256)
- Eng 103, 105, 204, 205† (see Jour 205), 215, 255, 256, 257A, 257E
- Haw 101, 102, 201, 202
- Hist 120, 151, 152, 153, 154, 241, 242, 274, 284, 288
- Hum 100, 160† (see SSci 160), 275†
- HwSt 100, 101, 102, 103, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261, 270, 272
- 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
- Sp 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.

(continued on next page)

- Ag 122, 141, 175, 175L, 200, 250, 260
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L
- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Culn 185
- Erth 101, 101L
- Geog 101, 101L, 170, 170L, 270, 270L
- Micr 130, 140L
- Ocn 201, 205
- Phrm 203
- Phyl 141, 141L, 142, 142L
- Phys 100, 100L, 105
- 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, 290C, 290D
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164
- Econ 120, 130, 131
- ECEd 105, 131
- Geog 102, 122
- HD 234
- HDFS 230
- HosT 290
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- Mgt 124
- PolS 110
- Psy 100, 170, 214, 251, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- Sp 130, 151, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268, 270, 275, 280
- WS 151, 256† (see HSer/WS 256)

† 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 degree designed to prepare students for employment in career and technical fields, and/or transfer to a baccalaureate granting institution in a science, technology, engineering, mathematics, or other articulated baccalaureate-level programs of study. The AS degree consists of at least 60 semester credits, which provides students with either skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated baccalaureate program of study. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an AS degree requires that the student's work has been evaluated and stated outcomes have been met. (UHCCP #5.203)

To earn the Associate in Science degree at Hawai'i CC, 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 a total of nine (9) credits of general education electives by selecting one or more courses with a total of at least three (3) credits from each of the three areas: Arts/Humanities/Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS). For some programs the course(s) may be prescribed
4. Earn a cumulative GPA of at least 2.0 in Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

**Associate in Science Degree General Education Electives:** The following courses may satisfy the A.S. degree general education electives. Check with a program advisor for program requirements.

### Diversifications - Arts, Humanities, Literature

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.

#### Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151, 251

#### Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

#### Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

#### ***Diversifications - Natural Sciences***

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.

#### Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

#### Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

#### ***Diversifications - Social Sciences***

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.

#### Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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

A career and technical credential consisting of at least 60 semester credits provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined and recognized by business, industry, or employers who have needs for specialized training. This degree must have advanced approval and cannot be requested based upon previously completed coursework. This degree requires a GPA of 2.0 or better for all courses required. (UHCCP #5.203)

### **Certificate of Achievement (C.A.)**

A college credential for students who have successfully completed designated medium-term career and technical education *credit* course sequences provides them with job upgrading or entry-level skills. Course sequences may not exceed 51 credit hours (unless external requirements exceed this number) and may not be less than 24 credit hours. The issuance of a Certificate of Achievement requires that the student must earn a cumulative GPA of 2.0 or better for all Hawai'i CC courses required in the certificate. The 12 semester hours of work must be completed at Hawai'i CC. (UHCCP #5.203)

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## Certificate of Competence (C.O.)

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A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. The C.O. may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a C.O. requires that the student's work meets or exceeds competencies necessary for employment (e.g., courses resulting in a student's competence to be employed as an automotive "brake technician"). Course sequences shall be at least 4 and less than 24 credit hours and may include General Education courses appropriate to industry requirements. In a credit course sequence the student must earn a cumulative 2.0 GPA or better for all courses required in the certificate. (UHCCP #5.203)

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## Academic Subject Certificate (A.S.C.)

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A college credential for students who have successfully completed a focused, specific sequence of credit courses from an 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. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes. (UHCCP #5.203)

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## Residency Requirement for Graduation

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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)

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## Assessment

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Assessment is the process of gathering information on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawai'i Community College. The College engages in systematic assessment of learning and service outcomes to ensure continuous improvement and to create increased opportunities for student success. The College Council's Assessment Committee provides leadership to ensure that the College achieves its mission by sponsoring assessment activities,

encouraging meaningful assessment practices and experiences, and promulgating discovery based on results of the assessment process.

Assessment across the Kauhale is governed by the College's Assessment Policy. (Policy Haw 5.202)

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.

The course assessment cycle requires that all courses be assessed at least every five years: specific details of the course assessment requirements are listed in the Assessment Policy. (Policy Haw 5.202). The non-instructional service and support unit assessment cycle requires that all units be assessed regularly on a schedule determined by the appropriate vice chancellor or director.

Assessment is integrated with biennium and supplemental budget and strategic planning through annual program and service-unit reviews, and comprehensive reviews on a three-year cycle that are initiated and monitored by the College Effectiveness Review Committee (CERC) and the College Council's Assessment Committee. For more information, visit the website at [www.hawaii.hawaii.edu/files/assessment](http://www.hawaii.hawaii.edu/files/assessment)

The following Hawai'i CC and UH System policies determine requirements for program review:

- HAW #4.201 Integrated Planning for Institutional Effectiveness [www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw4](http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw4)
- UHCCP #5.202 (May 2012) [www.uhcc.hawaii.edu/ovpcc/policies/UHCCP\\_5.202](http://www.uhcc.hawaii.edu/ovpcc/policies/UHCCP_5.202)
- 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/policy](http://www.hawaii.edu/policy)

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## Course Review Policy

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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. Hawai'i CC 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 (ACCT)

**Faculty:** S. Dill 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 124	Principles of Accounting I	3	3
* Acc 132	Payroll and Hawai'i General Excise Tax	3	3
Busn 121	Introduction to Word Processing	3	3
** Busn 188	Business Calculations	3	3
Success ††	Busn 164 or IS 101 (meets Social Env. requirement for A.A.S.)	3	3
TOTAL		15	15

Second Semester		CA	AAS
* Acc 134	Individual Income Tax Preparation	3	3
* Acc 155	Spreadsheets in Accounting	3	3
* Acc 252	Using Quickbooks in Accounting	3	3
Busn 178	Business Communications	3	3
** Eng 100	Composition I	3	3
TOTAL		15	15

Third Semester		CA	AAS
* Acc 201	Intro to Financial Accounting	-	3
Business	Acc 130, Acc 193V, Bus 120, Busn 193V, Econ 130, Econ 131, or Ent 125	-	3
Computing	Busn 150 or ICS 101	-	3
Mgt 124	Human Resource Management	-	3
** Speech	Sp 130 or Sp 151 or Sp 251	-	3
TOTAL		-	15

Fourth Semester		CA	AAS
* Acc 202	Intro to Managerial Accounting	-	3
* Acc 255	Using Spreadsheets in Accounting II	-	3
* Acc 295	Accounting Capstone	-	3
Electives ††	Cultural Env., Natural Env.	-	6
TOTAL		-	15
TOTAL		30	60

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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. Madrid

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 Hawai'i CC 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.



First Semester		AS
AJ 101	Introduction to Administration of Justice	3
AJ or Subs	Elective (see below)	3
Eng 102	College Reading Skills	3
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	3
TOTAL		15

Second Semester		AS
* AJ 131	Ethics in Public Services	1
* AJ 210	Juvenile Justice	3
* AJ 221	Criminal Law	3
* AJ or Subs	Elective (see below)	3
** Eng 100	Composition I	3
Sp 151	Personal and Public Speech	3
TOTAL		16

Third Semester		AS
* AJ 220	Constitutional Law	3
* AJ 280	Current Issues in Administration of Justice	3
* AJ or Subs	Electives (see below)	3
** Math 100	Survey of Mathematics or higher	3
or		
Phil 110	Introduction to Deductive Logic	(3)
Electives ††	Diversifications - Social Sciences (DS)	3
TOTAL		15

Fourth Semester		AS
* AJ or Subs	Electives (see below)	3
Electives	General	12
TOTAL		15
TOTAL		61

#### Criminal Justice Addictions Professional Certificate of Competence

First Semester		CO
AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
Subs 132	STDs and Confidentiality	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 268	Survey of Substance Use Disorders	3
Subs 294	Seminar and Fieldwork I	3

Second Semester		CO
AJ 150	The Correctional Process	3
Subs 245	Group Counseling	3
Subs 270	12 Core Functions Subs Abuse Counseling	3
TOTAL		23

#### Homeland Security Certificate of Competence

First Semester		CO
AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1

Second Semester		CO
AJ 180	Introduction to Homeland Security	3

Third Semester		CO
AJ 181	Intelligence Analysis and Security Mgmt	3

Fourth Semester		CO
AJ 182	Transportation and Border Security	3
TOTAL		13

Electives - The following courses will be accepted:

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

Credits in ( ) are optional

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)..

### Agriculture (AGR)

**Faculty:** L. Nakamura

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
** Eng 106	Technical English for the Workplace (or Eng 100 or Eng 102)	-	3
TOTAL		12	15

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
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
TOTAL		12	15

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>	-	16

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>	-	16
<b>TOTAL</b>		<b>24</b>	<b>62</b>

#### Farm Worker Certificate of Competence

First Semester		CO
* Ag 33	Greenhouse Construction	3
* Ag 54A	Tropical Agriculture Production I	6

Second Semester		CO
* Ag 31	Farm Equipment, Machinery and Power	3
* Ag 54B	Tropical Agriculture Production II	6
<b>TOTAL</b>		<b>18</b>

#### Landscape Worker Certificate of Competence

First Semester		CO
* Ag 33	Greenhouse Construction	3
* Ag 40	Plant Identification	3

Second Semester		CO
* Ag 31	Farm Equipment, Machinery and Power	3
* Ag 46	Landscape Maintenance	3
<b>TOTAL</b>		<b>12</b>

Credits in ( ) are optional

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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.

## Architecture, Engineering and Construction Technologies (AEC)

**Faculty:** D. De Silva

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:

- Using computational and reasoning skills, demonstrates entry-level skills for accuracy in drawings, and identifies the relationship of features to demonstrate visualization proficiency.
- Formulate, design, revise, and construct projects utilizing knowledge of proper construction materials and resources based on design criteria, and be able to defend, explain, and discuss.
- Design and generate Architectural and Engineering documents using two-dimensional and three-dimensional CAD programs.
- Demonstrate operational competence in using surveying hand tools and equipment.
- Demonstrate communication, critical thinking, research, and problem-solving skills.
- Illustrate within the design process an understanding of the balance between cultures, community, and the environment.

### Entry Requirements

- Proficiency levels in reading, writing and/or 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 82X
Reading	Eng 102
Writing	Eng 100

First Semester		CA	AAS
* AEC 100	Drafting Conventions & Materials	5	5
* AEC 112	Computer Aided Drafting (CAD)	3	3
* AEC 115	Introduction to Architecture	2	2
** Math 120	Trigonometry for Surveying	4	4
* AEC 113	Geomatics & Land Surveying I	-	2
	<b>TOTAL</b>	<b>14</b>	<b>16</b>

Second Semester		CA	AAS
* AEC 120	Resident Design & Construction Drawings	6	6
* AEC 128	Sustainable Environmental Design	2	2
* AEC 129	Sustainable Design & Site Prep	-	2
* AEC 150	Introduction to GIS & GPS	-	4
** Eng 100	Composition I	3	3
	<b>TOTAL</b>	<b>11</b>	<b>17</b>

Third Semester		CA	AAS
* AEC 230	Residential Contract Drawings & Codes	4	4
* AEC 233	Basic Architectural Studio A	4	4
* AEC 234	3D CAD Imaging	1	1
* AEC 238	Architectural Historic Preservation	2	2
* AEC 249	Introduction to Drafting Career Success	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

Fourth Semester		CA	AAS
* AEC 240	Commercial Contract Drawings	3	3
* AEC 241	Intro to Building Services & BIM	3	3
* AEC 242	Basic Architectural Studio B	4	4
* AEC 247	Geomatics & Land Surveying II	-	2
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
<b>TOTAL</b>		<b>10</b>	<b>18</b>
<b>TOTAL</b>		<b>47</b>	<b>66</b>

### Geomatics and GIS Certificate of Achievement

First Semester		CA
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2
** Math 120	Trigonometry for Surveying	4

Second Semester		CA
* AEC 129	Sustainable Design & Site Preparation	2
* AEC 150	Introduction to GIS & GPS	4
** Eng 100	Composition I	3

Third Semester		CA
* AEC 234	3D CAD Imaging	1

Fourth Semester		CA
* AEC 241	Intro to Building Services & BIM	3
* AEC 247	Geomatics & Land Surveying II	2
<b>TOTAL</b>		<b>24</b>

### Geospatial Technologies Certificate of Competence

First Semester		CO
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2

Second Semester		CO
* AEC 150	Introduction to GIS & GPS	4

Third Semester		CO
* AEC 241	Intro to Building Services & BIM	3
<b>TOTAL</b>		<b>12</b>

### Sustainable Lot Design and Site Prep Certificate of Competence

First Semester		CO
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2

Second Semester		CO
* AEC 128	Sustainable Environmental Design	2
* AEC 129	Sustainable Design & Site Preparation	2
<b>TOTAL</b>		<b>9</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 C. Koreyasu

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 refinishing industry.
- Demonstrate structural panel repair techniques and advanced welding skills.
- Demonstrate competence in refinishing 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.

### Entry Requirements

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

Subject Area	Minimum placement into course
Mathematics	Math 22 or QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* ABRP 100	Collision Repair	12	12
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>		<b>12</b>	<b>18</b>

Second Semester		CA	AAS
* ABRP 120	Metal and Plastic Refinishing	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>15</b>	<b>18</b>
Third Semester		CA	AAS
* ABRP 200	Panel & Glass Replacement Techniques	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>
Fourth Semester		CA	AAS
* ABRP 220	Frame Measuring & Alignment Techniques	12	12
	<b>TOTAL</b>	<b>12</b>	<b>12</b>
<b>TOTAL</b>		<b>51</b>	<b>63</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

### Automotive 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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* AMT 101	Automotive Safety & Measurement	2	2
* AMT 120	Powertrain I	10	10
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Second Semester		CA	AAS
* AMT 150	Powertrain II	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>15</b>	<b>18</b>
Third Semester		CA	AAS
* AMT 200	Undercarriage	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>
Fourth Semester		CA	AAS
* AMT 220	Diagnostics and Repair	12	12
AMT 93V	CVE (optional with instructor approval)	-	-
	<b>TOTAL</b>	<b>12</b>	<b>12</b>
<b>TOTAL</b>		<b>51</b>	<b>63</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

### Business Technology (BTEC)

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

The Business Technology program prepares students for employment in positions such as administrative assistants, receptionists, clerks, or secretaries. Students will learn critical office skills, along with communication and organizational proficiencies. The curriculum includes courses in office technology, business communication, office administration, accounting, and business math to enhance employment and promotion possibilities.

#### 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, critical thinking, and decision-making skills to make informed choices and solve problems for personal and work-related situations.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.
- Analyze, synthesize, and evaluate real-world problems in quantitative terms.

<b>First Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 121	Introduction to Word Processing	3	3	3
* Busn 164 ††	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
* Busn 182	Machine Transcription	3	3	3
*/* Busn 188	Business Calculations	3	3	3
* Busn 150	Intro to Business Computing	-	3	3
** Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
	<b>TOTAL</b>	<b>12</b>	<b>18</b>	<b>15</b>
<b>Second Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 123	Word Processing for Business	3	3	3
Busn 193V	Cooperative Education	-	3	3
** Speech	Sp 130 or Sp 151	-	3	3
Accounting	Acc 124 or Acc 201	-	-	3
** Eng 100	Composition I	-	-	3
	<b>TOTAL</b>	<b>3</b>	<b>9</b>	<b>15</b>
<b>Third Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 170	Records and Information Management	-	3	3
Bus 120	Principles of Business	-	-	3
Acc 155	Spreadsheets in Accounting	-	-	3
Elective ††	Cultural Environment	-	-	3
Elective ††	Natural Environment	-	-	3
	<b>TOTAL</b>	<b>-</b>	<b>3</b>	<b>15</b>
<b>Fourth Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 158	Social Media & Cloud Collaboration	-	-	3
* Busn 178	Business Communications	-	-	3
* Busn 292	Integrated Office Procedures	-	-	3
Business	Electives (see below)	-	-	7-9
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>16-18</b>
<b>TOTAL (minimum)</b>		<b>15</b>	<b>30</b>	<b>61-63</b>

Business Electives - The following courses will be accepted:

- Acc 124, 125, 126, 130, 132, 134, 201, 202, 252
- Busn 159(++)
- CENT 140, 240B, 240C, 241
- Econ 120, 130, 131
- Ent 125
- Etro 140, 240B, 240C, 241
- Hlth 125
- HosT 101, 150, 152, 260
- ICS 111, 200, 211, 281, 282
- ITS 104, 118, 121, 124, 129, 221
- Mgt 124
- Mkt 120, 121, 130, 151, 157, 185, 233

(++) Required for the Virtual Office Assistant CO

<b>Entrepreneurship Certificate of Competence</b>		<b>CO</b>
Acc 124	Principles of Accounting I	3
* Busn 150	Intro to Business Computing (or ICS 101)	3
* Ent 125	Starting a Business	3
* Busn 164	Career Success	3
* Busn 158	Social Media & Cloud Collaboration	3
<b>TOTAL</b>		<b>15</b>

<b>Virtual Office Assistant Certificate of Competence</b>		<b>CO</b>
<b>First Semester</b>		<b>CO</b>
* Busn 123	Word Processing for Business (or Busn 121)	3
* Busn 150	Intro to Business Computing	3
* Busn 158	Social Media & Cloud Collaboration	3
* Busn 164	Career Success	3
<b>Second Semester</b>		<b>CO</b>
* Busn 159	Creating & Managing the Virtual Office	3
* Busn 193V	Cooperative Education	2
Acc 124	Principles of Accounting I (or Acc 201)	3
Acc 155	Spreadsheets in Accounting	3
<b>TOTAL</b>		<b>23</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

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

## **Carpentry (CARP)**

**Faculty:** D. Vierra

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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* Carp 150	Basic Carpentry I	3	3
* Carp 151	Basic Carpentry II	9	9
Blpr 30F	Blueprint Reading for Carpenters	3	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	3	3
TOTAL		18	18
Second Semester		CA	AAS
* Carp 155	Concrete Form Construction	12	12
Blpr 40	Blueprint Reading and Estimating	3	3
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
TOTAL		15	18
Third Semester		CA	AAS
* Carp 257	Framing and Exterior Finish	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
TOTAL		12	18
Fourth Semester		CA	AAS
* Carp 260	Finishing	12	12
Math 55	Technical Math II	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
TOTAL		13	16
TOTAL		58	70

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.

## Cisco Networking Academy (CNA)

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:

Jason Santos jhsantos@hawaii.edu (808) 934-2645

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

## Community Health Worker (CHW)

Faculty: C. Wilcox-Boucher

This certificate prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings. They are skilled in providing health education and care coordination.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Develop interpersonal skills that build appropriate, collaborative, respectful relationships with fellow students in the classroom, clients and professionals in the fieldwork setting or work environment.
- Demonstrate how to promote healthy behaviors, care coordination, advocacy, and/or community outreach.
- Reflect on how culture, language and socio-environmental factors influence individuals and families seeking health and/or social services.

## Entry Requirements

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

Subject Area      Minimum placement into course

Reading      Eng 102

Writing      Eng 100

## Community Health Worker Certificate of Competence CO

### First Semester

* HSer 101	Community Health Worker Fundamentals	3
* HSer 140	Individual Counseling	3

### Second Semester

* HSer 135	Health Promotion and Disease Prevention	3
* HSer 248	Case Management	3
* HSer 192	Seminar and Fieldwork I	3

### Second Semester

* HSer 292	Seminar and Fieldwork II	3
<b>TOTAL</b>		<b>18</b>

\* A grade of "C" or better is required to earn a certificate

## 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 Hawai'i CC and the employers contributes to the student's development in his or her chosen occupation.

## Creative Media (CM)

**Faculty:** M. Hu

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

## 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.

## First Semester

* Art 107D	Intro to Digital Photography (or Art 113 or Art 120)	3
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
** Eng 100	Composition I	3
ICS 101	Digital Tools for the Information World	3
<b>TOTAL</b>		<b>15</b>

## Second Semester

* Art 125	Introduction to Graphic Design	3
* Art	Electives (see below)	3
ICS 111	Intro to Computer Science I	3
** Math (FQ)	Math 100 or Math 115 or Math 135	3-4
Sp 151	Personal and Public Speech	3
<b>TOTAL</b>		<b>15-16</b>

## Third Semester

Ent 125	Starting a Business	3
* Art	Electives (see below)	9
Electives ††	Diversifications - Arts, Humanities, Literature (choose from Art 101 (DA), Art 113 (DA), Art 114 (DA), HwSt 100 (DH), HwSt 107 (DH), or HwSt 270 (DL))	3
<b>TOTAL</b>		<b>15</b>

## Fourth Semester

* Art	Electives (see below)	9
Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	3
Electives ††	Diversifications - Social Sciences (DS)	3
<b>TOTAL</b>		<b>15</b>
<b>TOTAL</b>		<b>60-61</b>

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):

- Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 214, 225, 226, 229, 248, 249, 257, 259, 293, 294

## Additional Requirement

- One Writing Intensive (WI) course with a "C" or better grade.

\* A grade of "C" or better is required to earn a degree

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

## Culinary Arts (CULN)

**Faculty:** P. Heerlein (PAL) S. Sumiki  
**Staff:** T. Hiro

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 - East Hawai'i (Hilo)		CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2
* Culn 112	Sanitation and Safety	2	2
* Culn 120	Fundamentals of Cookery	5	5
* Culn 170	Food and Beverage Purchasing	3	3
** QM 120H	Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	3	3
Elective††	Cultural Environment (HwSt course recommended)	-	3
<b>TOTAL (Hilo)</b>		<b>15</b>	<b>18</b>

Second Semester - East Hawai'i (Hilo)		CA	AAS
* Culn 115	Menu Merchandising	2	2
* Culn 131	Short Order Cookery	3	3
* Culn 140	Cold Food Pantry	4	4
* Culn 150	Fundamentals of Baking	4	4
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
** Eng 106	Technical English for the Workplace (or Eng 100 or Eng 102)	-	3
<b>TOTAL (Hilo)</b>		<b>16</b>	<b>16</b>

Third Semester - East Hawai'i (Hilo)		CA	AAS
* Culn 133	Bistro Cookery & Intro to Dining Svc	6	6
* Culn 185 ††	Culinary Nutrition (meets Nat. Env. requirement for A.A.S.)	-	3
* Culn 270	Food and Beverage Cost Control	-	4
HosT 290 ††	Hospitality Management (meets Soc. Env. requirement for A.A.S.)	-	3
<b>TOTAL (Hilo)</b>		<b>6</b>	<b>16</b>

Fourth Semester - East Hawai'i (Hilo)		CA	AAS
* Culn 160V	Dining Room Service/Stewarding	4	4
* Culn 220	Advanced Cookery	5	5
* Culn 240	Garde Manger	4	4
* Culn 252	Patisserie	-	4
<b>TOTAL (Hilo)</b>		<b>13</b>	<b>17</b>
<b>TOTAL</b>		<b>50</b>	<b>67</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Meets requirements in Cultural Env., Natural Env., or Social Env.

First Semester - West Hawai'i (Pālanui)		CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2
* Culn 112	Sanitation and Safety	2	2
* Culn 120	Fundamentals of Cookery	5	5
* Culn 160V	Dining Room Service/Stewarding	2	2
* Culn 170	Food and Beverage Purchasing	3	3
** QM 120H	Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	3	3
<b>TOTAL (Pālanui)</b>		<b>17</b>	<b>17</b>

Second Semester - West Hawai'i (Pālanui)		CA	AAS
* Culn 115	Menu Merchandising	2	2
* Culn 131	Short Order Cookery	3	3
* Culn 140	Cold Food Pantry	4	4
* Culn 150	Fundamentals of Baking	4	4
* Culn 160V	Dining Room Service/Stewarding	2	2
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
** Eng 106	Technical English for the Workplace (or Eng 100 or Eng 102)	-	3
<b>TOTAL (Pālanui)</b>		<b>18</b>	<b>18</b>

Third Semester - West Hawai'i (Pālanui)		CA	AAS
* Culn 133	Bistro Cookery & Intro to Dining Svc	6	6
* Culn 185 ††	Culinary Nutrition (meets Nat. Env. requirement for A.A.S.)	-	3
* Culn 252	Patisserie	-	4
HosT 290 ††	Hospitality Management (meets Soc. Env. requirement for A.A.S.)	-	3
<b>TOTAL (Pālanui)</b>		<b>6</b>	<b>16</b>

Fourth Semester - West Hawai'i (Pālanui)		CA	AAS
* Culn 220	Advanced Cookery	5	5
* Culn 240	Garde Manger	4	4
* Culn 270	Food and Beverage Cost Control	-	4
Elective ††	Cultural Environment (HwSt course recommended)	-	3
	<b>TOTAL (Pālanui)</b>	<b>9</b>	<b>16</b>
	<b>TOTAL</b>	<b>50</b>	<b>67</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Meets requirements in Cultural Env., Natural Env., or Social Env.

## Diesel Mechanics (DISL)

**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.

### Entry Requirements

- Possess a valid driver's license

First Semester		CA	AAS
* DiMc 120	Introduction to Diesel Engines	12	12
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Second Semester		CA	AAS
* DiMc 130	Introduction to Electrical Systems & Diesel Fuel Systems	12	12
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Third Semester		CA	AAS
* DiMc 140	Introduction to Power Trains	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>

Fourth Semester		CA	AAS
* DiMc 150	Intro to Heavy Duty Brakes, Steering, Suspension, Hydraulics, & Hydrostatics	12	12
DiMc 93V	CVE (optional)	-	-
	<b>TOTAL</b>	<b>12</b>	<b>12</b>
	<b>TOTAL</b>	<b>48</b>	<b>63</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.

## Digital Media Arts (DMA)

**Faculty:** M. Hu

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

### 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 Certificate of Competence

First Semester		CO
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
	<b>TOTAL</b>	<b>6</b>

Second Semester		CO
* Art 202	Digital Imaging	3
* Art 209	Image in Motion Studio	3
	<b>TOTAL</b>	<b>6</b>

Third Semester		CO
* Business	Ent 125 or Busn 158	3
* Experience	Art 293 or Art 294	3
* Art	Electives (see below)	3
	<b>TOTAL</b>	<b>9</b>

**TOTAL** **21**

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):

- Art 107D, 113, 120, 126, 156, 207D, 212, 214, 225, 226, 229, 248, 249, 257, 259, 293, 294

\* A grade of "C" or better is required to earn a certificate

## Early Childhood Education (ECED)

**Faculty:** J. Smith B. Watanabe  
**Children's Center Staff:**  
 C. Babagay

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 Competence (C.O.) 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. Students 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 of individual children to create healthy, challenging learning environments, and experiences.
- Build positive relationships and guide children through supportive interactions.
- Build respectful partnerships with children, families, colleagues, and communities.
- Observe, document, and assess children's development and learning in partnerships with families.
- Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
- Use reflective practices to base decisions and actions on ethical and professional standards.
- Advocate for children and their families within the program.

First Semester		CO	CA	AS
* ECEd 105	Intro to Early Childhood Education	3	3	3
* ECEd 110	Developmentally Appropriate Pract.	3	3	3
* ECEd 131	Early Childhood Development: Theory into Practice	3	3	3
** Eng	Eng 21 or ESL 21 or Eng 102 or higher	-	3	-
** Eng 102	College Reading Skills	-	-	3
Electives	Diversifications - Social Sciences (DS)	-	-	3
<b>TOTAL</b>		<b>9</b>	<b>12</b>	<b>15</b>

Second Semester		CO	CA	AS
ECEd 140	Guiding Young Children in Group Settings	3	3	3
ECEd 115	Health, Safety, and Nutrition for the Young Child	-	3	3
ECEd 263	Language & Creative Exp. Curric.	-	-	3
or				
ECEd 264	Inquiry and Physical Curriculum	-	-	(3)
** Eng	Eng 22 or (ESL 22G and ESL 22W) or Eng 100	-	3	-
** Eng 100	Composition I	-	-	3
Electives	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	-	-	3
<b>TOTAL</b>		<b>3</b>	<b>9</b>	<b>15</b>

Third Semester		CO	CA	AS
* ECEd 190 †	Early Childhood Laboratory	4	4	4
ECEd 245	Child, Family, and Community	-	3	3
ECEd 263	Language & Creative Exp. Curric	-	-	(3)
or				
ECEd 264	Inquiry and Physical Curriculum (whichever was not taken previously)	-	-	3
** Speech	Sp 51 or Sp 151	-	3	-
** Sp 151	Personal and Public Speech	-	-	3
** Math	Math 82X or higher	-	3-5	-
** Math	Math 100 or higher	-	-	3
<b>TOTAL</b>		<b>4</b>	<b>13-15</b>	<b>16</b>

Fourth Semester		CO	CA	AS
* ECEd 291	Early Childhood Practicum II	-	-	4
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	-	-	3
Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	-	-	3
Electives ††	Diversifications - Social Sciences (DS)	-	-	3
Electives	General Elective	-	-	3
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>16</b>
<b>TOTAL</b>		<b>16</b>	<b>34-36</b>	<b>62</b>

Educational Assistant Certificate of Competence		CO
* ECEd 105	Intro to Early Childhood Education	3
* ECEd 110	Developmentally Appropriate Practices	3
* ECEd 131	Early Childhood Development	3
<b>TOTAL</b>		<b>9</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* Meets competency requirement in mathematics or communications  
 † ECEd 191 - Early Childhood Practicum I may be substituted for ECEd 190 only when ECEd 190 is not available and with instructor's consent.  
 †† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

**The Hawai'i CC 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 Hawai'i CC and UH Hilo. 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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Minimum placement into course</u>
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* EIMT 20	Interior Wiring	12	12
** Etro 120	Fundamentals of Electronics I	5	5
	<b>TOTAL</b>	<b>17</b>	<b>17</b>

Second Semester		CA	AAS
* EIMT 22	Electricity Theory and Practice	12	12
Blpr 22B	Blueprint Reading and Drafting	3	3
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
Eng 102	College Reading Skills	-	3
	<b>TOTAL</b>	<b>18</b>	<b>18</b>

Third Semester		CA	AAS
* EIMT 41	Commercial Wiring	12	12
Elective ††	Natural Environment (numbered 100 or above, Phys recommended)	-	3
Blpr 30C	Blueprint Reading for Electricians	3	3
	<b>TOTAL</b>	<b>15</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>62</b>	<b>71</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.

## Electronics Technology (ET)

**Faculty:** B. Michels

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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Minimum placement into course</u>
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
** Etro 120	Fundamentals of Electronics I	5	5
* Etro 120L	Fundamentals of Electronics I Lab	2	2
* Etro 140	Network Fundamentals	3	3
* Etro 143	Digital Electronics	5	5
* Etro 143L	Digital Electronics Lab	2	2
	<b>TOTAL</b>	<b>17</b>	<b>17</b>

Second Semester		CA	AAS
* Etro 121	Process Controls & Electronics Fabrication	3	3
* Etro 121L	Process Controls & Electronics Fabrication Lab	-	2
* Etro 122	Fundamentals of Electronics II	5	5
* Etro 122L	Fundamentals of Electronics II Lab	2	2
* Etro 240B	Routing Protocols and Concepts	3	3
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
	<b>TOTAL</b>	<b>16</b>	<b>15</b>

Third Semester		CA	AAS
* Etro 257	RF Communications	2	2
* Etro 280	Microprocessors in Micro Controllers PLC	3	3
* Etro 240C	LAN Switching and Wireless	3	3
** Eng 100	Composition I	-	3
Elective ††	Natural Environment	-	3
	<b>TOTAL</b>	<b>8</b>	<b>14</b>

Fourth Semester		CA	AAS
* Etro 241	Accessing the WAN	3	3
* Etro 266	Introduction to Fiber Optics	3	3
* Etro 287	Programmable Logic Controllers	3	3
* Etro 287L	Programmable Logic Controllers Lab	1	1
Elective ††	Cultural Environment	-	3
Elective ††	Social Environment	-	3
	<b>TOTAL</b>	<b>10</b>	<b>16</b>
	<b>TOTAL</b>	<b>51</b>	<b>62</b>

#### Network Technology Certificate of Competence

First Semester		CO
Etro 140 or CENT 140	Network Fundamentals	3

Second Semester		CO
Etro 240B or CENT 240B	Routing Protocols and Concepts	3

Third Semester		CO
Etro 240C or CENT 240C	LAN Switching and Wireless	3

Fourth Semester		CO
Etro 241 or CENT 241	Accessing the WAN	3
	<b>TOTAL</b>	<b>12</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.

## 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 ASC-ENVS.
2. Earn a "C" or better in each course.

### Core Requirements (7 credits)

- Biol 124 and 124L
- Choose 1: Ag 190V, Sci 190V, SSci 250

### Subject Areas (9 credits)

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

#### Life Sciences (3 credits)

- BioC 141
- Biol 101, 156, 171
- Bot 101, 130
- Zool 101

#### Physical Sciences (3 credits)

- Chem 100, 151
- Geog 101
- Ocn 201, 205

#### Social Sciences (3 credits)

- Econ 120
- Geog 102, 122
- PolS 110
- Soc 100, 218
- SSci 111, 150

## 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, Emergency Medical Technician, 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.
- Take the National Registry Examination for certification as an Emergency Medical Technician.

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
Biol 100	Human Biology	-	3
Biol 100L	Human Biology Laboratory	-	1
<b>TOTAL</b>		<b>10</b>	<b>14</b>

Second Semester		CA	AS
Fire 153	Advanced Wildland Firefighting	3	3
Fire 157	Intermediate Wildland Fire Behavior	3	3
** English	Eng 100 or Eng 215	-	3
Hlth 125	Survey of Medical Terminology	-	1
** Math	Math 100 or higher	-	3
<b>TOTAL</b>		<b>6</b>	<b>13</b>

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
Phyl 141 ††	Human Anatomy and Physiology I (DB)	-	3
Phyl 141L	Human Anatomy and Physiology I Lab	-	1
Electives ††	Diversifications - Social Sciences (DS)	-	3
<b>TOTAL</b>		<b>9</b>	<b>16</b>

Fourth Semester		CA	AS
Fire 207	Hazardous Material Awareness/Operation	3	3
Fire 210	Fire Administration	3	3
Fire 217	Firefighter Life Safety	3	3
Computer Literacy			
	ICS 100 or ICS 101	-	3
Sp 251 ††	Principles of Effective Public Speaking (DA)-	-	3
<b>TOTAL</b>		<b>9</b>	<b>15</b>

Fifth Semester		CA	AS
Fire 250	Emergency Medical Technician	-	10.5
Fire 251	Emergency Medical Technician Practicum	-	1.6
<b>TOTAL</b>		<b>-</b>	<b>12.1</b>
<b>TOTAL</b>		<b>34</b>	<b>70.1</b>

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

## Global Studies Academic Subject Certificate (ASC-LBRT-GLS)

**Faculty:** P. Scheffler

The interdisciplinary Global Studies Academic Subject Certificate is designed to integrate student learning across disciplines and programs and foster connections between disciplinary learning, world languages, and study abroad experiences. This certificate will provide students with the opportunity to gain awareness of and sensitivity to other cultures' norms, practices and actions while at the same time recognizing the unique attributes of one's own culture. It will teach them to speak and write in another language while recognizing and respecting the importance of language diversity (all languages) in global communication. It will also help them to recognize self as a part of global culture by demonstrating awareness of the interdependence of global systems: by understanding how the U.S. may be perceived world-wide; by solving problems with multiple perspectives and variables; and by making globally responsible decisions.

## Requirements

1. **Credits Required:** A total of 16 credits is required to receive the ASC-GS:
  - A minimum of 4 credits World Language study
  - A minimum of 3 credits of Study Abroad
  - A minimum of 3 credits Internationalized Courses
  - Remaining credits from any courses listed in the above categories.
2. Earn a “C” or better in each course.

### World Language (4 credits)

- Haw 101, 102, 201, 202
- Jpns 101, 102

### Study Abroad (3 credits)

- Art 269C † Study Abroad - Japan
- Geog 292V Special Topics: Study Abroad
- Sci 292V Special Topics: Study Abroad

### Internationalized Courses (3 credits)

- AJ 180, 181, 182, 280
- Anth 121, 150, 200, 235
- Art 159, 227, 269C †
- Asan 120, 121, 122
- Biol 124
- Bot 105, 105L
- Econ 120, 130, 131
- Eng 255, 257A, 257E
- Geog 102
- Hist 120, 151, 152, 153, 154, 241, 242, 288
- HSer 141
- HwSt 100, 107
- Ling 102
- Mkt 185
- Phil 102, 213
- Phys 105
- PolS 110
- Rel 150
- SSci 111
- Soc 290
- Sp 233
- Univ 101
- WS 151

† These courses appear in multiple areas but count only once for graduation requirements.

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

The Hawai'i Life Styles ASC provides an engaging foundation for students interested in exploring and experiencing Hawaiian cultural traditions. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at Hawai'i CC.

### General Information

Students seeking the ASC-HWST-HLS 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/hawaii-life-styles](http://www.hawaii.hawaii.edu/hawaii-life-styles) or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

#### Hilo

Taupouri Tangarō	taupouri@hawaii.edu	934-2575
No‘el Tagab-Cruz	tagab@hawaii.edu	934-2616
Pele Kaio	pelekaio@hawaii.edu	934-2606
Ku‘ulei Kanahele	tracyk@hawaii.edu	934-2605
Ākea Kiyuna	akiyuna@hawaii.edu	934-2609

#### Pālanuanui

E. Kalani Flores	ekflores@hawaii.edu	969-8875
Y. Ka‘ea Lyons	ykalapai@hawaii.edu	969-8800

### Requirements

1. **Credits Required:** A minimum of 12 credits is required to receive the ASC-HWST-HLS.
2. A minimum of 6 credits must be completed at Hawai'i CC.
3. **Minimum GPA Required:** A minimum cumulative GPA of 2.0 is required.

### Language Requirements (4 cr)

Choose 1:

- Haw 101, 102, 201, 202

### Core Requirements (8 credits)

#### Required (3 credits)

- HwSt 100

#### Electives (5 credits required)

- Any other Haw and/or HwSt courses not already taken

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

<b>Faculty:</b>	E. Flores (PAL)	P. Kaio
	K. Kanahele	A. Kiyuna
	Y. Lyons (PAL)	N. Tagab-Cruz
	T. Tangarō	
<b>Staff:</b>	M. Burnett	T. Naea

A two-year Baccalaureate direct transfer Associate in 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 to or enrolling in the AA-HWST program are encouraged to meet with a Counselor. Please call the Counseling Office at (808) 934-2720.

For the latest information please visit the website [www.hawaii.hawaii.edu/hawaiian-studies](http://www.hawaii.hawaii.edu/hawaiian-studies)

### 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 Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 62 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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)

### Foundations (12 credits)

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151
- Group B - 1500 to Modern Times: Hist 152
- Group C - Prehistory to Modern Times: (none at this time)

### Hawai'i CC Required Courses (6 credits)

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151

### Graduation Requirements

*Writing Intensive:*

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

### Hawaiian Language and Hawaiian Studies Requirements (12 credits)

*Hawaiian Language (8 credits):*

- Haw 101, 102

*Hawaiian Studies (4 credits):*

- HwSt 103, 107

### Specializations (13 credits)

Choose one group

- Hula (13 credits): HwSt 130, 131, 260; plus 4 additional credits of Haw and/or HwSt courses (at least 3 credits must be at the 200-level)
- Kapuahi Foundations (13 credits): HwSt 260; plus 10 additional credits of Haw and/or HwSt courses (at least 3 credits must be at the 200-level)

### Diversifications (19 credits)

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas (DH and DL required):

Diversification - Humanities (DH):

- HwSt 100

Diversification - Literature (DL):

- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101



#### Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

#### Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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.

## **Hospitality and Tourism (HOST)**

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		CO	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
Eng 100	Composition I	-	3	3
TOTAL		12	15	15

Second Semester		CO	CA	AAS
* HosT 154	Food and Beverage Operations	3	3	3
* HosT 258	Hospitality Marketing	-	3	3
* HosT 290 ††	Hospitality Management (meets Soc. Env. requirement for A.A.S.)	-	3	3
* Law	BLaw 200 or HosT 260	-	3	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
TOTAL		3	12	15

Third Semester		CO	CA	AAS
** Sp 151	Personal and Public Speech	3	3	3
** Accounting	Acc 124, Acc 130, or Acc 201	-	3	3
HwSt 101 ††	'Aikapu: Hawai'i Culture I (or any 3-credit HwSt course that meets Cultural Env. requirement for A.A.S)	-	3	3
* HosT 261	Events Management	-	-	3
* HosT 265	Tourism and Destination Planning	-	-	3
TOTAL		3	9	15

Fourth Semester		CO	CA	AAS
* HosT 293V	Hospitality Internship	-	-	3
* HosT 295	Hospitality Capstone	-	-	3
Bus 120	Principles of Business	-	-	3
Computer Literacy				
	ICS 100, ICS 101, or Busn 150	-	-	3
Elective ††	Natural Environment (numbered 100 or higher)	-	-	3
TOTAL		-	-	15
TOTAL		18	36	60

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Meets requirement for Cultural Env., Natural Env. or Social Env.

### Human Services (HSER)

**Faculty:** S. Claveria C. Wilcox-Boucher

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 implement strategies to assess the multiple causes of social issues and concerns.

#### Human Services Certificate of Competence

First Semester		CO
* HSer 110	Introduction to Human Services	3
* Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	3
SSci/PS	Electives (see below)	3

Second Semester		CO
* HSer 192	Seminar and Fieldwork I	3
* Psy/Soc	Psy 100 or Psy 170 or Soc 100	3

Third Semester		CO
* HSer 292	Seminar and Fieldwork II	3
SSci/PS	Electives (see below)	3
TOTAL		21

Social Science/Public Service Electives - The following alphas will be accepted (non-listed alphas must be prior approved by the HSer Coordinator): AJ, Anth, Geog, HDFS, HSer, HwSt, PacS, PolS, Psy, Soc, Subs, WS.

\* A grade of "C" or better is required to earn a certificate

### Information Technology (IT)

**Faculty:** C. Butler

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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 103
Reading	Eng 102

First Semester		CA	AS
* ICS 101	Digital Tools for the Information World	3	3
* ITS 104	Computer Hardware Support	4	4
Bus 120	Principles of Business	3	3
** Eng 100	Composition I (FW)	3	3
** Math 135	Pre-Calculus: Elementary Functions (FQ) or higher	4	4
TOTAL		17	17

Second Semester		CA	AS
* ICS 111	Intro to Computer Science I	3	3
* ICS 200	Web Technology	3	3
* ITS 121	Computing Topics	3	3
** Sp 151	Personal and Public Speech	3	3
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3	3
TOTAL		15	15

Third Semester		CA	AS
* ICS 141	Discrete Math for Computer Science I	-	3
* ICS 211	Intro to Computer Science II	-	3
* ITS 129	Introduction to Databases	-	3
Acc 201	Intro to Financial Accounting	-	3
Econ 131	Principles of Macroeconomics	-	3
TOTAL		-	15

Fourth Semester		CA	AS
* ITS 124	Introduction to Networking	-	3
* ITS 221	Advanced Computing Topics	-	3
* ITS 287	IT Internship Preparation	-	2
* ITS 288	IT Program Internship	-	1
Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	-	3
Electives ††	Diversifications - Social Sciences (DS)	-	3
TOTAL		-	15
TOTAL		32	62

## Computer Support Certificate of Competence

First Semester		CO
* ICS 101	Digital Tools for the Information World	3
* ITS 104	Computer Hardware Support	4

Second Semester		CO
* ITS 121	Computing Topics	3
TOTAL		10

## Information Security and Assurance Certificate of Competence

First Semester		CO
* ICS 101	Digital Tools for the Information World	3

Second Semester		CO
* ITS 121	Computing Topics	3

Third Semester		CO
* ITS 129	Introduction to Databases	3

Fourth Semester		CO
* ITS 124	Introduction to Networking	3
* ITS 221	Advanced Computing Topics	3

Fifth Semester		CO
* ICS 281	Ethical Hacking	3
* ICS 282	Computer Forensics	3

TOTAL	21
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\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

## Liberal Arts (AA-LBRT)

### Associate in Arts Degree

Faculty:	L. Baldan-Jenkins	V. Chin
	S. Claveria	S. Dansereau
	T. Cravens-Howell (PAL)	T. Dean (PAL)
	E. Flores (PAL)	S. Giordanengo
	M. Hu	P. Kaio
	R. Kalauli	K. Kanahale
	D. Kapp	A. Kiyuna
	K. Kotecki	K. Landgraf
	T. Loveday	Y. Lyons (PAL)
	A. MacLennan (PAL)	J. McDaniel
	C. Mospens	C. Naguwa
	R. Namba (PAL)	J. Nissam
	M. Phillips	T. Qolouvaki
	D. Salvador	P. Scheffler
	E. Shaver (PAL)	J. Sims
	O. Steele	N. Tagab-Cruz
	T. Tangarō	D. Tsugawa (PAL)
	D. Weeks	C. Wilcox-Boucher

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:

- **Communicate Effectively** - Speak and write to communicate information and ideas in academic settings.
- **Think Critically** - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- **Reason Quantitatively** - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- **Apply Areas of Knowledge** - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- **Engage as Global Citizens** - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. **Credits Required:** A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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)

## Foundations (12 credits)

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100‡, 115, 120, 135, 140, 241, 242

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

## Hawai'i CC Required Courses (6 credits)

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151† or Sp 251†

## Graduation Requirements

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

## Diversifications (19 credits)

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

#### Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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

### **Electives (23 credits)**

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC 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 Classes**

A variety of classes are offered which are writing intensive (WI). These classes 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 class material, and a major element in determining a student's grade. In WI classes, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 with a grade of "C" or better. Completion of one WI class with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. 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 classes at Hawai'i CC.

For more information about the Writing Intensive Program at Hawai'i CC, visit [www.hawaii.hawaii.edu/writing-intensive](http://www.hawaii.hawaii.edu/writing-intensive)

### **HAP Designated Classes**

Effective Fall 2019, the **Hawaiian, Asian, and Pacific Issues (HAP)** is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy HAW 5.702)

HAP is a University of Hawai'i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint, and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological processes of these regions. For example, the relationships of societal structures to the natural environment.
4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

For more information about HAP, and to see a current list of HAP designations at Hawai'i CC, visit [www.hawaii.hawaii.edu/hap](http://www.hawaii.hawaii.edu/hap)

### **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.



## Liberal Arts/Associate in Arts with a Concentration in Administration of Justice (LBRT)

This Concentration provides students with a background in the scientific and experimental study of the Administration of Justice system. It focuses on the three major components of the AJ system in the United States, including the aspects of law enforcement; the state and federal judicial process; and local, state, and federal correctional systems. It also explores the historical and current economic, political, and societal issues of the AJ systems, and how they affect individuals, families, communities, and the greater society. It prepares students to transfer to a four-year institution that offers a degree in Administration of Justice, Criminal Justice, or related Social Sciences disciplines, and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Administration of Justice.

### Foundations (12 credits)

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100‡, 115, 120, 135, 140, 241, 242

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

### Hawai'i CC Required Courses (6 credits)

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151‡ or Sp 251‡

### Graduation Requirements

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

### Diversifications (19 credits)

*Diversifications - Arts, Humanities, Literature:* Six (6) credits required in 2 different areas:

#### Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151‡, 251‡

#### Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

#### Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

*Diversifications - Natural Sciences:* Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

#### Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

#### Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Psy 100
- Soc 100

### **AJ Concentration Electives (23 credits)**

- AJ 101, 103, 130† (see HSer/Subs 130), 131, 150, 180, 208† (see Soc 208), 210, 220, 221, 256† (see HSer/WS 256), 280, 285
- HSer 130† (see AJ/Subs 130), 256† (see AJ/WS 256)
- Soc 208† (see AJ 208)
- Subs 130† (see AJ/HSer 130), 132, 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.

### **Liberal Arts/Associate in Arts with a Concentration in Art (LBRT)**

This Concentration provides students with a strong studio art experience and curriculum that integrates conceptual and technical artistic skills with personal and creative exploration. It prepares students to transfer to a four-year institution to further their studies in the various areas of studio art including ceramics, design, drawing, painting, photography, and sculpture, or to continue on their journey of becoming a professional artist. This concentration was also designed to be a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Art.

### **Foundations (12 credits)**

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100‡, 115, 120, 135, 140, 241, 242

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

### **Hawai'i CC Required Courses (6 credits)**

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151 or Sp 251

## **Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

### **Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas (DA required):

Diversification - Arts (DA):

- Art 113 (Required)

Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

**Art Concentration Electives (23 credits)**

- Art 112\*, 115\*, 202\*, 209\*, 214\*, 293\* or 294\*
- Ent 125\*

*Choose any one course numbered 100 or above of 2 credits of General Electives*

\* A grade of "C" or better is required to earn a degree

**Liberal Arts/Associate in Arts with a Concentration in History (LBRT)**

This Concentration provides students with a strong History foundation. It prepares students to transfer to a four-year institution to major in History and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in History.

**Foundations (12 credits)**

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 100‡, 115, 120, 135, 140, 241, 242

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151\*
- Group B - 1500 to Modern Times: Hist 152\*
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

**Hawai'i CC Required Courses (6 credits)**

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151† or Sp 251†

**Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

**Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

#### Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

#### **History Concentration Electives (23 credits)**

*Required:*

- ICS 101\*

*Choose five 3-credit courses from the following:*

- Hist 120, 153†, 154†, 241, 242, 274, 284, 288

*Choose 5 credits of General Electives numbered 100 or above*

- Recommended: Econ 131, Geog 102, HwSt 100

\* UH Hilo requires that these courses be passed with a "C" or better grade

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

### **Liberal Arts/Associate in Arts with a Concentration in Psychology (LBRT)**

This Concentration provides students with a strong Psychology foundation. It prepares students to transfer to a four-year institution to major in Psychology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Psychology.

#### **Foundations (12 credits)**

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 115 or Math 135

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

#### **Hawai'i CC Required Courses (6 credits)**

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151† or Sp 251†

#### **Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

#### **Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

##### Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

##### Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

#### Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

#### Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

#### Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

#### Diversification - Social Sciences (DS):

- HDFS 230
- Psy 100\*

#### **Psychology Concentration Electives (23 credits)**

- HSer 110\*, 192\*, 292\*
- Psy 213, 214

Choose two 3-credit courses from the following:

- Psy 170, 251, 260, 270, 275 (recommended)
- Soc 100

\* A grade of "C" or better is required to earn a degree

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

### **Liberal Arts/Associate in Arts with a Concentration in Sociology (LBRT)**

This Concentration provides students with a strong Sociology foundation. It prepares students to transfer to a four-year institution to major in Sociology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Sociology.

#### **Foundations (12 credits)**

*Written Communication (FW) (3 credits):*

- Eng 100 (Writing)

*Quantitative Reasoning (FQ) (3 credits):*

- Math 115 or Math 135

*Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:*

- Group A - Prehistory to 1500: Hist 151, WS 175†
- Group B - 1500 to Modern Times: Geog 102†, Hist 152, WS 176†
- Group C - Prehistory to Modern Times: (none at this time)

#### **Hawai'i CC Required Courses (6 credits)**

*College Reading Skills:*

- Eng 102 (Reading)

*Communication Skills:*

- Sp 151† or Sp 251†

#### **Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian, Asian, and Pacific Issues:*

- Three credits HAP (from Diversifications or Electives)

#### **Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

#### Diversification - Arts (DA):

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

#### Diversification - Humanities (DH):

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260



#### Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversifications - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

#### Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

#### Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

#### Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversifications - Social Sciences:** Six (6) credits required in 2 different alphas:

#### Diversification - Social Sciences (DS):

- Psy 100
- Soc 100\*

(continued on next column)

#### **Sociology Concentration Electives (23 credits)**

- HSer 110\*, 192\*, 292\*
- Psy 213
- Soc 200

*Choose three 3-credit courses from the following:*

- Anth 200
- Geog 102†
- PacS 108
- PolS 110
- Soc 208, 218, 251, 265, 289, 290
- WS 151, 175†, 176†, 256

\* A grade of "C" or better is required to earn a degree

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

#### **Liberal Arts/Associate in Arts Exploratory Majors**

Exploratory majors are designed to use the students' interests as a starting point and to help provide structure and narrow choices for student success. At the University of Hawai'i Community Colleges, Exploratory Majors are designed primarily for Liberal Arts students who are unclear as to what they want to do, but have some idea of the general area they want to study. Exploratory majors will have a defined set of courses that are applicable to the students' terminal or transfer degrees. Within a well-defined set time frame, students are counseled into a specific major or concentration.

Hawai'i CC offers Exploratory Majors in:

- **Business (AA-LBRT-EXB)** - with pathways to UH Hilo in Accounting and/or General Business.

- **Health Sciences (AA-LBRT-EXHS)** - with pathways to UH Hilo in Kinesiology and/or Pre-Nursing.

For more information on Exploratory Majors, please contact the Counseling Office in Hilo at (808) 934-2720 or the Pālanui Student Services Office at (808) 969-8816.

#### **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 the attributes of a good employee including good safety practices; good communication skills; positive work ethics; working collaboratively or independently under supervision; being a life-long learner; demonstrating an awareness of hazardous materials; and taking responsibility for the orderliness and cleanliness of the workplace.
- Demonstrate and be able to apply the proper set-up and use of basic machine tools and equipment; metalworking equipment; common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery; and entry-level ability to interpret blueprints.
- Demonstrate and be able to apply mechanical reasoning, form perception and spatial relations, and numerical reasoning skills as a part of the basic entry-level skills and knowledge necessary to gain employment in the Machining, Welding, Industrial Mechanics or related fields.

First Semester		CO	CA	AAS
* MWIM 142	Intro to Machine and Welding	8	8	8
* MWIM 145	Intro to Arc Welding	4	4	4
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	-	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	-	3
TOTAL		12	12	18

Second Semester		CO	CA	AAS
* MWIM 155	Interm Welding & Qual Procedures	4	4	4
* MWIM 152	Sheet Metal Machining	-	8	8
Blpr 50	Blpr for Welding & Machine Trades	-	4	4
TOTAL		4	16	16

Third Semester		CO	CA	AAS
* MWIM 162	Lathe Facing and Knurling	-	4	4
* MWIM 165	Advanced Welding	-	8	8
Elective ††	Cultural, Natural, Social Env.	-	-	6
TOTAL		-	12	18

Fourth Semester		CO	CA	AAS
* MWIM 172	Intro to CNC Milling	-	4	4
* MWIM 175	Special Process Welding & Rigging	-	8	8
Elective ††	Cultural, Natural, Social Env.	-	-	3
TOTAL		-	12	15
TOTAL		16	52	67

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.

## Marketing (MKT)

**Faculty:** D. Kawa'auhau

This program is designed to directly align students with one of three potential paths upon graduation. Paths include freelance positions in digital design, marketing, or advertising; industry employment; and transfer to a four year institution. With courses focused on graphic arts, branding, economics, management, marketing, international relations, and a working employment portfolio created and available upon program completion, graduates will be able to apply concepts and strategies directly to the benefit and/or advancement of their professional and/or academic careers.

## Program Learning Outcomes

Upon successful completion, students are prepared to:

- Synthesize principles and concepts of marketing in developing a marketing plan.
- Develop responsive marketing campaigns that adapt to both foreign and domestic markets.
- Demonstrate an in depth understanding of the marketing and management environment of Hawaii and offer innovative ideas to develop and sustain said environment.
- Develop current technological skills and be able to utilize said skills in a simulated business environment.
- Communicate an in depth understanding of the diverse needs of the international market through the creation of culturally responsive management plans.
- Demonstrate the ability to effectively communicate with a global audience.
- Design an active portfolio that demonstrates an in depth understanding of the principles of advertising up to and including the proper use of color, graphic design, and digital audio production.
- Develop solutions that demonstrate the successful navigation of the current financial and legal business environment.

First Semester		CA	AAS
* Mkt 120	Principles of Marketing	3	3
* Mgt 124	Human Resource Management	3	3
* Art 112 ††	Introduction to Digital Arts	3	3
** Math 135	Pre-Calculus Elementary Functions	4	4
ICS 101	Digital Tools for the Information World	-	3
TOTAL		13	16

Second Semester		CA	AAS
* Art 115	Introduction to 2D Design	3	3
* BLaw 200	Legal Environment of Business	3	3
* Econ 130 ††	Principles of Microeconomics	3	3
* HwSt 101	'Aikapu: Hawai'i Culture I	3	3
Eng 100	Composition I	-	3
TOTAL		12	15

Third Semester		CA	AAS
* Art 209	Image in Motion Studio	3	3
* Econ 131	Principles of Macroeconomics	3	3
* HwSt 201	'Ai Noa: Hawai'i Culture II	3	3
Acc 201	Introduction to Financial Accounting	-	3
** Speech	Sp 130 or Sp 151	-	3
	<b>TOTAL</b>	<b>9</b>	<b>15</b>

Fourth Semester		CA	AAS
* Mkt 233	International & Tech Brand Integration	3	3
* Mgt 234	Cross-Cultural Management	3	3
Acc 202	Introduction to Managerial Accounting	-	3
* Bus 120	Principles of Business	-	3
Elective ††	Natural Environment	-	3
	<b>TOTAL</b>	<b>6</b>	<b>15</b>
	<b>TOTAL</b>	<b>40</b>	<b>61</b>

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.

- \* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

### Natural Science (NSCI)

<b>Faculty:</b>	A. MacLennan (PAL)	R. Namba (PAL)
	M. Phillips	P. Scheffler
	D. Weeks	

This Associate in Science Degree program prepares students to transfer to 4-year institutions in STEM (Science, Technology, Engineering and Mathematics) related fields. Hawai'i Community College offers two NSCI tracks: Biological Sciences and Physical Sciences.

For more information, contact Pamela Scheffler by e-mail (pamelays@hawaii.edu).

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen concentration.

### Biological Sciences (NSCI-BSC)

First Semester		AS
Biol 171 ††	Introduction to Biology I (DB)	3
Biol 171L †	Introduction to Biology I Lab (DY)	1
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 100	Composition I	3
Eng 102	College Reading Skills	3
	<b>TOTAL</b>	<b>14</b>

Second Semester		AS
Biol 172	Introduction to Biology II	3
Biol 172L †	Introduction to Biology II Lab	1
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Science †	BSC Electives (see below)	4
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	<b>TOTAL</b>	<b>15</b>

Third Semester		AS
Biology	Biol 265 or Biol 275	3
Biol Lab †	Biol 265L or Biol 275L	1
Math 241	Calculus I	4
Physics	Phys 151 or Phys 170	3-4
Phys Lab †	Phys 151L or Phys 170L	1
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	<b>TOTAL</b>	<b>15-16</b>

Fourth Semester		AS
Science †	BSC Electives (see below) (the 4th credit is required if total credits are less than 60)	3-4
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
Electives ††	Diversifications - Social Sciences (DS)	3
Electives †††	General Electives	6
	<b>TOTAL</b>	<b>15-16</b>
	<b>TOTAL</b>	<b>60-61</b>

BSC Science Electives:

- Ag 175, 175L
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 124, 124L, 156, 156L, 265, 265L, 275, 275L
- Bot 101, 101L, 105, 105L, 130, 130L
- Erth 101, 101L
- Geog 101, 101L, 170, 170L, 270, 270L, 292V
- Micr 130, 140L
- Ocn 201, 205
- Phyl 141, 141L, 142, 142L
- Phys 100, 100L, 105
- Sci 190V, 292V
- Zool 101, 101L

### Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.
- Once Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

††† All elective courses must be numbered 100 or above.

**Physical Sciences (NSCI-PSC)**

<b>First Semester</b>		<b>AS</b>
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 102	College Reading Skills	3
Math 241	Calculus I	4
Science	PSC Electives (see below)	3
Sci Lab †	PSC Lab Electives (see below)	1
	<b>TOTAL</b>	<b>15</b>

<b>Second Semester</b>		<b>AS</b>
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Eng 100	Composition I	3
Math 242	Calculus II	4
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	<b>TOTAL</b>	<b>14</b>

<b>Third Semester</b>		<b>AS</b>
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
Science	PSC Electives (see below)	3
Sci Lab †	PSC Lab Electives (see below)	1
Electives ††	Diversifications - Biological Sciences (DB)	3
Electives ††	Diversifications - Social Sciences (DS)	3
	<b>TOTAL</b>	<b>15</b>

<b>Fourth Semester</b>		<b>AS</b>
Phys 272	General Physics II	3
Phys 272L †	General Physics II Lab	1
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
Electives †††	General Elective	6
	<b>TOTAL</b>	<b>16</b>
	<b>TOTAL</b>	<b>60</b>

**PSC Science Electives:**

- Ag 175, 175L
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, 265, 265L, 275, 275L
- Bot 101, 101L, 105, 105L, 130, 130L
- Erth 101, 101L
- Geog 101, 101L, 170, 170L, 270, 270L, 292V
- Micr 130, 140L
- Ocn 201, 205
- Phyl 141, 141L, 142, 142L
- Phys 105
- Sci 190V, 292V
- Zool 101, 101L

(continued on next column)

**Additional Requirements**

- Two Writing Intensive (WI) courses with a “C” or better grade.
- Once Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

††† All elective courses must be numbered 100 or above.

**Nursing and Allied Health Programs**

<b>Faculty:</b>	A. Cremer	C. Hernandez
	L. Miguel	C. Pavel
	P. Pieron	

Hawai‘i Community College Nursing and Allied Health currently offers two pathways into the nursing profession. Students may apply for either the Certificate of Achievement in Practical Nursing (CA-PRCN) program or the Associate in Science Degree in Nursing (AS-NURS) program. Both programs admit a new student cohort each Fall. The AS program has a Hilo and Kona location option. In order to apply, the following requirements must be met:

1. Complete all prerequisite requirements with a grade of “C” or better (C- is not accepted) by the end of the Spring semester prior to program entry.
2. Complete the Test for Essential Academic Skills (TEAS) exam with a composite score at the Proficient Level (minimum score 58.7%) or higher.
3. Academic criteria and TEAS exam scores are used to rank applicants for selection and admission.

For current, detailed application and admission requirements, visit the Hawai‘i CC Nursing webpage at

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

**Nursing, Associate in Science Degree in Nursing (NURS)**

The Associate in Science Degree in Nursing program provides students with a scientific foundation for entry level clinical practice as a Registered Nurse (RN) in hospitals, long-term care facilities, and community based settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). RN’s provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

The Associate in Science Degree in Nursing program has two pathways:

**Generic pathway (AS-NURS):** 27 credits of non-nursing prerequisite and general education courses and four semesters of coursework in nursing (46 credits) for a total of 73 credits.

**LPN to AS-NURS pathway:** (1) Possession of a current HI Practical Nurse License; (2) Minimum 1 year experience work-

ing as LPN; and (3) Completion of all non-nursing prerequisite and general education courses for the AS-NURS program. Includes 27 credits of non-nursing prerequisite and general education courses, credit given for advanced placement (21) and one summer session and two semesters of coursework in nursing (25 credits) for a total of 73 credits.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Implement critical thinking effectively when applying the nursing process in providing compassionate and coordinated care to individuals and their support systems.
- Integrate knowledge gained from biological, social, and nursing sciences with clinical practice in meeting the complex needs of diverse individuals in multiple settings.
- Create an environment that promotes caring and professionalism with consideration for cultural/societal beliefs and practices.
- Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Use data to assess outcomes of care processes and determine ways to improve the delivery of quality care.
- Practice safely and ethically within the scope of practice while providing nursing care and working with the health care team.
- Demonstrate effective communication and collaborative dialogue within nursing and the interprofessional team to achieve quality patient care.

### Entry Requirements

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

Year 1		AS
Eng 100	Composition I	3
HDFS 230	Human Development	3
Math 100	Survey of Mathematics or higher (not Math 120)	3
Micr 130 ††	Microbiology (DB)	3
Micr 140L	Microbiology Lab	1
Phyl 141	Human Anatomy and Physiology I	3
Phyl 141L	Human Anatomy and Physiology I Lab	1
Phyl 142	Human Anatomy and Physiology II	3
Phyl 142L	Human Anatomy and Physiology II Lab	1
Elective† ††	Diversification - Arts (DA), Humanities (DH), Literature (DL) (recommended: HwSt 100, 102, or 107)	3
Elective† ††	Diversification - Social Sciences (DS) (choose one: Psy 100, Anth 200, Soc 100)	3
TOTAL		27

† May be taken either prior to admission or during the nursing program.

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

### Generic pathway (AS-NURS)

Year 2			AS
<b>Fall Semester</b>			
Nurs 153	Nursing Concepts and Skills		8
Nurs 203	General Pharmacology		3
TOTAL			11
<b>Spring Semester</b>			
Nurs 151	Psychiatric-Mental Health Nursing		4
Nurs 157	Adult Health Nursing I		8
TOTAL			12
Year 3			AS
<b>Fall Semester</b>			
Nurs 254	Family Health I-Maternal/Newborn Nursing		5
Nurs 255	Family Health II-Pediatric/Adult Hlth Nurs II		7
TOTAL			12
<b>Spring Semester</b>			
Nurs 257	Advanced Adult Health Nursing III		8
Nurs 260	Leadership/Community Health		3
TOTAL			11
<b>TOTAL</b>			<b>73</b>

### LPN to AS-NURS pathway

Completion of nursing and support courses (see Year 1 list)	27
TOTAL	27
Credit given for advanced placement	21
• Possession of a current HI Practical Nurse License	
• Minimum 1 year experience working as LPN	
TOTAL	21

<b>Summer Session</b>	<b>AS</b>
Nurs 250	LPN to RN Transition
TOTAL	3

<b>Fall Semester</b>			<b>AS</b>
Nurs 151	Psychiatric-Mental Health Nursing		4
Nurs 255	Family Health II-Pediatrics/Adult Hlth Nurs II		7
TOTAL			11
<b>Spring Semester</b>			<b>AS</b>
Nurs 257	Advanced Adult Health Nursing III		8
Nurs 260	Leadership/Community Health		3
TOTAL			11
<b>TOTAL</b>			<b>73</b>

All courses required for the degree must be taken for a letter grade. 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.

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.acenursing.org](http://www.acenursing.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 UH Hilo or UH Mānoa.

### **Nursing, Practical (PRCN)**

This certificate is currently not offered through Hawai'i Community College's Nursing Program.

The Certificate of Achievement in Practical Nursing program prepares students for entry-level practice as a Licensed Practical Nurse (LPN) in a variety of healthcare settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN). LPN's provide care within their scope of practice under the supervision of a health care provider or Registered Nurse.

The Certificate of Achievement in Practical Nursing program requires 2 semesters and a summer session of coursework in practical nursing (29 credits) and 17 credits of non-nursing prerequisite courses for a total of 46 credits.

### **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 structural settings.
- Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.

### **Entry Requirements**

The prerequisite courses for the Certificate of Achievement in Practical Nursing are:

<b>Prerequisite Courses</b>		<b>CA</b>
Eng 100	Composition I	3
HDFS 230	Human Development	3
Math 100	Survey of Mathematics or higher (not Math 120)	3
Phyl 141	Human Anatomy and Physiology I	3
Phyl 141L	Human Anatomy and Physiology I Lab	1
Phyl 142	Human Anatomy and Physiology II	3
Phyl 142L	Human Anatomy and Physiology II Lab	1
<b>TOTAL</b>		<b>17</b>
<b>Fall Semester</b>		<b>CA</b>
Nurs 120	Practical Nursing I	9
Nurs 203	General Pharmacology	3
<b>TOTAL</b>		<b>12</b>
<b>Spring Semester</b>		<b>CA</b>
Nurs 122	Practical Nursing II	11
<b>TOTAL</b>		<b>11</b>
<b>Summer</b>		<b>CA</b>
Nurs 126	Child Health	3
Nurs 128	Maternity Nursing	3
<b>TOTAL</b>		<b>6</b>
<b>TOTAL</b>		<b>46</b>

All required courses must be taken for a letter grade. 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.

### **Nurses' Aide**

This course is currently not offered through Hawai'i Community College's Nursing Program.

### **Substance Abuse Counseling (SUBS)**

A 20-credit Certificate of Competence 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 reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Reading	Eng 102
Writing	Eng 100

### Substance Abuse Counseling Certificate of Competence

First Semester		CO
Subs 130	Introduction to Youth Practitioner (optional)	(3)
Subs 131	Ethics in Public Services	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 268	Survey of Substance Use Disorders	3
Subs 294	Seminar and Fieldwork I	3
	<b>TOTAL</b>	<b>10</b>
<b>Second Semester</b>		
Subs 132	STDs and Confidentiality	1
Subs 245	Group Counseling	3
Subs 270	12 Core Functions of Subs Abuse Counseling	3
Subs 295	Seminar & Fieldwork II	3
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL</b>	<b>20</b>

### Prevention Specialist Certificate of Competence

First Semester		CO
Subs 130	Introduction to Youth Practitioner	3
Subs 131	Ethics in Public Services	1
Subs 268	Survey of Substance Use Disorders	3
	<b>TOTAL</b>	<b>7</b>

Credits in ( ) are optional

## Sustainability Academic Subject Certificate (ASC-LBRT-SUSI)

Faculty: D. Kapp

The Sustainability Academic Subject Certificate supports efforts to improve environmental stewardship and sustainability. It is interdisciplinary and integrates sustainability themes and practices across the Hawai'i Community College curriculum, drawing from Hawaiian Studies, Natural Science, Social Science and other disciplines.

## Requirements

1. **Credits Required:** A total of 12 credits of S-designated classes is required to receive the ASC-SUSI.
2. Designated classes must be from the following areas:
  - A minimum of 3 credits Hawaiian Studies
  - A minimum of 3 credits Natural Science
  - A minimum of 3 credits Social Science
  - Remaining credits from any other S-designated class.
3. Up to 6 credits of S-designated classes may be taken from other UH campuses, provided the credits fit into the areas listed above.

## Sustainability and S-designated Classes

Hawai'i CC offers a designation of "SF" for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy in students and address local and global environmental challenges. S-designated courses and classes allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards classes that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline.

The S-designation of a course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai'i CC, and for a list of currently designated courses and classes, visit [www.hawaii.hawaii.edu/sustainability](http://www.hawaii.hawaii.edu/sustainability)

## Tropical Forest Ecosystem and Agroforestry Management (TEAM)

**Faculty:** P. Scheffler 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.

First Semester		CA	AS
Ag 175	Agroforestry	3	3
Ag 175L	Agroforestry Lab	1	1
	Computer Literacy		
	Busn 150 or ICS 101	3	3
Eng 102	College Reading Skills (or Geog 102)	3	3
** Math 120	Trigonometry for Surveying (or Math 135)	4	4
	<b>TOTAL</b>	<b>14</b>	<b>14</b>

Second Semester		CA	AS
Biol 156 ††	Natural History of the Hawaiian Islands (DB)	3	3
Biol 156L	Natural History of Hawaiian Islands Lab	1	1
Chemistry	Chem 100 or higher	3	3
** Eng 100	Composition I	3	3
Geog 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
Geog 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
Bot 105 ††	Ethnobotany (DS)	3	3
	<b>TOTAL</b>	<b>17</b>	<b>17</b>

Summer		CA	AS
Ag 190V†	Internship	-	1-4

Third Semester		CA	AS
Biol 124	Environment and Ecology	-	3
Biol 124L	Environment and Ecology Lab	-	1
Business	Ag 130 or Ag 230 or Ent 125	-	3
Geog 270	Geographic Information Systems in Forest Ecosystem Management	-	3
Geog 270L	Geographic Information Systems in Forest Ecosystem Management Lab	-	1
Science	Biol 101 or Biol 171 or Bot 101 or Zool 101	-	3
Science Lab	Biol 101L or Biol 171L or Bot 101L or Bot 105L or Zool 101L	-	1
	<b>TOTAL</b>	-	<b>15</b>

Fourth Semester		CA	AS
Ag 192†	Selected Topics Forest Ecosystem Mgmt	-	1
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
Ag 291	Forest Restoration Ecology and Ecosystem Management Practicum	-	3
Speech ††	Sp 151 (DA) or Sp 251 (DA)	-	3
	<b>TOTAL</b>	-	<b>15</b>
<b>TOTAL</b>		<b>31</b>	<b>62-65</b>

\*\* Meets competency requirement in mathematics or communications

† Students may choose to take 2 credits of Ag 190V, or 1 credit Ag 190V and 1 credit Ag 192

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

## Program Advisory Councils

The Career and Technical Education (CTE) programs at Hawai'i CC 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

Jon Arbles, Audit Services, Taketa, Iwata, Hara & Associates  
Allison De Guzman, Tax and Accounting Associate Member,  
Taketa, Iwata, Hara & Associates  
Christin Gallagher, Controller, Bay Clinic  
Sherri-Ann Ha-Ahu, HPM Building Supply  
Keith Marrack, Financial Advisor, Edward Jones  
Joel Peralto, Owner/Principal, Peralto & Co. CPAs, Inc.  
Le Pomaski, Controller, Heartwood Pacific, LLC  
Amy Yanagihara, Staff Accountant, Taketa, Iwata, Hara & Associates

### Architecture, Engineering and Construction Technologies

Jordanah Ah Puck, AIT Scott Fleming and Associates, LLC  
Randy Dameg, Land Surveyor III, Engineering Department,  
County of Hawai'i  
Alukahe Kala, Tax Map and Records Tech II, Planning Department,  
County of Hawai'i  
Matt Okuno, Inspector, Public Works-Engineering Department,  
County of Hawai'i  
Jarrett Okutsu, KY International, Inc.  
Asia Wasser, GIS Analyst III, Department of Information Technology,  
County of Hawai'i

### Auto Body Repair and Painting

Jason Aguiar, Owner, ABRP Hawai'i  
Robert Kobayashi, Auto Instructor, Waiākea High School  
Taryll Moore, Estimator, Geico  
Debbie Omori, Vice President, Bob's Fender Shop  
Randall Yoneda, Parts/Paint Manager, Napa

### Automotive Technology

Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center  
Thomas Haraguchi, Retired Service Manager  
Joseph Hawk, General Manager, Kamaaina Nissan  
Kent Inouye, Owner/Manager, Bayside Chevron Services  
Louis Perreira, III, Owner, Louie's Auto Repair  
Jeffrey Quebral, Owner/Manager, Island Performance & Offroad

### Business Technology

Lee Botelho, Human Resources Manager, Department of Human Resources, County of Hawai'i  
Tiffany Ichimasa, Agent, Noguchi & Associates  
Sheri Kojima, Business Pathway Teacher, Waiākea High School  
Waylen Leopoldino, Deputy Director, Department of Human Resources, County of Hawai'i  
Mari Kris Malicdem, BTEC graduate, Hawai'i Community College  
Justin Pequeno, Project Manager, Kamehameha Schools  
Marcia Yoshiyama, Economic Development Technician, Department of Research and Development, County of Hawai'i

### Carpentry

Dean Au, Business Agent, Carpenter's Union Local 745  
Brian Brokaw, Operation Manager, HPM  
Mike Gillette, Owner, Gillette Construction  
Raymond Kaahue, Contractor Sales, HPM  
Sharon Sakamoto, Project Engineer, Isemoto Contracting Co., Ltd.  
Craig Takamine, General Contractor, Takamine Construction

### Culinary Arts - East Hawai'i

Karlee Fergerstrom-Kalalau, Sous Chef, Hilo Bay Cafe  
Jayson Kanekoa, Executive Chef, Waikoloa Beach Marriott Resort and Spa  
Mimi Mendoza, Executive Pastry Chef, Senia  
Chad Yamamoto, Executive Chef, Merrimans Waimea

### Culinary Arts - West Hawai'i

Muzzy Fernandez, Cook I, Instagrindz  
Michelle Gomez, Senior Executive Sous Chef, Sheraton (Marriott Intl) and Private Estate Chef  
James Govier, Cook, Sheraton  
Jean Marc Heim, Chef Consultant, Private Chef  
Patti Kimball, Owner, Kimball Catering  
Ken Love, Executive Director, Hawai'i Master Food Preservers  
Daniel Sampson, Executive Pastry Chef, Hotel Fairmont Orchid  
David Viviano, Executive Chef, Hotel Fairmont Orchid

## **Diesel Mechanics**

Kyle Akeo, Technical Communicator, Hawthorne CAT  
Ted Dela Cruz, Technical Communicator, Hawthorne Pacific Corp.  
Noel Foronda, Service Manager, Jas W. Glover  
Sam Gray, Owner, Precision Fuel Injection, Inc.  
Kelvin Kohatsu, Fleet Division Director, Hawaiian Electric  
Dennis Rose, Owner, Power Generation Services

## **Early Childhood Education**

Wendy Correa, Curriculum Manager, Tutu and Me Traveling Preschool  
Michelle Flemming, Childcare Director, Hawai'i IslandYWCA  
Tamia McKeague, West Hawai'i Project Manager, Kamehameha Schools  
Napua Rosehill, Project Manager, Kamehameha Schools

## **Electrical Installation and Maintenance Technology**

Troy Haspe, Electrical Inspector, Building Division, County of Hawai'i  
James Hirayama, Electrical Contractor, Hirayama Brothers Electric, Inc.  
Dean Oshiro, President, DWE, Inc.  
Peter Stasey, Technical Superintendent, Hawai'i Electric Light  
Gene Villaruel, Electrical Contractor, Gene's Electric

## **Information Technology**

Tim Minick, Director of Information, HPM Building Supply  
Kelvin Ono, Information Systems Analyst, Office of the Prosecuting Attorney, County of Hawai'i

## **Marketing**

Kate Carvalho, Administrative Assistant, HawaiiTribune-Herald  
Alia Chocol, Owner, Helping Hands Concierge  
Chelson DeJesus, Owner, On3 Clothing, Inc.

## **Substance Abuse Counseling**

Denise Oguma, Hope Services HI, Inc.  
Jan-Marie Osorio, Office of the Prosecuting Attorney, County of Hawai'i  
Andi Pawasarat-Losalio, Executive Director, Bridge House, Inc.  
Valerie Poindexter, Former Councilwoman, County of Hawai'i  
Hannah Preston-Pita, CEO, Big Island Substance Abuse Council

## **Tropical Forest Ecosystem and Agroforestry Management**

Paul Banko, USGS Scientist, Pacific Island Ecosystems Research Center  
Steve Bergfeld, Branch Manager, Division of Forestry and Wildlife  
J.B. Friday, Extension Forester, UH CTAHR Coop. Extension Service  
Katie Friday, Associate Pacific Islands Forester USFS, PIFI  
Leila Kealoha, Teacher, Kua O Ka La Charter School  
Yi Qing Li, Professor, College of Agriculture, Forestry and Natural Resource Management, University of Hawai'i at Hilo  
Reese Libby, Geographer/GIS Specialist, NRCS  
Rhonda Loh, Chief Resources Manager, Hawai'i Volcanoes National Park  
Bruce Matthews, Dean, College of Agriculture, Forestry and Natural Resource Management, University of Hawai'i at Hilo  
Rebecca Ostertag, Professor, Department of Biology, University of Hawai'i at Hilo  
Deborah Ward, Retired 4-H County Extension Agent, UH CTAHR Coop. Extension Service  
Aileen Yeh, Hawai'i Agriculture Research Center  
Sharon Ziegler, Director, Hawaiian Internship Program, University of Hawai'i at Hilo







UNIVERSITY of HAWAI'I®  
HAWAI'I  
COMMUNITY COLLEGE

# Non-Credit Course Listings

Hawai'i CC offers non-credit courses for students needing to improve basic skills in preparation for credit-bearing courses.

## Grading for Non-Credit Courses

Grading for these courses is mandatory Pass/No-Pass (P/NP).

## How to Read the Non-Credit Course Listings

The listing of courses adheres to the following format:

### Alpha Number—Course Title (Credits)

*PreReq:* Courses required before enrolling in this course

Description of course. (number of lecture hours class meets per week - 8 weeks for ESOL, 15 weeks for Eng and Math.)

## Intensive English Program (IEP)

The Intensive English Program (IEP) at Hawai'i Community College provides comprehensive support to non-native English learners. The IEP offers 20 hours a week of academic English language instruction in reading, writing, listening, speaking, and grammar.

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, contact the Office of International Programs at [hawccint@hawaii.edu](mailto:hawccint@hawaii.edu) or call (808) 934-2698 or view online at [www.hawaii.hawaii.edu/intensive-english-program](http://www.hawaii.hawaii.edu/intensive-english-program)

## 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.)

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## Accelerate to Success Initiative

The Community Colleges in the University of Hawai'i System have recently redesigned their models for offering developmental courses in English and Math. Beginning Fall 2016, Hawai'i CC has revised the offerings for developmental reading, writing, and math courses. These changes will most likely impact students currently placed in English and Math courses below the 100 level.

One reason for this redesign is to provide students an opportunity to accelerate through developmental coursework and complete the 100-level English and Math courses within one year.

Visit a Counselor or Faculty Advisor to learn more about how these models might impact the progression through English and/or Math courses.

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## Placement Qualifiers

In addition to the new progression of English and Math courses, placement qualifiers for the 100-level courses have also been approved. For example, students with a minimum High School GPA of 2.6 qualify to take Eng 100 and Eng 102. Students who took the GED Reasoning Through Language Arts test and received a score of 170 or higher are eligible to take Eng 100 and Eng 102.

Students who had a High School GPA of 2.6 with successful completion of Algebra 2 with a "B" or better place directly into Math 103, Intro to College Algebra. Students who took the Smarter Balanced Assessment Test in High School with a score of 3 or 4 place directly into Math 100 or Math 115.

Students should meet with a Counselor or Faculty Advisor to determine if one of the placement qualifiers applies.

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## Non-Credit English

Students needing review or improvement of basic reading, writing, and math skills in preparation for credit-bearing college courses, should visit The Learning Center on the Upper Campus, or call (808) 934-2530.

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## English (Non-Credit)

### Eng 1—English Fundamentals (0)

Designed to help students improve basic reading and writing skills (including vocabulary, reading strategies, reading comprehension, summary, sentence, writing process, and composition skills). (4 lec hrs.)

# Credit Course Listings

## Cooperative Vocational Education

### Course Numbers: 93V, 193V, 293V (Variable)

*PreReq: Consent of program faculty*

Programs participating in Cooperative Vocational Education (CVE) are identified by the course numbers ending in 93V. 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/admissions/faculty-forms](http://www.hawaii.hawaii.edu/admissions/faculty-forms)

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; and
- 3) approval of the appropriate division chairperson.

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.

## Grading for English and Mathematics Developmental Corequisite Courses

Grading for these courses is Credit/No-Credit (CR/NC). Students who pass the 100-level course will earn credit for the corequisite course regardless of their grade (CR/NC) in the developmental corequisite course.

For the 100-level course, the grading option is A-F and CR/NC. The CR/NC option is only if a student does not intend to use the course (such as Eng 100 or Math 103) to fulfill a graduation or program requirement. Courses used to fulfill graduation and program requirements must be taken for letter grades.

## How to Read the Credit Course Listings

The listing of courses adheres to the following format:

### Alpha Number—Course Title (Credits)

*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 120—College Accounting I (3)

*PreReq:* Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21

*Recommended:* Busn 188

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 Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

*CoReq:* Busn 188 (or prior completion)

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 188

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 188

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 ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

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 Hawai'i General Excise Tax (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

Introduces the principles, manual, and computerized procedures, and terminology for business applications of payroll accounting. Includes preparation and filing of Federal and State of Hawai'i forms for payroll taxes and of the Hawai'i forms for payroll taxes and of the Hawai'i General Excise and Use Tax. (3 lec hrs.)

### Acc 134—Individual Income Tax Preparation (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

Introduces the preparation of Federal and State of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their applications to tax returns. This course is intended for an individual preparing basic individual tax returns under the supervision of an accounting professional. (3 lec hrs.)

### Acc 155—Spreadsheets in Accounting (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

*Recommended:* Acc 124 or higher (or concurrent enrollment)

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 193V—Cooperative Education (1-3)

*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)

### Acc 201—Introduction to Financial Accounting (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

*Recommended:* Busn 188

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.)

### 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 252—Using Quickbooks in Accounting (3)**

*PreReq:* "C" or better in Acc 124 or "C" or better in Acc 201; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

*Recommended:* Students must be computer literate and have experience working on a computer

Provides a hands-on approach to computerized accounting using QuickBooks. Applies previously acquired accounting skills and knowledge in a computerized environment. Emphasis will be placed on the application of QuickBooks to the accounting cycle. (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 188

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.)

**Acc 295—Accounting Capstone (3)**

*PreReq:* "C" or better in Acc 124 and "C" or better in Acc 155 and "C" or better in Acc 252

*CoReq:* Acc 202 (or prior completion)

*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. (3 lec hrs.)

## Administration of Justice

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**AJ 101—Introduction to Administration of Justice (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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—Criminalistics (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 130—Introduction to Youth Practitioner (3)**

Cross-listed with HSer 130 and Subs 130

*PreReq:* Eng 20W or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

*Recommended:* AJ 210 or HSer 110

Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful 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 130, or HSer 130, or Subs 130 with a "C" grade or better 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 131—Ethics in Public Services (1)**

Cross-listed with HSer 131 and Subs 131

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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)**

Examines the history of punishment and corrections. 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Focuses on principles and procedures of arrest, detention, petition, summons, records, and adjudication of the juvenile offender. It introduces the organization and function of the police juvenile unit, community diversion practices and organization of the Family Court. (3 lec hrs.)

**AJ 220—Constitutional Law (3)**

*PreReq:* AJ 101

The U.S. Constitution is examined as a basis of arrest, search, seizure, interrogation, use of force and civil rights. U.S. Supreme Court cases and Hawai'i Court cases are examined to illustrate the court's interpretive process. (3 lec hrs.)

**AJ 221—Criminal Law (3)**

*PreReq:* AJ 101

Studies history and philosophy of criminal law. Examines United States Constitution, especially the Bill of Rights. Considers nature of law, legal institutions, criminal court procedures, and offenses against persons and property. Includes case briefs. (3 lec hrs.)

**AJ 233—Police Organization and Management (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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 256—Dynamics of Family Violence and Sex Assault (3)**

Cross-listed as HSer 256 and WS 256

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

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 ESL 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)

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**Agriculture**

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**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 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 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 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 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 82X or placement in Math 100 or placement in Math 103*

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 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and QM 80 or placement in Math 22 or placement in QM 120T*

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 ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102; and "C" or better in Math 82X 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 ESL 21 or placement in Eng 102; and Math 82X 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 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and QM 80 or placement in Math 82X or placement in QM 120T*

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 100; and "C" or better in Eng 102; and "C" or better in Math 120 or "C" or better in Math 135; 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 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

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 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and QM 80 or placement in Math 82X or placement in QM 120T*

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 100; and "C" or better in Eng 102; and "C" or better in Math 82X or placement in Math 100 or placement in Math 103*

*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: Ag 175; and Geog 170 and Geog 270*

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.)

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## Anthropology

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**Anth 121—Introduction to Language (3)**

Cross-listed as Ling 121

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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/Ling 121 than in Ling 102, where linguistic approaches are emphasized. (3 lec hrs.)

**Anth 150—Human Adaptations (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 100—Drafting Conventions and Materials (5)**

*CoReq:* AEC 112

*Recommended:* High school mechanical drawing

Designed for students interested in technical drawing. An introduction to basic manual drafting practices, procedures, equipment use, lettering, and architectural symbols, as well as basic residential construction materials used today. Orthographic projection, pictorial drawings, sectional views, dimensioning, floor plans, foundation plans, and exterior elevations will be drawn. (10 lec/lab hrs.)

**AEC 112—Computer Aided Drafting (CAD) (3)**

*Recommended:* Mechanical drawing and computer keyboarding experience

Introduction to AutoCAD's basic drawing commands including features, functions, and operations. Students will also learn how to create blocks, external references, and how to utilize paper and model space layouts. (6 lec/lab hrs.)

**AEC 113—Geomatics and Land Surveying I (2)**

*Recommended:* Mechanical drawing and computer keyboarding experience

Introduction to geomatics and land surveying science, terminology, field practices, equipment, and hardware and software for measuring, locating, and mapping geographic features on the face of the earth. Students will learn how to set up survey field equipment, and take notes for turning and measuring horizontal and vertical angles and distances from a known reference baseline. Survey data will be collected and analyzed for blunders and errors, and mathematically adjusted for input into CAD or other survey office software. (4 lec/lab hrs.)

**AEC 115—Introduction to Architecture (2)**

*PreReq:* Placement in Eng 20 or placement in ESL 20

*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 120—Residential Design and Construction Drawings (6)**

*PreReq:* AEC 100 and AEC 112

An introductory course into Architectural design concepts used to create a full set of construction drawings utilizing AutoCAD. A structural model of three-bedroom residence will be constructed. Procedures learned AEC 100, and AEC 112 will be applied. (12 lec/lab hrs.)

**AEC 128—Sustainable Environmental Design (2)**

*Recommended:* Proficiency in computer and Internet use to conduct research and write essays with electronic submission

A careful study of the environment including native plants, endangered species, and how society is impacting the natural environment. Topics include efforts to mitigate the negative impact. Discussion topics include site development and sustainable measure guidelines by various national organizations and programs. Also includes an introduction to green building concepts, terminology, and systems. Involves research, written assignments, presentations, and other activities. (2 lec hrs.)

**AEC 129—Sustainable Design and Site Prep (2)**

*PreReq:* AEC 112 and AEC 113

An introduction to site plan drawings including maps, surveys, contours and profiles, site plans, site utilities, and land excavation. Also included are CAD drawings to alter site contours, retain site areas, and flanking cut-and-fill gradients for roadways. Emphasis will focus on measuring horizontal distances on steep slopes, alignment between points, and correcting common errors in measuring distances. (4 lec/lab hrs.)

**AEC 150—Introduction to GIS and GPS (4)**

Designed to introduce the student to the principles and techniques of GIS (Geographic Information Systems), a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. The lab material will emphasize GIS data collection using GPS (Global Positioning System), entry, storage, analysis, and output using ArcGIS Desktop software. (8 lec/lab hrs.)

**AEC 230—Residential Contract Drawings and Codes (4)**

*PreReq:* “C” or better in AEC 120 and “C” or better in AEC 128

*CoReq:* AEC 234 (or prior completion)

*Recommended:* Proficiency in CAD and manual drafting

Advanced study and application of materials and methods of construction related to 2-story dwelling planning and sustainable design practices with applicable code compliance, utilizing wood framing, and concrete construction principles and basic structural load analysis to create a complete set of contract drawings. Standard drafting conventions apply to both manual and CAD drafting applications. (8 lec/lab hrs.)

**AEC 233—Basic Architectural Studio A (4)**

*PreReq:* “C” or better in AEC 112

*CoReq:* AEC 234 (or prior completion)

*Recommended:* Experience with computer 3D image modeling

Perception, design, and communication are 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 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 234—3D CAD Imaging (1)**

*PreReq: "C" or better in AEC 112*

An introduction to a 3D modeling program primarily aimed at building design. Topics include the user interface, basic modeling concepts, and object creation. The student will construct several 3D computer models. (2 lec/lab hrs.)

**AEC 238—Architectural Historic Preservation (2)**

*PreReq: "C" or better in AEC 115 and "C" or better in AEC 120*

*CoReq: AEC 230*

*Recommended: Free-hand drawing proficiency*

Study and documentation of existing buildings, structures, and sites of historic and/or cultural significance, including producing field measurements and drawings, conducting historical research, providing photo documentation, and preparation of archival drawings. Documentation is according to the measurement standards of the History American Buildings Survey (HABS). (4 lec/lab hrs.)

**AEC 240—Commercial Contract Drawings (3)**

*PreReq: "C" or better in AEC 230*

*CoReq: AEC 241 (or prior completion)*

*Recommended: Proficiency in CAD*

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 241—Introduction to Building Services and Building Information Modeling (3)**

*PreReq: "C" or better in AEC 112*

*Recommended: Proficiency in AutoCAD and 3D imaging*

Introduction to building systems and facilities of non-residential buildings in case study format. Topics include thermal control, plumbing, and basic BIM software. (6 lec/lab hrs.)

**AEC 242—Basic Architectural Studio B (4)**

*PreReq: "C" or better in AEC 233*

*Recommended: Proficiency in computer 3D image modeling*

Builds on the knowledge acquired in Basic Architectural Studio A and offers a hands-on exploration of various materials and constructions techniques. Students practice various design processes and systematic approaches to solving architectural and environmental design problems. Students analyze architecture as the creation of spaces generated by human needs and aspirations and develop concepts to explore and achieve innovated 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 3D spaces using perspective drawing techniques, light notation, and computer modeling. (8 lec/lab hrs.)

**AEC 247—Geomatics and Land Surveying II (2)**

*PreReq: "C" or better in AEC 112 and "C" or better in AEC 113*

Students will be introduced to new technologies in Geomatics and Land Surveys for measuring, locating, and mapping geographic features on the face of the earth. Field and office procedures for Control, Boundary, and Topographic surveys will be explored. Robotics and data collection methods using GPS static surveys and Real-Time Kinematic (RTK) GPS surveys along with the Geomatics software used for collecting accurate geospatial data in field will be introduced. (4 lec/lab hrs.)

**AEC 249—Introduction to Drafting Career Success (1)**

*PreReq: AEC 115*

An introduction to standard and effective business practices. Students will learn the importance of proposals, project management, communication with clients, and invoicing. Taxes and business licenses will also be explored along with basics of job seeking skills such as resume writing, job interviews, and proper attire. (1 lec hr.)

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**Art**

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**Art 101—Introduction to the Visual Arts (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

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 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 and drawing studio with emphasis on materials and techniques. (6 lec/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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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—Introduction to Drawing (3)**

*Recommended: Art 101*

Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. (6 lec/lab hrs.)

**Art 114—Introduction to Color (3)**

*Recommended: Art 101*

A studio course in aspects and theories of color and their practical applications. (6 lec/lab hrs.)

**Art 115—Introduction to 2D Design (3)**

*Recommended: Art 101*

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. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

**Art 135—Papermaking (3)**

Introduces traditional and experimental techniques in papermaking. Students will prepare paper pulp, pulp from raw plant fibers, and press sheet fibers to make editions of paper. The handmade paper will then be used in various art making processes. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

**Art 156—Digital Painting (3)**

*PreReq: "C" or better in Art 112*

Introduction to the use of the computer as a painting tool. Studio experience will explore digital painting techniques as used for personal expression, production design, concept art, matte painting, and texture mapping. Emphasis will also be placed on developing aesthetic criteria 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: "C" or better in 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. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

**Art 207D—Intermediate Digital Photography (3)**

*PreReq: "C" or better in Art 107D*

*Recommended: Knowledge of the use of computers and digital SLR cameras.*

An intermediate level digital photography course designed for students who intend to pursue a career involving digital photography. Covers more in-depth history, theory and aesthetics of digital photography than Art 107D. Emphasizes technical skills as well as covers current trends in advanced, professional level digital photography techniques. (6 lec/lab hrs.)

**Art 209—Image in Motion Studio (3)**

*PreReq: "C" or better in 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. May be repeated for credit, up to 6 credits. (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. (6 lec/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. May be repeated for credit, up to 6 credits. (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—Chinese Brush Painting (3)**

Basic techniques and concept involved in traditional Chinese painting. (6 lec/lab hrs.)

**Art 229—Interface Design I (3)**

*PreReq:* Art 112

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 230—Textile Design (3)**

Design problems for production of printed fabric utilizing silkscreen techniques. (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 229

Builds upon interface design skills learned in Art 229. 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. May be repeated for credit, up to 6 credits. (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.)



## Asian

### 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

An introduction to the study of common and distinctive aspects of Korean culture in relation to other East Asian cultures designed to give students an overview of contemporary Korean culture and the relationship to its socio-historical, cultural past. (3 lec hrs.)

## Astronomy

### Astr 110—Survey of Astronomy (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

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

+ Valid driver's license required.

Valid through Fall 2021

### + ABRP 50A—Frame Measuring and Alignment Techniques (12)

*PreReq: "C" or better in ABRP 40A*

An introduction to frame and unibody measuring and repair. Also suspension/steering and air conditioning basics and cooling system repairs. (24 lec/lab hrs.)

Effective Spring 2022

### + ABRP 50A—Frame Measuring and Alignment Techniques (12)

Deleted. (see ABRP 220)

### + ABRP 100—Collision Repair (12)

An introduction to areas of oxy-acetylene, Gas Metal Arc Welding, Squeeze Type Resistance Spot welding, and plasma arc cutting. Basic rust repair techniques and metal straightening procedures are also covered, along with metal cleaning and conversion processes. (24 lec/lab hrs.)

### + ABRP 120—Metal and Plastic Refinishing (12)

*PreReq: "C" or better in ABRP 100*

An introduction to areas of preparation, refinishing, and color matching of metal and plastic substrates. (24 lec/lab hrs.)

### + ABRP 200—Panel and Glass Replacement Techniques (12)

*PreReq: "C" or better in ABRP 120*

An introduction to collision damage appraisal, structural panel replacement, and stationary glass and moveable glass repairs. Also included is basic automotive electrical troubleshooting. (24 lec/lab hrs.)

### + ABRP 220—Frame Measuring and Alignment Techniques (12)

Formerly ABRP 50A

*PreReq: "C" or better in ABRP 200*

An introduction to frame and unibody measuring and repair. Also suspension/steering and air conditioning basics and cooling system repairs. (24 lec/lab hrs.)

## Automotive Mechanics Technology

+ Valid driver's license required.

### + 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 55B—Suspension and Steering (2)

Theory, design, and construction of steering systems, suspension systems and alignment for non-major students. (2 lec 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—Automotive Safety and Measurement (2)**

*PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and placement in Math 22 or "C" or better in QM 80 or placement in QM 120T*

*CoReq: AMT 120*

Covers the policies and procedures of the AMT program, shop safety, nomenclature, proper use of technical reference manuals, identification and proper use of basic hand tools, equipment and measuring tools. Students will research various career opportunities in the automotive industry. (4 lec/lab hrs.)

**AMT 120—Powertrain I (10)**

*PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and placement in Math 22 or "C" or better in QM 80 or placement in QM 120T*

*CoReq: AMT 101 (or prior completion)*

Covers shop safety, tools, and components of various power generators and fuel systems. Designed to provide students with an understanding of the fundamental operation, construction, and maintenance of various power generators and fuel systems. (20 lec/lab hrs.)

**AMT 150—Powertrain II (12)**

*PreReq: "C" or better in AMT 101 and "C" or better in AMT 120*

Covers shop safety, tools, and components of various drivetrain systems, emission systems, and basic electrical. Designed to provide students with an understanding of the fundamental operation, construction and maintenance of the drivetrain system, emission system, and basic electrical. (24 lec/lab hrs.)

**AMT 200—Undercarriage (12)**

*PreReq: "C" or better in AMT 150*

Covers shop safety, tools, and the undercarriage and related components. Provides students with an understanding of the fundamental operation, construction, and maintenance of the undercarriage and related components. (24 lec/lab hrs.)

**AMT 220—Diagnostics and Repair (12)**

*PreReq: "C" or better in AMT 200*

Covers shop safety, diagnosing and repair techniques, and various on the job types of training. Provides students with an understanding of industry standards with an emphasis on skills to become employable. (24 lec/lab hrs.)

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**Biochemistry**

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**BioC 141—Fundamentals of BioChemistry (3)**

*PreReq: Math 82X or placement in Math 100; and Eng 21 or ESL 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**

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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.

**Biol 100—Human Biology (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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—Biology and Society (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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. Covers molecular biology to ecosystems. (3 lec hrs.)

**Biol 101L—Biology and Society Lab (1)**

*CoReq: Biol 101 (or prior completion)*

Experiments and exercises to accompany Biology 101. Survey of the functioning, diversity, evolution and ecology of living things at the molecular, cellular, organ system and ecosystem levels. (3 lab hrs.)

**+Biol 124—Environment and Ecology (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.)

**+Biol 124L—Environment and Ecology Lab (1)**

*CoReq: Biol 124 (or prior completion)*

The laboratory accompanies the Biol 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.)

**+Biol 156—Natural History of the Hawaiian Islands (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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—Introduction to Biology I (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

*CoReq: Biol 171L*

*Recommended: High school or college Biology with labs; and concurrent enrollment in Chem 151 or Chem 161*

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—Introduction to Biology I Lab (1)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

*CoReq: Biol 171*

*Recommended: High school or college Biology with labs; and concurrent enrollment in Chem 151 or Chem 161*

Laboratory exercises will cover microscopy and cell structure, replication, and metabolism. Also exercises in classical and molecular genetics, and evolution. (3 lab hrs.)

**Biol 172—Introduction to 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—Introduction to Biology II Lab (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.)

**Biol 265—Ecology and Evolutionary Biology (3)**

*PreReq: "C" or better in Biol 171 and "C" or better in Biol 172*

*Recommended: High school algebra or equivalent*

General ecological and evolutionary principles. Relationship of plants and animals to their environments. Processes regulating growth and evolution of populations. Community structure and ecosystem function. (3 lec hrs.)

**Biol 265L—Ecology and Evolutionary Biology Lab (1)**

*PreReq: "C" or better in Biol 171L and "C" or better in Biol 172L*

*CoReq: Biol 265 (or prior completion)*

*Recommended: Chem 100 or higher and Chem 100L or higher*  
Laboratory to accompany Biol 265. (3 lab hrs.)

**Biol 275—Cell and Molecular Biology (3)**

*PreReq: "C" or better in Biol 171 and "C" or better in Biol 171L; and "C" or better in Chem 162 and "C" or better in Chem 162L*

*CoReq: Biol 275L*

An integrated cell and molecular biology course for Natural Science majors. Designed to give the student a fundamental understanding of the structure and biochemistry of eukaryotic and prokaryotic cells. Covers the basic principles of molecular biology and includes modern advances in biotechnology, recombinant DNA technology, and bioinformatics. Lab attendance is required. (3 lec hrs.)

**Biol 275L—Cell and Molecular Biology Lab (2)**

*CoReq: Biol 275 (or prior completion)*

A laboratory in cell and molecular biology for natural science majors. Through laboratory exercises, students will acquire a fundamental understanding of the biochemistry of the cell. Students will also acquire competence in modern advances in protein chemistry, recombinant DNA technology, and biotechnology. (4 lab hrs.)

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## Blueprint Reading

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**Blpr 22B—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 30C—Blueprint Reading for Electricians (3)**

*PreReq: Blpr 22B and EIMT 20*

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 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. (3 lec hrs.)

**Blpr 40—Blueprint Reading and Estimating (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.)

**Blpr 50—Blueprint Reading for Welding and Machine Trades (4)**

*PreReq: Blpr 30F*

Basic principles of graphic presentation and terminology used in welding and machine trade drawings. Topics covered are sketching, dimensioning, notes and specifications, weld and welding symbols, structural shapes, and various types of views used in blueprints. (4 lec hrs.)

## Botany

### Bot 101—General Botany (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

*CoReq:* Bot 101L

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 ESL 21 or "C" or better in Eng 22 ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

*CoReq:* Bot 101

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—Ethnobotany (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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—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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.)

## Business (Bus)

### Bus 120—Principles of Business (3)

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Surveys the fundamentals of the American business enterprise and examines the foundations and responsibilities of accounting, management, finance, marketing, and the business environment. (3 lec hrs.)

## Business (Busn)

### Busn 121—Introduction to Word Processing (3)

*Recommended:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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)

*Recommended:* Ability to type 35 gwpm; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21

*Recommended:* 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 158—Social Media and Cloud-Based Collaboration for Business (3)

*PreReq:* "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Introduces students to social media and collaboration tools as it relates to business. Students learn how to effectively create, maintain, and update blogs, social media sites (i.e. Facebook, Google+, LinkedIn, Pinterest, Twitter, and YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. (3 lec hrs.)

### Busn 159—Creating and Managing the Virtual Office (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 22G and "C" or better in ESL 22W) or placement in Eng 100; and "C" or better in Busn 123 and "C" or better in Busn 150 and "C" or better in Busn 164

Explores concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a comprehensive business and marketing plan. (3 lec hrs.)

### Busn 164—Career Success (3)

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 170—Records and Information Management (3)**

*PreReq: Eng 20 or Eng 20W or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)*

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 178—Business Communications (3)**

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100*

*Recommended: Busn 121 or computer experience using a word processing program*

Covers basic skills and techniques for effective business writing. Designed to develop and refine writing skills with an emphasis on basic writing, proofreading, and editing techniques. (3 lec hrs.)

**Busn 182—Machine Transcription (3)**

*PreReq: Eng 20 or Eng 20W or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)*

*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 188—Business Calculations (3)**

*PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and placement in Math 82X*

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed. (3 lec hrs.)

**Busn 193V—Cooperative Education (1-5)**

*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: Acc 155; and Busn 123 and Busn 164*

*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.)

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## Business Law

**BLaw 200—Legal Environment of Business (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

Introduces the nature and development of law in the United States with emphasis on how it applies to business. A study of business documents, how business entities are created and operated, the role of government regulation, and ethical implications are also covered. (3 lec hrs.)

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## Carpentry

**Carp 50—Basic Carpentry I (3)**

Deleted. (see Carp 150)

**Carp 51—Basic Carpentry II (9)**

Deleted. (see Carp 151)

Valid through Fall 2021

**Carp 55—Concrete Form Construction (12)**

*PreReq: "C" or better in Carp 50 and "C" or better in Carp 51*

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.)

Effective Spring 2022

**Carp 55—Concrete Form Construction (12)**

Deleted. (see Carp 155)

Valid through Spring 2022

**Carp 57—Framing and Exterior Finish (12)**

*PreReq: "C" or better in Carp 55*

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.)

Effective Fall 2022

**Carp 57—Framing and Exterior Finish (12)**

Deleted. (see Carp 157)



Valid through Fall 2022

**Carp 60—Finishing (12)**

*PreReq:* "C" or better in Carp 57

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.)

Effective Spring 2023

**Carp 60—Finishing (12)**

Deleted. (see Carp 260)

**Carp 150—Basic Carpentry I (3)**

*PreReq:* "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in QM 80 or placement in QM 120T

*CoReq:* Carp 151

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 151—Basic Carpentry II (9)**

*PreReq:* "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in QM 80 or placement in QM 120T

*CoReq:* Carp 150 (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 155—Concrete Form Construction (12)**

*PreReq:* "C" or better in Carp 150 and "C" or better in Carp 151

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.)

Effective Fall 2022

**Carp 257—Framing and Exterior Finish (12)**

*PreReq:* "C" or better in Carp 155

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.)

Effective Spring 2023

**Carp 260—Finishing (12)**

*PreReq:* "C" or better in Carp 257

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 and Society (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lec hrs.)

**Chem 100L—Chemistry and Society 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 Lab (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 "C" or better in Math 103 or placement in Math 110 or placement in Math 135

*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 Lab (1)**

*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, solubility 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)

Cross-listed with Etro 140

*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., 3 lab hrs.)

### CENT 240B—Routing Protocols and Concepts (3)

Cross-listed with Etro 240B

*CoReq: CENT 140 (or prior completion)*

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. 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., 3 lab hrs.)

### CENT 240C—LAN Switching and Wireless (3)

Cross-listed with Etro 240C

*PreReq: CENT 240B*

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, LVAN 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., 3 lab hrs.)

### CENT 241—Accessing the WAN (3)

Cross-listed with Etro 241

*CoReq: CENT 240C (or prior completion)*

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., 3 lab hrs.)

## Culinary Arts

### Culn 111—Introduction to the Culinary Industry (2)

*CoReq: Culn 112 and Culn 120*

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 and Culn 120*

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 (2)

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120*

*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. (2 lec hrs.)

### Culn 120—Fundamentals of Cookery (5)

*CoReq: Culn 111 and Culn 112*

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. (2 lec hrs., 9 lab hrs.)

### Culn 131—Short Order Cookery (3)

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120*

*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 133—Bistro Cookery and Intro to Dining Room Service (6)

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, and "C" or better in Culn 170*

Provides the application and reinforcement of basic concepts, skills, and techniques introduced in Culn 120 (Fundamentals of Cookery) to the operation of a bistro style dining service with an emphasis on fresh, locally produced foods prepared in a healthful and attractive manner. Menu will be designed utilizing a "Farm to Table" concept and scratch cookery. Recipe standardization and conversion, mise en place of correct quantity, freshness, and completeness will be stressed. Introduction to dining room service, Garde Manger and a la minute (cooked to order) cookery will be utilized for this course. Teamwork, personal and station organization, consistency, and patron satisfaction are cultivated. (2 lec hrs., 12 lab hrs.)

**Culn 140—Cold Food Pantry (4)**

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120*

*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: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120*

*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 (2 or 4)**

*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 (5)**

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, "C" or better in Culn 133, and "C" or better in Culn 170*  
*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. (2 lec hrs., 9 lab hrs.)

**Culn 240—Garde Manger (4)**

*PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, "C" or better in Culn 133, and "C" or better in Culn 170*

*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: "C" or better in 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 (4)**

*PreReq: "C" or better in Culn 115, "C" or better in Culn 131, "C" or better in Culn 140, and "C" or better in Culn 150; and QM 120H or Math 100 or higher (not Math 120)*

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., 3 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 195—Introduction to Environmental Dance (3)**

An introduction to how dance interfaces with various environments—both natural and man-made—and explores how dance is a vehicle to express environmental and relevant social issues. Emphasizes the relationship of dance to other art forms and especially the creative power of collaboration when dealing with themes expressing the human relationship with the environment. (3 lec hrs.)

### **Dnce 256—Creative Movement (3)**

Cross-listed as ECEd 256

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

*Recommended:* ECEd 110 or Dnce 185 or HDFS 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. May be repeated for credit, up to 6 credits. (variable hours)

## **Diesel Mechanics**

+ Valid driver's license required.

### **+ DiMc 120—Introduction to Diesel Engines (12)**

The theory and operation of diesel engines, maintenance and repair of diesel engine systems, shop safety/operation, component service and repair, engine disassembly, inspection, and assembly. Topics include: engine operating principles; cylinder blocks and heads; crankshaft and bearings; camshaft; gear train and timing; piston and connecting rod assemblies; engine lubricant and lubrication systems; engine coolants and cooling systems, and air intake and exhaust systems. (24 lec/lab hrs.)

### **+ DiMc 130—Introduction to Electrical Systems and Diesel Fuel Systems (12)**

*PreReq:* "C" or better in DiMc 120

The theory and operation of heavy-duty truck and equipment electrical systems and fuel systems, maintenance and repair of electrical and fuel systems, shop safety/operation, component service and repair, electrical and fuel diagnostics equipment usage, and troubleshooting procedures. (24 lec/lab hrs.)

### **+ DiMc 140—Introduction to PowerTrains (12)**

*PreReq:* "C" or better in DiMc 130

The theory and operation of heavy-duty truck and equipment power train, maintenance and repair of power train, shop safety/operation, component service and repair, power train diagnostic equipment usage, and troubleshooting procedures. Topics include: clutches and flywheels, mechanical transmissions, drive lines, power take off, differentials, and final drivers. (24 lec/lab hrs.)

### **+ DiMc 150—Introduction to Heavy-Duty Brakes, Steering, Suspension, Hydraulics, and Hydrostatics (12)**

*PreReq:* "C" or better in DiMc 140

The theory, operation and maintenance of heavy-duty truck and equipment including brakes, steering and suspension systems, hydraulic and hydrostatic systems, shop safety/operation, component service and repair, system schematics, diagnostics, and alignment. (24 lec/lab hrs.)

## **Early Childhood Education**

### **ECEd 105—Introduction to Early Childhood Education (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Introduces and explores the nature of the field of early childhood education and care. (3 lec hrs.)

### **ECEd 110—Developmentally Appropriate Practices (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Introduces concepts of developmentally appropriate practice and the importance of play. Provides an overview of and experience with the knowledge and skills necessary for working with children birth through age eight, including children with special needs. (3 lec hrs.)

### **ECEd 115—Health, Safety, and Nutrition for the Young Child (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) 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.)

### **ECEd 131—Early Childhood Development: Theory into Practice (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) 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.)

### **ECEd 134—Introduction to Observation of Children (1)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) 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. (2 lec/lab hrs.)

### **ECEd 140—Guiding Young Children in Group Settings (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) 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.)

### **ECEd 152—Early Literacy Development (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Surveys historical and contemporary perspectives on early literacy development. Includes exploration of how young children learn to read and write. Addresses what teachers and caregivers need to know and be able to do to support literacy development. (3 lec hrs.)

### **ECEd 170—Introduction to Infants and Toddlers (3)**

*PreReq:* Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Provides an overview of the basic skills needed for working with infants and toddlers and their families in group care settings. Focuses on interactive aspects of child development. Introduces infant-toddler caregiving routines and environments, and caregiver roles. (3 lec hrs.)

**ECed 190—Early Childhood Laboratory (4)**

*PreReq: "C" or better in ECed 105 and "C" or better in ECed 110 and "C" or better in ECed 131 and "C" or better in ECed 140; and consent of the instructor to verify that the student meets the following requirements: First Aid Certification, TB Clearance, Criminal History and Child Welfare Clearance, and Physical Exam with doctor's note*

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.)

**ECed 191—Early Childhood Practicum I (4)**

*PreReq: "C" or better in ECed 105 and "C" or better in ECed 110 and "C" or better in ECed 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. (2 lec/lab hrs., 10 lab hrs.)

**ECed 245—Child, Family, and Community (3)**

*PreReq: ECed 105*

Develops communication skills and other strategies for building effective relationships with diverse families and relevant community members. Introduces students to the local resources available for family referral. (3 lec hrs.)

**ECed 252—Early Childhood Curriculum: Communication (3)**

*PreReq: ECed 110 and ECed 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.)

**ECed 253—Early Childhood Curriculum: Physical (3)**

*PreReq: ECed 110 and ECed 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.)

**ECed 254—Early Childhood Curriculum: Cognitive (3)**

*PreReq: ECed 110 and ECed 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.)

**ECed 255—Early Childhood Curriculum: Creative (3)**

*PreReq: ECed 110 and ECed 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.)

**ECed 256—Creative Movement (3)**

Cross-listed as Dnce 256

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

*Recommended: ECed 110 or Dnce 185 or HDFS 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.)

**ECed 263—Language and Creative Expression Curriculum (3)**

*PreReq: ECed 110 and ECed 131*

Addresses creative and language disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. Includes designing curriculum for language, literacy, literature and creative expression (art, music, and creative movement/dance) based on observation of children. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments. (3 lec hrs.)

**ECed 264—Inquiry and Physical Curriculum (3)**

*PreReq: ECed 110 and ECed 131*

Addresses physical development and inquiry disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. Includes designing curriculum for physical development, and inquiry (math, science, and social studies) based on observation of children. Introduces integrated curriculum based on science and social studies topics. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments. (3 lec hrs.)

**ECed 275—Inclusion of Children with Special Needs (3)**

*PreReq: ECed 105 and ECed 110 and ECed 131*

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 understanding collaborative relationships that contribute to meeting the diverse needs of young children in inclusive settings. Facilitates the development of skills to adapt and modify the learning environment in line with developmentally appropriate practice. Introduces traditional and alternative assessment and identifies the skills necessary to facilitate successful transitions. (3 lec hrs.)



## **ECed 280—Introduction to Early Childhood Program**

### **Administration (2)**

*PreReq:* ECed 190 or ECed 191

*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 fundraising ideas. (2 lec hrs.)

## **ECed 291—Early Childhood Practicum II (4)**

*PreReq:* ECed 140, and "B" or better in ECed 190 or "B" or better in ECed 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 behaviors. (2 lec/lab hrs., 10 lab hrs.)

## **Earth Sciences**

### **Erth 101—Introduction to Geology (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. (3 lec hrs.)

### **Erth 101L—Introduction to Geology Lab (1)**

*CoReq:* Erth 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 Erth 101. (3 lab hrs.)

## **E-Commerce**

### **ECom 100—Introduction to E-Commerce (3)**

*PreReq:* Eng 21 or ESL 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.

Provides an introduction to the technology and history of the internet and its use as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey course will be an analysis and evaluation of retail and business-to-business internet-based systems. Coursework includes an analysis of e-commerce websites and internet and e-mail marketing techniques. (3 lec hrs.)

## **Economics**

### **Econ 120—Principles of Economics (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 82X or placement in Math 100 or placement in Math 103

Examination of the decision-making process of both households and firms. Analysis of the functioning of a competitive market system, using supply and demand models and the role of government in cases of market failure. (3 lec hrs.)

### **Econ 131—Principles of Macroeconomics (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 82X or placement in Math 100 or placement in Math 103

Examination of the forces determining levels of and changes in national income, employment and the price level, including the role of government through its fiscal and monetary policies. (3 lec hrs.)

## **Electrical Installation and Maintenance Technology**

### **EIMT 20—Interior Wiring (12)**

*PreReq:* Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21

*CoReq:* Etro 120 (or prior completion)

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 21 or Eng 22 or (ESL 22G and ESL 22W) or higher (or prior completion); and Blpr 22B (or prior completion)

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

*CoReq:* Blpr 30C (or prior completion)

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.)



## Electronics Technology

### **Etro 120—Fundamentals of Electronics I (5)**

*PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21*

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—Fundamentals of Electronics I Lab (2)**

*PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21*

*CoReq: 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—Process Controls and Electronics Fabrication (3)**

*PreReq: "C" or better in Etro 120, "C" or better in Etro 120L, "C" or better in Etro 143, and "C" or better in Etro 143L*

*CoReq: Etro 122*

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. (3 lec hrs.)

### **Etro 121L—Process Controls and Electronics Fabrication Lab (2)**

*CoReq: 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—Fundamentals of Electronics II (5)**

*PreReq: "C" or better in Etro 120, "C" or better in Etro 120L, "C" or better in Etro 143, and "C" or better in Etro 143L*

*CoReq: Etro 121, Etro 122L, and Etro 240B*

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—Fundamentals of Electronics II Lab (2)**

*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 140—Network Fundamentals (3)**

Cross-listed with CENT 140

*Recommended: Basic knowledge and use of PCs*

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It 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. The principles and structure of IP addressing and the 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.)

### **Etro 143—Digital Electronics (5)**

*CoReq: Etro 120, Etro 140, 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. (5 lec hrs.)

### **Etro 143L—Digital Electronics Lab (2)**

*CoReq: Etro 143*

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. (6 lab hrs.)

### **Etro 240B—Routing Protocols and Concepts (3)**

Cross-listed with CENT 240B

*PreReq: "C" or better in Etro 140*

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. 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.)

### **Etro 240C—LAN Switching and Wireless (3)**

Cross-listed with CENT 240C

*PreReq: "C" or better in Etro 240B*

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, LVAN 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.)

**Etro 241—Accessing the WAN (3)**

Cross-listed with CENT 241

*PreReq: "C" or better in Etro 240C*

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.)

**Etro 257—RF Communications (2)**

*PreReq: "C" or better in Etro 121, "C" or better in Etro 122, and "C" or better in Etro 122L*

*CoReq: Etro 240C and Etro 280*

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 266—Introduction to Fiber Optics (3)**

*PreReq: "C" or better in Etro 240C, "C" or better in Etro 257, and "C" or better in Etro 280*

*CoReq: Etro 241 and Etro 287*

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 280—Microprocessors in Micro Controllers Programmable**

**Logic Control (3)**

*PreReq: "C" or better in Etro 121, "C" or better in Etro 122, and "C" or better in Etro 122L*

*CoReq: Etro 240C and Etro 257*

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—Programmable Logic Controllers (3)**

*PreReq: "C" or better in Etro 240C, "C" or better in Etro 257, and "C" or better in Etro 280*

*CoReq: Etro 241, Etro 266, and Etro 287L*

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—Programmable Logic Controllers Lab (1)**

*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.)

## English

**Eng 20—Reading and Writing Essentials (4)**

*PreReq: Placement in Eng 20 or placement in Eng 20W*

An introduction to the reading, reasoning, and writing skills essential to succeed in pre college-level English courses. Through development of study skills and practice in reading, discussion, summarizing of concepts, and incorporating ideas into writing, this course will familiarize students with the components of critical thinking and composition. (4 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.

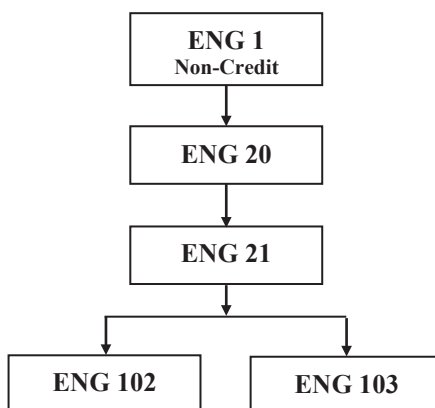
Placement is required for all Eng courses. Other Hawai'i CC courses may have Eng prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Psy 100 requires Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 Hawai'i CC's Intensive English Program - English for Speakers of Other Languages

## Reading Progression



### Eng 20W—Writing Essentials (3)

*PreReq: Placement in Eng 20W*

Instruction and practice in writing varied and effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Instruction and practice in writing and editing paragraphs which demonstrate proficiency in sentence skills. (3 lec hrs.)

### Eng 22—Introduction to Composition (3)

*PreReq: Eng 20 or placement in Eng 21; and "C" or better in Eng 20 or "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. (3 lec hrs.)

### Eng 21—Introduction to College Reading (3)

*PreReq: "C" or better in Eng 20 or placement in Eng 21*

Development of reading comprehension and critical reading skills. Focus on varied reading strategies, context, vocabulary, summarizing and paraphrasing, and on study skills. (3 lec hrs.)

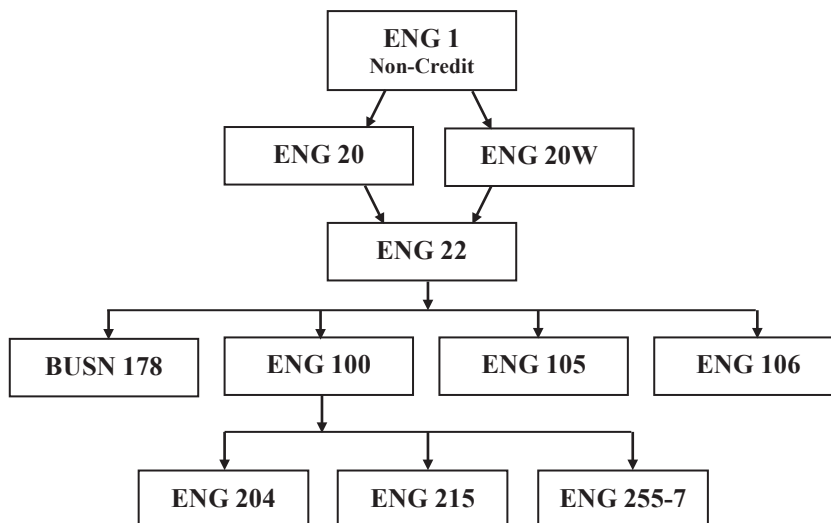
### Eng 100—Composition I (3)

*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 22G and "C" or better in ESL 22W) 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.)

## Writing Progression



**Eng 102—College Reading Skills (3)**

*PreReq:* “C” or better in Eng 21 or “C” or better in ESL 21 or placement in Eng 102; and Eng 20 or Eng 20W or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

Emphasis on reading college-level materials, including improvement in the following areas: study skills, college vocabulary, flexible and strategic reading skills, comprehension and critical reading of fiction and non-fiction, and library research. (3 lec hrs.)

**Eng 103—Critical Reading, Thinking, Problem Solving (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Emphasis on critical reading, thinking, and problem solving skills, and interpreting literature. Use of higher level reading skills of analysis, interpretation, and integration to develop increased thinking and reading proficiency at the college level. (3 lec hrs.)

**Eng 105—Reading Film (3)**

*PreReq:* “C” or better in Eng 22 or (“C” or better in ESL 22G and “C” or better in ESL 22W) or placement in Eng 100

*Recommended:* Eng 21 or ESL 21 or placement in Eng 102

Introduces students to the study of film techniques and interpretation. Using a variety of films, especially those with a connection to Hawai‘i, the course surveys the artistry and cultural significance of fictional films and their alternatives. Students inquire into how films generate meaning and how viewers attribute value to films. (3 lec hrs.)

**Eng 106—Technical English for the Workplace (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 22G and “C” or better in ESL 22W) or placement in Eng 100

Instruction and practice in the reading and writing skills necessary to communicate in professional settings. Emphasis on skills such as defining purpose, understanding audience, analyzing and evaluating texts, conducting research, and all phases of the writing process. Does not fulfill the English requirement for AA transfer degrees. (3 lec hrs.)

**Eng 204—Creative Writing (3)**

*PreReq:* “C” or better in Eng 100

*Recommended:* Eng 102

Students will produce original work in the following genres: creative nonfiction, drama, fiction, and poetry. Includes reading and analyzing published works and discussions of each student’s writing. May be repeated for credit, up to 9 credits. (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

*Recommended:* Eng 102

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

*Recommended:* Eng 102

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

*Recommended:* Eng 102

Introduces students to persistent themes that appear in the English language literature of 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

*Recommended:* Eng 102

This multi-cultural literature course introduces students to the ethnic diversity of American literature. Readings include texts from a variety of cultural perspectives. Specific topics vary by semester. (3 lec hrs.)

## English as a Second Language

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**ESL 20—English Essentials (4)**

*PreReq:* Placement in ESL 20 or placement in Eng 20 or placement in Eng 20W

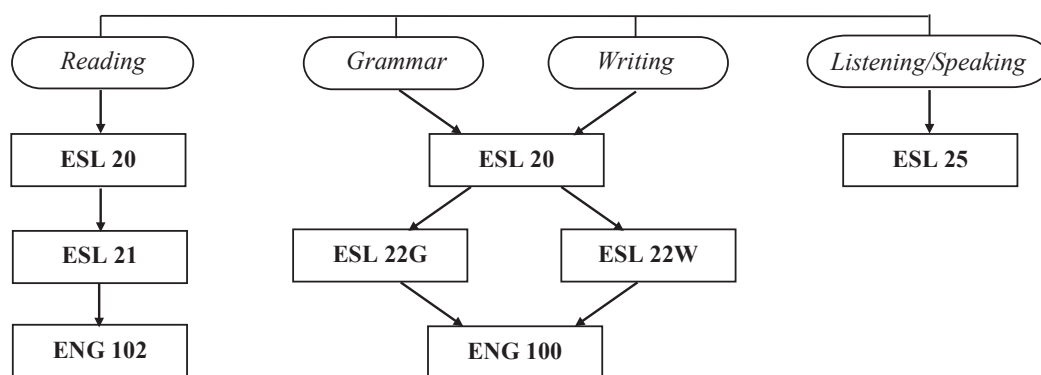
ESL 20 focuses on the fundamental skills needed to become a proficient reader and writer of English. This course concentrates on developing reading strategies, academic vocabulary, sentence structure, grammar concepts, and writing through a process approach. (4 lec hrs.)

**ESL 21—Introduction to College Reading (ESL) (3)**

*PreReq:* “C” or better in ESL 20 or “C” or better in Eng 20 or placement in ESL 21 or placement in Eng 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.* (3 lec hrs.)

## ESL Progression Chart



### ESL 22G—Advanced Grammar (ESL) (3)

*PreReq:* “C” or better in ESL 20 or “C” or better in Eng 20 or placement in ESL 21 or placement in Eng 21; and “C” or better in ESL 20 or “C” or better in Eng 20 or “C” or better in Eng 20W or placement in ESL 22G or placement in Eng 22; and “C” or better in ESL 20 or “C” or better in Eng 20 or “C” or better in Eng 20W or placement in ESL 22W or placement in Eng 22

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.)*

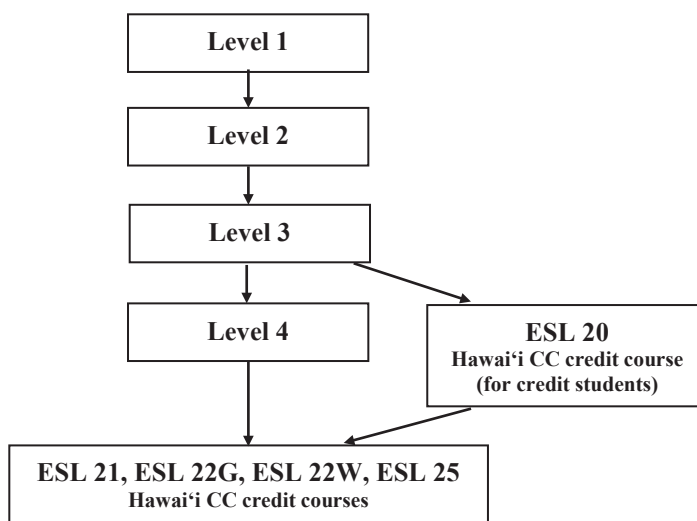
### ESL 22W—Introduction to Composition (ESL) (3)

*PreReq:* “C” or better in ESL 20 or “C” or better in Eng 20 or placement in ESL 21 or placement in Eng 21; and “C” or better in ESL 20 or “C” or better in Eng 20 or “C” or better in Eng 20W or placement in ESL 22G or placement in Eng 22; and “C” or better in ESL 20 or “C” or better in Eng 20 or “C” or better in Eng 20W or placement in ESL 22W or placement in Eng 22

*CoReq:* ESL 22G (or prior completion)

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.)*

## IEP (ESOL) Progression





### ESL 25—Academic Listening and Speaking (3)

*PreReq: Placement in ESL 20 or placement in Eng 20 or placement in Eng 20W*

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 125—Starting a Business (3)

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

Surveys the business environment, establishing a business entity, decision-making processes, marketing assessments, financing, operations considerations, and government regulations as they relate to the development of a formal business plan. It is designed for those who wish to start or are currently operating their own business. (3 lec hrs.)

## Family Resources

### FamR 230—Human Development (3)

Deleted. (see HDFs 230)

## Fire and Environmental Emergency Response

### Fire 101—Essentials of Fire Suppression (3)

*PreReq: Eng 21 or ESL 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 ESL 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 ESL 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 ESL 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 82X or placement in Math 100 or placement in Math 103*

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.)

**Fire 250—Emergency Medical Technician (10.5)**

*PreReq: Fire 210*

*CoReq: Fire 251*

*Recommended: Students may be required to complete a background check, drug screen, TB skin test within last 6 months, and MMR/Varicella/Hepatitis B/Influenza vaccination/titers or boosters. Students may be required to purchase/obtain: uniforms, supplies/equipment, and insurance. Internet access and participation in service learning activities required.*

Focuses on providing the cognitive knowledge and psychomotor skills necessary to become a nationally registered Emergency Medical Technician (EMT). EMTs provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs also provide assistance in other healthcare arenas. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. EMTs are a critical link between the scene of an emergency and the health care system. This course meets the curriculum standards set forth by the National Highway Traffic Safety Administration (NHTSA). (8.85 lec hrs., 3.2 lec/lab hrs.)

**Fire 251—Emergency Medical Technician Practicum (1.6)**

*PreReq: Fire 210; and consent of instructor*

*CoReq: Fire 250*

*Recommended: American Heart Association CPR certification*

Provides students with opportunities to apply EMT knowledge and skills in the setting of ambulances, hospitals, and clinics. (3.2 lec/lab 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Surveys 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 or "C" or better in Math 135; and "C" or better in ICS 101 or "C" or better in Busn 150*

*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 270—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 270L*

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 270L—Geographic Information System in Forest Ecosystem Management Laboratory (1)**

*CoReq: Geog 270*

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.)

**Geog 292V—Special Topics: Study Abroad (1-12)**

Special topics allows addition of subjects that meet current needs in study abroad and global education. It will be used for elective credit. May be repeated for credit provided that a different topic is studied, up to 24 credits. (variable hours)

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## Hawaiian

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**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. (4 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. (4 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. (4 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. (4 lec hrs.)

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## Hawaiian Studies

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**HwSt 100—Piko Hawai'i: Connecting to Hawai'i Island (3)**

Piko Hawai'i is central to understanding the cultural significance of our island home. Explore and connect with wahi pana (significant places) of Hawai'i Island. Develop a cultural relationship with its sacred geography and people. (3 lec hrs.)

**HwSt 101—'Aikapu: Hawai'i Culture I (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—Maui Hawai'i: Hawaiian Spirituality (3)**

Investigates aspects of spirituality that connect with the belief and practices of Kanaka Maoli (Native Hawaiians). Examines cultural knowledge and insights linked to perspectives of creation accounts, spirit realms, deities, 'aumakua, kahuna, places of worship, and other facets of maui Hawai'i. (3 lec hrs.)

**HwSt 103—Hana No'eau: Hawaiian Art Culture (1)**

A hands-on approach to creating and understanding the use of Hawaiian cultural art forms. May be repeated for credit provided that a different topic is studied, up to 6 credits. (1 lec hr.)

**HwSt 105—Mea Kanu Hawai'i: Hawaiian Plant Culture (3)**

Hawaiian cultural uses and functions of Hawai'i's plants. Examines cultural knowledge and insights linked to perspectives of ceremony, clothing, food, medicine, shelter, sustainability and other cultural practices. (3 lec hrs.)

**HwSt 106—Mele Hawai'i: Hawaiian Songs (3)**

Learn Hawaiian songs to experience the culture of Hawaiian poetry and language. No prior experience necessary. (3 lec hrs.)

**HwSt 107—Hawai'i: Center of the Pacific (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 130—Hula I: Introduction to Indigenous Leadership Through Hula (3)**

An introductory course to indigenous leadership through hula. Studies the foundations of hula chants, dances, and protocols through a traditional hālau hula (hula school) setting. This course prepares the learner for public performance. No prior experience necessary. (3 lec hrs.)

**HwSt 131—Hula II: Development of Indigenous Leadership Through Hula (3)**

*PreReq: "C" or better in HwSt 130; and placement in Eng 20 or placement in Eng 20W or placement in ESL 20; and placement in Math 82X*  
A second course developing indigenous leadership through hula 'ōlapa. Studies the foundations of hula chants, dances, and protocols through a traditional hālau hula (hula school) setting, this course prepares the learner for public performance. (3 lec hrs.)

**HwSt 140—Mahi'ai I: Hawaiian Cultivation Practices (3)**

A mahi'ai practitioner course in Hawai'i cultivation with emphasis on the sustainable cultivation of kalo and related staple foods. Will cover history, lore, and geographically specific methods of mahi'ai. (3 lec hrs.)

**HwSt 141—Mahi'ai II: Hawaiian Cultivation Practices (3)**

A mahi'ai practitioner course in Hawai'i cultivation with an emphasis on sustainability. Will engage the learner in harvesting kalo and related staple foods and preparing māla'ai (dryland) and lo'i (wetland) patches for replanting. (3 lec hrs.)

**HwSt 150—Lawai'a I: Kū'ula Kai (3)**

A lawai'a practitioner course in Hawai'i ocean-life resource knowledge. Course will engage the learner in sustainable fishing practices of Hawai'i. (3 lec hrs.)

**HwSt 151—Lawai'a II: Hawaiian Fishing Practices (3)**

A lawai'a practitioner course focused on loko i'a (fishpond) systems. Will engage the learner in sustainable loko i'a from construction to harvest. (3 lec hrs.)

**HwSt 160—Kahu Ku'una: Hawaiian Stewardship (3)**

Hawaiian stewardship with an emphasis on sustainability of cultural resources through traditional practices. (3 lec hrs.)

**HwSt 201—'Ai Noa: Hawai'i Culture II (3)**

Significant historical events in Hawai'i from the abolition of the kapu system in 1819 to the present. Examines leadership and issues that transformed Kanaka Maoli (Native Hawaiians) in today's society. (3 lec hrs.)

**HwSt 204—Ka'ao: Epic Foundations (3)**

Deleted. (see HwSt 272)

**HwSt 206—Oli Hawai'i: Hawaiian Chants (3)**

*PreReq: "C" or better in HwSt 106; and "C" or better in Haw 102 (or higher); and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*  
An in-depth, experiential study and application of Hawai'i oral arts through poetics, myth, and chant. (3 lec hrs.)

**HwSt 219—Piko Hawai'i II: Experiencing Hawai'i Island (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*  
Explore wahi pana (cultural sites/noted places) and cultural traditions unique to Hawai'i Island. 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 230—Hula III: 'Auana (3)**

*PreReq: "C" or better in HwSt 131; and Eng 20 or Eng 20W or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and placement in Math 82X*  
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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and placement in Math 82X*  
*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 260—Hō'ike: Hawaiian Studies Capstone (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Haw 101 and Haw 102; and HwSt 100, HwSt 103, HwSt 107, and HwSt 270*  
A program capstone course that reinforces skills, knowledge, protocols, and concepts learned in Hawaiian Studies (HwSt) and Language (Haw) courses. Learners will be provided with opportunities to demonstrate their proficiency in these areas. (3 lec hrs.)

**HwSt 270—Hawaiian Mythology (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*  
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 272—Ka'ao: Epic Foundations (3)**

Formerly HwSt 204  
*PreReq: "C" or better in HwSt 270; and "C" or better in 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.)



## Health

### Hlth 125—Survey of Medical Terminology (1)

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102*

*Recommended: Biol 100*

Builds on knowledge of prefixes, suffixes, and word roots to analyze and build medical terms. It includes definition, spelling, and pronunciation of selected medical words dealing with all human body systems as well as surgical and diagnostic procedures, and disease conditions. Commonly used medical abbreviations and pharmacological terms as well as plural endings are also covered. (1 lec hr.)

## History

### Hist 120—National Cinemas (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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, or Soviet/Russian cinema. Country chosen varies by instructor. (3 lec hrs.)

### Hist 151—World History to 1500 (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

A global historical survey focusing on human societies and cross-cultural interactions to 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

### Hist 152—World History Since 1500 (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

A global historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

### Hist 153—Hawai'i and the World I (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Survey of history of Hawai'i from Polynesian origins to the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (3 lec hrs.)

### Hist 154—Hawai'i and the World II (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Survey of history of Hawai'i from the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (3 lec hrs.)

### Hist 241—Civilization of Asia I (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 284—History of Hawai'i (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.)

## Hospitality and Tourism

### 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 20 or placement in ESL 20*

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 258—Hospitality Marketing (3)**

*CoReq: HosT 101 (or prior completion)*

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 ESL 22G and "C" or better in ESL 22W) 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—Events Management (3)**

*CoReq: HosT 101 (or prior completion)*

Prepares students to plan and administer successful functions, special events, meetings and conventions. Students explore topics such as exhibitions, convention programming, festivals, venue selection, social events, catering needs, sustainability, technology, careers and staffing, event marketing, design and decor, and current trends. (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)**

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100*

*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—Hospitality Internship (1-3)**

*PreReq: Consent of program faculty*

Provides students with the opportunity to earn credit through related on-the-job work experience. Requires work experience, observation, and reporting on the interaction between entry level workers and their supervisors in a hospitality industry environment in housekeeping, front desk, facilities maintenance, food service, purchasing, human resources, or guest services. Students will be evaluated by supervisory employees in the industry based on performance standards and learning goals. Seminar and field work hours will be required. (variable hours)

**HosT 295—Hospitality Capstone (3)**

*PreReq: "C" or better in HosT 101, "C" or better in HosT 258, "C" or better in HosT 265, and "C" or better in HosT 290*

*Recommended: Proficiency in Microsoft Word, Excel, and research-ing 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—Social Gerontology (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

*Recommended: HDFS 230 or Psy 100*

The emotional, physical, and social processes of aging. (3 lec hrs.)

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**Human Development and Family Studies**

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**HDFS 230—Human Development (3)**

Formerly FamR 230

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

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.)

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**Human Services**

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**HSer 101—Community Health Worker Fundamentals (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

Identifies the roles Community Health Workers play in Hawai'i and the broader public health system. Introduces the attitudes, skills and knowledge of the profession. (3 lec hrs.)

**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 130—Introduction to Youth Practitioner (3)**

Cross-listed with AJ 130 and Subs 130

*PreReq: Eng 20W or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)*

*Recommended: AJ 210 or HSer 110*

Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful 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 130, or HSer 130, or Subs 130 with a "C" grade or better 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 131—Ethics in Public Services (1)**

Cross-listed with AJ 131 and Subs 131

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 135—Health Promotion and Disease Prevention (3)**

Explores the roles Community Health Workers play in health promotion and disease prevention. Introduces the major causes of premature mortality and morbidity, behavioral and environmental contributions to illness and injury, and strategies for promoting health, wellness, and risk reduction. Provides opportunities to practice developing and teaching health promotion/disease prevention classes. (3 lec hrs.)

**HSer 140—Individual Counseling (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

*CoReq: HSer 101 or Hser 110 (or prior completion of either)*

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 192—Seminar and Fieldwork I (3)**

Formerly HSer 193

*PreReq: "C" or better in HSer 101 or "C" or better in HSer 110*

Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (3 lec hrs.)

**HSer 193—Human Services Practicum I (3)**

Deleted. (see HSer 192)

**HSer 245—Group Counseling (3)**

Cross-listed as Subs 245

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

Provides a systems-based orientation to the development of knowledge and skills needed to become a case manager in health and human services. Incorporates an ethical, culturally appropriate, strength-based and client-centered approach. Skill development includes intake, assessment, service planning, care coordination, discharge planning, referral, advocacy, and documentation. (3 lec hrs.)

**HSer 256—Dynamics of Family Violence and Sex Assault (3)**

Cross-listed as AJ 256 and WS 256

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 292—Seminar and Fieldwork II (3)**

Formerly HSer 293

*PreReq: ("C" or better in HSer 101 or "C" or better in HSer 110) and "C" or better in HSer 192*

A continuation of HSer 192 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. (3 lec hrs.)

**HSer 293—Human Services Practicum II (3)**

Deleted. (see HSer 292)

## Humanities

### Hum 100—Introduction to the Arts (3)

*PreReq: Eng 20W or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Eng 21 or ESL 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 ESL 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)

*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.)

## Industrial Education, Building and Construction

### IEdB 20—Careers in Building and Construction (3)

*Recommended: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 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.)

## Information and Computer Science

### ICS 100—Computing Literacy and Applications (3)

*PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21; and placement in Math 22*

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.)

### ICS 101—Digital Tools for the Information World (3)

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and placement in Math 82X*

Fundamental information technology concepts and computer terminology, productivity software for problem solving, computer technology trends, and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. (3 lec hrs.)

### ICS 111—Introduction to Computer Science I (3)

*PreReq: "C" or better in ICS 101; and Math 103 or placement in Math 135*

Offers an overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language. (3 lec hrs.)

### ICS 141—Discrete Mathematics for Computer Science I (3)

*PreReq: Math 135 or placement in Math 140*

Includes logic, sets, functions, matrices, algorithmic concepts, mathematical reasoning, recursion, counting techniques, and probability theory. (3 lec hrs.)

### ICS 200—Web Technology (3)

*PreReq: "C" or better in ICS 101*

Introduces web page authoring. Creates client-side web pages using web authoring language and style sheets. Uses graphical design elements, validation, browser compatibility, and accessibility. Uses scripting language to add dynamic elements to web pages, client-side scripting, regular expressions, event handling, input validation, selection, repetition, and parameter passing. (3 lec hrs.)

### ICS 211—Introduction to Computer Science II (3)

*PreReq: "C" or better in ICS 111*

Reinforces and strengthens problem-solving skills using abstract data types and introduces software development practices. Emphasizes the use of searching and sorting algorithms and their complexity, recursion, object-oriented programming, and data structures. (3 lec hrs.)

### ICS 281—Ethical Hacking (3)

*PreReq: "C" or better in ITS 121*

*CoReq: ITS 221 (or prior completion)*

Covers the basic ethical hacking techniques also known as white hat hacking. Stresses the moral and legal issues about hacking and how these techniques can be used to defend against attacks as well as to perform authorized system security evaluation testing. (3 lec hrs.)

### ICS 282—Computer Forensics (3)

*PreReq: "C" or better in ITS 121*

*CoReq: ITS 221 (or prior completion)*

Covers the basic computer forensics including operating system diagnostics, the use of forensic toolkits to examine and validate computer activity, and techniques for the proper collection, examination and preservation of forensic evidence. (3 lec hrs.)

## Information Technology

### 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 118—Visual Programming for Business Applications (3)

*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 a current popular visual language such as Java, Python, C++, PHP, etc. Programming constructs, practices, and style are emphasized as well as program testing, debugging and documentation. (3 lec hrs.)

### ITS 121—Computing Topics (3)

*PreReq: variable per topic*

Introductory topics varying semester to semester to maintain currency with rapidly changing technologies in Hawai'i's business industry. Topics may include operating systems, specific hardware systems, other software packages and programming languages not covered in IT program courses. May be repeated for credit provided that a different topic is studied. (3 lec hrs.)

### ITS 124—Introduction to Networking (3)

*PreReq: "C" or better in ITS 104 and ITS 121*

Provides the student with the knowledge and skills to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure, as well as to describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. Also introduces the student to network security concepts. (3 lec hrs.)

### ITS 129—Introduction to Databases (3)

*PreReq: "C" or better in ICS 111 and "C" or better in ICS 200*

Covers the fundamental concepts in database technology, including storage structures, access methods, recovery, concurrency, and integrity. The relational model and its implementation will be covered in depth together with an overview of SQL and its role in application development. The course will also present an overview of database administration, including modeling and design activities. A substantial part of the course involves the development of an understanding of database concepts. (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 287—IT Internship Preparation (2)

*PreReq: "C" or better in ICS 211; and "C" or better in ITS 129; and Eng 100; and Sp 151*

*CoReq: ITS 124 and ITS 288 (or prior completion of either)*

Provides students with information about how to apply their IT knowledge into the business environment. Includes resume writing, job preparation, interview skills, and employer expectations. Summary of IT knowledge for application in the workplace. (2 lec hrs.)

### ITS 288—IT Program Internship (1)

*PreReq: "C" or better in ICS 211; and "C" or better in ITS 129; and Eng 100; and Sp 151*

*CoReq: ITS 124 or ITS 287 (or prior completion of either)*

Cooperative internship integrating classroom learning with supervised structured and unstructured real world work experience with local businesses and agencies. Offers an opportunity to enhance workplace soft skills as well as technical skills. Assignments determined by students' interests, project content and availability. (8 prac hrs.)

## Interdisciplinary Studies

### IS 100V—Foundations in Leadership (1-3)

Introduces students to concepts, models, and practice of leadership that are effective in civic, community, and political organizations. Examines the purpose and structures of various types of organizations and reviews the various kinds of leadership styles. Also discusses strategies that match these organizations using case studies, simulations, and real life applications. Aims to help students develop leadership skills to better understand their organization's purpose, communication practices, and ways to mobilize effective action. (variable hours)

### IS 101—Building Bridges to Self, College, and the Community (3)

*Recommended: Placement in Eng 21 or placement in ESL 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 101L—Building Bridges College Technology Lab (1)

Teaches students how to employ computer technology to perform academic and professional tasks. (2 lec/lab hrs.)

### IS 105—Career/Life Exploration and Planning (3)

*PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21*

Teaches practical life skills through activities that will empower students to create greater success in college, and in the workplace. Students will develop knowledge and awareness of the diverse cultural influences - Hawaiian, community, college, classroom, and workplace - and the relationship between these cultures. Within a cultural framework, students explore and identify possible careers that match their strengths, values, interests, and skills. Introduces students to job search resources, which include learning to conduct an effective job search, writing a winning resume and cover letter, and preparing for job interviews. Also focuses on soft skill acquisition; career and life planning through goal development; communication and interpersonal skills; time, financial, and stress management; problem solving; making wise choices; and self-motivation. (3 lec hrs.)

## Japanese

### Jpns 101—Elementary Japanese I (4)

Introductory Japanese language course, emphasizing reading, writing, speaking, and listening. (4 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. (4 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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## Learning Skills

**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 102—College Success Strategies (1)**

*PreReq:* Eng 20 or Eng 20W or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

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.)

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## Linguistics

**Ling 102—Introduction to the Study of Language (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 22G and “C” or better in ESL 22W) 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 22G and “C” or better in ESL 22W) 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/Ling 121 than in Ling 102, 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.)

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## Machine, Welding, and Industrial Mechanics

Valid through Fall 2021

**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.)

Effective Spring 2022

**MWIM 72—Introduction to CNC Milling (4)**

Deleted. (see MWIM 172)

Valid through Fall 2021

**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.)

Effective Spring 2022

**MWIM 75—Special Process Welding & Rigging (8)**

Deleted. (see MWIM 175)



**MWIM 142—Introduction to Machine and Welding (8)**

*CoReq: MWIM 145*

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 145—Introduction to Arc Welding (4)**

*CoReq: MWIM 142*

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 152—Sheet Metal Machining (8)**

*PreReq: MWIM 142 and MWIM 145*

*CoReq: MWIM 155*

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 155—Intermediate Welding and Qualification Procedures (4)**

*PreReq: MWIM 145*

*CoReq: MWIM 152*

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 162—Lathe Facing and Knurling (4)**

*PreReq: MWIM 152 and MWIM 155*

*CoReq: MWIM 165*

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 165—Advanced Welding (8)**

*CoReq: MWIM 162*

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 172—Introduction to CNC Milling (4)**

Formerly MWIM 72

*PreReq: MWIM 162 and MWIM 165*

*CoReq: MWIM 175*

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 175—Special Process Welding & Rigging (8)**

Formerly MWIM 75

*CoReq: MWIM 172*

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.)

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**Management**

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**Mgt 124—Human Resource Management (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Introduction to principles, organizations, and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remuneration and security, and other human resource functions. (3 lec hrs.)

**Mgt 234—Cross-Cultural Management (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102; and "C" or better in HwSt 108 and "C" or better in HwSt 208; and "C" or better in Mgt 124; and "C" or better in Econ 130 and "C" or better in Econ 131*

Provides students with an in-depth look at how cultures around the world implement and respond to a variety of managerial practices. Utilizing research and case studies, students are taught the cultural specifics necessary to be able to successfully manage in a variety of diverse locations (with special emphasis placed on the people and culture of Hawai'i). (3 lec hrs.)

## Marketing

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**Mkt 120—Principles of Marketing (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Provides an introductory view of retailing and its relative position in the marketing chain. The primary emphasis is on the basic functions of a retail store, including finance and control, operations, personnel, merchandising, and sales promotion. (3 lec hrs.)

**Mkt 151—Principles of Customer Service (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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 185—Principles of E-Marketing (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 (1-12)**

*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 233—International and Technological Brand Integration (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102; and "C" or better in HwSt 108 and "C" or better in HwSt 208; and "C" or better in Mkt 120; and "C" or better in Econ 130 and "C" or better in Econ 131; and "C" or better in Art 209*

Provides students with the ability to create and modify branding strategies and associated advertising campaigns that work across a variety of platforms (websites, apps, print, broadcast media, etc.) and cultures. Case studies are utilized to gain an in-depth understanding of the branding and advertising methods that work in a variety of locations around the world with emphasis placed on the people and culture of Hawai'i. (3 lec hrs.)

**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.)

## 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 is required for all Math courses. Other Hawai'i CC 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, Ocn 201 requires Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 82X or placement in Math 27 or placement in Math 100 or placement in Math 103.

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

(also see the Progression Charts on pages 146-147)

## Mathematics

### **Math 22—Pre-Algebra Mathematics (4)**

*PreReq: Placement in Math 22*

Prepares students for elementary algebra, technical mathematics and/or select program courses. Topics include operations with rational numbers, an introduction to variables, expressions, equations, ratios, proportions, percents, and applications. (4 lec hrs.)

### **Math 27—Intermediate Algebra (3)**

*PreReq: Math 82X 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 55—Technical Mathematics II (1-3)**

*PreReq: QM 120T*

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 75X—Introduction to Mathematical Reasoning (4)**

*Recommended: Pre-Algebra review with EdReady, Khan Academy, or equivalent text*

Prepares students for college level courses that do not require algebraic foundations. Course topics include operations on real numbers, ratio and percent, fractions and decimals, estimation, unit conversion, dimensional analysis, proportional reasoning, data interpretation, graphs, basic algebra, solving linear equations, working with formulas, geometry and measurement, basic probability and special emphasis on pattern recognition, problem solving, critical thinking, and real world problems. (4 lec hrs.)

### **Math 76—Introduction to Mathematical Reasoning (5)**

Deleted.

### **Math 82X—Expanded Algebraic Foundations (5)**

*PreReq: "B" or better in Math 22 or placement in Math 82X*

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 100—Survey of Mathematics (3)**

*PreReq: "C" or better in Math 75X or placement in Math 100; and "C" or better in Eng 21 or "C" or better ESL 21 or "C" or better in Eng 22 or "C" or better in ESL 22G and "C" or better in ESL 22W) 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.)

### **Math 103—Introduction to College Algebra (4)**

*PreReq: "C" or better in Math 82X or placement in Math 103; and Eng 20 or Eng 20W or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)*

For students who need to improve algebraic skills prior to taking College Algebra, Statistics, or STEM-related courses. Topics include exponents and radicals, factoring, systems of equations, linear equations, quadratic equations, general properties of functions, graphing, polynomial and rational functions, exponential, and logarithmic functions. (4 lec hrs.)

**Math 110—College Algebra (3)**

*PreReq:* "C" or better in Math 27 or placement in Math 110; and Eng 21 or ESL 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 75X or placement in Math 115; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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 82X 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 "C" or better in Math 103 or placement in Math 135; and "C" or better in Eng 21 or "C" or better in ESL 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.)

**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 241—Calculus I (4)**

*PreReq:* "C" or better in Math 140 or placement in Math 241

Basic concepts of differentiation and integration with applications. (4 lec hrs.)

**Math 242—Calculus II (4)**

*PreReq:* "C" or better in Math 241

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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**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—General Microbiology (3)**

*PreReq:* Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

*CoReq:* Math 82X or placement in Math 27 or placement in Math 100 or placement in Math 103; and Micr 140L

*Recommended:* One semester of college chemistry or one year of high school chemistry

A survey course of microbiology including topics in infectious disease, microbial taxonomy, morphology, genetics, immunology, microbial ecology, and applied microbiology. (3 lec hrs.)

**+Micr 140L—General Microbiology Lab (2)**

*CoReq:* Micr 130 (or prior completion)

Provides hands-on experience in introductory microbiology. (4 lab hrs.)

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**Music**

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**Mus 102—Introduction to Sound Recording (3)**

*PreReq:* Eng 21 or ESL 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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**Nurses' Aide**

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**Nurs 100—Nurse Aide Training (5)**

*PreReq:* Basic Life Support/CPR certificate (AHA/BLS); and Eng 22 or (ESL 22G and ESL 22W) or placement into Eng 100

*Recommended:* Hlth 125

Teaches basic care-giving skills focusing on the older adult and infirm. Includes theory, supervised laboratory practice and clinical experience in long-term care, acute care, and/or home care settings. Satisfactory completion allows students to take the State of Hawaii Nurse Aide Certification Exam. (3 lec hrs., 6 lab hrs.)

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**Nursing, Practical**

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**Nurs 120—Practical Nursing I (9)**

*CoReq:* Nurs 203

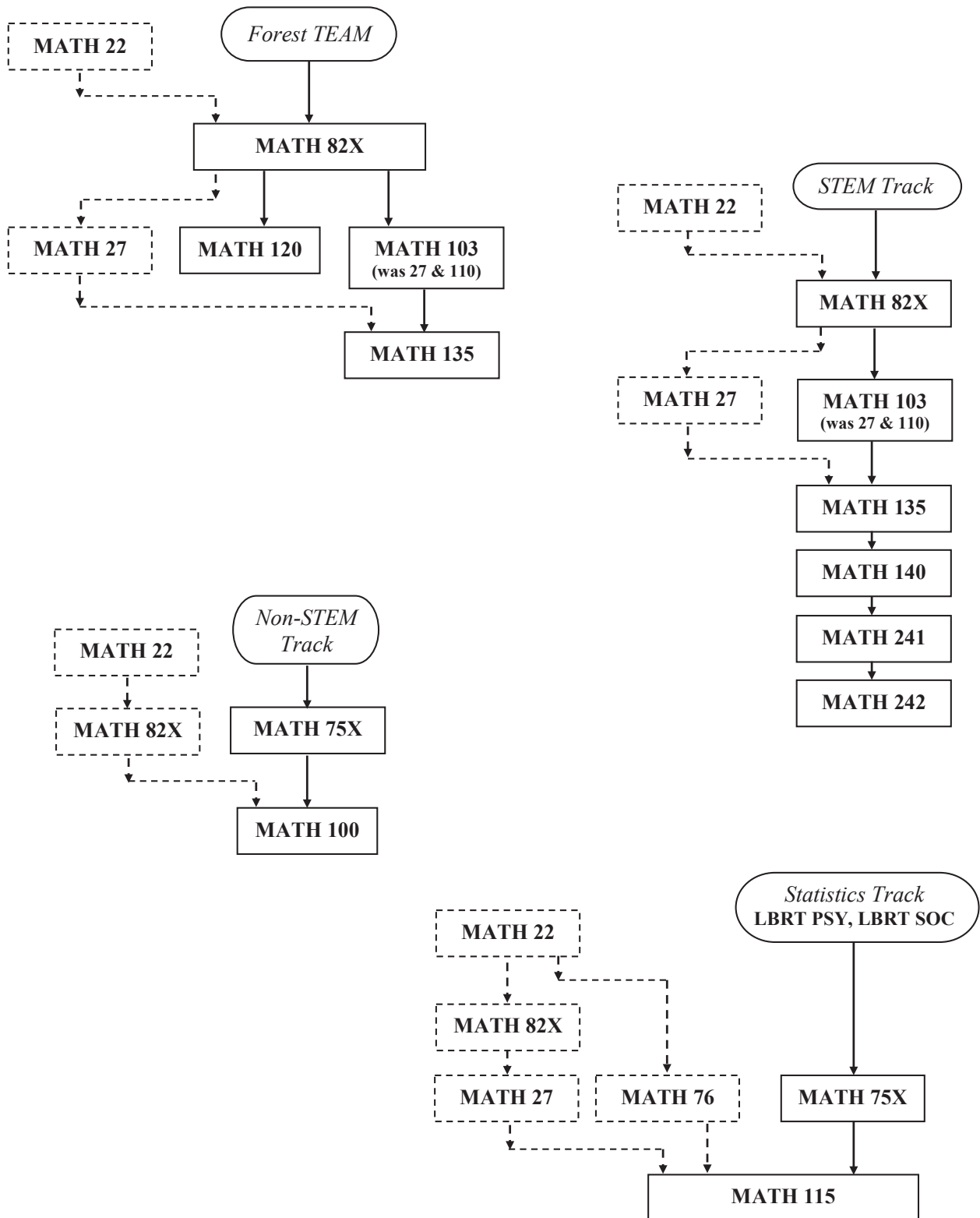
Foundational course in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Laboratory simulations and clinical experiences in health agencies. Open to Practical Nursing majors only. (4 lec hrs., 15 lab hrs.)

**Nurs 122—Practical Nursing II (11)**

*PreReq:* "C" or better in Nurs 120 and "C" or better in Nurs 203

Integrates anatomy and physiology, human behavior, pharmacologic therapy, and nursing care. Emphasis on understanding the needs of patients with medical, surgical, and emotional disturbances, and applying the nursing process to meet these needs. Application of knowledge in patient-care situations, including medication administration, in health care agencies. Open to Practical Nursing majors only. (5 lec hrs., 18 lab hrs.)

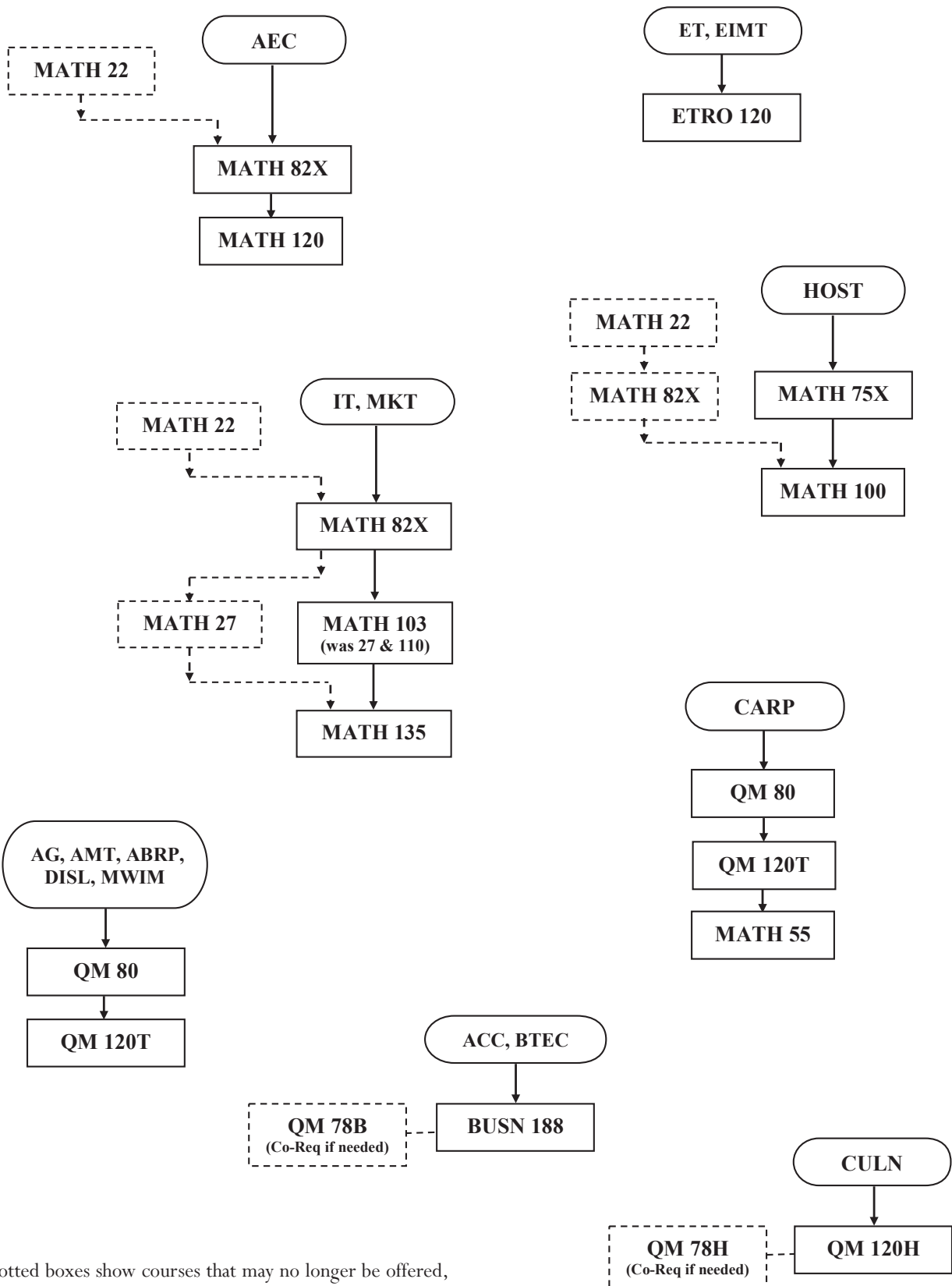
## *Progression for Liberal Arts and Public Services Students*



Dotted boxes show courses that may no longer be offered, or are no longer required for the Program.



## Progression for Career & Technical Education Students



**Nurs 126—Child Health (3)**

*PreReq:* "C" or better in Nurs 122

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

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.)

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**Nursing, Associate of Science**

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**Nurs 151—Psychiatric-Mental Health Nursing (4)**

*PreReq:* ("C" or better in Nurs 153 and "C" or better in Nurs 203) or "C" or better in Nurs 250

*CoReq:* Nurs 157 or Nurs 255

Focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is on nursing management of clients and families experiencing disruptions in psychosocial functioning. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in mental health settings throughout the health continuum. (2.5 lec hr., 4.5 lab hrs.)

**Nurs 153—Nursing Concepts and Skills (8)**

*PreReq:* Must be accepted into the AS-NURS program

*CoReq:* Nurs 203

Provides an introduction to nursing and roles of the nurse, as well as profession related and patient care concepts. The theoretical foundation for basic assessment and nursing skills is presented along with the opportunity to demonstrate these skills in a clinical laboratory setting. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Correlated clinical experiences are provided with adults and older adults who have basic health alterations with predictable outcomes. (4 lec hrs., 12 lab hrs.)

**Nurs 157—Adult Health Nursing I (8)**

*PreReq:* "C" or better in Nurs 153 and "C" or better in Nurs 203

*CoReq:* Nurs 151

Focuses on the care of adult and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with moderately complex needs and outcomes. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Correlated clinical experiences emphasize clinical decision-making, patient care management including prioritization of care, and development of psychomotor skills. (4 lec hrs., 12 lab hrs.)

**Nurs 203—General Pharmacology (3)**

*PreReq:* Admission into the AS-NURS or CA-PRCN program

*CoReq:* Nurs 120 or Nurs 153

Introduces the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions, potential adverse medication reactions, and legal, ethical and safety aspects of medication administration. Emphasis is on nursing responsibilities such as maximizing therapeutic effects of drug therapy and minimizing adverse effects, appropriate patient/family teaching, and ongoing patient assessment. (3 lec hrs.)

**Nurs 250—LPN to RN Transition (3)**

*PreReq:* "C" or better in all prerequisites for the AS-NURS program; and current active HI LPN license; and at least 1 year practice experience as a LPN

Designed as a transition course for the LPN to AS-NURS pathway. The focus is on reentry into the educational setting, development of critical thinking skills, physical assessment, the nursing process, role transition, and clinical skill competency. Ethical and legal responsibilities and the changing role of the RN are explored. Clinical practice opportunities in varied healthcare settings are included. (2 lec hrs., 3 lab hrs.)

**Nurs 251—Mental Health and Psychiatric Nursing (3)**

Deleted.

**Nurs 254—Family Health I-Maternal/Newborn Nursing (5)**

*PreReq:* "C" or better in Nurs 151 and "C" or better in Nurs 157

*CoReq:* Nurs 255

Provides an integrative, family-centered approach to the care of mothers, newborns, and the childbearing family. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and families in selected settings. (3 lec hrs., 6 lab hrs.)

**Nurs 255—Family Health II-Pediatrics/Adult Health Nursing II (7)**

*PreReq:* ("C" or better in Nurs 151 and "C" or better in Nurs 157) or "C" or better in Nurs 250

*CoReq:* Nurs 151 or Nurs 254

Focuses on the care of patients across the lifespan with complex medical-surgical health alterations. Emphasis is placed on family concepts and nursing care of infants, children, and young to older adult patients. Concepts of pharmacology, health promotion and education, evidence-based practice, and interprofessional collaboration will be integrated throughout the course. Correlated clinical experiences integrate previously acquired knowledge and skills to the care of infants, children, and adult to older adult patients with increasingly complex health alterations and outcomes. (4 lec hrs., 9 lab hrs.)

### **Nurs 257—Advanced Adult Health Nursing III (8)**

*PreReq:* ("C" or better in Nurs 151 or "C" or better in Nurs 254) and "C" or better in Nurs 255

*CoReq:* Nurs 260

This capstone course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills, priority setting, clinical judgment, and tenets of legal and ethical practice while managing the care of patients with multiple needs and collaborating with the interprofessional team. Correlated clinical experiences emphasize refinement of clinical decision making and patient care management as well as honing complex clinical skills. (4 lec hrs., 12 lab hrs.)

### **Nurs 260—Leadership/Community Health (3)**

*PreReq:* ("C" or better in Nurs 151 or "C" or better in Nurs 254) and "C" or better in Nurs 255

*CoReq:* Nurs 257

Focuses on contemporary issues and leadership concepts, as well as community based nursing practice including the role of the nurse in community health settings. Content will integrate leadership concepts and professional nursing practice in managing complex health care needs. Correlated clinical experiences will provide students the opportunity to address patient care needs in a variety of community-based settings. Facilitates the transition of the student to the role of a professional nurse. (2 lec hrs., 3 lab hrs.)

## **Oceanography**

### **Ocn 201—Science of the Sea (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 82X or placement in Math 27 or placement in Math 100 or placement in Math 103

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 UH Hilo College of Arts and Sciences.) (3 lec hrs.)

### **Ocn 201L—Science of the Sea Laboratory (3)**

*CoReq:* Ocn 201 (or prior completion)

A laboratory intended to accompany Ocn 201. Provides students with hands-on, practical lab and field experiences that enable them to apply concepts learned in lecture, using the Hawaiian ocean ecosystems as a main theme. Students will participate in laboratory and field exercises emphasizing the application of techniques used in the collection and analysis of geologic, chemical, physical, and biological oceanographic data. Field-based lab activities may include extensive time aboard oceanographic vessels or other watercraft. Focuses heavily on lab- and field-based observation, data collection, and analysis. College-sponsored transportation may not be available. Recommended for both science and non-science majors. (3 lab 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.)

## **Pacific Islands Studies**

### **PacS 108—Pacific Worlds: An Introduction to Pacific Islands Studies (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 22G and "C" or better in ESL 22W) or placement in Eng 100

Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawai'i. Combines lectures and discussion that emphasize Pacific Islander perspectives and experiences. (3 lec hrs.)

## **Philosophy**

### **Phil 100—Introduction to Philosophy: Survey of Problems (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 Deductive Logic (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

An introductory course in the methods and principles of deductive reasoning. Focus on the symbolic representation of truth-functional statements, determining validity of deductive arguments, and demonstrating validity of deductive arguments through formal proofs. Includes sentential logic and predicate logic. (3 lec hrs.)

### **Phil 111—Introduction to Inductive Logic (3)**

*PreReq:* Placement in Math 82X; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

An introductory course in the methods and principles of inductive reasoning. Focus on the role of probability, statistics, and risk evaluations in decision-making. (3 lec hrs.)

### **Phil 120—Science, Technology and Values (3)**

*PreReq:* Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.)

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## Physics

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**Phys 100—Survey of Physics (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

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: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.)

**Phys 151—College Physics I (3)**

*CoReq: Math 140 (or prior completion)*

First half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include Newtonian mechanics, work and energy, wave motion, and heat. (3 lec hrs.)

**Phys 151L—College Physics Laboratory I (1)**

*CoReq: Phys 151 (or prior completion)*

A laboratory supplement for Phys 151; covers basic principles of experimentation and physical measurement. Presents illustrative experiments in mechanics, heat and waves. (3 lab hrs.)

**Phys 152—College Physics II (3)**

*PreReq: Math 140; and Phys 151*

Second half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include electricity, magnetism, electrical circuits, optics, light, and selected topics in modern physics. (3 lec hrs.)

**Phys 152L—College Physics II Lab (1)**

*CoReq: Phys 152 (or prior completion)*

Second half of a two-semester Laboratory supplementing the algebra-based introductory Physics course for science students. Designed to provide the students hands-on experience in the experimental analysis, physical observation, and measurements in electricity, magnetism, and geometric optics. Emphasis is on measurement techniques and analysis of data. (3 lab hrs.)

**Phys 170—General Physics I (4)**

*CoReq: Phys 170L; and Math 241 (or prior completion)*

First half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of mechanics of particles and rigid bodies, wave motion, thermodynamics, and kinetic theory. (4 lec hrs.)

**Phys 170L—General Physics I Lab (1)**

*CoReq: Phys 170 or Phys 151 (or prior completion of either)*

First-half of a two-semester Laboratory supplementing the calculus-based introductory physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lab hrs.)

**Phys 272—General Physics II (3)**

*PreReq: Phys 170 and Phys 170L*

*CoReq: Phys 272L; and Math 242 (or prior completion)*

Second half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of electricity, magnetism, light, and optics. (3 lec hrs.)

**Phys 272L—General Physics II Lab (1)**

*PreReq: Phys 170L*

*CoReq: Phys 272 or Phys 152 (or prior completion of either)*

Second half of a two-semester Laboratory supplementing the calculus-based introductory Physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lab hrs.)

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## Physiology

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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.

**Phyl 141—Human Anatomy and Physiology I (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102*

*CoReq: Phyl 141L*

*Recommended: Chem 100 or BioC 141; and Biol 100 or Micro 130 or Hlth 125*

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.)

**+Phyl 141L—Human Anatomy and Physiology I Lab (1)**

*CoReq: Phyl 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. (3 lab hrs.)

**Phyl 142—Human Anatomy and Physiology II (3)**

*PreReq: "C" or better in Phyl 141*

*CoReq: Phyl 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.)

**+Phyl 142L—Human Anatomy and Physiology II Lab (1)**

*CoReq: Phyl 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 Physiology 142. (3 lab hrs.)

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**Political Science**

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**PolS 110—Introduction to Political Science (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

An introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes. (3 lec hrs.)

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**Psychology**

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**Psy 100—Survey of Psychology (Introductory) (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Principles of human behavior, individual difference, motivation, emotion, perception, learning. (3 lec hrs.)

**Psy 170—Psychology of Adjustment (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 102*

Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. (3 lec hrs.)

**Psy 213—Statistical Techniques (4)**

*PreReq: "C" or better in Psy 100*

*CoReq: Math 110 or Math 115 (or prior completion of either)*

To understand statistical procedures utilized for the behavioral and social sciences. This includes: examining frequency distributions, graphic methods, central tendency and variability, correlation and regression, inferential statistics, non-parametric statistics, and tests of significance. Explores uses and abuses of statistics, as well as enhancing critical reasoning ability of statistical procedures. (3 lec hrs., 2 lec/lab hrs.)

**Psy 214—Research Methodology (4)**

*PreReq: "C" or better in Psy 100 and "C" or better in Psy 213; and "C" or better in Eng 100*

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 designs and writing using APA style. (4 lec hrs.)

**Psy 251—Human Sexuality (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 260—Psychology of Personality (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Psy 100*

The scientific study of personality, its meaning, assessment, development, and relation to cultural-social determinants. (3 lec hrs.)

**Psy 270—Intro to Clinical Psychology (3)**

*PreReq: Psy 100*

Examines the history, theories, and nature of psychological problems; methods of assessment; forms of intervention; and current developments. (3 lec hrs.)

**Psy 275—Psychology and the Expressive Arts (3)**

*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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**Quantitative Methods**

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**QM 78B—Quantitative Methods Companion for Business (1)**

*CoReq: Busn 188*

*Recommended: English and Math skills at the High School Common Core level*

Provides students concurrently enrolled in Busn 188 with support with special emphasis on computational operations and problem solving. Course topics are tailored to the Busn 188 topics and may include percents, strategies to solve word problems, estimating, data interpretation, basic algebra, accounting and finance terms and concepts, and international currency exchange rates. Credit for this course is dependent on successful completion of Busn 188. (1 lec hr.)

**QM 78H—Quantitative Methods Companion for Culinary Arts (1)**

*CoReq: QM 120H*

*Recommended: English and Math skills at the High School Common Core level*

Provides students concurrently enrolled in QM 120H with support with special emphasis on computational operations and problem solving. Course topics are tailored to the QM 120H topics and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas. Credit for this course is dependent on successful completion of QM 120H. (1 lec hr.)

**QM 80—Quantitative Methods Preparation (3)**

Will cover arithmetic skills that pertain to quantitative reasoning in various professions, which includes but not limited to: whole numbers, fractions, decimals, ratios, proportions, and percentages. Prepares students for the QM 120T course. (3 lec hrs.)



### QM 120H—Quantitative Methods for Culinary Arts (3)

*PreReq: "C" or better in Math 22 or placement in QM 120H*

Introduces the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by professionals in the culinary field. Quantitative methods covered include computational operations; measurements and units; kitchen ratios, baker's percent, proportion, probability and statistics. Applications include conversions, yield percentages, recipe costing, and interpretation and analysis of quantitative information common in the culinary field. Designed for a Culinary Arts degree and certificate and does not satisfy the quantitative reasoning requirements of other programs. (3 lec hrs.)

### QM 120T—Quantitative Methods for Transportation Technology (3)

*PreReq: Placement in Math 22 or "C" or better in QM 80 or placement in QM 120T*

Covers the quantitative methods, reasoning, and application necessary to perform tasks and solve problems encountered by transportation technologists. The quantitative methods covered include computational operations; geometry and measurements; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major transportation systems such as engines, drivetrain, chassis, ventilation, brakes and suspension. Designed for Transportation degrees and certificates but does not satisfy Foundation Symbolic Reasoning (FS) core requirements of an Associate in Arts degree. (3 lec hrs.)

## Religious Studies

### Rel 150—Introduction to the World's Major Religions (3)

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 190V—Internship (1-4)

*PreReq: Biol 101 or Biol 171 or Biol 172 or Chem 100 or Chem 161 or Chem 162 or Phys 151 or Phys 170*

Designed for students in the sciences to provide recognition for an internship with a government or private agency or commercial operation in an area of scientific study. The internship program is intended to give students the opportunity to apply knowledge and skills learned in their studies to real life science research and operations with potential employers. May be repeated for credit, up to 8 credits. (variable hrs.)

### Sci 292V—Special Topics: Study Abroad (1-6)

*PreReq: "C" or better in Eng 100 or "C" or better in Eng 102*

Special topics allows addition of subjects that meet current needs in study abroad and global education. It will be used for elective credit and may be repeated for different subjects. This course provides a mechanism for study abroad that has a science focus. May be repeated for credit provided that a different topic is studied, up to 12 credits. (variable hrs.)

## Social Science

### SSci 111—Food, Water, Energy, Technology: Then and Now (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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 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 22G and ESL 22W) or placement in Eng 100; and Math 82X or placement in Math 27 or placement in Math 103; 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.)

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## Sociology

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**Soc 100—Survey of General Sociology (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 UH Hilo College of Arts and Sciences) (3 lec hrs.)

**Soc 200—Career Opportunities in Sociology (1)**

A forum for the presentation of career opportunities for Sociology majors and minors. Features speakers, and the development of practical professional skills, including writing a resume. (1 lec hr.)

**Soc 208—Criminology (3)**

Cross-listed as AJ 208

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

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—Introduction to Social Problems (3)**

*PreReq: Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 22G and ESL 22W) or placement in Eng 100; and 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 UH Hilo College of Arts and Sciences) (3 lec hrs.)

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## Speech

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**Sp 51—Oral Communication Techniques (3)**

A practical skills-oriented course stressing a great deal of practice in speech skills. (3 lec hrs.)

**Sp 130—Business and Organization Communication (3)**

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100*

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.)

**Sp 151—Personal and Public Speech (3)**

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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.)

**Sp 231—Performance of Literature (3)**

*PreReq: Sp 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.)

**Sp 233—Oral Traditions: Story Telling (3)**

*PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) 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. May be repeated for credit, up to 6 credits. (3 lec hrs.)

**Sp 251—Principles of Effective Public Speaking (3)**

*PreReq: Eng 100*

Analysis, preparation and delivery of speeches. Emphasis on content, organization and style. (3 lec hrs.)

**Sp 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.)

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**Substance Abuse**

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**Subs 130—Introduction to Youth Practitioner (3)**

Cross-listed with AJ 130 and HSer 130

*PreReq: Eng 20W or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)*

*Recommended: AJ 210 or HSer 110*

Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful 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 130, or HSer 130, or Subs 130 with a "C" grade or better 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 131—Ethics in Public Services (1)**

Cross-listed with AJ 131 and HSer 131

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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

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 245—Group Counseling (3)**

Cross-listed as HSer 245

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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 ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

Provides a systems-based orientation to the development of knowledge and skills needed to become a case manager in health and human services. Incorporates an ethical, culturally appropriate, strength-based and client-centered approach. Skill development includes intake, assessment, service planning, care coordination, discharge planning, referral, advocacy, and documentation. (3 lec hrs.)

**Subs 262—Adolescent Counseling (3)**

Cross-listed as HSer 262

*PreReq: HSer 110 or Subs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 Use Disorders (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Focuses on the continuum of substance use. Analyzes historical, societal, and cultural perceptions, and examines the impact of substance use and behavioral disorders on the individual, family, and the community. Reviews current trends, legal responses, and the effectiveness of various approaches utilized in the field. (3 lec hrs.)

**Subs 270—Twelve Core Functions of Substance Abuse Counseling (3)**

*PreReq: Subs 268*

Provides theoretical and experiential training in the prevention, intervention, treatment, and aftercare approaches applicable to a diverse substance use disorder population. Identifies ethical and legal issues encountered in the field. Covers aspects of the counseling process and specifically, the 12 Core Functions utilized by the substance use disorder 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—Seminar and Fieldwork 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. (1 lec hr. per week, 200 on-site internship hrs. per semester)

**Subs 295—Seminar and Fieldwork II (3)**

*PreReq: Subs 294*

*CoReq: Subs 270 (or prior completion)*

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. (1 lec hr. per week, 200 on-site internship hrs. per semester)

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**University**

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**Univ 101—Freshman Year Experience (3)**

Designed to assist first year students in knowing Hawai'i CC, 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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**Women's Studies**

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**WS 151—Introduction to Women's Studies (3)**

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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 175—History of Gender, Sex, and Sexuality in Global Perspectives to 1500 CE (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

A new look at the history of the world using a gender perspective. Explores how gender, sex, and sexuality become key elements in human society from prehistory to 1500 CE. Examines ancient world civilizations from multiple perspectives stressing issues and forces still influential today. (3 lec hrs.)

**WS 176—History of Gender, Sex, and Sexuality in Global Perspectives 1500 CE to Present (3)**

*PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

Explores how gender, sex, and sexuality become key elements in human society from 1500 CE to present. Examines world cultures from multiple perspectives, stressing issues and forces of continuing influence. (3 lec hrs.)

**WS 256—Dynamics of Family Violence and Sex Assault (3)**

Cross-listed as AJ 256 and HSer 256

*PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100*

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 ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102*

The biology of animals: kinds of animals, their structure, evolutionary relationships, physiology, ecology and development. (3 lec hrs.)

**Zool 101L—Principles of Zoology Lab (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.)

**Tanya Dean**

Medal for Excellence in Teaching, UH Board of Regents

**Alan Ku**

Innovation Award

**Thatcher Moats**

Outstanding Service Award, Hawai'i Community College

**Ruria Namba**

Frances Davis Award for Excellence in Undergraduate Teaching

**Joni Onishi**

Chancellor's 'A'ali'i Award, Hawai'i Community College

**Siniva Pota**

Outstanding Lecturer Award, Hawai'i Community College

**Stephen Schulte**

Outstanding Staff Member Award, Hawai'i Community College

### **In Memory of**

**Edward Kinzie**, Groundskeeper, Planning, Operations and Maintenance

**Jacqueline Stradtman-Carvalho**, Assistant Professor, Mathematics



# Faculty and Staff

The University of Hawai'i is an Equal Opportunity/Affirmative Action Employer.

## **AITO, JOY M.**

Network Specialist, Academic Support Unit  
B.B.A. 1986, University of Hawai'i at Mānoa  
B.S. 1989, University of Hawai'i at Hilo

## **ALAOAN, EMELDA S.**

Account Clerk, Hawai'i Community College-Pālanui  
B.A. 1998, University of Hawai'i at Hilo

## **ANDRES, CRAIG**

Building Maintenance Worker, Planning, Operations and Maintenance

## **ASATO, MARIS**

Office Assistant, Liberal Arts Division  
C.A. 1986, A.A. 1988, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2003

## **AU, KAREN L.**

Educational Specialist, Hawai'i Community College-Pālanui  
B.A. 1998, University of Hawai'i at Hilo

## **BABAGAY, CHANNEL K.**

Child Care Site Director, Children's Center  
A.S. 1998, Hawai'i Community College

## **BALDAN-JENKINS, LISSANDRA C.**

Instructor, Biological Science  
B.S. 1999, Universidade Federal de São Carlos  
M.S. 2002, Ph.D. 2005, Universidade de São Paulo

## **BARBER, GREG A.**

Building Maintenance Worker, Planning, Operations and Maintenance  
Campus Award for Outstanding Staff Member, 2012  
UH President's Award for Excellence in Building and Grounds Maintenance, 2013

## **BATALLOES, JEANNE C.**

Instructor/Counselor, Student Services  
B.A. 1998, M.S. 2008, San Francisco State University

## **BERNABE, LEANDA MAMO**

Office Assistant, Applied Technical Education Division  
A.S. 1984, Hawai'i Community College

## **BURNETT, MONICA**

Educational Specialist, Hawai'i Life Styles  
A.S. 1992, University of Hawai'i at Hilo  
Community Colleges Leadership Champion, Generation XI

## **BURNETT, ROSEMARY K.**

Professor Emerita, English

## **BUTLER, CARRIE J.**

Instructor, Information and Computer Science  
B.S. 2005, M.B.A. 2006, D.B.A. 2011, Argosy University

## **CANTOR, STANLEY W.**

Assistant Professor, Construction Academy  
A.S. 1978, Hawai'i Community College

## **CERE, KEI-LIN K.H.**

Director, Kō Education Center  
D.B.A. 2017, Walden University

## **CHANG, MARI RAE S.**

Human Resources Manager, Human Resources  
B.B.A. 1980, University of Hawai'i at Mānoa

## **CHIN, VIVIAN F.**

Instructor, English  
M.A. 1992, Ph.D. 2001, University of California, Berkeley

## **CHING, GORDON T.H.**

Professor, Business Technology  
B.S. 1963, Xavier University  
M.B.A. 1966, University of Dayton  
M.Ed. 1973, B.A. 1974, University of Hawai'i at Mānoa  
M.A. 2015, University of Hawai'i at Hilo  
Chancellor's Award for Outstanding Service to the College, 2018

## **CHRISTIANSON, KENTON**

University Security Officer, Security

## **CHUNG, ANNE R.**

Associate Professor, 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, Generation VII  
Community Colleges Leadership Champion, Generation VIII  
Frances Davis Award for Excellence in Undergraduate Teaching, 2014

## **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' Medal for Excellence in Teaching, 2010  
Wo Learning Champion, Generation X  
Wo Global Champion, Generation II  
Frances Davis Award for Excellence in Undergraduate Teaching, 2019  
Excellence in Teaching, National Society of Leadership and Success, 2020

## **CORTEZ, DORINNA H.**

Vice Chancellor for Student Affairs  
B.A. 1992, Pomona College  
M.B.A. 2011, Western Governors University  
Community Colleges Leadership Champion, Generation X  
UH President's Emerging Leaders Program Cohort 2014

## **CRAVENS-HOWELL, TONI A.**

Assistant Professor, Mathematics, Hawai'i Community College-Pālanui  
B.S. 2007, University of California at Davis  
M.A. 2009, California State University, Sacramento  
Chancellor's 'A'ali'i Award, 2018  
Wo Learning Champion, Generation XIII

## **CREMER, ALMA C.**

Instructor, Nursing  
B.S. 2012, University of Hawai'i at Hilo  
M.S.N. 2017 Grand Canyon University

## **CROWELL, KAREN J.**

Assistant Professor/Counselor, Student Services  
Certificate 2002, B.A. 2002, M.A. 2007, University of Hawai'i at Hilo  
Distinguished Chapter Advisor Team, Phi Theta Kappa, 2020

**DANSEREAU, SHARON**

Assistant Professor, English  
 B.A. 1996, The College of William & Mary  
 M.A. 1999, Indiana University  
 M.Ed. 2002, George Mason University

**DEAN, TANYA**

Associate Professor, English, Hawai'i  
 Community College-Pālanui  
 B.A. 1993, M.A. 1994, Stanford University  
 Wo Learning Champion, Generation XIV

**DELA CRUZ, KENOALANI C.K.**

Professor/Counselor, Student Services  
 B.A. 1997, M.Ed. 2001, University of Hawai'i  
 at Mānoa  
 Wo Learning Champion, Generation V  
 President's Emerging Leaders Program, 2007  
 Chancellor's Award for Outstanding Service  
 to the College, 2009  
 Faculty Scholar, Phi Theta Kappa, 2013  
 Regents' Medal for Excellence in Teaching,  
 2014  
 Faculty Scholar, Phi Theta Kappa, 2014  
 Community Colleges Leadership Champion,  
 Generation XIV  
 Distinguished Chapter Advisor Team, Phi  
 Theta Kappa, 2020  
 Regional Coordinator's Advisor Award, Phi  
 Theta Kappa, 2020

**DELA CRUZ, RENEE A.K.**

Assistant Professor, Electrical Installation  
 and Maintenance Technology  
 A.S. 1992, Hawai'i Community College

**DeMELLO, GERALD**

Professor Emeritus, Sociology

**DE SILVA, DONNA M.**

Assistant Professor, Architectural,  
 Engineering and CAD Technologies  
 A.A.S. 2001, Hawai'i Community College

**DE SOTO, KATE L.E.**

Mental Health Professional  
 Assistant Professor, Student Affairs  
 B.A. 2006, University of Hawai'i at Hilo  
 M.S.W. 2010, Smith College School for  
 Social Work

**DILL, SUSIE M.D.**

Instructor, Accounting  
 B.A. 1997, Oklahoma State University

**DIRCKS, ASHTON K.**

Instructor, Construction Academy  
 B.A. 2006, University of Hawai'i at Hilo

**DuPUI, RESHELA**

Associate Professor, Institutional  
 Assessment Coordinator, Academic  
 Affairs  
 B.A. 1990, University of Hawai'i at Mānoa  
 M.A. 1991, Certificate 1995, Ph.D. 1997,  
 University of Michigan at Ann Arbor  
 UH President's Emerging Leaders Program,  
 Cohort 2016

**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 Emerita, English

**FLORES, ERIK KALANI**

Professor, Hawai'i Life Styles, Hawai'i  
 Community College-Pālanui  
 B.A. 1982, University of Hawai'i at Hilo

**FREITAS, ROCKNE C.**

Chancellor Emeritus

**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.**

Assistant Professor, Auto Body Repair and  
 Painting  
 A.S. 1996, Hawai'i Community College

**FUKUI-STOOS, LORIANNE L.**

Financial Aid Specialist, Financial Aid Office  
 B.A. 1995, University of Hawai'i at Hilo

**FUKUMITSU, LISA M.**

Instructor/Student Success Coordinator,  
 Academic Affairs  
 B.A. 2006, University of Hawai'i at Hilo  
 M.S. 2016, University of Hawai'i at Mānoa

**FUNAI, GRACE M.**

Professor/Counselor, Student Services  
 B.S. 1997, University of Arizona  
 M.Ed. 1999, Seattle University  
 President's Emerging Leaders Program, 2009  
 Chancellor's 'A'ali'i Award, 2013  
 University of Hawai'i Community Colleges  
 Rising Star Award, 2015

**GALON-MIZUSAWA, SUMMER**

Office Assistant, Liberal Arts Division

**GIEL, MARI M.I.**

Assistant Professor/Counselor, Student  
 Services  
 B.A. 2000, University of Northern Colorado  
 M.A. 2002, Argosy University  
 MHRM 2011, University of Hawai'i at Mānoa  
 Innovation Award, 2017

**GIORDANENGO, SAMUEL P.**

Associate Professor, History  
 B.A. 1993, The University of Portland  
 M.A. 1997, Central Washington University  
 Community College Leadership Champion,  
 Generation IX  
 UH President's Emerging Leaders Program,  
 Cohort 2015  
 Chancellor's 'A'ali'i Award, 2018

**GREGORY, LAUREL A.M.**

Professor/Librarian, Hawai'i Community  
 College-Pālanui  
 B.A. 1972, M.L.S. 1973, University of  
 Washington  
 BOR Excellence in Teaching Award, 2006

**GRUBE, TALON L.S.**

University Security Officer, Hawai'i  
 Community College-Pālanui

**GUERRERO, BARRY J.**

Professor Emeritus, English

**HAALILIO, PEARLA LYN K.**

Student Services Specialist, Hawai'i  
 Community College-Pālanui  
 A.A. 1999, Certificate 2001, A.A. 2015, A.A.  
 2016, Hawai'i Community College  
 B.A. 2000, University of Hawai'i at Hilo  
 M.A.Ed./CI 2007, University of Phoenix

**HALEAMAU-KAM, RAYNETTE K.**

Associate Professor/Counselor, Hawai'i  
 Community College-Pālanui  
 Interim Director, Hawai'i Community College-  
 Pālanui  
 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  
 President's Emerging Leaders Program, 2009  
 Wo Learning Champion, Generation VI

**HALL, ERI N.**

Instructional and Student Support Specialist,  
 Office of Continuing Education and  
 Training  
 B.A. 2006, University of Hawai'i at Hilo

- HAMMOND, THOMAS M.**  
Professor Emeritus, Science
- HEERLEIN, PAUL E.**  
Associate Professor/Coordinator Culinary Arts, Hawai'i Community College-Pālanui  
A.A.S. 2003, Hawai'i Community College  
Certified Culinary Educator, 2013  
Certified Chef de Cuisine, 2014
- HERNANDEZ, CAMILLE A.**  
Instructor, Nursing  
M.S.N. 2006, University of New Mexico
- HIGA, SHELDON Y.**  
Account Clerk, Business Office  
A.A. 1982, University of Hawai'i at Hilo  
A.S. 1984, B.S. 1985, Mount Marty College  
B.A. 2018, University of Hawai'i at Hilo
- HIRAKAWA, KEAHILANI C.**  
Janitor, Planning, Operations and Maintenance  
Certificate 1987, Hawai'i Community College
- HIRO, TORI K.**  
Instructional and Student Support Specialist, Culinary Arts  
C.C. 2013, C.A. 2013, A.A.S. 2014, Hawai'i Community College
- HIROTA, TIANA A.M.K.**  
Continuing Education Specialist, Office of Continuing Education and Training  
B.S. 2010, Central Washington University
- HONDA, JACQUELINE**  
Educational Specialist, Hawai'i Community College-Pālanui  
Ed.D. 2008, University of California, Los Angeles
- HORIMOTO, SUSAN M.**  
Fiscal Manager, Business Office  
B.B.A. 1986, University of Hawai'i at Hilo
- HU, MEIDOR**  
Professor, Art  
B.A. 1997, University of Hawai'i at Hilo  
M.F.A. 1999, San Francisco Art Institute
- HUDSON, PAMELA J.**  
Professor Emerita, English
- HIDA, JANE Y.**  
Professor Emerita, Mathematics
- JARNESKI, ROYDEN J.**  
University Security Officer, Security
- JEWELL, JEAN C.**  
Academic Support Specialist, Hawai'i Community College-Pālanui  
B.A. 1984, University of Washington  
M.A.T. 1990, School for International Training
- JONES, LUCY L.**  
Associate Professor, Social Sciences, Hawai'i Community College-Pālanui  
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.**  
Associate Professor, Construction Academy  
B.A. 2002, University of Hawai'i at Hilo
- KAIO, PELE H.**  
Assistant Professor, Hawai'i Life Styles  
A.S., A.A. 2010, Hawai'i Community College  
B.A. 2013, University of Hawai'i at Hilo  
M.A. 2015, Union Institute & University  
Outstanding Lecturer Award, 2014
- KALAULI, ROBYN A.**  
Professor, English  
B.A. 1999, M.A. 2005, California State University - Stanislaus
- KALEIWAHEA, KENNETH J.A.**  
Vice Chancellor for Administrative Services  
B.Arch. 1996, University of Hawai'i at Mānoa  
M.B.A. 2018, Western Governors University  
UH President's Emerging Leaders Program, Cohort 2017
- KALUNA, JOHN K.**  
University Security Officer, Hawai'i Community College-Pālanui
- KAMA, SANDRA A.**  
Secretary, Vice Chancellor for Academic Affairs  
Campus Award for Outstanding Staff Member, 2015
- KANAHELE, TRACY N. KU'ULEI**  
Assistant Professor, Hawai'i Life Styles  
B.A. 1998, University of Hawai'i at Hilo  
M.A. 2001, Central Michigan University
- KAPP, DREW E.**  
Instructor, Geography  
B.A. 1986, University of Connecticut  
M.A. 1998, University of Hawai'i at Mānoa
- KAWA'AUHAU, DONALA K.**  
Associate Professor, Marketing  
B.B.A. 2002, University of Hawai'i at Hilo  
M.B.A. 2004, Hawai'i Pacific University  
Ph.D. 2015, Walden University  
M.A. 2018, Academy of Art University
- KEALI'IKANAKA'OLEOHAILILANI, KAUILANUI MAKEHA KALANI**  
Educational Specialist, Hawai'i Life Styles  
B.A. 2013, University of Hawai'i at Hilo
- KELI KIPI-HAIMOTO, JO ANN P.**  
University Security Officer, Hawai'i Community College-Pālanui
- KEPHART, TENNILLE A.**  
Fiscal Officer, Business Office  
B.B.A. 2002, University of Hawai'i at Hilo
- KIDANI, CHRISTOPHER**  
Building and Grounds Utility Worker, Kō Education Center
- KIYUNA, ĀKEAMAKAMAE T.Y.**  
Instructor, Hawai'i Life Styles  
B.A. 2010, University of Hawai'i at Hilo  
M.A. 2012, University of Hawai'i at Mānoa
- KOBAYASHI, LISA M.S.**  
Human Resources Specialist, Human Resources  
B.B.A. 2001, University of Hawai'i at Mānoa
- KOJIRO, SHANA M.**  
Human Resources Specialist, Human Resources  
B.A. 2005, University of Hawai'i at Hilo
- KOREYASU, COLBY R.I.**  
Assistant Professor, Auto Body Repair and Painting  
C.C., A.A.S., 2003, Hawai'i Community College
- KOTECKI, KRISTINE E.**  
Assistant Professor, English  
B.A. 2002, Seattle Pacific University  
M.A. 2008, University of Hawai'i at Mānoa  
Ph.D. 2013, University of Texas at Austin  
UH President's Emerging Leaders Program Cohort 2018
- KU, ALAN K.**  
Testing and Technology Support Specialist, Kō Education Center  
B.S. 2013, Eastern Washington University
- KUALII-NEAL, APRIL D.**  
Office Assistant, Financial Aid Office  
A.A.S. 2001, Hawai'i Community College

- KUBO, KESHA S.**  
Information Center Coordinator, Welcome Center  
B.A. 2013, B.B.A. 2013, University of Hawai'i at Hilo  
Wo Learning Champion, Generation XII
- KUNISHIGE, NANCY S.**  
Office Assistant, Counseling and Support Services
- KUWADA PHIPPS, CARRIE**  
Educational Specialist, Hawai'i Community College-Pālanui  
B.S. 1983, University of Hawai'i at Mānoa  
M.S. 1988, California State University, Long Beach
- KUWAYE, GLENN-DEE N.P.**  
Outreach and Recruitment Coordinator, Counseling and Support Services  
B.A. 2012, University of Hawai'i at Hilo  
M.S. 2016, Capella University
- LAMBERT, MICHELLE KANOE**  
Instructor, Pathway Coordinator  
B.A. 2005, University of Hawai'i at Hilo  
M.Ed. 2009, Chaminade University
- LANDGRAE, KAPENA M.**  
Instructor, English  
B.A. 2011, M.A. 2013 University of Hawai'i at Mānoa
- LESLIE, LARISSA K.M.**  
Associate Professor/Student Life Advisor, Student Services  
B.A. 2002, University of San Francisco  
M.A. 2005, Santa Clara University  
Wo Learning Champion, Generation IX  
UH President's Emerging Leaders Program Cohort 2014  
Wo Global Champion, Generation I
- LOO, DANIEL K.**  
Human Resources Specialist, Human Resources  
B.A. 2012, PharmD. 2012, University of Hawai'i at Hilo
- LOSALIO-WATSON, JOEANNE K.**  
Secretary, Hawai'i Community College-Pālanui
- LOVEDAY, TAMERA J.**  
Instructor, Biological Science  
A.A. 2006, B.S. 2007, Sheldon Jackson College  
M.S. 2010, Walla Walla University
- LUERA, CALLA L.**  
Student Services Specialist, Financial Aid Office  
B.A. 2008, University of Hawai'i at Mānoa
- LYONS, YUKI KA'EA J.**  
Instructor, Hawai'i Life Styles, Hawai'i Community College-Pālanui  
B.A. 1998, Certificate 2000, University of Hawai'i at Hilo
- MACLENNAN, AIMEE K.**  
Instructor, Math and Natural Sciences, Hawai'i Community College-Pālanui  
B.S. 2010, M.S. 2013, University of Saskatchewan
- MADRID, DONNA H.**  
Instructor, Administration of Justice  
B.A. 2009, University of Hawai'i at Hilo  
Chancellor's Award for Outstanding Service to the College, 2016
- MAEDA, ANNETTE Y.**  
Professor Emerita, English
- MARTIN, CALLIE Y.**  
Secretary, Dean of Career and Technical Education
- MATHEWS, SHEENA E.**  
Student Services Specialist, Financial Aid Office  
B.A. 2014, University of Hawai'i at Hilo
- MCDANIEL, JOSHUA K.**  
Instructor, Mathematics  
B.S. 2006, M.A. 2008, Arizona State 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, PAULA M.**  
Secretary, Liberal Arts Division  
C.A. 1991, C.A. 1991, Hawai'i Community College
- MEDEIROS, WENDELIN T.**  
Office Assistant, Hawai'i Community College-Pālanui  
Campus Award for Outstanding Staff Member, 2004  
Excellence in Service to Students, National Society of Leadership and Success, 2020
- MEJIA, PRECIOUS**  
Office Assistant, Hawai'i Community College-Pālanui  
A.A. 2010, Certificate 2014, A.A. 2015, Hawai'i Community College
- MICHELS, BERNARD R., III**  
Assistant Professor, Electronics Diploma, 1985, DeVry University
- MIDEL, CHRISTOPHER N.**  
Instructor, Construction Academy  
A.A.S. 1998, A.A.S. 2000, Hawai'i Community College
- MIGUEL, LUZVIMINDA B.**  
Assistant Professor, Nursing  
A.S.N. 2002, Kapi'olani Community College  
M.S.N.Ed. 2012, Walden University  
D.N.P. 2016, University of Hawai'i at Mānoa  
University of Hawai'i Dr. Niki Libarios Award, 2019  
Community Colleges Leadership Champion, Generation XVI
- MIKAMI, KIRK Y.**  
Administrative and Fiscal Support Specialist, Business Office  
B.B.A. 1997, University of Hawai'i at Hilo  
Campus Award for Outstanding Staff Member, 2018
- MIMAKI, JAMES**  
Professor Emeritus, English
- MINASSIAN, JACK M.**  
Associate Professor, 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  
President's Emerging Leaders Program, 2009  
Chancellor's Award for Outstanding Service to the College, 2011
- MITCHELL, CRAIG D.**  
Student Services Specialist, Counseling  
A.A. 2000, Seattle Central College  
B.A. 2006, University of Washington  
M.Ed. 2015, University of Hawai'i at Mānoa
- MIYASHIRO, DARRELL S.**  
Assistant Professor, 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

- MOSPENS, CARRIE B.**  
Associate Professor, English  
B.A. 1999, M.A. 2002, University of Hawai'i at Mānoa  
Community Colleges Leadership Champion, Generation XII
- 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  
M.B.A. 2017, Chaminade University
- NAEA, TIFFANY M.**  
Educational Specialist, Hawai'i Life Styles  
B.A. 2012, University of Hawai'i at Hilo
- NAGATA, IRENE M.**  
Professor Emerita, Mathematics
- NAGUWA, CAROLINE R.**  
Professor, English  
B.A. 1995, Barnard College  
M.F.A. 2001, Emerson College - Massachusetts
- NAKAMURA, LEW M.**  
Assistant Professor, Agriculture  
B.S. 1981, University of Hawai'i at Hilo  
Regents' Medal for Excellence in Teaching, 2019
- NAMBA, RURIA**  
Assistant Professor, Biological Science, Hawai'i Community College-Pālanui  
B.S. 1991, University of Washington  
Ph.D. 1998, Carnegie Mellon University
- NARIMATSU, SARA S.**  
Professor Emerita
- NATHANSON, ESTHER S.S.**  
Continuing Education Specialist, Office of Continuing Education and Training  
B.S. 2001, University of Iowa
- NAU, SEINI L.**  
Building and Grounds Custodian, Planning, Operation and Maintenance
- NISHIE, CATHY S.**  
Office Assistant, Academic Support Unit  
B.A. 1981, University of Hawai'i at Hilo
- NISSAM, JESNA**  
Instructor, Mathematics  
B.S. 2002, M.S. 2004, Mahatma Gandhi University
- OKAJIMA, BRETT I.**  
IT Specialist, Academic Support Unit  
B.S. 2006, University of Hawai'i at Hilo
- ONISHI, ADAM T.**  
Office Assistant, Office of Continuing Education and Training  
B.B.A. 2018, University of Hawai'i at Hilo
- PACHECO, RENNETTE K.**  
Secretary, Applied Technical Education Division
- PAJO, PATRICK C.**  
Assistant Professor, Electrical Installation and Maintenance Technology  
A.S. 1981, Hawai'i Community College  
Wo Learning Champion, Generation III
- PALEUDIS, GEORGE A.**  
Auxiliary and Facilities Services Officer, Hawai'i Community College-Pālanui  
B.A. 1987, Hiram College, M.S. 1991, Southern Illinois University  
Campus Award for Outstanding Staff Member, 2020
- PAREL, THOMAS, JR.**  
Building and Grounds Custodian, Kō Education Center
- PASSMORE, CORTNEY WILLIAM**  
University Security Officer, Security
- PAVEL, CHERYL P.**  
Instructor, Nursing  
A.S. 1984, Cabrillo College  
B.S. 2007, D.N.P. 2017, University of Hawai'i at Hilo
- PENISTEN, JOHN E.**  
Professor Emeritus, English
- PERREIRA, JAY J.**  
Janitor, Planning, Operations and Maintenance  
Certificate 1991, Hawai'i Community College
- PHILLIPS, MICHELLE R.**  
Assistant Professor, Biological Sciences  
B.S. 2000, Colorado State University  
Ph.D. 2007, University of Oregon  
Wo Learning Champion, Generation XI  
Regents' Medal for Excellence in Teaching, 2018
- PICKENS, ROBERT**  
University Security Officer, Security  
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
- PILAGO, IAN KALEO'OKALANI**  
Educational Specialist, Hale Kea Advancement and Testing Center  
B.A. 2010, M.Ed. 2011, University of Hawai'i at Hilo
- PROCTOR, GLENN R.**  
IT Specialist, Academic Support Unit  
B.B.A. 1982, University of Hawai'i at Mānoa
- QOLOUVAKI, TAGI F.**  
Instructor, English  
B.A. 1998, M.A. 2003, University of Nebraska Lincoln
- QUINTANA, CHRISTINE K.**  
Professor, Coordinator of International Programs, Office of Continuing Education and Training  
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, Generation VII  
Wo Learning Champion, Generation VIII  
Wo Global Champion, Generation I  
Innovation Award, 2017
- QUINTANA, KALEOPONO S.**  
Assistant Professor/Counselor, Counseling and Support Services  
B.F.A. 1997, University of Hawai'i at Mānoa  
M.Ed. 2005, Heritage University, Washington
- RAPOZA, CHELSIE K.**  
Student Services Specialist, Financial Aid Office  
B.A. 2005, University of Hawai'i at Hilo
- RIOS, FRANK, JR.**  
Building and Grounds Custodian, Planning, Operations and Maintenance
- RODRIGUES-KAIWA, WILLIAM K.**  
Janitor, Planning, Operations and Maintenance



- RODRIGUEZ, NOELIE M.**  
Professor Emerita, Sociology
- ROSEHILL, ORDEAN SCOT**  
IT Specialist, Academic Support Unit  
B.S. 1988, Western Oregon University  
A+ Certificate 2001, Network+ Certificate 2002, CompTIA
- SALAVEA, SHELBI P. KULIAIKAUI**  
Office Assistant, Planning, Operations and Maintenance
- SALVADOR, DESEREE L.**  
Associate Professor, English  
B.A. 1988, University of California at Davis  
M.A. 1996, University of York Heslington  
Ed.D. 2015, University of Minnesota, Twin Cities
- SAMBUENO, ROBERTA**  
Office Assistant, Admissions and Records Office  
A.S. 1993, A.A. 1999, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2014
- SANDERS, BETH H.**  
Professor, Accounting, Hawai'i Community College-Pālanui  
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, Generation II
- 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
- SCHEFFLER, PAMELA Y.**  
Professor, Science  
B.A. 1990, University of California, Santa Cruz  
Ph.D. 2002, The Pennsylvania State University  
Fulbright Scholarship, J. William Fulbright Foreign Scholarship Committee, 2012-2013
- 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, Generation VII
- SHAVER, ELIZABETH I.**  
Instructor, Social Sciences  
B.A. 1987, Macalester College  
M.A. 1998, Ph.D. 2008, California Institute of Integral Studies  
UH President's Emerging Leaders Program Cohort 2019
- SHIMIZU, KENNETH Y.**  
Associate Professor, Automotive Mechanics Technology  
A.S. 1980, University of Hawai'i at Hilo
- SHORTRIDGE, IAN K.**  
Student Services Specialist, Hawai'i Community College-Pālanui  
B.A. 2017, University of Hawai'i at Hilo  
M.A. 2019, University of Phoenix
- SIBAYAN, KARLA K.**  
Secretary, Nursing and Allied Health Division
- SIMS, JENNIFER L.**  
Instructor, Biological Sciences  
B.S. 1995, Texas A&M University  
M.S. 2001, University of Houston Clear Lake
- 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
- SMITH, JANET A.**  
Assistant Professor, Early Childhood Education  
B.G.S. 1983, Chaminade University of Honolulu  
M.Ed. 2005, University of Hawai'i at Hilo
- SOARES, MITCHELL**  
Assistant Professor, Diesel Mechanics  
A.S. 1987, Hawai'i Community College
- SOLEMSAAS, RACHEL M.H.**  
Chancellor  
B.S. 1985, De La Salle University  
Ed.D. 2011, Washington State University
- STEELE, ORLO C.**  
Associate 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
- STRASLICKA-WALKER, SHERRIE ANN**  
Educational Specialist, Academic Support  
B.A. 1997, B.S. 1997, Certificate 2013, University of Hawai'i at Hilo  
Certificate 2016, Hawai'i Community College
- SUMIKI, SHAWN S.**  
Instructor, Culinary  
Certificate 1996, Hawai'i Community College  
Chancellor's Award for Outstanding Service to the College, 2019
- SUPE-ROQUE, NEVA K.**  
Instructor/Coordinator, Office of Continuing Education and Training  
B.A. 1990, University of Washington  
M.S. 2013, Kaplan University  
Wo Learning Champion, Generation XIII
- TAGAB-CRUZ, NO'EL K.**  
Instructor/Coordinator, Hawai'i Life Styles  
B.A. 2007, University of California Santa Cruz  
M.A. 2016, Union Institute and University
- 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
- TELLES, GREGORY A.**  
Building and Grounds Custodian, Hawai'i Community College-Pālanui
- THOMAS, ROGER M.**  
Media Specialist, Hawai'i Community College-Pālanui  
M.S. 2010, Tui University  
B.F.A. 2016, Rocky Mountain College of Art + Design
- TIOGANGCO, SHERISE U.J.**  
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B.A. 2014, University of Hawai'i at Hilo  
M.H.A. 2017, Kaplan University  
Wo Learning Champion, Generation XIV

- TOM, AMELIA K.**  
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Campus Award for Outstanding Staff Member, 2019
- TOM, MAXWELL K.K.**  
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UH System President's Award for Excellence in Building and Grounds Maintenance, 2010
- TSUGAWA, DAVID S.**  
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B.A. 1986, University of California, San Diego  
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B.A. 1979, Professional Diploma 1989, M.Ed. 1993, University of Hawai'i at Mānoa  
Chancellor's Award for Outstanding Service to the College, 2014
- UINA, NADINE N.**  
Account Clerk, Business Office  
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- URASAKI, LEANNE**  
Associate Professor, Instructional Technology Developer  
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B.A. 2007, University of Hawai'i at Hilo  
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A.S. 1990, Honolulu Community College  
B.S. 2003, M.Ed. 2005, Chaminade University of Honolulu
- WEEKS, DEBRA A.**  
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Ph.D. 2002, University of California, Santa Cruz
- WEHRSIG, TIMOTHY K.**  
Janitor, Planning, Operations and Maintenance
- WILCOX-BOUCHER, CLAUDIA Y.**  
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Interim Vice Chancellor for Academic Affairs  
B.S. 1989, Oklahoma State University  
Certificate 2007, M.S. 2008, Bemidji State University  
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UH President's Emerging Leaders Program Cohort 2019
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Secretary, Business Education and Technology Division and Hospitality Division  
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Campus Award for Outstanding Staff Member, 2016
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Interim Dean of Career and Technical Education  
B.B.A. 1998, University of Hawai'i at Hilo  
M.B.A. 2007, University of Wisconsin, Whitewater
- YAMANE, ROBERT S.**  
Professor Emeritus, Business Technology
- YEUNG, JESSICA J.**  
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A.A. 2015, Hawai'i Community College  
S.C. 2016, S.C. 2016, B.A. 2016, University of Hawai'i at Hilo
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Media Specialist, Media Support  
A.A. 1970, Merritt College  
B.A. 1972, San Francisco State College
- ZAPPETO, EMILY M.**  
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B.A. 2010, University of California Santa Cruz

# Administration

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**Randolph G. Moore, Vice Chair**  
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 Kelli K.K. Acopan                Diane Paloma  
 Eugene Bal, III                      Robert Frank Westerman  
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Nainoa Thompson	Advisor on Hawaiian Affairs
vacant	Vice President for Academic Planning and Policy
Jan Gouveia	Vice President for Administration
Kalbert Young	Vice President for Budget and Finance/Chief Financial Officer
Erika Lacro	Vice President for Community Colleges
Garret Yoshimi	Vice President for Information Technology/Chief Information Officer
Carrie K.S. Okinaga	Vice President for Legal Affairs/University General Counsel
Vassilis L. Syrmos	Vice President for Research and Innovation
Tim Dolan	Vice President of Advancement

## Hawai'i Community College Administration

Rachel M.H. Solemsaas	Chancellor
Melanie F. Dorado Wilson	Interim Vice Chancellor for Academic Affairs
Kenneth J.A. Kaleiwahea	Vice Chancellor for Administrative Services
Dorinna H. Cortez	Vice Chancellor for Student Affairs
vacant	Director, Office of Continuing Education and Training
R. Kalei Haleamau-Kam	Interim Director, Hawai'i Community College-Pālanui
vacant	Dean of Liberal Arts and Public Services
Jessica P.K. Yamamoto	Interim Dean of Career and Technical Education
Kei-Lin K.H. Cerf	Director, Kō Education Center (formerly NHERC)

## Hawai'i Community College Instructional Units

### Liberal Arts Division

English	Robyn Kalauli	Department Chair
Humanities	Meidor Hu	Department Chair
Math	Toni Cravens-Howell	Department Chair
Natural Sciences	Michelle Phillips	Department Chair
Social Sciences	Claudia Wilcox-Boucher	Department Chair

### Hospitality

Anne Chung	Division Chair
------------	----------------

### Nursing & Allied Health

Luzviminda Miguel	Program Coordinator
-------------------	---------------------

### Business Education & Technology

Anne Chung	Division Chair
------------	----------------

### Applied Technical Education

Harold Fujii	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. The College's federally-funded programs focusing on workforce development/training also have community-based advisory committees that guide the development of those projects.

## Chancellor's Community Advisory Committee

D.N. Kaimana Barcarse, West Hawai'i Regional Director for Community Engagement and Resources, Kamehameha Schools  
Carl Carlson, Owner, Hu'ehu'e Ventures, LLC

Diane Chadwick, Director of Community Philanthropy, Hawai'i Community Foundation

Gerald De Mello, Community Liaison and Capital Improvement, University of Hawai'i at Hilo

Margaret "Peggy" Farias, W.H. Shipman, Ltd.

Lee-Ann Heely, West Hawai'i Community Health Center

Kirstin Kahaloa, President, Hawaii Island Native Hawaiian Chamber of Commerce; and Portfolio Manager, Kamehameha Schools

Wendy Laros, Executive Director, Kona-Kohala Chamber of Commerce

Dwayne Mukai, Investment Professional, Mukai Investment Group, LLC

Audrey Takamine, Takamine Construction

Toby Taniguchi, President and COO, KTA Superstores

Eric Tanouye, President, Green Point Nurseries

Ross Wilson, Owner, Current Events

Max Yarawamai, Owner, RMG Pacific

Kuhao Zane, Creative Director and COO, Sig Zane Designs and SZKAIAO, LLC

## Mahalo Award

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 Mahalo Award was presented to **‘Āina Aloha Economic Futures**, an organization that aims to initiate and execute a process to gather grassroots community input to develop a vision for Hawai'i's economic future that is grounded on a core set of values that embrace our unique island culture and identity.

## Alumni of the Year Award

The Alumni of the Year Award was presented to the late **William "Billy" Kenoi**. Mr. Kenoi attended Hawai'i Community College in 1989 and 1990, continued his higher education journey through law school, and eventually became mayor of Hawai'i Island. He believed in the power of positive thinking, hard work, and education to transform lives. Mr. Kenoi spread his inspirational message throughout our community and state, including as an instructor at Hawai'i Community College.

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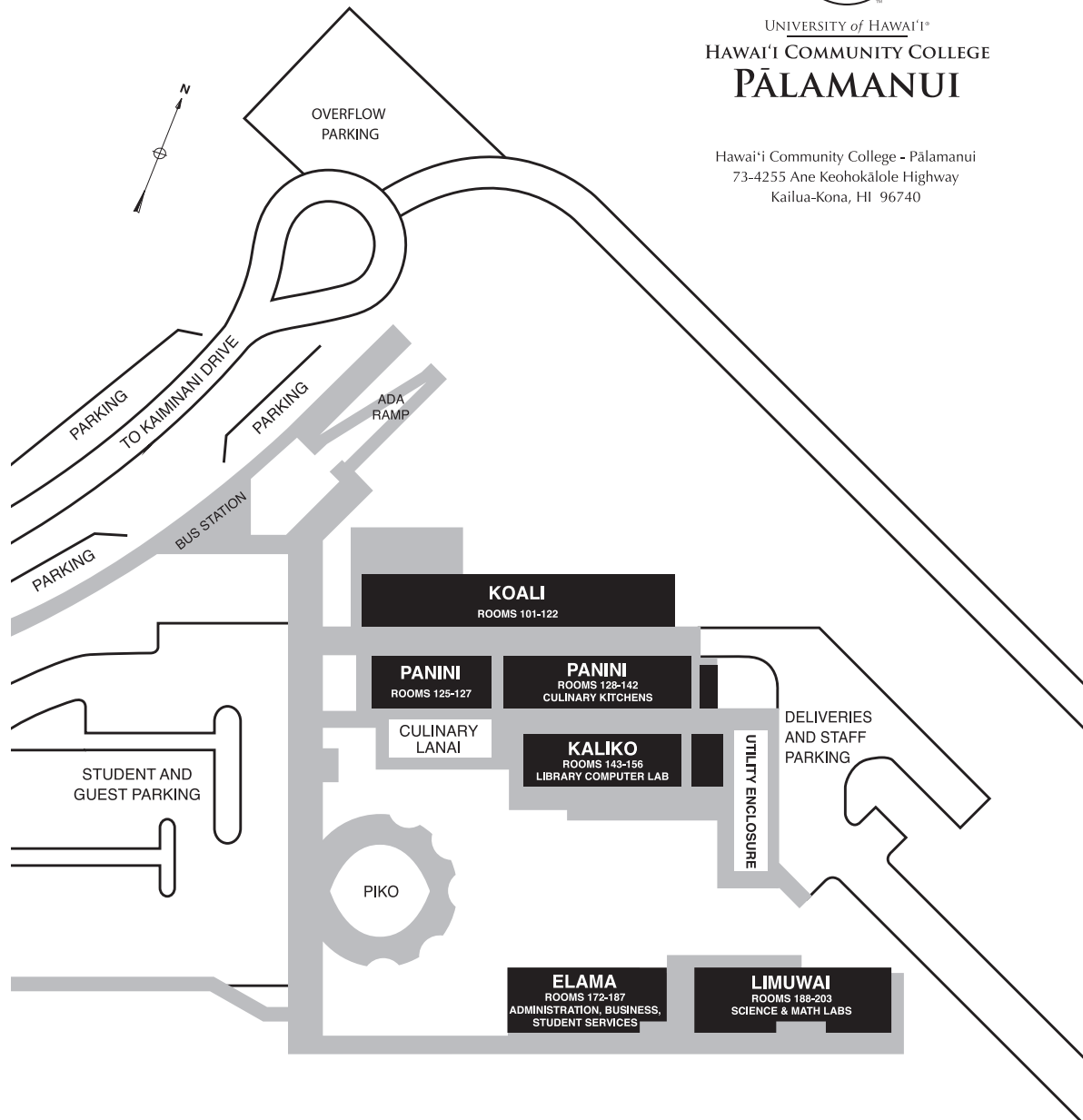
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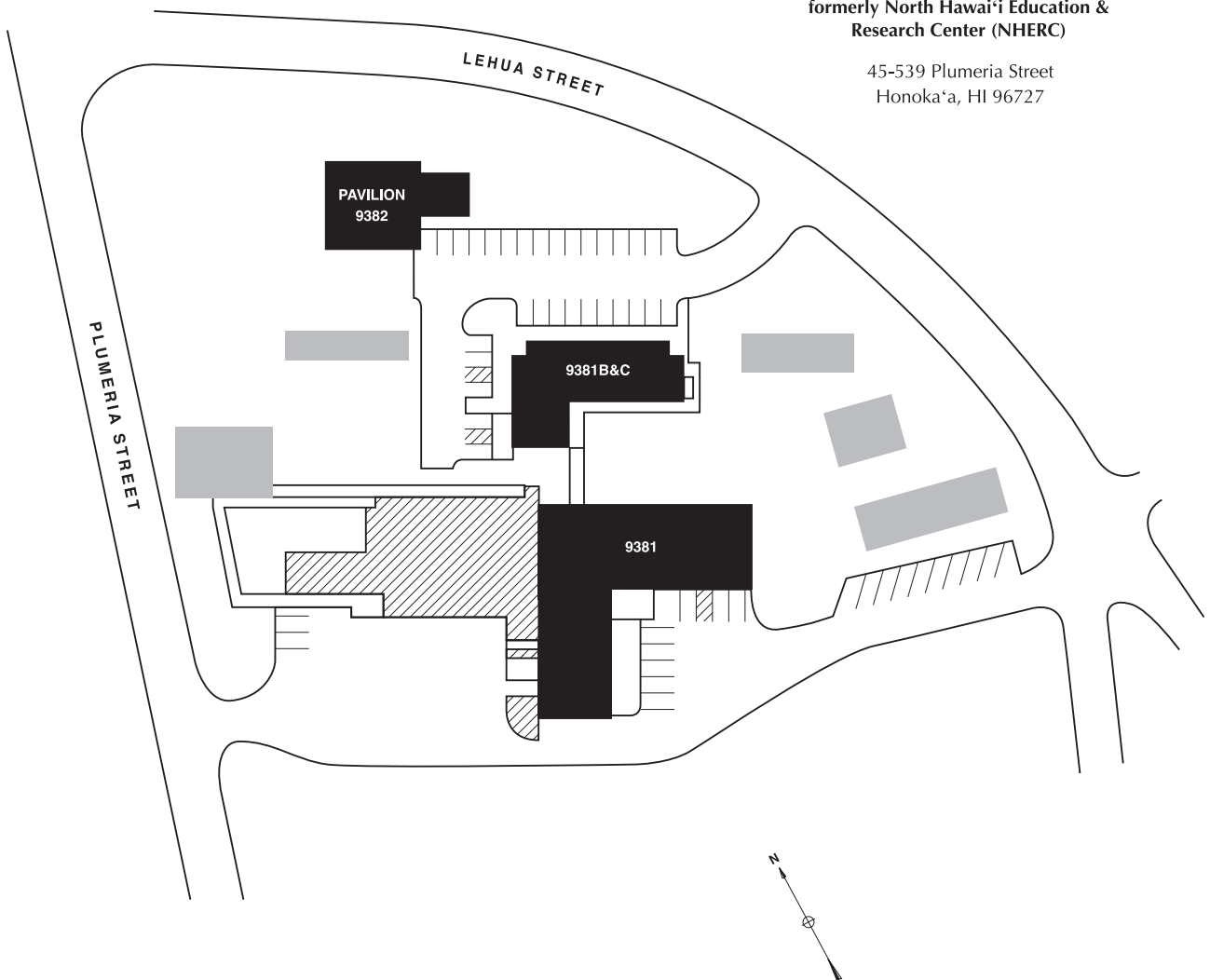
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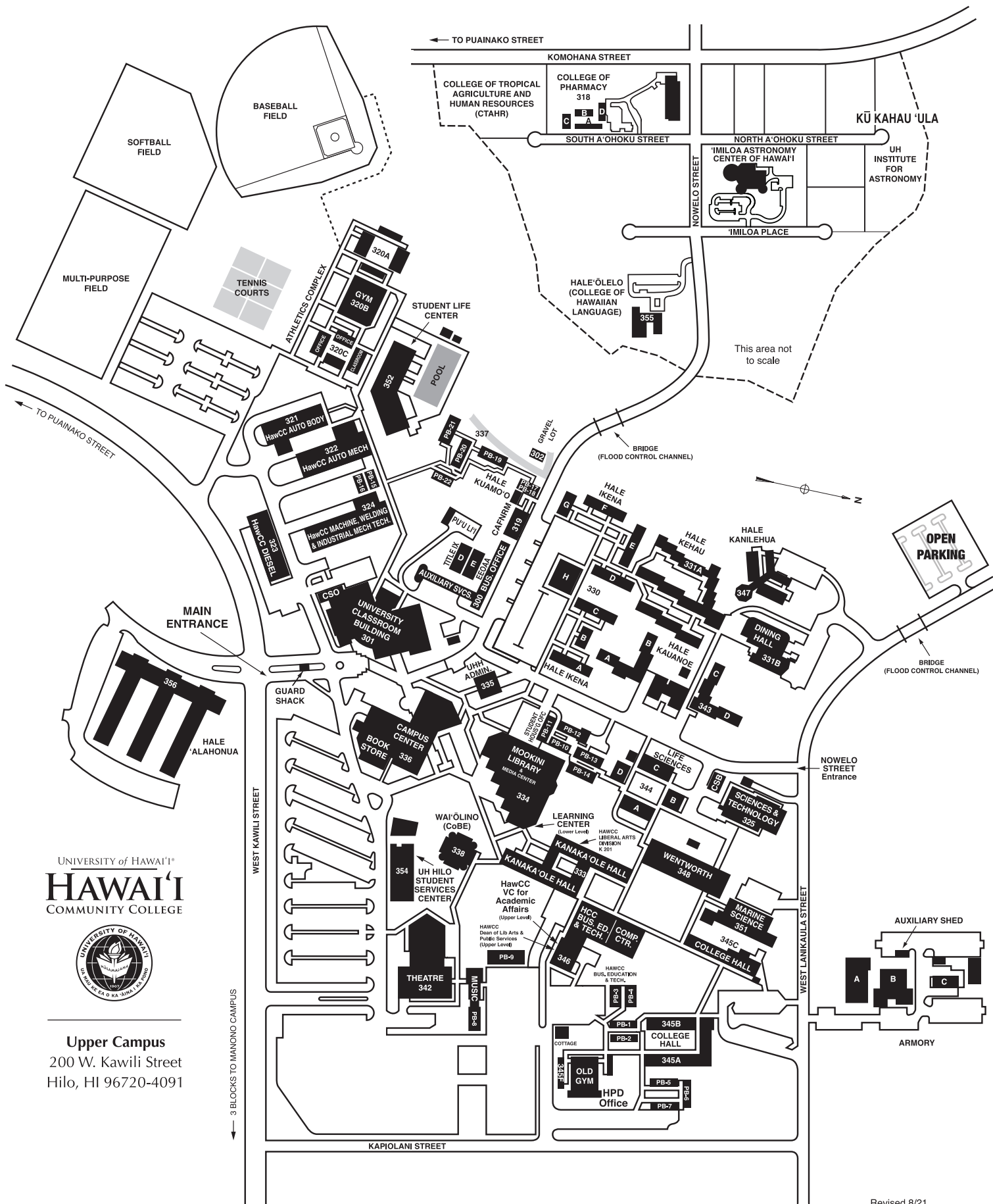
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