



UNIVERSITY OF HAWAII

Kapiolani  
Community  
College

1973-1974

McKinley Tennis Court

Bldg. 867  
Rm. 1 Rm. 2

Bldg. 866  
M W

Bldg. 855  
Rm. 1 Rm. 2 Rm. 3

Rm. 2  
Rm. 1

Rm. 1  
Rm. 2

Bldg. 863  
M W

Bldg. 864  
Storage

Student Parking

Zone B  
Staff Parking

Zone C

Student Parking

Science Lab  
Bldg. 856  
Health Services

Bldg. 860  
Rm. 2 Rm. 1

Bldg. 859

Bldg. 868

Zone D

Staff Parking

Bldg. 857  
Business Education Division

Zone A  
Staff Parking Only

M Stor W Rm. A  
Conf. Stu. Admis. & Ser. Records

Bldg. 853  
Bldg. 852  
Administration Bldg.  
Wk. Rm. Prov. Ser. Off. Bus. Ser. Off.

Parking

Bldg. 858  
Dining Room  
Coffee Shop  
Lanai  
Food Service and Hospitality Division  
Staff Parking

Patron Parking

Kapiolani Boulevard

Pensacola Street

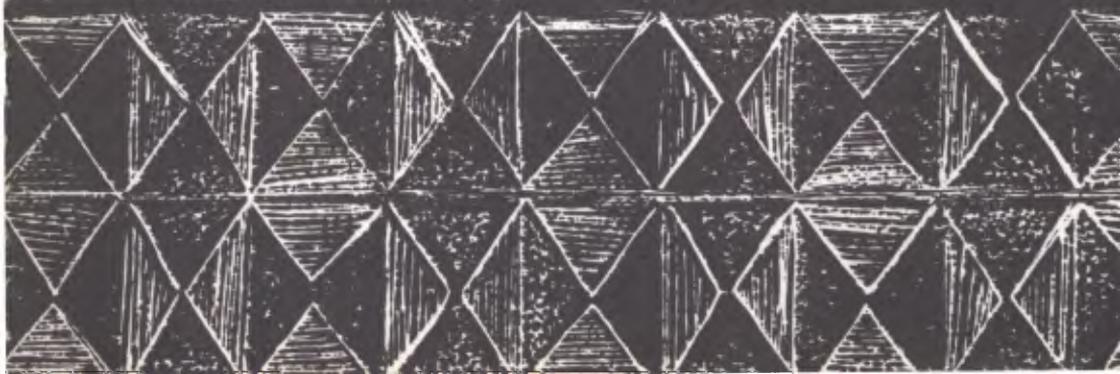
Bldg. 859 Computer Room  
Bldg. 855-1 KCC Associated  
Bldg. 855-2 Arts and Sciences Division

UNIVERSITY OF HAWAII  
KAPIOLANI COMMUNITY COLLEGE

GENERAL CATALOG  
1973-1974



620 Pensacola Street • Honolulu • Hawaii • 96814



# KAPIOLANI COMMUNITY COLLEGE CALENDAR 1973-1974

## FALL SEMESTER

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August 20-24..... Orientation—Academic Advising—Registration  
August 27, Monday..... Fall Semester Instruction Begins  
September 3, Monday..... Labor Day (Holiday)  
September 4, Tuesday..... Begin Changes in Registration  
October 15, Monday..... Last Day to Remove “Incomplete” Grade  
October 8, Monday..... Discoverer’s Day (Holiday)  
October 22, Monday..... Veterans’ Day (Holiday)  
November 1, Wednesday..... Application for Graduation Due  
November 9, Friday..... Last Day for Changes in Registration  
Last Day to Elect Credit—No-Credit Option  
Last Day for Withdrawals Without Grade Penalty  
November 22, 23, Thursday, Friday..... Thanksgiving Recess  
December 14, Friday..... Last Day of Instruction  
December 17-20, (Monday-Thursday)..... Final Exam Period  
December 21, Friday..... Grades Due—Fall Semester Ends

## SPRING SEMESTER

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January 7-10, (Monday-Thursday)..... Register Continuing Students  
January 11, 14, 15, (Friday, Monday, Tuesday)..... Orientation and  
Registration for New Students  
January 17, Thursday..... Spring Semester Instruction Begins  
January 24, Thursday..... Begin Changes in Registration  
February 18, Monday..... Presidents’ Day (Holiday)  
February 27, Wednesday..... Last Day to Remove “Incomplete” Grade  
March 1, Friday..... Applications for Graduation Due  
March 25, Monday..... Kuhio Day (Holiday)  
April 5, Friday..... Last Day for Changes in Registration  
Last Day to Elect Credit—No-Credit Option  
Last Day for Withdrawals Without Grade Penalty  
April 8-12, (Monday-Friday)..... Spring Recess  
April 15, Monday..... Instruction Resumes  
May 10, Friday..... Last Day of Instruction  
May 13-16, (Monday-Thursday.)..... Final Exam Period  
May 17, Friday..... Grades Due  
May 18, Saturday..... Commencement

## SUMMER SESSION

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To be announced during Spring Semester 1974

# KAPIOLANI COMMUNITY COLLEGE LIBRARY

DIAMOND HEAD CAMPUS

## AUGUST

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30	31					

Holidays and Recesses

Academic dates of significance

Cover design by student Florence Tumacder

Interior art by Gretchen Andersen

# TABLE OF CONTENTS

	Page
MAP .....	Inside Front Cover
COLLEGE CALENDAR .....	2, 3
GENERAL INFORMATION .....	7
Educational Philosophy .....	8
History .....	9
Location .....	9
The University of Hawaii Community Colleges.....	10
Accreditation .....	10
Advisory Committees on Curricula .....	10
Facilities .....	11
Equal Opportunity Statement .....	11
STUDENT AFFAIRS	
Admission Requirements .....	14
Registration.....	17
Fee Schedule .....	20
Academic Standards .....	21
Graduation Requirements.....	25
Student Services .....	27
Student Government and Activities .....	31
CURRICULA .....	33
Business Education—Accounting, Business Operations, Clerical (Bookkeeping) Clerical (General Clerical), Clerical (Stenography), Data Processing, Mid-Management (Merchandising, Hotel Operations), Secretarial Science.	

Food Service Education—Food Service Management, Food Service (Culinary Arts), Food Service (Dining Room).

Health Service Education—Dental Assisting, Medical Assisting, Medical Laboratory Technician, Practical Nursing, Radiologic Technology, Respiratory Therapy

Transfer—Liberal Arts

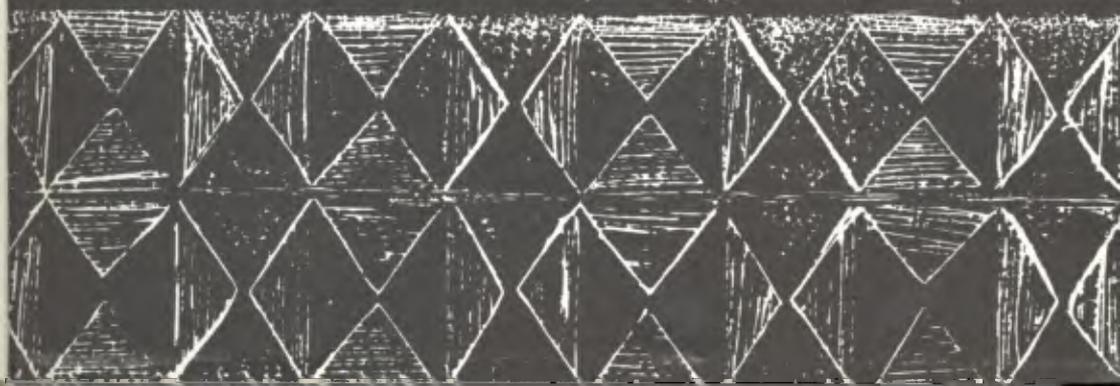
DESCRIPTION OF COURSES ..... 59

Accounting	Mathematics
American Studies	Medical Assisting
Anatomy and Physiology	Medical Laboratory Technology
Anthropology	Merchandising
Art	Microbiology
	Music
Business Machines	
	Nurses' Aide Training
Chemistry	
Communication	Oceanography
Computer Science	Office Procedures
Data Processing	Philosophy
Dental Assisting	Physics
	Political Science
Economics	Practical Nursing
English	Psychology
English Language Institute Program	
Ethnic Studies	Radiologic Technology
	Religion
Food Service	Respiratory Therapy
French	
	Science
General Business	Shorthand
Geography	Sociology
Geoscience	Spanish
Guidance	Special Studies
	Speech
Health and Physical Education	
Health Foundations	Typewriting
History	
Human Potential	Zoology
Japanese	
Journalism	

ADMINISTRATION AND FACULTY ..... 113



# General Information



# Educational Philosophy

## PHILOSOPHY

Kapiolani Community College endeavors to serve the individual student and the community. In keeping with the American tradition of belief in the dignity and worth of the individual, it is concerned with the right of every person to have an opportunity to cultivate his intellect and to develop occupational competence, so that he may in turn contribute to his community in a manner that is both personally satisfying and socially effective.

## OBJECTIVES

Kapiolani Community College seeks to apply its philosophy through these objectives:

1. To provide post-high school education in a selected range of fields within the broader framework of the University of Hawaii Community Colleges;
2. To provide curricula and activities within those fields that relate to the interests and abilities of the students, and that relate also to the cultural heritage of man and the technical requirements of the contemporary community;
3. To maintain a balance in cultural and technical curricula, and thus to offer to the individual both personal enrichment and the basis for a career;
4. To provide education that will encourage independent thought and action, foster respect for high-level achievement, and create a desire for continued growth.

## CURRICULA

To achieve these objectives, Kapiolani Community College offers curricula in the following categories:

1. **General education**—basic elements of knowledge presented both as a foundation for understanding man and his society, and as preparation for satisfying participation in that society;
2. **Transfer courses**—those courses in general education which are also designed as lower-division, college-parallel classes that may be credited toward graduation from a four-year college;
3. **Occupational education**—training in various levels of technical skills, together with study in general education, to help the student gain occupational competence for initial employment and further advancement;
4. **Developmental education**—basic courses for the student with deficiencies in academic or technical areas to give him an opportunity to pursue one of the regular programs of instruction, or to study for further self-improvement;
5. **Continuing education**—in evening sessions, general, occupational and developmental courses, as well as short-term courses for occupational upgrading and retraining.

## STUDENT PERSONNEL SERVICES

Also designed to achieve its objectives, Kapiolani Community College offers:

1. **Guidance and counseling**—faculty advising resulting from close student-instructor relationships and counseling and group work services at the Student Services Center designed to help the student maximize: understanding of his own abilities, evolution of realistic career goals and personal development toward maturity.

2. **Student government support**—an appropriate setting and faculty advisers for student government and other student programs which afford personal growth through participation in the democratic process.

## History

This College is named after Kapiolani, who became Queen when her husband Kalakaua was crowned King on February 12, 1883.

Kapiolani Community College has grown over the past 27 years from separate technical programs administered by the former Territorial Department of Public Instruction to a community college with a variety of academic and occupational curricula. Three programs, Hotel and Restaurant (begun in 1946), Practical Nursing (begun in 1947), and Business Education (begun in 1956), were consolidated in 1957 as Kapiolani Technical School. Dental Assisting was added in 1959, and in subsequent years the Business Education and the Hotel and Restaurant (now known as Food Service Education) programs were expanded to include a variety of specific fields of concentration.

In 1965, under the enabling act passed by the 1964 State Legislature, Kapiolani Technical School was transferred to the University of Hawaii Community College System. Renamed Kapiolani Community College, it has further expanded its technical program offerings and added a Liberal Arts program in which students may complete course work toward a baccalaureate degree at a four-year college.

Once a little school with fewer than 100 students, Kapiolani Community College now offers the Associate in Science degree in ten fields, the Associate in Arts degree, and a variety of certificates for the completion of shorter programs. Student population stands today at 3000, with further expansion, both in numbers of students and in types of curricula, planned for the future.

## Location

Strategically located in a community of educational, recreational, cultural and business institutions, Kapiolani Community College is within walking distance of Ala Moana Beach Park, Ala Moana Shopping Center, Honolulu International Center (which features cultural and recreational events), Thomas Square (a large public park), McKinley High School, and the Hono-

lulu Academy of Arts. Nearby bus lines provide convenient transportation to the University of Hawaii, the Library of Hawaii, Bishop Museum, downtown Honolulu, and Waikiki Beach.

## **The University of Hawaii Community Colleges**

Kapiolani Community College is one of seven community colleges of the University of Hawaii Community Colleges. The colleges are governed by the Board of Regents, whose chief executive officer is the President of the University of Hawaii. Each college has its own Provost and administrative officers.

Two colleges are located in the city of Honolulu, one is near Honolulu in the town of Pearl City, one is located on the Island of Kauai, one is on the Island of Maui, and one is on the Island of Hawaii. Addresses of the colleges are as follows (see page 50 for a list of programs at Honolulu and Leeward Community Colleges):

Hawaii Community College; 1175 Manono Street; Hilo, Hawaii 96720  
Honolulu Community College; 874 Dillingham Boulevard; Honolulu, Hawaii 96817

Kapiolani Community College; 620 Pensacola Street; Honolulu, Hawaii 96814

Kauai Community College; RR 1, Box 216; Lihue, Hawaii 96766

Leeward Community College; 96-045 Ala Ike; Pearl City, Hawaii 96782

Maui Community College; 310 Kaahumanu Avenue; Kahului, Hawaii 96732

Windward Community College; c/o 45-710 Keaahala Road; Kaneohe, Hawaii 96744

## **Accreditation**

Kapiolani Community College is accredited by the Western Association of Schools and Colleges.

Special accreditation has been granted by the State Board of Nursing, the Department of Regulatory Agencies, Professional and Vocational Licensing Division; the Council on Dental Education of the American Dental Association, and the Joint Review Committee on Education in Radiologic Technology.

## **Advisory Committees on Curricula**

Kapiolani Community College has invited a number of community leaders in business, industry and the professions to advise the staff in the development of curricula in accordance with requirements in their fields. Consultation with these leaders relates to course contents, selection of training

equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program.

Curriculum recommendations of advisory committees have so far been implemented at the College in the following areas: Accounting, Business Data Processing, Dental Assisting, Food Service Education, Health Service Education, Medical Assisting, Mid-Management Merchandising, Practical Nursing, Radiologic Technology, and Secretarial Science. New advisory committees will be formed as new needs are identified.

## **Facilities**

Kapiolani Community College has modern facilities arranged on a relatively small campus. Principal buildings include a two-story Business Education structure, a Food Service Education facility with a dining room and a coffee shop, and a Health Service Education classroom building. A number of small buildings serve as business and counseling offices, classrooms, and student government offices. Limited parking is available on campus.

## **Equal Opportunity Statement**

The University of Hawaii subscribes to and complies with all State and Federal statutes, rules, and regulations and any amendments thereto, promulgated from time to time, which prohibit discrimination in its policies and practices applicable to its campuses, programs and activities.

equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program. Curriculum recommendations of advisory committees are to be implemented at the College in the following areas: Accounting, Business, Data Processing, Dental Assisting, Food Service, Education, Health Services, Education, Medical Assisting, and Management. Mechanical, Electrical, Plumbing, Radiologic Technology, and Secretarial Science. New advisory committees will be formed as new needs are identified.

### Facilities

Kapiolani Community College has modern facilities situated on a relatively small campus. The new buildings include a laboratory building, education structure, a food service building, a dining room, and a coffee shop, and a health service education classroom building. A number of small buildings serve as business and counseling offices, classrooms, and student government offices. Limited parking is available on campus.

Kapiolani Community College: 274 Dillingham Boulevard, Honolulu, Hawaii 96824  
 Phone: (808) 943-1111

### Equal Opportunity Statement

The University of Hawaii maintains an affirmative action policy and complies with all state and federal laws, rules, and regulations and the provisions of the affirmative action act. It is committed to the principle of equal opportunity for all persons, regardless of race, sex, religion, or national origin. It is committed to the principle of equal opportunity for all persons, regardless of race, sex, religion, or national origin. It is committed to the principle of equal opportunity for all persons, regardless of race, sex, religion, or national origin.

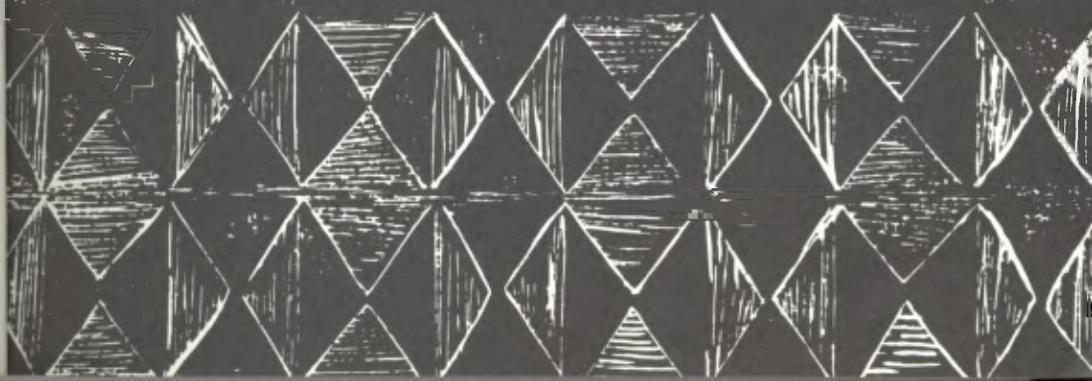
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# Student Affairs



# Admission Requirements

Kapiolani Community College admits any person who is a high school graduate or who is 18 years of age or older and who can profit from the instruction offered.

The high school senior, seeking to initiate post-high school education, may enroll in the early admission program. Enrollment is limited to one or two courses on a space available basis. Course selection will depend on prerequisite and student's ultimate educational or vocational goal. Written consent of high school principal or counselor is required.

Foreign students are admitted according to regulations as outlined under the Foreign Student Admission Policy.

## ADMISSION REQUIREMENTS AND PROCEDURE

### I. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records by August 1 for the Fall semester, January 1 for the Spring semester and May 1 for the Summer Session.

### II. RESIDENCE

The Residence Information Form with supporting documents showing you are a *bona fide* resident of the State of Hawaii must be submitted with your application. (Non-residents are subject to the non-resident tuition and non-resident *quota*.)

Supporting documents of bona fide residency in Hawaii for one full year (12 consecutive months) prior to your enrollment at Kapiolani Community College may be one or more of the following: (If you are under 19 years of age, submit the following in terms of your parents or legal guardian.)

1. State of Hawaii Tax Clearance Certificate showing you have filed *Hawaii Resident taxes* for the year preceding your enrollment. This may be obtained at the Department of Taxation, 425 Queen Street, Honolulu, Hawaii.
2. Statement from your employer(s) showing dates of employment in Hawaii.
3. Records of Vote Cast in Hawaii showing you have voted in the latest election.
4. Official transcripts or verification from Hawaii colleges or schools showing dates of enrollment.

The following groups are subject to the non-resident **quota**, but are exempted from the non-resident tuition based on supporting documents:

**Military personnel** must submit a signed letter from the commanding officer attesting that the applicant or authorized dependent is stationed on active military duty in Hawaii. Reporting date and date of expected rotation or discharge must be included in the letter. In the future, you may be asked to resubmit similar verification to update your status.

**University of Hawaii personnel or legal dependents must** submit verification of employment.

**Foreign students** must meet all requirements as stated in the college catalog and "Admission Requirements for Foreign Students."

### III. **TUBERCULOSIS CLEARANCE REQUIREMENT**

State of Hawaii Public Health Regulations require that persons over compulsory school attendance age enrolling in any one of Hawaii's community colleges submit a certificate indicating that they are free of active tuberculosis. This requirement covers part-time and full-time students, as well as students enrolling in evening courses. The examination for tuberculosis must have been performed within three months prior to school enrollment. The certificate should be submitted to the college's Office of Admissions and Records as part of the college's admissions requirements.

The examination to certify freedom from active tuberculosis includes the following:

... For people below age 20, the examination will be a tuberculin skin test. If the skin test is positive, a chest x-ray will be required.

... People age 20-39 may either have a chest x-ray or tuberculin skin test. Positive reactors to the skin test must have a chest x-ray.

... Persons 40 years of age and over must have a chest x-ray.

Written approval of the Dept. of Health must be obtained before any person found to have active tuberculosis is enrolled in any college.

### IV. **ADMISSION**

Applicants will be notified by mail of their acceptance and registration date only after the above have been completed on a first-completed, first-served basis.

### **PLACEMENT TEST FOR BUSINESS, FOOD SERVICES, AND LIBERAL ARTS DIVISIONS**

All students are requested to submit test data for advising and counseling. If adequate test data are not available from transcripts, applicants will be notified of the time, date, and place of testing.

### **SPECIAL REQUIREMENTS FOR FOOD SERVICES AND HEALTH SERVICES PROGRAMS**

#### **FOOD SERVICES PROGRAM**

Students entering the Food Services programs must submit a Health Certification to and obtain health clearance from the **Food Services Department**.

#### **HEALTH PROGRAMS**

The GATB (General Aptitude Test Battery), or SCAT for non-islanders, will be administered to applicants to the Respiratory Therapy and Medical Laboratory Technician programs by the Health Division by appointment. Applicants must achieve a satisfactory score to be admitted to these programs. Medical Assistant and Practical Nursing applicants must take the

SCAT and achieve a satisfactory score to be admitted to these programs. Radiologic Technician applicants must achieve satisfactory scores on either the GATB, SCAT, or EESRT (Entrance Exam for Schools of Radiologic Technology) . . . physical should include X-ray, CBC, and routine immunization is highly recommended. NOTE: Any SCAT score received in high school is valid and can be used. Applicants for the Dental Assisting and Nurses' Aide programs need not take any tests.

Students who qualify for any of the Health Programs must submit a completed Certificate of Health Form to, and obtain clearance from the Health Education Division. Health Forms may be obtained from the Division.

## ADMISSION REQUIREMENTS FOR ALL FOREIGN STUDENTS

Kapiolani Community College will accept a limited number of foreign students. All policies will apply to overseas students as well as those already in the United States. Compliance is necessary with all regulations of the Immigration and Naturalization Service pertaining to the individual's status, as well as with all regulations of Kapiolani Community College.

### 1. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records **by July 1 for the Fall Semester** and **by December 1 for the Spring Semester**. (Completion of the application form is **NOT** a guarantee of acceptance.)

### 2. RESIDENCE INFORMATION FORM AND OFFICIAL CERTIFICATION OF RESIDENCE

The Residence Information Form and Official Certification of Residence must be completed and submitted with the application.

### 3. ACADEMIC TRANSCRIPTS

Evidence of Academic achievement equivalent to an American high school education is necessary. The foreign student will request his or her high school and college to **forward directly to Kapiolani Community College** a complete and certified **English translation** of his secondary school record—reflecting passing and maximum grades. **Hand-carried transcripts are NOT acceptable.**

### 4. SPONSORSHIP AND FINANCIAL SUPPORT

The foreign student must submit an Affidavit of Financial Support from a U.S. sponsor guaranteeing that no financial assistance will be needed and no employment will be required. Living expenses: housing, food, etc., are approximately \$2,600 per year.

### 5. HEALTH CERTIFICATION AND HEALTH INSURANCE

The foreign student will be required to take a health examination and a chest x-ray **within the six-month period** just prior to application. The health form must be certified by a medical official and United States official. (Evidence of good health by a doctor and United States official is at the student's expense.) **HEALTH INSURANCE IS MANDATORY.**

### 6. ENGLISH PROFICIENCY

Arrange to have your scores on the Test of English as a Foreign Language (TOEFL) sent directly to the Director of Admissions at your first-

choice campus. Applications and/or requests for scores on this test can be obtained by writing to Educational Testing Service, Box 592, Princeton, New Jersey, or by contacting the American consulate in your country.

7. **INTERVIEW REPORTS** from approved overseas agencies will be utilized when needed in considering a student's application for admission.

8. **All of the above must be received by the Office of Admissions and Records by the following dates:**

Fall Semester—July 1

Spring Semester—December 1

#### 9. **ADMISSION**

Applicants will be notified by mail of their acceptance and registration date **only after the above have been completed** on a first-completed, first-served basis.

#### **TRANSFER OF CREDIT**

A student transferring from another institution of higher education may be allowed credit for his previous training. It is the responsibility of the student to have transcripts of previous work sent directly to the Office of Admissions and Records of the College by the institutions previously attended.

The final 12 semester hours must be completed at any one of the University of Hawaii system institutions.

#### **ORIENTATION**

Entering students should attend orientation activities held prior to registration. Activities include group meetings and conferences with counselors and faculty advisors.

## **Registration**

Registration dates are listed in the College Calendar. An entering student will be notified of acceptance and registration appointment by mail. A student is required to present his Social Security card at registration.

Before each semester begins, the College publishes a class schedule, listing courses, class hours and locations, and instructors.

#### **STARTING DATES FOR PROGRAMS**

Students may enroll in respiratory therapy, medical laboratory technology, practical nursing, radiologic technology, and dental assisting at the beginning of the fall semester only.

Students may enroll in other degree or certificate of achievement programs at the beginning of either the Fall or Spring semester.

#### **CLASSIFICATION OF STUDENTS**

Students are classified as follows:

Regular—Students enrolled in an organized curriculum leading to graduation;

Full-time—Students enrolled for 12 or more semester hours;  
Unclassified—Students not enrolled in an organized curriculum leading to a certificate or degree.

### **UNIT LOAD LIMITATIONS**

A student load of more than 12 semester hours is not recommended for a student with a cumulative grade-point average below 2.0.

A foreign student holding an F-1 visa is required to carry at least 12 semester hours of work each semester, and must complete his program of study according to the period specified on the I-20 Form.

An agency-sponsored student must carry 12 semester hours of work to be considered a full-time student and to receive benefits from any of the following agencies:

1. Social Security Administration
2. Hawaii Medical Service Association
3. Kaiser Health Foundation.

### **VETERANS ADMINISTRATION BENEFITS**

The College is a VA-approved educational institution and eligible students may receive financial assistance as provided for by the Veteran's Readjustment Benefits Act and the War Orphan's Assistance Act.

Benefits accruing to the student vary with the course load, or time spent in the classroom; the program; and the number of dependents supported by the student. Under VA regulations varying standards of classification are used, and the student may need to spend 25 or 30 clock-hours per week in a certificate program, or be carrying 12 semester hours in a degree program during a semester, to qualify for full benefits.

Determination of the amount of benefits is made by the Veterans Administration.

### **SELECTIVE SERVICE SYSTEM POLICIES**

Selective Service System regulations are directly administered by the State headquarters of the System through the local boards.

### **AUDITING**

A student shall be permitted to audit classes upon securing the approval of the instructor. He shall file the appropriate form with the instructor and the academic adviser or the division chairman.

An auditor shall be interpreted as one who attends classes as a listener, may take part in discussions or examinations, but receives no credit. Auditors may change to credit status after registration, with the approval of the instructor, if all course requirements have been met. Students taking the class on credit status may also change to audit status. These changes must be made before the end of the 11th week of instruction.

The regular course fee shall be paid by a student who audits a class.

### **CONCURRENT REGISTRATION**

With the approval of their advisers, Community College students may register for concurrent courses at more than one of the Community Colleges

or at the Manoa Campus of the University of Hawaii. Concurrent registration will be permitted only if there are openings in the desired course(s) and if the student has met established prerequisites. Credits and grades earned by concurrent registration are reported to the student's regular college at the end of the semester and become part of his academic record.

Students will follow the procedure for admission and for concurrent registration set forth in the Registration Instructions.

## **COURSE CHANGES**

Course changes may be made with the consent of the instructor for the course the student is leaving and the consent of the instructor for the course in which the student wishes to register. A Change of Registration Form must be completed and filed with the Office of Admissions and Records before the end of the 11th week of instruction. Students who officially withdraw after the 11th week will be graded W or F.

## **CHANGE OF MAJOR**

If a student wishes to change his major curriculum, he may do so by consulting his counselor and by obtaining the approval of the appropriate division chairman.

## **WITHDRAWAL FROM COLLEGE**

It is the student's responsibility to notify the Student Service Center of his intent to withdraw.

A student who wishes to withdraw from the College must complete a Withdrawal Form and file it with the Office of Admissions and Records.

Students may withdraw within the 1st 11 weeks without grade penalty. Students who officially withdraw after the 11th week will be graded W or F. A new application and documents must be submitted for readmission to the college.

## **REQUEST TO WITHDRAW FROM COLLEGE**

A student suffering from a physical or mental condition detrimental to the student or the College, may be requested to withdraw officially. The withdrawal will be without academic penalty. Readmission will depend upon review and recommendation by the Dean of Students and the academic department coordinator or division chairman.

## **EVENING CLASSES**

Each semester a special bulletin lists evening course-offerings and gives information about registration procedures.

## **SUMMER SESSION**

Courses offered during the summer session are similar in scope and maintain equivalent standards to those offered during the school year.

A special announcement of summer offerings is circulated in the spring. Offerings depend upon budgetary allowances, expressed need of prospective students, and class enrollment.

## Fee Schedule (Per Semester)

	1-3 Semes- ter Hours	4-6 Semes- ter Hours	7-11 Semes- ter Hours	12 or More Semester Hours
Tuition	\$5.00	\$10.00	\$15.00	\$15.00
Registration Fee	5.00	5.00	5.00	5.00
Student Activity Fee	*	*	*	5.00
Total	\$10.00	\$15.00	\$20.00	\$25.00

\*A Student Activity Fee is not required of a part-time student; however, this fee may be paid if the student wishes to participate in student activities. A part-time student is defined as a student carrying 11 or fewer credits.

### NON-RESIDENT TUITION FEE

A non-resident tuition fee is charged for out-of-state residents. Those registering for 1-11 semester hours are charged \$30.00 per semester hour; for 12 or more semester hours the fee is \$340.00 per semester. The same registration fees apply as for resident students.

Late Registration Fee .....	\$2.00
Graduation Fee .....	\$5.00
Rental of Cap and Gown .....	\$5.00

The rental charge for cap and gown is collected during the first week in May. Other fees are collected at the time of registration.

### CHANGES AFTER REGISTRATION

For students substituting, adding and/or deleting course(s)/credit(s):

A fee of one dollar (\$1.00) shall be paid by the student for any block of changes including substituting, adding, and/or deleting course(s)/credit(s) occurring concurrently.

This does not apply to total withdrawals.

### REFUND POLICY

For Students Withdrawing from College:

One half of tuition fee paid shall be refunded if a student withdraws within the first four (4) weeks of the semester.

For Students Withdrawing from Courses:

One half of the difference in tuition as a result of the change shall be refunded if this withdrawal is within the first four (4) weeks of the semester. There shall be no refund of student activity fees for students withdrawing from courses.

For Summer Sessions and Short-Term Courses:

One half of course fee shall be refunded if a student withdraws within the first two (2) weeks of the term.

Registration and Student Activity Fees:

Registration and student activity fees are not refundable.

## **REFUND POLICY FOR VETERAN ADMINISTRATION BENEFICIARIES**

If a veteran administration beneficiary withdraws from school any time prior to the end of the school year, or commences attendance at any time other than the beginning of the school year, the charge will be established as that proportionate share of the yearly charge which the completed portion of the school year bears to the entire year.

## **DELAYED PAYMENT OF FEES**

Students may delay payment of tuition and fees under special circumstances. Approval must be secured in writing from the Coordinator of Financial Aids.

Those sponsored by agencies, institutions, or organizations must present purchase order forms or written authorizations to charge tuition and fees at the time of registration.

Students who have not adjusted their financial obligations to the satisfaction of the business office may be denied graduation and further registration.

## **FEES FOR DISHONORED CHECKS**

Checks made out to Kapiolani Community College or any Department of the College which are returned for any cause:

Drawn on bank within State of Hawaii .....	\$5.00
Drawn on bank outside State of Hawaii .....	10.00

# **Academic Standards**

## **SCHOLASTIC STANDARDS**

To be considered in good standing and to be eligible for graduation, a student must have a cumulative grade-point average of not less than 2.0 (C), based on a 4-point scale.

## **SCHOLASTIC HONORS**

A student who earns a 3.5 or better grade-point average in a full-time program in any one semester is included on the Dean's Honor Roll.

Students who establish at least a 3.5 grade-point average for their entire period of study will receive their degrees with honors.

## **GRADES**

1. A student rating for a subject shall be reported to the Registrar by one of the following letter grades:

- A—Excellent
- B—Good
- C—Satisfactory
- D—Passing
- F—Failing

Cr—Credit: This grade is given in credit—no-credit option courses with a passing grade, and may also be earned through credit by examination.

NC—No Credit: This grade is given in credit—no-credit option courses.

I—Incomplete: An “I” is given to a student who has failed to complete “a particular and an important part” of a semester’s work before the semester grades are determined, if the instructor believes that failure was caused by conditions beyond the student’s control and not by carelessness or procrastination. To receive credit for a course in which an “I” has been reported, the student must make up the incomplete work within six weeks of the next semester in which the student is in residence. If the work is not thus completed, the “I” will be converted into an alternate grade.

W—Withdrawal: This grade is given to a student who officially withdraws from class within the first eleven weeks of instruction, or after the 11th week if he is passing.

When a student ceases to attend class without officially withdrawing, the instructor may award any one of the following final grades; F, W, or I. If an I is awarded, the instructor must also award an alternate grade to be recorded on the student’s record if he does not undertake the work necessary to remove the I. This alternate grade may be any one of the following: A, B, C, D, F, Cr or NC.

### **COLLEGE PROBATION**

1. Kapiolani Community College interprets a “C” average as an acceptable scholastic standard. Any student earning less than a cumulative 2.0 grade point average will be placed on academic probation.
2. A student on academic probation who achieves a cumulative 2.0 grade point average will be removed from academic probation.
3. A student who does not achieve at least a 2.0 grade point average in all semester hours attempted in his probationary semester shall be dismissed. (See Dismissal Policy)
4. A student who transfers from another collegiate institution with less than a 2.0 cumulative grade point average will be placed on academic probation.
5. The college probation policy shall not apply during the summer session.

### **ACADEMIC DISMISSAL**

A student on academic probation who does not achieve at least a 2.0 grade point average in all semester hours attempted in his probationary semester shall be suspended for one semester.

A student who is readmitted following academic suspension will also be placed on academic probation.

A student may be readmitted only once after academic suspension. The student must file an application and petition for Reinstatement.

## **GRADE-POINT AVERAGES**

Grade-point averages will be computed on a 4-point scale as follows:

- A—4 grade points per semester hour
- B—3 grade points per semester hour
- C—2 grade points per semester hour
- D—1 grade point per semester hour
- F—0 grade point per semester hour

The grade-point average shall be computed by dividing all grade points received by semester hours attempted. If a course in which a "D" or an "F" grade has been received is repeated and a better grade is earned, the new grade shall be used in the grade-point computation. Although the "D" or the "F" grade remains on the student's record, it will not be used in the grade-point computation. Grades of "CR", "NC" and "I" are not included in the computation.

## **GRADE REPORTS**

Grades are mailed to the student at the end of each semester and of each summer session. All changes of address should be reported immediately to the office of Admissions and Records.

## **CREDIT BY EXAMINATION**

A student who presents evidence to the appropriate division chairman that through experience or training he has had the equivalent of a course but has not received college credit for it may apply for credit by examination. Challenges by examination of any course offered by the college are permitted at the mutual convenience of student and instructor.

If approval is granted by the division chairman, the student shall complete the proper application forms, register for the course within the first 3 weeks of instruction and take the examination from the person appointed by the division chairman.

Challenge examination shall be designed to test the student's knowledge in all areas covered by the course. Students have the option of being graded "A, B, C, D," or "Credit." A "Credit" grade shall not receive grade points, but credits earned shall be counted toward graduation.

By their very nature, certain courses requiring high level of student involvement may not be challenged by examination. Counselors and division chairmen will inform students of such courses.

There is no fee charged for this service.

## **CREDIT—NO-CREDIT OPTION**

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

A student may choose to take courses on a "credit" or "no-credit" basis, provided he is not on academic probation and the course is not a part of his major requirements.

General education requirements such as mathematics, speech, and English, may be taken on a credit—no-credit basis. This option must be filed with the division chairman before the end of the 11th week of instruction.

A maximum of 30 semester credits of “CR” grade may be applied toward a degree program or not more than one-half of the required credits towards a certificate.

Under the option a student receives a grade of “CR” (credit) or “NC” (no-credit). A grade of “CR” shall be granted when a student has earned a grade of D or better in the course. Credits, but not grade points are awarded for a “CR” grade.

Students expecting to transfer to a four-year institution should study that institution’s policy on accepting CR-NC grades before selecting the option.

## **REPETITION OF COURSES**

Students may repeat college courses in which a grade lower than “C” was received. The credit will be allowed once for a course, but students will receive the higher grades and grade points. The original grade shall remain on the student’s record but shall not be used in grade-point computation.

Students in the college transfer program are reminded that many colleges and universities do not permit the substitution of higher grades when computing grade points and will compute the grade-point average according to their own standards.

## **ADMISSION TO CLASS**

A student is responsible to see that he is officially registered in his classes. Should an instructor not have proof of registration, the student will not be admitted to class and should report to the Office of Admissions and Records for clearance.

## **ATTENDANCE REGULATIONS**

Regular attendance at class and laboratory sessions is expected for all courses in which the student enrolls. Unavoidable absence should be explained to the instructor concerned.

## **STUDENT CONDUCT**

Students are expected to observe college and community standards of conduct. Disciplinary authority is exercised by the Administrative Council.

Unauthorized use of intoxicating beverages is prohibited on the campus.

Students at Kapiolani Community College are expected to dress in a manner that will not be overly distracting to their colleagues. Students in training for professions in health services and food services which require particular uniforms should observe the guidelines set forth by their departments.

A student conduct code is being developed.

# Graduation Requirements

## DEGREE OF ASSOCIATE IN ARTS

The Associate in Arts degree is awarded to students who successfully meet the requirements of the Liberal Arts program. This program is designed to prepare students for transfer to a four-year college or university.

Only courses numbered 100 and above are applicable toward an Associate in Arts Degree.

The requirements for the Associate in Arts Degree are:

- A. Basic Requirements 15 Semester Hours
  - English 100 3
  - Mathematics 100 (or higher)  
or Philosophy 210 3
  - History 151-152 6
- B. Area Requirements 31-33 Semester Hours
  - Humanities 12
  - Natural Sciences 10-12
  - Social Sciences 9
- C. Special Requirements and Electives 15-17 Semester Hours  
(to total 60 semester hours)
- D. Scholarship  
Completion of 60 semester hours with a 2.0 or better grade-point average.
- E. Residence  
The final 12 semester hours of work must be completed within the University of Hawaii system institutions.

## DEGREE OF ASSOCIATE IN SCIENCE

The Associate in Science degree is awarded to students who successfully complete one of the occupational programs. These programs are designed primarily to prepare students for immediate employment.

The requirements for the Associate in Science Degree are:

- A. Basic Requirements 18 Semester Hours
  - English 3
  - Speech 3
  - Social Science 3
  - Humanities 3
  - Mathematics 3
  - Natural Science 3
- B. Department Major 30-40 Semester Hours  
(Semester hours vary with major)

- C. Electives 6-12 Semester Hours  
(Semester hours vary with major)  
(to total 60 semester hours)
- D. Scholarship  
Completion of 60 semester hours with a 2.0 or better grade-point average.
- E. Residence  
The final 12 semester hours of work must be completed at any one of the University of Hawaii system institutions.

### CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is awarded to students for satisfactory completion of a prescribed series of courses leading to an occupational skill, plus appropriate courses in related and general education.

The requirements for the Certificate of Achievement are:

- A. Minimum Requirements 6 Semester Hours
  - English or Speech—as specified  
by Program 3
  - Mathematics—as specified by  
Program 3
- B. Department Major Semester hours vary with major  
Completion of occupational course sequence determined by the department.
- C. Scholarship  
Completion of occupational course sequence with a 2.0 or better grade-point average.
- D. Residence  
The final 12 semester hours of work must be completed at Kapiolani Community College. Students must be registered and in attendance in the major curriculum during the semester or summer session in which the certificate is to be granted.

### CERTIFICATE OF COMPLETION

The Certificate of Completion is awarded at the end of short-term courses in Nurses' Aide Training, Dining Room Service, Short Order Cooking, Cold Food Pantry, Storeroom Operations, Data Entry Clerk, Quality Control Clerk, Peripheral Equipment Operator, and Computer Operator. Information about these programs is available from the Division Chairmen.

### APPLICATION FOR GRADUATION

Students must apply for graduation by November 1 for the fall semester, by March 1 for the spring semester, and by July 1 for the summer session.

## **Student Services**

The Student Services Center is open from 7:30 a.m. until 4:30 p.m. to assist students with educational, personal, and/or vocational problems. Students are always welcome to consult with counselors. An appointment made a day in advance is recommended; appointments may be made directly with the counselor or through the secretary.

### **COUNSELING AND GUIDANCE**

One of the objectives of the College is to provide educational, vocational, and personal counseling services to assist students in self-evaluation, selection of a vocation, planning a program of study, finances, and other problems.

These services are directed by the Dean of Students assisted by trained counselors who are available throughout the day to talk with students.

Group guidance is provided through the orientation program, which acquaints new students with the College, together with standards and requirements which must be met.

Students may see counselors in groups of three or four people, or visit individually as they prefer.

### **HELP CENTER**

Located in Bldg. 858, The HELP CENTER is perhaps the most helpful and needed service offered at KCC. It is staffed by students and the principle of "students helping students" and thus "learning from their experience" is put into practice. Among the services offered are: tutoring, group counseling, referral, rapping, and relating in a genuine way. The doors of the HELP CENTER are open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Be sure to drop by—you'll like the warm, caring, and cordial atmosphere.

### **TESTING SERVICE**

Each applicant is given a placement test to evaluate his ability to profit from college-level training and to assist him in planning his program of study at Kapiolani Community College.

Through this service, the student receives assistance in assessing his aptitudes so that he can establish his educational and vocational goals. Referral resources are also used when appropriate.

### **JOB PLACEMENT SERVICE**

Job placement services for students are directed from the Placement Office in the Student Services Center. Students who have completed their training are helped without charge to find suitable full-time employment. Undergraduate students are assisted in finding part-time employment.

The college works in cooperation with the State Employment Services in the placement of students and graduates. Performance tests are given by the State Employment Service.

Job listings are maintained and applications are available for Federal, State, and City-County Civil Service examinations.

## FACULTY ADVISING

Students should refer to this catalog for information about the college, curricula, and course descriptions. If there is inadequate information here, clarification may be sought from a faculty advisor. The name of an appropriate faculty advisor may be obtained in the division offices for Liberal Arts, Business Education, Food Services and Hospitality Education, and Health Services Education, respectively.

## FINANCIAL AIDS

Many programs in higher education have been developed with State and Federal funds to assist students who need financial help. Kapiolani Community College participates in these programs and seeks to augment them with scholarships, awards, and employment opportunities.

**Educational Opportunity Grants**—A number of federal Educational Opportunity Grants are awarded to students with demonstrated financial need. No repayment is necessary.

The grants may range from \$200 to \$2,500 per year, but may not exceed one-half the total financial assistance merited by the student.

**National Direct Student Loans**—National Direct Student Loans of up to \$2,500 per academic year may be obtained by students, depending on the financial need of the student and the funds available at the College. First payment and three percent annual interest begins nine months after the student completes his studies or withdraws from college. Repayment of the principal may be extended over a ten-year period; however, the college requires a principal payment of no less than \$15 per quarter.

**College Work-Study Program**—Opportunities are provided under this program for part-time employment during the academic year and vacation periods at both the college and with approved off-campus agencies. Students are permitted to work an average of 15 hours per week during school and 40 hours per week during vacations. A full-time student may earn up to \$800 per year, depending upon the number of hours he works.

**Guaranteed Loan Program**—The Federal Insured Student Loan Program provides insurance for loans made by banks, savings and loan associations, credit unions, and other authorized lenders to students enrolled or accepted for enrollment on at least a half-time basis at the college. The maximum amount per academic year is \$2,500 and repayment begins between nine and twelve months after the student completes his course of study or leaves school.

**State of Hawaii Loans**—Long-term loans to meet educational expenses are available to full-time students who have been residents of the State for one year or have been enrolled and successfully completed at least one year at the College prior to application.

Repayment and interest charges begin six months after graduation or withdrawal from college, and may be extended over a ten-year period. A minimum monthly payment of \$15 is required on all loans.

**State of Hawaii Scholarships**—Scholarships covering tuition and registration fees are available to students who have been residents of the State for

five consecutive years prior to the application. The scholarships are renewable for the second year, providing that the student's academic performance has been satisfactory.

**Short-Term Loans**—Loans of up to \$50 to assist in meeting small financial emergencies are available to full-time students. The loans are interest free and must be repaid within 30 days.

**Scholarships-Grants**—A few scholarships and grants ranging from \$50 to \$100 are awarded by the college and community organizations. Recipients are usually selected on a basis of academic promise and financial need.

## HEALTH SERVICE

At the present time, Kapiolani Community College has no health service program. In case of an emergency, the student should be referred to the Student Services Center.

## INSURANCE

A student medical expense plan is available at the time of registration. This insurance offers protection against the expense of unexpected illnesses and accidental injury. Procuring of this policy is strongly urged.

## HOUSING

Kapiolani Community College does not maintain dormitories. Occasionally, the Student Services Center has a request for a student to do housework, baby sitting, and other family services in exchange for room and board.

Many Kapiolani students live at home or with relatives, while the remainder rent rooms or apartments in nearby areas. Housing is generally scarce and expensive, and students moving to Honolulu to attend Kapiolani Community College should allow themselves adequate time and money to search for a suitable place to live.

The Student Housing Office on the Manoa campus maintains a list of rooms and apartments whose landlords will rent to students. These places are not inspected or approved by the Student Housing Office; the listing is kept only as a service to students.

Special off-campus housing in two Waikiki hotels is available to students. Applications may be obtained by writing to the Student Services Center.

## LIBRARY

The main college library is in the Business Education Building. The services of the library and the materials in the library are available to faculty, students, visiting scholars, and off-campus borrowers who work with or are associated with the College. Hours are Monday-Thursday, 7:30 a.m.-10 p.m.; Friday, 7:30 a.m.-6 p.m. Closed weekends.

The library has approximately 17,000 volumes and 300 periodicals and newspapers, all arranged in open stacks. Inter-library loans from the University of Hawaii libraries are available.

Carrels and listening booths for 100 students are located in the library. Library books are checked out for a period of two weeks and may be renewed. No telephone renewals. Magazines and pamphlets are checked out for one week.

Reference books (books to be consulted for some definite information rather than for consecutive reading) and newspapers may not be borrowed.

Reserve books are those books in which instructors have made specific reading assignments. These books have been taken off the open shelves and placed in a separate section of the library. Reserve books may be borrowed for a limited time—usually overnight or over the weekend only.

## **LEARNING RESOURCES CENTER**

The Learning Resources Center is a closely coordinated library-audio-visual complex that serves as a means of most effectively and economically using new electronic media for instruction and for integrating these media with more traditional, book-based methods. The Center, located in the Business Education Building, houses equipment such as carrels, tape recorders, cassette player units, dictation/transcription machines, and typewriters.

## **BOOKSTORE**

The bookstore, located on the first floor of the Business Education Building, carries all textbooks and essential school supplies used by the College. The bookstore hours are 9 a.m.-2 p.m. Monday through Friday.

A second-hand bookstore is operated on a consignment basis and functions at the beginning of each semester to take and sell books. This bookstore operates presently at the Student Government (ASKCC) Office.

## **COMMUNICATION**

Telephone messages for students, except those of an emergency nature, will not be relayed by the College. Emergency messages are delivered through the Student Services Center.

The College has no facilities for delivering personal mail. Students should have personal mail addressed to their homes.

## **LOST AND FOUND**

Lost and found items are handled by the Student Services Center.

## **PARKING**

Because space is limited, the lottery method is used to prepare a list of eligible purchasers for parking permits. Instructions for participation in the lottery are available during registration.

Students are expected to familiarize themselves with the parking and traffic rules of the College, as established by the Board of Regents. These regulations are available at the Bookstore, the Student Services Center, and the Business Office.

## **Student Government and Activities**

The student activity program is an important part of the total education program of Kapiolani Community College. The activity program supplements and enriches classroom experiences, provides opportunities for personality, citizenship, and leadership development; and fosters college spirit.

Activity programs are supported by student dues, and funds for the various activities are budgeted by the Executive Council of the Associated Students of Kapiolani Community College. Each student enrolled in twelve or more semester hours of work automatically becomes a member of the student association. Students enrolled in fewer semester hours may become members of the association by paying the required membership fees.

### **CLUBS AND ORGANIZATIONS**

Organizing and participating in clubs is encouraged at Kapiolani Community College. There are three types of club activity:

Department-sponsored clubs organized by students sharing an interest in an academic major.

Special-interest clubs organized by students sharing a common interest in a special hobby or activity.

Service clubs organized by students wishing to provide services to the school and community.

### **INTRAMURAL SPORTS**

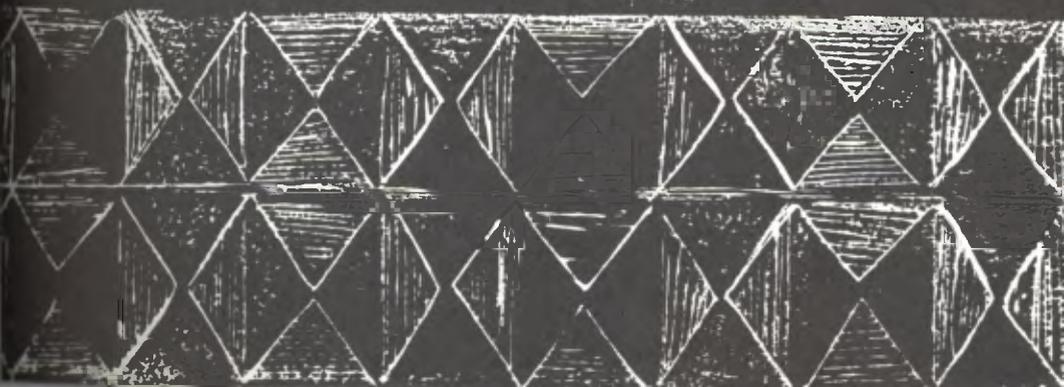
Since the College does not maintain an inter-collegiate athletic program, students who are interested in sports are encouraged to participate in intramural sports programs. Two programs are available at this time, bowling and basketball. If students are interested in organizing other programs, they are urged to contact the Intramural Committee Chairman.

### **STUDENT PERSONNEL COMMITTEE**

Four students, appointed by the President of the Associated Students, serve with the President on the Student Personnel Committee of the Faculty Senate to provide a means for communication between students and staff and administration on subjects of concern to students.



# Curricula



# Occupational Curricula

## BUSINESS EDUCATION

- Accounting
  - Associate in Science Degree Program
- Business Operations
  - Certificate of Achievement Program
- Clerical (Bookkeeping Major)
  - Certificate of Achievement Program
- Clerical (General Clerical Major)
  - Certificate of Achievement Program
- Clerical (Stenography Major)
  - Certificate of Achievement Program
- Data Processing
  - Associate in Science Degree Program
  - Certificate of Achievement Program
  - Certificates of Completion
    - Data Entry Clerk
    - Quality Control Clerk
    - Peripheral Equipment Operator
    - Computer Operator
- Mid-Management (Merchandising Major)
  - Associate in Science Degree Program
- Mid-Management (Hotel Operations)
  - Associate in Science Degree Program
- Secretarial Science
  - Associate in Science Degree Program

## FOOD SERVICE EDUCATION

- Food Service Management
  - Associate in Science Degree Program
- Food Service (Culinary Arts Major)
  - Certificate of Achievement Program
- Food Service (Dining Room Major)
  - Certificate of Achievement Program
- Certificates of Completion
  - Dining Room Service
  - Cold Food Pantry
  - Short Order Cooking
  - Storeroom Operations

## HEALTH SERVICE EDUCATION

- Dental Assisting
  - Certificate of Achievement Program
- Medical Assisting
  - Associate in Science Degree Program

- Medical Laboratory Technology  
Associate in Science Degree Program
- Practical Nursing  
Certificate of Achievement Program
- Radiologic Technology  
Associate in Science Degree Program
- Respiratory Therapy  
Associate in Science Degree Program
- Certificate of Completion  
Nurses' Aide

## Business Education Division

### ACCOUNTING CURRICULUM

#### ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum provides training for employment in the public accounting field—in Federal, State, and City and County Civil Service, in banks, and in private business establishments. A graduate of this program will be qualified to meet the demands of offices requiring skills in business mathematics, bookkeeping, accounting, payroll computation, typing, and the operation of business machines.

<b>Basic Requirements</b>	<b>Semester Hours</b>
English 26 or higher	3
Humanities	3
General Business 25, Applied Mathematics (or higher)	3
Science	3
Social Science	3
Speech	3
 <b>Major Requirements</b>	
Accounting 24, Principles of Accounting I	4
Accounting 25, Principles of Accounting II	4
Accounting 30, Payroll	2
Accounting 40, Intermediate Accounting	4
Accounting 41, Income Tax	3
Accounting 42, Cost Accounting	3
Business Machines 20, Business Machines	3
Data Processing 21, The Computer and Man in Society	3
Data Processing 21, The Computer and Man in Society	3
General Business 21, Introduction to Business	3
General Business 39, Business Law I	3
Typewriting 20, Beginning Typewriting	3
	53

Plus credits in electives to total 60 semester hours.

Note: A grade-point average of 2.0 is required in all accounting courses for graduation.

## Business Operations Curriculum

### CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for positions in various kinds of businesses. A graduate develops competencies in performing a variety of duties for a service occupation. This curriculum is recommended for those students who have yet to decide on an occupational goal.

Requirements	Semester Hours
*English 10, Basic English Skills	4
*Mathematics 10, Basic Mathematics	3
Speech 20, Fundamentals of Speech	3
*Typewriting 20, Beginning Typewriting	3
**General Business 26, Business Career Development, Seminar For Business Operations Majors	2
	15

Plus credits in courses related to an occupational goal to total 30 semester hours.

\*If this requirement is waived, 3 credits are awarded.

\*\*Required of all Business Operations majors during the first semester of enrollment.

## Clerical Curriculum

### BOOKKEEPING MAJOR

### CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for entry positions in bookkeeping requiring skills which include checking and verifying items and extensions; posting data to designated account books; totaling and balancing accounts; preparing payrolls, invoices, monthly statements, periodic reports, bank reconciliations; and compiling business records.

Requirements	Semester Hours
*English 10, Basic English Skills	4
Mathematics 21, Practical College Mathematics	3
Accounting 20, Fundamentals of Accounting I	4
Accounting 21, Fundamentals of Accounting II	4
Accounting 30, Payroll	2
Business Machines 20, Business Machines	3
General Business 21, Introduction to Business	3
General Business 21, Introduction to Business	3
Office Procedures 20B, Filing	1
*Typewriting 20, Beginning Typewriting	3
	27

Plus credits in electives to total 30 semester hours.

Note: A grade-point average of 2.0 is required in all accounting courses for graduation.

\*If this requirement is waived, 3 credits are awarded.

## Clerical Curriculum

### GENERAL CLERICAL MAJOR

#### CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for positions in various kinds of office operations. Graduates develop competencies in performing a variety of clerical duties, including typing simple copy, cutting stencils, completing business forms and miscellaneous records from rough drafts and printed material, filing, operating business machines and duplicators, distributing mail, answering the telephone, and meeting the public.

Requirements	Semester Hours
*English 10, Basic English Skills	4
*Mathematics 10, Basic Mathematics	3
Speech 20, Fundamentals of Speech	3
Business Machines 20, Business Machines	3
*Typewriting 20, Beginning Typewriting	3
Typewriting 30, Intermediate Typewriting	3
Office Procedures 20B, Filing	1
Office Procedures 24, Duplicating	1
Office Procedures 40, General Clerical Procedures	4
	25
Plus credits in electives to total 30 semester hours.	

Note: Data Processing, Key-Punch Equipment Operator, is recommended for those interested in key-punch operator positions.

\*If this requirement is waived, 3 credits are awarded.

## Clerical Curriculum

### STENOGRAPHY MAJOR

#### CERTIFICATE OF ACHIEVEMENT (32 Semester Hours)

This curriculum prepares students for employment as stenographers. Emphasis is given to a variety of basic office skills, as in the general business operations major; however, typing and shorthand, the two principal skills required for employment, form the core of the curriculum.

Requirements	Semester Hours
English 26, Basic Writing Review	3
Mathematics 21, Practical College Mathematics	3
Speech 20, Fundamentals of Speech	3
Accounting 20, Fundamentals of Accounting I	4
Typewriting 24, Self-Directed Dictation and Transcription	2
*Typewriting 30, Intermediate Typewriting	3
Office Procedures 20B, Filing	1
Office Procedures 24, Duplicating	1
Typewriting 40, Advanced Typewriting	3
Office Procedures 20C, Rotary, Printing Calculators	1
Office Procedures 40, General Clerical Procedures	4
**Shorthand 30, Intermediate Shorthand	4
	32

\*Prerequisite: Typewriting 20, 21, 22, or equivalent.

\*\*Prerequisite: Shorthand 20, 21 or equivalent.

# Data Processing Curriculum

## ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum provides students with training for employment as technicians in the field of data processing. Students are trained in basic programming concepts and techniques, in advanced third-generation computer concepts, and in programming business applications with problem-oriented languages such as COBOL and RPG. They are also trained to operate electronic computers and various types of peripheral equipment.

<b>Basic Requirements</b>	<b>Semester Hours</b>
English	3
Humanities	3
Science	3
Social Science	3
Mathematics (see possible courses below)	3
Speech 26 or above	3
<b>Major Requirements</b>	
Accounting 24, Principles of Accounting I	4
Accounting 25, Principles of Accounting II	4
Data Processing 30, Introduction to Data Processing	4
Data Processing 31, Fundamentals of Computer Programming	4
Data Processing 32, Business Systems and Applications	2
Data Processing 40, Advanced Computer Concepts	3
Data Processing 41, Computer Programming I—COBOL	3
Data Processing 42, Computer Programming II—RPG	3
Data Processing 44, Advanced Programming Systems	2
Data Processing 46, Business Systems Analysis	3
Data Processing 50, Data Processing Internship	1
Data Processing 51, Data Processing Internship	1
Data Processing 52, Data Processing Internship	2
Data Processing 53, Data Processing Internship	2
	56

Plus credits in electives to total 60 semester hours.

### Alternative Mathematics courses:

- General Business 25, Applied Mathematics
- Mathematics 25, Elementary Algebra
- Mathematics 110, Geometry
- Mathematics 100, Survey of Mathematics
- Mathematics 102, Introduction to Mathematical Logic

# Data Processing Operations Curriculum

## CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for initial employment as operators of electronic computers and various types of peripheral equipment. Students are also given an introduction to basic programming concepts.

The curriculum requires the student to finish his training during the summer session to complete the 30 semester hours.

Requirements	Semester Hours
English 30, Basic Writing Review	4
Mathematics (see possible courses below)	3
Accounting 24, Principles of Accounting I	4
Data Processing 30, Introduction to Data Processing	4
Data Processing 31, Fundamentals of Computer Programming	4
Data Processing 32, Business Systems and Applications	2
Data Processing 35, Facility Operations and Management	3
Data Processing 50, Data Processing Internship	1
Data Processing 51, Data Processing Internship	1
Data Processing 53, Data Processing Internship	2
	28

Plus credits in electives to total 30 semester hours.

Alternative Mathematics courses:

- General Business 25, Applied Mathematics
- Mathematics 25, Elementary Algebra
- Mathematics 110, Geometry
- Mathematics 100, Survey of Mathematics
- Mathematics 102, Introduction to Mathematical Logic

# Data Processing Operations Curriculum

## CERTIFICATE OF COMPLETION

A certificate will be awarded for Data Entry Clerk, or Quality Control Clerk, or Peripheral Equipment Operator, or Computer Operator based on competencies acquired through course work (or prior experience) for each job. Skills for each job and the courses where these skills may be learned are given below.

### Data Entry Clerk:

- |                                |                          |
|--------------------------------|--------------------------|
| Basic Typewriting              | Typewriting 20           |
| Key Punching                   | Data Processing 20       |
| Basic Data Processing Concepts | Data Processing 21 or 30 |
| Familiarity with Encoders      | Data Processing 50       |

### Quality Control Clerk:

Basic Typewriting	Typewriting 20
Key Punching	Data Processing 20 or 50
Basic Data Processing Concepts	Data Processing 21 or 30
Ten Key Adding Machine or Familiarity with Encoders	Business Machines 20B Data Processing 50
Basic Accounting	Accounting 20 or 24

### Peripheral Equipment Operator:

Survey of Data Processing	Data Processing 30
Operation of Unit Record Machines	Data Processing 30 or 51
Basic Wiring Principles	Data Processing 30 or 50
Operation of Decollator, Burster	Data Processing 50

### Computer Operator:

Survey of Data Processing	Data Processing 30
Computer Concepts	Data Processing 30
Operation of Computer	Data Processing 51 or 52
Basic Job Control Language	Data Processing 40
Basic Programming	Data Processing 30 or 31
Basic Concepts of Operations System	Data Processing 40
Computer Systems Utilities	Data Processing 40 or 44

## Mid-Management Curriculum

### ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students for employment in mid-management and supervisory level positions. Students have the option of specializing in either the Merchandising Mid-Management Program or the Hotel Operations Mid-Management Program.

**Merchandising Mid-Management:** Students will be prepared for employment as assistant division, department or sectional supervisors; assistants to buyers, sales managers, purchasing agents; and professional salesmen in the wholesale and retail areas.

**Hotel Operations Mid-Management:** Students will be prepared for employment in skilled and entry supervisory positions in hotel operations areas which include the front office, food and beverage service, housekeeping, and sales.

### Basic Requirements

- ✓ English
- ✓ Speech 26 or higher
- ✓ Social Science
- ✓ Humanities
- ✓ General Business 25, Applied Mathematics
- ✓ Science

### Semester Hours

- 3
- 3
- 3
- 3
- 3
- 3

<b>Mid-Management Core Requirements</b>	<b>Semester Hours</b>
✓ Accounting 24, Principles of Accounting I	4
General Business 21, Introduction to Business	3
✓ Data Processing 21, The Computer and Man in Society	3
General Business 23, Human Relations in Business	3
✓ General Business 30, Principles of Management	3
Hotel Operations Mid-Management Major or Merchandising Mid-Management Major and Electives	<u>26</u>
Total Semester Hours	60

## **HOTEL OPERATIONS MID-MANAGEMENT MAJOR**

<b>Major Requirements</b>	<b>Semester Hours</b>
Hotel Operations 31, Fundamentals of Hotel Organization	3
Hotel Operations 41, Front Office Procedures	3
Hotel Operations 42, Housekeeping Procedures	3
✓ Hotel Operations 43, Food and Beverage Control ✓	3
General Business 55, Cooperative Education	4
Plus credits in electives to total 60 semester hours.	

## **MERCHANDISING MID-MANAGEMENT MAJOR**

<b>Major Requirements</b>	<b>Semester Hours</b>
Merchandising 20, Advertising and Display	3
Merchandising 21, Principles and Methods of Salesmanship	3
Merchandising 23, Merchandise Analysis	3
Merchandising 30, Principles of Retailing	3
Merchandising 31, Principles of Marketing	3
Business Machines 20, Business Machines	3
Plus credits in electives to total 60 semester hours.	

# **Secretarial Science Curriculum**

## **ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)**

This curriculum is designed to prepare students for employment as secretaries in government and private industries. The program is flexible and permits students to broaden their background and increase their employability through intensive training in a variety of advanced secretarial courses. Specialized courses in legal and medical secretarial procedures are offered.

<b>Basic Requirements</b>	<b>Semester Hours</b>
English 26 or higher	3
Humanities	3
Mathematics 21, Practical College Mathematics	3
Science	3
Social Science	3
Speech	3

## Major Requirements

Accounting 20, Fundamentals of Accounting I; or Accounting 24, Principles of Accounting I	4
Business Machines 20, Business Machines	3
General Business 35, Business Communications	3
*Typewriting 24, Self-Directed Dictation and Transcription	2
Typewriting 30, Intermediate Typewriting	3
Office Procedures 20B, Ten-key Adders	1
Office Procedures 24, Duplicating	1
Typewriting 40, Advanced Typewriting	3
Office Procedures 20C, Records Management	1
Office Procedures 50, Secretarial Procedures	4
**Shorthand 30, Intermediate Shorthand	4
Shorthand 40, Advanced Shorthand	4
	<hr/>
	51

Plus credits in electives to total 60 semester hours.

\*Prerequisite: Typewriting 20, 21, 22 or equivalent.

\*\*Prerequisite: Shorthand 20, 21 or equivalent.

## Food Service Education Division

### FOOD SERVICE MANAGEMENT CURRICULUM

#### ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students for employment in the food service field, principally in the area of management and/or supervision. Graduates may qualify as managers, supervisors, or assistant managers of food services in restaurants, hotels, public schools, institutions, clubs and hospitals.

Basic Requirements	Semester Hours
English 26 or higher	3
Humanities	3
Mathematics 21, Practical College Mathematics	3
Science	3
Social Science	3
Speech	3

## Major Requirements

Food Service 021, Introduction to Food Service or Food Service 021B & 021C (Self-study modules)	2
Food Service 030, Nutrition and Menu Planning or Food Service 030B & 030C (Self-study modules)	2
Food Service 031, Storeroom Operations and Stewarding Procedures	3
Food Service 032, Dining Room Service	6

Any of the following courses for 7 credits:	7
Food Service 040, Fundamentals of Cookery (7)	
*Food Service 040B, Fundamentals of Baking (3)	
*Food Service 040C, Cold Food Pantry (2)	
*Food Service 040D, Basic Cooking (2)	
Food Service 035, Short Order Cooking (7)	
Food Service 046, Purchasing and Cost Control	4
Any of the following courses for 7 credits:	7
Food Service 041, Culinary Art in Food Preparation (7)	
*Food Service 041B, Meat, Fish & Poultry Analysis (2)	
*Food Service 041C, Soups & Sauces: Basic & Advanced (2)	
*Food Service 041D, Buffet Presentation (3)	
*Food Service 041E, Asian Cookery (3)	
Food Service 047, Equipment Layout and Design	2
Food Service 050, Food Service Management	4
	<hr/>
	55
Plus 5 credits in electives to total 60 semester hours	

## Food Service Curriculum

### CULINARY ARTS (GENERAL COOK) MAJOR

#### CERTIFICATE OF ACHIEVEMENT (31 Semester Hours)

This curriculum is designed to prepare students for initial employment as specialty or general cooks in restaurants, hotels, clubs and institutions.

Requirements	Semester Hours
Speech or	
Mathematics 10, Basic Mathematics	3
Food Service 021, Introduction to Food Service or	
Food Service 021B & 021C (Self-study modules)	2
Food Service 030, Nutrition and Menu Planning or	
Food Service 030B & 030C (Self-study modules)	2
Food Service 031, Storeroom Operations and	
Stewarding Procedures	3
Any of the following courses for 7 credits:	7
Food Service 040, Fundamentals of Cookery (7)	
*Food Service 040B, Fundamentals of Baking (3)	
*Food Service 040C, Cold Food Pantry (2)	
*Food Service 040D, Basic Cooking (2)	
Food Service 035, Short Order Cooking	7
Any of the following courses for 7 credits:	7
Food Service 041, Culinary Art in Food Preparation (7)	
*Food Service 041B, Meat, Fish & Poultry Analysis (2)	
*Food Service 041C, Soups & Sauces: Basic & Advanced (2)	
*Food Service 041D, Buffet Presentation (3)	
*Food Service 041E, Asian Cookery (3)	
	<hr/>
	31

\*Evening schedule

# Food Service Curriculum

## DINING ROOM MAJOR

### CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum is designed to prepare students for initial employment as waiters/waitresses, hosts/hostesses, or assistant dining room managers.

Requirements	Semester Hours
Speech	3
*Mathematics 10, Basic Mathematics	3
Merchandising 21, Principles and Methods of Salesmanship	3
Food Service 021, Introduction to Food Service or Food Service 021B & 021C (Self-study modules)	2
Food Service 030, Nutrition and Menu Planning or Food Service 030B & 030C (Self-study modules)	2
Food Service 032, Dining Room Service	6
Food Service 048, Dining Room Supervision	6
	25

Plus 5 credits in electives to total 30 semester hours.

\*If this course is waived, 3 credits are awarded.

# Dental Assisting Curriculum

### CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum is designed to prepare students for employment in private dental offices, hospital out-patient clinics, eleemosynary institutions, State and Federal agencies, and dental supply houses. Students are trained in basic dental laboratory skills, and in dental office and business procedures.

Requirements	Semester Hours
<b>Fall:</b>	
Dental Assisting 20, Dental assisting	7
Dental Assisting 21, Dental assisting	3
Speech	3
Mathematics	3-4
	16-17
<b>Spring:</b>	
Dental Assisting 22, Dental assisting	7
Dental Assisting 23, Dental assisting	3
Electives	3-4
	13-14
<b>TOTAL</b>	<b>30</b>

# Medical Assisting Curriculum

## ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students to assist physicians in offices and clinics with patients, routine laboratory and office procedures, and other selected duties.

Requirements	FIRST YEAR	Semester Hours
<b>Fall:</b>		
Anat 22, Human anatomy & physiology		3
Typewriting 20 or equivalent		3
Medas 30, Clinical Assisting I		2
Health Foundations 104, 105, 110		4
English		4
		16
<b>Spring:</b>		
Typewriting 24		2
Typewriting 30 or equivalent		3
Medas 31, Medical Law, Ethics and Economics		3
Health Foundations 103, 107, 108, 109		4
Math 21, Practical college mathematics		3
Ofro 24		1
		16
<b>SECOND YEAR</b>		
<b>Fall:</b>		
Medas 32, Clinical Laboratory Procedures I		4
Medas 41, Clinical Assisting II		4
Psy 25, Applied psychology		3
Speech 26		3
Humanities		3
		17
<b>Spring:</b>		
Medas 40, Medical Office Procedures		3
Medas 43, Externship		6
Electives		3
		12
<b>TOTAL</b>		61

NOTE: A grade of C must be maintained in all Medical Assisting and related courses in order for the student to continue in the program.

# Medical Laboratory Technician Curriculum

## ASSOCIATE IN SCIENCE DEGREE (73 Semester Hours)

This curriculum is designed to prepare students to perform many fundamental laboratory procedures, to care for equipment and laboratory animals, and to file laboratory reports and requisition supplies under the direction of a medical technologist, physician, or biological scientist.

Graduates of this program will meet college education requirements for State of Hawaii certification as a Medical Laboratory Technician, and will be eligible to take the examination to become Registered MLT(ASCP) by the National Registry of the American Society of Clinical Pathologists.

### Requirements Semester Hours

#### FIRST YEAR

##### Fall:

Chem 113, 113L, General Chemistry	4
Mathematics	3
Speech	3
Anat 110, Anatomy and physiology	4
MTech 100, Orientation to the Clinical Laboratory	3
MTech 100L, Introduction to Laboratory Methods	1
	18
*Health Foundations 104, 105	3

##### Spring:

Chem 114, 114L, General Chemistry	4
English 100	3
MTech 102, Clinical Laboratory Theory	4
MTech 102L, Clinical Laboratory Technique	2
Humanities	3
	16

##### Summer:

MTech 140, Clinical Laboratory Rotation I	8
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#### SECOND YEAR

##### Fall:

MTech 201, Clinical Chemistry	4
MTech 201L, Clinical Chemistry Laboratory	2
MTech 203, Immunology	4
MTech 204, Clinical Microbiology	3
MTech 204L, Clinical Microbiology Laboratory	1
Social Science	3
	17

##### Spring:

MTech 241, Clinical Laboratory Rotation II	13
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Total required	72
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NOTE: A grade of C must be maintained in all Medical Laboratory Technician courses in order for the student to continue in the program.

\*Optional, recommended for students who have had some required courses.

# Practical Nursing Curriculum

## CERTIFICATE OF ACHIEVEMENT (36 Semester Hours)

The Practical Nursing curriculum consists of planned learning experiences which will prepare the student, upon graduation, to function in the role of a beginning practitioner of practical nursing. The program is one year in length; new students are admitted only in the Fall term. Students receive supervised clinical experience in health agencies.

Upon successful completion of the program, students are eligible to write the State of Hawaii licensure examination for practical nurses.

Requirements	Semester Hours
<b>Fall:</b>	
Practical Nursing 20, Basic Nursing Care	10
Practical Nursing 21, Directed Study	1
Anatomy 22, Human Anatomy and Physiology	3
	<hr/>
	14
<b>Spring:</b>	
Practical Nursing 22, Physical & Mental Illness	11
Practical Nursing 23, Directed Study	1
Health Foundations 106, Introduction to Human Growth and Development	3
	<hr/>
	15
<b>Summer:</b>	
Practical Nursing 24, Maternal & Child Nursing	6
Practical Nursing 25, Personal & Vocational Relationships	1
	<hr/>
	7
<b>TOTAL</b>	<hr/>
	36

NOTE: A grade of C or above must be maintained in all courses in order for the student to continue in the nursing program.

# Radiologic Technology Curriculum

## ASSOCIATE IN SCIENCE DEGREE (65 Semester Hours)

This curriculum includes a combination of subject matter and experiences designed to prepare a person for the safe use of x-ray equipment in clinical settings under the supervision of a radiologist or other physician.

Satisfactory completion of the requirements for the Associate in Science degree permits the student to take the qualifying examination of the American Registry of Radiologic Technologists.

Requirements	Semester Hours
<b>FIRST YEAR</b>	
<b>Fall:</b>	
*Eng	3
*Mathematics	3
Anat 100, Human Anatomy and Physiology	4
RTech 100, Introduction to Radiologic Technology	3
RTech 140, Hospital Radiographic Technique	2
RTech 148, Radiography Seminar	1
	16
<b>Spring:</b>	
*Speech	3
RTech 110, Radiologic Techniques	3
RTech 120, Radiologic Physics	3
RTech 130, Topographic Anatomy	1
RTech 141, Hospital Radiographic Technique	2
RTech 149, Radiography Seminar	1
	13
<b>Summer—11 weeks:</b>	
RTech 150, Radiography Seminar	2
RTech 142, Hospital Radiographic Technique	2
	4
NOTE: A grade of C must be maintained in all Radiologic Technology courses in order for the student to continue in the program.	
<b>SECOND YEAR</b>	
<b>Fall:</b>	
*Social Science	3
RTech 200, Advance Radiologic Positioning	3
RTech 210, Advance Radiologic Technique	3
RTech 240, Hospital Radiographic Technique	2
RTech 248, Radiography Seminar	1
	12
<b>Spring:</b>	
*Elective	3
*Life or Physical Science	3
*Humanities	3
RTech 200, Departmental Administration	1
RTech 230, Special Radiographic Procedures	3
RTech 241, Hospital Radiographic Technique	2
RTech 249, Radiography Seminar	1
	16

**Summer—11 weeks:**

RTech 250, Radiotherapy and Nuclear Medicine	2
RTech 242, Hospital Radiographic Technique	<u>2</u>
	4
<b>TOTAL</b>	<b>85</b>

NOTE: A grade of C must be maintained in all Radiologic Technology courses in order for the student to continue in the program.

All Radiologic Technology courses transferable to institutions offering baccalaureate degrees. At the present time, the University of Hawaii does not offer such a program.

\*Must be in courses numbered 100 and above. Students are encouraged to elect Health Foundations courses to increase their knowledge of the health fields.

## Respiratory Therapy Curriculum

### ASSOCIATE IN SCIENCE DEGREE (73 Semester Hours)

This curriculum is designed to prepare students to participate in pulmonary function testing, respiratory and cardiac emergencies, care and use of critical care equipment and departmental administrative duties.

Satisfactory completion of the requirements for the Associate in Science degree permits the student to take the qualifying examination of the American Registry for Respiratory Therapy.

Requirements	Semester Hours
<b>FIRST YEAR</b>	
<b>Fall:</b>	
Anat 110, Human anatomy and physiology	4
Resp 110, Respiratory therapy, Theory I	4
Resp 110L, Respiratory therapy, Technique I	5
Mathematics	3
Health Foundations 104, 105, 110	<u>4</u>
	20
<b>Spring:</b>	
Resp 111, Respiratory therapy, Theory II	4
Resp 111L, Respiratory therapy, Technique II	5
Physical Science	3
Health Foundations 101, 102, 103, 107, 108, 109	<u>6</u>
	18
<b>First Summer Session:</b>	
Resp 130, Pulmonary function	2
Resp 130L, Pulmonary function technique	<u>1</u>
	3

Requirements	Semester Hours
<b>SECOND YEAR</b>	
<b>Fall:</b>	
Resp 212, Respiratory therapy, Theory III	4
Resp 212L, Respiratory therapy, Clinical I	5
English 100	3
Speech	3
	15
<b>Spring:</b>	
Resp 213, Respiratory therapy, Theory IV	4
Resp 213L, Respiratory therapy, Clinical II	5
Psy 100, Psychology	3
Humanities	3
	15
<b>Second Summer Session:</b>	
Resp 231, Respiratory seminar	2
Resp 231L, Respiratory therapy, Clinical III	1
	3
TOTAL	74

NOTE: A grade of C or above must be maintained in all courses in order for the student to continue in Respiratory Therapy program.

All Respiratory Therapy courses transferable to institutions offering baccalaureate degrees. At the present time, the University of Hawaii does not offer such a program.

## Other Occupational Curricula

For the following curricula, which are not offered at Kapiolani Community College, the student is referred to Honolulu and Leeward Community Colleges.

### TRADE-TECHNICAL CURRICULA

Applied Arts—Honolulu	Fire Science—Honolulu
Aquatic—Leeward	Games and Sports—Leeward
Architectural Drafting—Honolulu	Heavy Equipment—Honolulu
Auto Body Repair and Painting—Honolulu	Industrial Education—Honolulu
Automotive—Leeward	Industrial Electricity—Honolulu
Automotive Mechanics—Honolulu	Library Technology—Leeward
Aviation Maintenance Technician— Honolulu	Marine Technology—Leeward
Blueprint Reading—Honolulu	Metalworking—Honolulu
Carpentry—Honolulu	Outdoor Recreation—Leeward
Commercial Baking—Honolulu	Police Science—Honolulu
Cosmetology—Honolulu	Recreational Drama—Leeward
Drafting—Leeward	Recreational Music and Dance—Leeward
Electronics—Honolulu	Refrigeration and Air Conditioning— Honolulu
Engineering Technology—Honolulu	Sheet Metal and Plastics—Honolulu
Fashion Arts—Honolulu	Welding—Honolulu

## Liberal Arts (Transfer) Curriculum

The Liberal Arts Transfer Program of Kapiolani Community College leads to an Associate in Arts degree and is designed to enable a student to transfer to the upper division of a four-year college or university. Kapiolani is continually attempting to expand and refine its Liberal Arts Curriculum to provide the best selection of lower division college courses.

In fall 1971, the following conditions of transfer became effective:

- I. Transfer Students: Students may transfer between campuses of the University of Hawaii system provided they meet the requirements of the program into which they wish to transfer.
  - A. Students not originally accepted to Manoa Campus may transfer to Manoa after they complete a minimum of **24** credits in college transfer courses at a Community College, and they meet requirements for continuing registration at Manoa. (Note: When Manoa becomes saturated, this policy will require modification.)
  - B. Students originally accepted at Manoa who elect to begin at a Community College need not complete 24 credits before transferring to Manoa, but they must meet the GPA required of Manoa students for continued registration.
  - C. Students on academic suspension from Manoa who choose to attend a Community College for college transfer work must earn at the Community College a minimum GPA of 2.0 in order to return to Manoa. Students should be aware that if they sit out the suspension semester, they can return to Manoa automatically; but if they choose to attend a Community College, they are subject to the 2.0 requirement in college level courses.
  - D. Students dismissed from Manoa who attend a Community College may return to Manoa only by application to the appropriate Manoa college. This same procedure is followed by dismissed students who do not attend school.

### II. Credit Transfer

Credit for courses numbered 1-59 will be transferred from Kapiolani Community College only upon approval of the receiving institution.

- A. Credit and content for courses numbered 100-299 will transfer to Manoa.
- B. Credit for the D grade will transfer to Manoa campus.
- C. Any number of credits may be transferred from a Community College to Manoa.
- D. Students wishing to transfer to any other four-year college should consult the Registrar there for transfer information.

### III. Grade-Point Transfer

Grade-points are transferable among the various campuses of the University of Hawaii system. This includes transfer between a community college and Manoa Campus or Hilo College.

## **ADMISSION TO THE LIBERAL ARTS CURRICULUM**

Students who satisfy the admission requirements of Kapiolani Community College will be admitted to the Liberal Arts Curriculum.

## **ADMISSION TO LIBERAL ARTS COURSES**

Liberal Arts courses are open to all students without any conditions except departmental prerequisites (see course descriptions for prerequisites). In sequential mathematics and science course and humanities/social science courses which require a great deal of writing and speech, students will be advised to enroll in courses based on their scores on writing, speech and quantitative placement tests. Placement tests will be given in mathematics, writing and speech to help students choose the courses best suited to their needs.

## **LANGUAGES**

All students who have previously taken a course in a foreign language and wish to continue their study of that language at Kapiolani Community College must take a placement test prior to enrollment. Further information may be obtained from the Academic Advisor of the Arts & Sciences Division.

## **HUMANITIES REQUIREMENT**

Courses in American Studies, Drama, History, Music, Philosophy and Religion satisfy the Humanities requirement for the Associate in Arts and Associate in Science degrees. In addition, certain courses in Art, English, and Social Sciences may apply. The student should see his advisor for assistance in selecting Humanities courses.

## **SOCIAL SCIENCE REQUIREMENT**

Courses in Anthropology, Economics, Ethnic Studies, Geography, Political Science, Psychology, Sociology, and Special Studies satisfy the Social Science requirement for the Associate in Arts and Associate in Science degrees. In addition, certain courses in General Business and the Humanities area may apply. The student should see his advisor for assistance in selecting Social Science courses.

## **NATURAL SCIENCE REQUIREMENT**

The 3 courses required in the Natural Sciences should include at least one each of physical science and biological science course. At least one of these courses must include a laboratory experience.

## **APPLICATION TO FOUR-YEAR INSTITUTIONS**

Entrance requirements for the various four-year colleges and universities are not uniform. Students should familiarize themselves with the requirements of the colleges and fields of study of their choice. They should consult with their faculty advisors in order to arrange a program that will meet these requirements, as well as permit them to graduate from Kapiolani Community College.

The following steps should be taken in applying for admission to a four-year institution:

1. Write for application forms and transfer procedures from the admissions offices of colleges being considered in sufficient time to meet the college deadline.

2. If examinations are required, register for them.

3. Check with the Student Services Center regarding transcripts and other details.

4. Follow-up to check whether transcripts were sent/received.

For students wishing to transfer to the University of Hawaii, Manoa Campus, the application period is December 1 to May 1 for the fall semester; and June 1 to November 1 for spring semester. In addition, students should familiarize themselves with the articulation policy in effect among the community colleges, the Hilo and Manoa campuses.

## Liberal Arts

### ASSOCIATE IN ARTS DEGREE (60 Semester Hours)

#### TRANSFER PROGRAM

<b>Basic Requirements*</b>	<b>Semester Hours</b>
English 100, 140, 170, 190, Journalism 205	3
Mathematics 100 (or higher), Philosophy 210 or Computer Science 112	3
History 151-152	6
Speech 125 (or higher) or Drama 220	3
	15

#### **Area Requirements\***

**HUMANITIES:** 3 semester courses (at least one from each of the three groups) 9

#### **Group I**

Drama 160  
English 250, 252, 253,  
254, 256

#### **Group II**

Philosophy 100, 200  
Religion 150, 151

#### **Group III**

American Studies 201, 202\*\*  
Art 101, 120, 290  
Music 160, 180  
History 241, 242, 281, 282

**NATURAL SCIENCES:** 3 semester courses (including one four credit lab-science and preferably including one biological and one physical science) 10-12

Anatomy 110  
Chemistry 113, 113L  
Chemistry 114, 114L  
Geography 101  
Geoscience 101

Micro 130  
Ocean 201  
Physics 100  
Sciences 110, 110L, 121, 161  
Zoology 101

\*These are AA requirements; baccalaureate degree requirements differ. See Academic Advisors for details.

SOCIAL SCIENCES: 3 semester courses (including at least one from each group) 9

**Group I**

- American Studies, 201, 202\*\*
- Anthropology 150, 200
- Guidance 101
- Psychology 100, 110
- Sociology 151, 200

**Group II**

- Economics 120 or 150
- Ethnic Studies 101
- Geography 102, 151
- Political Science 110, 131, 139
- Special Studies 291, 292, 294, 295

**Special Requirements and Electives**

15-17

- Accounting 201-202
- Art 100, 108\*\*\*, 113, 114
- Communications 150\*\*\*
- Data Processing 101
- English 127
- French 101-102, 201-202
- Health and Physical Education 100, 107, 115, 125
- Health Foundations 101-110
- History 131-135\*\*\*
- Human Potential 100
- Japanese 101-102
- Journalism 206
- Mathematics 102, 111, 120, 133-134, 205, 206
- Music 102, 125-126\*\*\*
- Spanish 101-102
- Speech 145\*\*\*, 231\*\*\*

Total Semester Hours

60

\*\*Satisfies either the Humanities or Social Sciences requirements, not both.  
\*\*\*These courses fulfill the Humanities requirement.

**TRANSFERRING TO THE UNIVERSITY OF HAWAII—MANOA CAMPUS**

Since many Liberal Arts majors plan to transfer to the Manoa campus of the University of Hawaii, they need to be familiar with the lower division requirements for some of the baccalaureate degrees as well as the Associate in Arts degree at Kapiolani Community College.

The following pages show the lower division requirements for the Bachelor of Arts (College of Arts and Sciences), the Bachelor of Education (College of Education), and the Bachelor of Business Administration (College of Business Administration) at the Manoa campus. If a student is interested in other colleges at Manoa, or if he has questions about these requirements which are shown on the "cross-off sheets," he should see the academic advisor. In addition, since the requirements on these "cross-off sheets" are subject to change, it is important that all students keep abreast of the changes and understand the options available when changes occur.

As stated in the section on "Application to Four-year Institutions," it is the student's responsibility to get all the correct transfer information.

# Bachelor of Arts Program

## BASIC REQUIREMENTS

### Quantitative or logical reasoning (any one course):

ENG 100, 110, 120, 130, 140, 150, 160, or 170	AG EC 434, 480	ISC 301, 302
ESL 100 (for foreign students)	ANTH 400	MATH 100, 134 or higher
HIST 151-152 or 161-162	BAS 301, 302, 351	PHIL 210, 445
LANG 201-202 or approved equivalent	ECON 321	PSY 113
	ED EP 429	COMM 406

## AREA REQUIREMENTS

*HUMANITIES: 6 semester courses, including at least two English courses from Group I, at least one course from Group II, and at least one course from Group III.*

I. DRAMA 160 ENG 251, 252, 253, 254, 255, 256 Literature courses offered by the lan- guage departments (in original language or translation)	III. ART 101, 270, 280 ASIAN 241, 242, 310 DRAMA 180, 260 ENG 320, 331, 335, 351, 352, 360, 471, 472, 473 HIST 241, 242, 281, 282 LING 102 MUS 160, 170, 180, 190	IV. ART 105, 106, 107, 108 DRAMA 221, 222, 240, 281, 282, 283, 284, 490 EALA 141 ENG 313 MUS 123, 124, 125, 126, 127, 128, 129 SP 231
II. PHIL 100, 200, 201 REL 150, 151		

*NATURAL SCIENCES: 3 semester courses, including one 4-credit lab science. Courses should preferably be chosen from both biological and physical sciences.*

BIOCH 441	GENET 351	OCEAN 201
BIOL 220	GEOG 101	PHYS 100-(101 opt.), 102, 110, 111, 151-153, 152-154, 170-171, 272- 273, 274-(275 opt.)
BOT 101, 130, 201, 450	GG 101, 102	ZOOL 101, 450
CHEM 100-101, 113- 115, 114-116, 117- 118	ISC 301, 302	
SCI 121, 122, 123, 124	MET 101	
	MICRO 130, 351	

*SOCIAL SCIENCES: 4 semester courses (including at least one course from each sub-group).*

I. AM ST 201, 202, 301, 302 ANTH 150, 200 ASIAN 312 BOT 105	PSY 100, 110, 112, 320 321, 322, 430 SOC 100, 200, 312, 322, 332, 342, 352	II. ECON 120 or 150, 151 GE 203 or IS 203 GEOG 102, 151 POL SC 110
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Any course appearing in more than one place may be used to fulfill only **one** requirement.

In addition to the College requirement, students must meet requirements of a major field of study and complete 124 total credits of which 60 must be non-introductory.

# Pre-Education Program\*

## BASIC REQUIREMENTS

### Quantitative or logical reasoning (any one course):

ENG 100, 110, 120, 130, 140, 150, 160, or 170	AGRI ECON 434, 480	ISC 301, 302
HIST 151-152, or 161-162**	ANTH 400	MATH 111 for Elementary and Math majors
SP 151, 251, or	BAS 301, 302, 351	PHIL 210, 445
COMM 145	ECON 321	PSY 113
	ED EP 429	COMM 406
		MATH 100 and above

## AREA REQUIREMENTS

*HUMANITIES: 6 semester courses, including at least two English courses from Group I, at least one course from Group II, and at least one course from Group III.*

I. DRAMA 160	II. PHIL 100, 200, 201	IV. AM ST 485, 486
ENG 251, 252, 253, 254, 255, 256	REL 150, 151	ART 105, 106, 107, 108, 496
Literature courses offered by the lan- guage departments (in original or in translation)	III. AM ST 201, 202***	ASIAN 301, 302, 310
	ART 101, 270, 280	DRAMA 240, 221, 222, 281, 282, 283, 284, 490
	MUS 160, 170, 180, 265, 266	ENG 312 to 499 (ex- cept 397, 398, 497, 498)
	SS 133	HIST 241, 242, 281, 282
		JOURN 150
		LING 102
		SP 211, 231
		COMM 304, 305

*NATURAL SCIENCES: 3 semester courses, including one 4-credit lab science. Courses should preferably be chosen from both biological and physical sciences.*

BIOL 220	GEOG 101	OCEAN 201
BOT 101, 201, 450	GEOSCI 101, 102	PHYS 100 (101 may be taken concurrently for one extra credit), 102, 110, 111, 151, 152, 170, 272, 274
CHEM 113-115, 114-116, 117-118	ISC 301, 302	ZOOL 101, 450
GEN SCI 121, 122, 124	MET 101	
GEN 451	MICRO 130, 351	

*SOCIAL SCIENCES: 4 semester courses (including at least one course from each sub-group).*

I. AM ST 201, 202***, 301, 302	PSY 100****, 110, 112, 320, 321, 322, 430	II. BOT 105
ANTH 150, 200	SOC 100, 200, or any course at 300 level, except 362	ECON 120 or 150, 151
ASIAN 312		GEOG 102, 151
		IS 203, or GE 203
		POL SCI 110

\*For all Pre-Education programs **except** Secondary vocal and instrumental music.

\*\*\*Satisfies either Humanities or Social Sciences distributional requirement, not both.

\*\*\*\*Required.

Students interested in Early Childhood Education (Ages 5-8) should take ED 231-232 during the sophomore year.

# Lower Division Business Program

## BASIC REQUIREMENTS

COMM: Any English course in the 100 series; and SP COM 145

WORLD CIV: HIST 151-152

QUAN RE: BAS 121 or MATH 134 (or BAS 125 or MATH 205  
which may substitute for BAS 122)

## BUSINESS REQUIREMENTS

Freshman: BAS 122 (or BAS 125 or MATH 205)

Sophomore: \*BUS EC 201, ECON 120, ECON 150,  
or AG EC 220  
ACC 201-202

*HUMANITIES: 3 semester courses (including one from at least two of the following groups).*

I. ENG 251, 252, 253,  
254, 255, 256 (One  
English literature  
course is required)

DRAMA 160

Literature courses of-  
fered by the lan-  
guage department

II. PHIL 101, 200, 201  
REL 150, 151

III. ART 101, 270, 280  
ASIAN 241-242, 310  
DRAMA 180, 260  
ENG 320, 331, 335,  
351-352, 360, 471-  
473  
HIST 241-242, 281-282  
LING 102  
MUS 160, 170, 180, 190

*NATURAL SCIENCES: 3 semester courses (preferably including one biological and one physical science)*

CHEM 100, and 101, 113  
and 115, 114 and 116,  
117 and 118 (each  
combination of lecture  
and lab is considered  
one course)

GEOG 101

GEOL and GEO PHYS  
101, 102

MET 101

GEN SCI 121, 122, 123,  
124

BIO CHEM 441

BIOL 220

BOT 101, 201, 450

GEN 451

MICRO 130, 351

PHY 100, 102, 110, 111,  
151, 152, 170, 272, 274

OCEAN 201

ZOOL 101, 450

IN SCI 301, 302

BAS 351

GE 251

(A computer course is a  
requirement for all  
CBA majors)

*SOCIAL SCIENCES: 3 semester courses (including at least one from each group)*

I. ANTH 150, 200

ASIAN 312

AM ST 201, 202, 301, 302

BOT 105

PSY 100, 110, 111, 112, 320, 321,  
322, 430

SOC 100, 200 (or any course at the  
300 level except SOC 362)

II. BUS EC 201, ECON 120, 150, 151,  
AG EC 220

(May be used to satisfy both the  
pre-business Economics requirement  
and as part of the Social Sciences  
requirement)

GEN EN 203 (Same as IS 203)

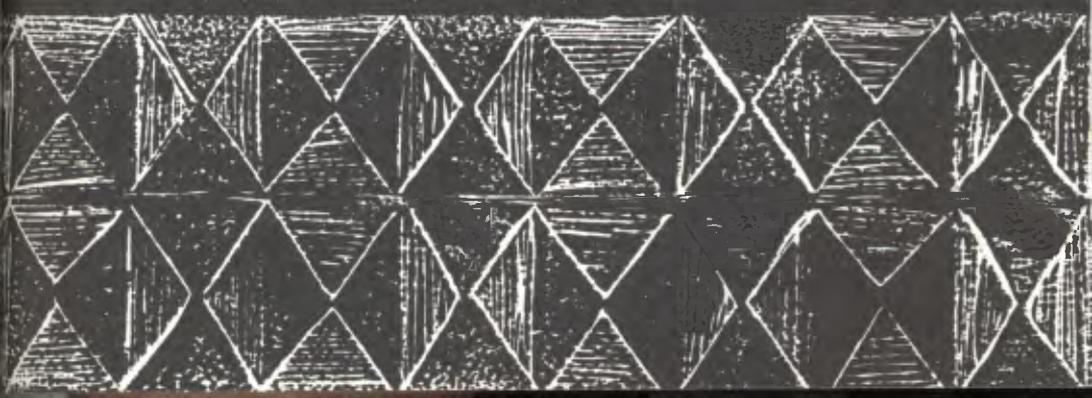
GEOG 102, 151

POL SCI 110

\*Required for all Bus. Adm. majors but also may be used to satisfy part of social science requirement.



Description  
of  
Courses



## Description of Courses

The following pages list courses of instruction by subject area. Since all courses are not offered each semester, a student should obtain from the Student Services Center a list of the current offerings at the time of registration.\*

### Credit

The credit value of each course is indicated by a number in parentheses following the title of each course.

### Numbering System

### Numbers

Courses applicable toward a Baccalaureate Degree, Associate Degree or Certificate. (Identical numbers to those of the University of Hawaii-Manoa Campus are used when the course content is substantially the same)..... 100 and above

Course applicable toward an Associate Degree or Certificate:

- a. Courses normally taken by sophomores open to qualified freshmen ..... 40-59
- b. Courses normally taken by freshmen ..... 20-39

Courses applicable toward a Certificate only ..... 1-19

### Lettering System

There are some courses which have the letters A, L, or V after the course number. These letters indicate the following: A (honors), L (laboratory) and V (variable credit).

### Individual and Specialized Group Study

Opportunity is afforded in each of the areas in which credit courses are offered for individual and specialized group study as these procedures seem required or desirable to supplement existing credit courses. A 299V, Individual Study, in any subject area may be arranged by the student in order to pursue important individual academic interests by consulting with an appropriate instructor and (obtaining permission from the Dean of Instruction) by the completion of forms available in the Instructional Services Office. Likewise, when a number of students are interested in the pursuit of a similar topic, special sections of a 199V, Specialized Group Study, may be arranged through similar procedures. In the case of all Independent Studies, full course outlines and descriptions will be placed in the file of each participating student.

\*The Administration reserves the right to make changes in course content and to add or delete course offerings.

## ACCOUNTING (ACC)

- 20 **FUNDAMENTALS OF ACCOUNTING I (4)**  
3 hours lecture, 2 hours lab per week  
An introductory course covering the fundamentals of accounting for service and merchandising enterprises operated as sole proprietorships, partnerships, and corporation. Recommended for certificate and non-accounting programs.
- 21 **FUNDAMENTALS OF ACCOUNTING II (4)**  
3 hours lecture, 2 hours lab per week  
Prerequisite: Accounting 20  
A continuation of Accounting 20. More detailed study of selected areas including accounting for receivables, payables, merchandise inventory, fixed assets, deferrals and accruals, bank reconciliation, and simple payroll.
- 24 **PRINCIPLES OF ACCOUNTING I (4)**  
3 hours lecture, 2 hours lab per week  
Prerequisite: Satisfactory score on SCAT 1A, or Accounting 20  
A basic course designed for students in accounting, open to students in other areas of business. Double-entry procedures in analyzing, recording, and summarizing transactions, and the preparation of financial statements for a service business or merchandising business proprietorship.
- 25 **PRINCIPLES OF ACCOUNTING II (4)**  
3 hours lecture, 2 hours lab per week  
Prerequisite: Accounting 24  
Continuation of Accounting 24. Accounting for partnership; the elements of corporation, manufacturing and cost accounting, analysis and interpretation of financial statements and flow of funds.
- 30 **PAYROLL (2)**  
2 hours per week  
Prerequisite: Accounting 20 or 24  
An introduction to the principles, procedures and terminology; and business and personal applications of payroll methods. Emphasis on Federal payroll records and forms.
- 34 **USING COMPUTERS IN ACCOUNTING (2)**  
2 hours per week  
Prerequisites: Accounting 20 or 24 or concurrent enrollment in Accounting 20 or 24.  
Problem-solving in accounting using computers. Basic accounting concepts will be reviewed as needed.

- 40 INTERMEDIATE ACCOUNTING (4)  
3 hours lecture, 2 hours lab per week  
Prerequisite: Accounting 25  
Advanced theory with emphasis on general accounting: the accounting process; balance sheet; income statement; valuation of working capital; plant and equipment and long-term liabilities.
- 41 INCOME TAX (3)  
3 hours per week  
Prerequisite: Accounting 20 or 24  
An introduction to the principles, procedures, terminology, business and personal applications of income taxes; emphasis on individual Federal income tax records and forms.
- 42 COST ACCOUNTING (3)  
3 hours per week  
Prerequisite: Accounting 25  
An introduction to the principles and procedures of cost accounting; development and application of job order, process, and standard cost systems; manufacturing-cost controls and variance analysis.
- 201 INTRODUCTORY ACCOUNTING I (4)  
3 hours lecture, 2 hours lab per week  
Prerequisite: Sophomore standing or consent of instructor  
A beginning course which provides a foundation for transfer majors in all areas of business administration. The introduction and development of the theory and practice of accounting. Analysis, recording and summarizing of transactions; and preparations and analysis of accounting statements for simple-organizations service and mercantile businesses.
- 202 INTRODUCTORY ACCOUNTING II (4)  
3 hours lecture, 2 hours lab per week  
Prerequisite: Accounting 201  
Further development of the foundation acquired in Accounting 201 through application of the basic principles to complex business organizations. Attention to particular problems of branch, departmental, and cost accounting, and to the preparation of special reports for management.

#### AMERICAN STUDIES (AMST)

- 50 CONTEMPORARY AMERICAN ISSUES (3)  
3 hours per week  
The American Issues course is designed to probe into some major concerns in the United States today, with appropriate use of multi-

disciplinary materials from literary, historical, social sciences, art and music sources. (Satisfies either Humanities or Social Science requirement)

- 201 INTRODUCTION TO AMERICAN CIVILIZATION I (3)  
2 hours lecture, 1 hour discussion session per week

The central concerns of contemporary American life and thought studied in light of multi-disciplinary perspectives, with some emphasis on the historical antecedents. (Satisfies either Humanities or Social Science requirement)

- 202 INTRODUCTION TO AMERICAN CIVILIZATION II (3)  
2 hours lecture, 1 hour discussion session per week

The central concerns of contemporary American life and thought studied in light of multi-disciplinary perspectives, with some emphasis on the historical antecedents. (Satisfies either Humanities or Social Science requirement) American Studies 201 and 202 need not be taken in sequence.

#### ANATOMY AND PHYSIOLOGY (ANAT)

- 22 HUMAN ANATOMY AND PHYSIOLOGY (3)  
3 hours per week

The structure and function of the human body, including reproduction. A non-laboratory course designed for students with no previous work in chemistry or physics.

- 110 ANATOMY AND PHYSIOLOGY (4)  
4 hours per week

A basic course in the structure and function of the human body, including principles of cellular function and basic biochemistry. No chemistry or physics prerequisite.

#### ANTHROPOLOGY (ANTH)

- 150 INTRODUCTION TO ANTHROPOLOGY (3)  
3 hours per week

Human evolution; prehistoric development of culture; recent and contemporary man; common features and principal variations in cultural behavior.

- 200 CULTURAL ANTHROPOLOGY (3)  
3 hours per week

Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, dynamics of culture; culture and the individual.

Students will be required to participate in field work, which will consist of applying theory discussed in class to the study of communities in the Honolulu area.

## ART (ART)

- 100V APPLIED DESIGN: CRAFTS (1-3)  
6 hours lab per week; offered only as CR/NC  
An introductory course exploring various craft areas. Credit cannot count towards major requirements in Art. Open to all students. (Not applicable toward the Humanities requirement but is applicable toward Education Degree at Manoa campus)
- 101 INTRODUCTION TO THE VISUAL ARTS (3)  
3 hours per week; offered only as CR/NC  
Nature of visual art and its expression in various forms. Lectures, demonstrations. (Satisfies Humanities requirement)
- 108 ELEMENTARY STUDIO—DRAWING AND PAINTING (3)  
6 hours per week; offered only as CR/NC  
Studio experience mainly for non-Art majors. Lectures and projects. Credit cannot count toward major requirements in Art. (Satisfies Humanities requirement)
- 113 INTRODUCTORY STUDIO "A" (3)  
6 hours per week; offered only as CR/NC  
Emphasis on perception: visual responses to nature, materials, techniques, modes of representation. Problems in two and three dimensions involving drawing, painting, sculpture, design and construction.
- 114 INTRODUCTORY STUDIO "B" (3)  
6 hours per week; offered only as CR/NC  
Emphasis on light: environmental, general intensity, value range, sources, chiaroscuro, pattern, principles of color. Problems in two and three dimensions involving drawing, painting, sculpture, design.
- 120 ART AND MUSIC APPRECIATION  
3 hours lecture per week  
The elements used in art and music are explored with the purpose of developing an appreciation for the various forms found in art and music. (Satisfies Humanities requirement)
- 280 ASPECTS OF ASIAN ART HISTORY (3)  
3 hours per week; offered Spring semester only  
Major developments in the art of India, China, Japan, Korea and Southeast Asia. A chronological and comparative study. Open to all students. (Satisfies the Humanities requirement)

## BUSINESS MACHINES (BMACH)

### 20B TEN-KEY ADDERS (1)

Programmed, individualized instruction in attaining speed and accuracy in the operation of the ten-key adder. Practical applications of business problems are used. Students work independently in the laboratory plus weekly conferences with the instructor.

### 20C ROTARY, PRINTING CALCULATORS (1)

Programmed, individualized instruction in attaining proficiency in the use of rotary and printing calculators. Complex problems of business and industry requiring proration, distribution work and special analyses are mastered. Students work independently in the laboratory plus weekly conferences with the instructor.

### 20D ELECTRONIC CALCULATORS (1)

Programmed, individualized instruction in the use of the electronic desk calculator. Problem-solving for business and industry are undertaken. Memory units, storage registers, and automatic decimal controls are introduced. Students work independently in the laboratory plus weekly conferences with the instructor.

### 20 BUSINESS MACHINES (3)

Contents of Business Machines 20B, 20C and 20D, combined into a one semester course.

### 21 ADVANCED BUSINESS MACHINES (2)

3 hours per week

Prerequisite: Business Machines 20 B, C, D or equivalent

An intensive course to develop a high degree of proficiency in the operation of the 10-key adding-listing machine, electronic calculators, rotary, and printing calculators. Emphasis on speed and accuracy as well as the ability to process complex business problems.

## CHEMISTRY (CHEM)

### 113 GENERAL CHEMISTRY (3)

3 hours lecture per week

Prerequisites: High school algebra credit or registration in pre-calculus or consent of instructor.

Fundamental principles of inorganic chemistry with a brief introduction to both qualitative analysis and organic chemistry. Recommended course for the student who plans to take further work in the sciences.

- 113L GENERAL CHEMISTRY LABORATORY (1)  
3 hours laboratory per week  
Experiments illustrating fundamentals of chemistry. Methods and procedures in clinical chemistry to be emphasized. Prerequisites: credit or registration in Chemistry 113.
- 114 GENERAL CHEMISTRY (3)  
3 hours lecture per week  
Continuation of Chemistry 113
- 114L GENERAL CHEMISTRY LABORATORY (1)  
3 hours laboratory per week  
Continuation of Chemistry 113L.  
Prerequisites: Chemistry 113L, or credit or registration in Chemistry 114.

#### COMMUNICATION (COMM)

- 150 UNDERSTANDING THE MEDIA (3)  
3 hours per week  
Study of theories of mass communications; interaction between oral traditions, the press and audio-visual mass media studied in the cultural context. (Satisfies Humanities requirement)

#### COMPUTER SCIENCE (COMSC)

- 112 "Conversations With the Computer" (3)  
2 hours lecture, 3 hours Learning Center per week  
A course in learning to program a computer using an interactive computer language. Each student will use the computer as a tool in problem solving. A first course in programming designed for students who have not previously studied computer language. (Satisfies the Mathematics requirement)

#### DATA PROCESSING (DPRO)

- 20 KEY-PUNCH EQUIPMENT OPERATION (1)  
3 hours per week  
Practice exercise on the key-punch and verifying machines to develop speed and accuracy in standard operating procedures.
- 21 THE COMPUTER AND MAN IN SOCIETY (3)  
3 hours per week  
An introduction to digital computers and their use in the modern world. Social benefits and problems created by the utilization of

computers. Capabilities, limitations and new areas of utilization for the future. Student will pursue those areas of concentration which are of particular interest to him in his chosen field. For non-majors of data processing.

30 INTRODUCTION TO DATA PROCESSING (4)

3 hours lecture, 2 hours lecture-lab per week  
Concurrent enrollment in Data Processing 50

The history and development of data processing, from manual to electronic systems. Emphasis is on hardware functions, capabilities and limitations, and applications of computer systems to business.

31 FUNDAMENTALS OF COMPUTER PROGRAMMING (4)

4 hours per week

Prerequisite: Data Processing 30 or consent of the department

Concurrent enrollment in Data Processing 51

Basic concepts of the computer including components, data representation, and peripheral equipment. Programming concepts with emphasis on problem analysis, algorithm building, block diagramming and documentation. Class problems directed to these concepts and followed by actual coding in a simplified programming language reinforce the principles and provide the student a framework from which to enter the higher-level programming courses.

32 BUSINESS SYSTEMS AND APPLICATIONS (2)

1 hour lecture, 2 hours lecture-lab per week

Prerequisite: Data Processing 31 or Data Processing 35  
to be taken concurrently

Recommended that Accounting 24 be taken concurrently

An in-depth study of the nature and uses of data and data bases with specific reference to common business applications. The concept of information flow. The logical structure of files and the need for control of all data.

40 ADVANCED COMPUTER CONCEPTS (3)

3 hours per week

Prerequisites: Data Processing 31 and Data Processing 32

Concepts of third generation computing systems, including hardware architecture, the facilities of an operating system, job control, data management techniques, and an introduction to data communications concepts.

41 COMPUTER PROGRAMMING I—COBOL (3)

3 hours per week

Prerequisite: Data Processing 40, may be taken concurrently

Concurrent enrollment in Data Processing 52

Business applications programming in COBOL. Emphasis on good programming techniques and the use of direct access storage devices for input and output.

- 42 COMPUTER PROGRAMMING II—RPG (3)  
3 hours per week  
Prerequisite: Data Processing 40  
Concurrent enrollment in Data Processing 53  
Business applications programming in RPG. Emphasis on efficient coding techniques. Extensive problems using multiple input files, chaining and table files.
- 43 COMPUTER PROGRAMMING III—PL/I (3)  
3 hours per week  
Prerequisite: Data Processing 40, may be taken concurrently  
Concurrent enrollment in Data Processing 52  
An advanced programming course applying the principles of programming to business applications using PL/I language. Emphasis on advanced file organization and maintenance and programming algorithms.
- 44 ADVANCED PROGRAMMING SYSTEMS (2)  
2 hours per week  
Prerequisite: Data Processing 41 or Data Processing 42, or consent of the department  
A survey of new and advanced processors and operating systems. Use of sort/merge and other common utility programs. Sophisticated uses of system libraries. Introduction and factors to consider in system generation.
- 46 BUSINESS SYSTEMS ANALYSIS (3)  
3 hours per week  
Prerequisite: Data Processing 40 or consent of the department  
A study of data processing systems and procedures including the advantages and disadvantages of various types of systems, card and forms design, work measurement, controls, conversion techniques, and facilities planning. Emphasis on various tools and techniques of the systems and applications analyst such as interviewing, procedure analysis and flowcharting.
- 50 DATA PROCESSING INTERNSHIP (1)  
60 hours per semester  
The student will work in the campus computer center as either a data clerk, quality controller or key-punch operator. His work will be thoroughly supervised and evaluated by his peers and instructors. Credit for this course may be received by employment in a **comparable** position in an off-campus business.
- 51 DATA PROCESSING INTERNSHIP (1)  
60 hours per semester  
Continuation of Data Processing 50 with student employed as a quality controller, work scheduler, programmer trainee, or equipment operator.

- 52 DATA PROCESSING INTERNSHIP (2)  
120 hours per semester  
Continuation of Data Processing 50 with student employed as an equipment operator, computer programmer, or operations supervisor.
- 53V DATA PROCESSING INTERNSHIP (2-3)  
120 hours per semester work experience  
Continuation of Data Processing 50 with student employed as a computer operator, computer programmer, programmer/analyst, or supervisor.
- 54 DATA PROCESSING INTERNSHIP (1)  
60 hours per semester  
Continuation of Data Processing 50 with student employed as either a computer programmer or an analyst. This course will serve as a capstone for the graduate who feels he would like to put his entire store of expertise to work on a special project or projects. It is an elective for the A.S. Degree program.
- 101 INTRODUCTION TO COMPUTER PROGRAMMING (3)  
1 hour lecture, 6 hours lab per week  
An introduction to computer programming for non-Data Processing majors. Students will learn how to program a computer to solve their various homework assignments. Course will include actual experience using a computer.

#### DENTAL ASSISTING (DENT)

- 20 DENTAL ASSISTING (7) Fall  
9 hours lecture-lab per week  
An orientation course in dental assisting, including dental terminology, chairside assisting procedures, identification and manipulation of impression and restorative materials, and dental radiographic techniques.
- 21 DENTAL ASSISTING (3) Fall  
5 hours lecture-lab per week  
A course covering dental office procedures, patient management, recordkeeping, appointment making, charting, telephone techniques, recall system and letter writing.
- 22 DENTAL ASSISTING (7) Spring  
9 hours lecture-lab per week  
A course with emphasis on laboratory procedures. The sequence of operation in the construction of fixed and removable dental appliances.

- 23 DENTAL ASSISTING (3) Spring  
9 hours per week  
A supervised clinical-experience course conducted in private dental offices and in various affiliated agencies.

#### DRAMA (DRAMA)

- 160 INTRODUCTION TO DRAMA AND THEATRE (3)  
3 hours per week  
A study of representative plays as illustrations of changing forms in theatre and dramatic literature. (Satisfies Humanities requirement)
- 220 ACTING (3)  
3 hours per week  
A course designed to teach the beginner to use his voice, speech, posture and movements creatively, and to analyze and appreciate dramatic literature. Skill exercises and a wide variety of dramatic literature used for study.
- 221 AN EXPERIMENT IN THEATER (3)  
3 class hours per week, lab  
Regular attendance mandatory.  
An acting course designed as a continuation of Drama 220 where the student can put his knowledge of acting techniques and methods to practical use in a full length production.

#### ECONOMICS (ECON)

- 120 INTRODUCTION TO ECONOMICS (3)  
3 hours per week  
A one-semester course for non-majors that provides general understanding of the functioning of economic systems, including various approaches to the organization of production and the allocation of resources, and of policies designed to achieve national economic goals. (May receive credit for Economics 120 or 150, **not both**)
- 150 PRINCIPLES OF ECONOMICS (3)  
3 hours per week  
Analysis of the function of economic systems with emphasis on forces determining levels and changes of national income and employment. Describes basic economic institutions, e.g., markets, money, banks, labor organizations, corporations. (May receive credit for Economics 150 or 120, **not both**)

## ENGLISH (ENG)

- 10 BASIC ENGLISH SKILLS (4)  
5 hours per week  
A course designed to help the student improve his language facility through a development of his reading and writing skills. Exercises for improving reading comprehension; vocabulary building and speed building; instruction and exercises in the mechanics of grammar and usage, punctuation, and sentence and paragraph structure.
- Each of the following English 26 courses contains 3 modules. Check with your advisor before registering for one of these courses.
- 26B BASIC WRITING REVIEW (3)  
Principles of Writing . . . Business Writing . . . Vocabulary Building
- 26C BASIC WRITING REVIEW (3)  
Principles of Writing . . . Business Writing . . . Vocabulary Building
- 26D BASIC WRITING REVIEW (3)  
Principles of Writing . . . Vocabulary Building . . . Word Study
- 26E BASIC WRITING REVIEW (3)  
Principles of Writing . . . Listening and Note-taking . . . Sentence Structure
- 26F BASIC WRITING REVIEW (3)  
Principles of Writing . . . Essay Writing . . . Vocabulary Building
- 26G BASIC WRITING REVIEW (3)  
Principles of Writing . . . Essay Writing . . . Sentence Structure
- 29 DEVELOPMENTAL READING (3)  
Prerequisite: A reading score on a standardized reading test of 7.0 or higher.  
An individualized reading course designed to give the student guidance and practice in improving his reading efficiency.
- 100 EXPOSITORY WRITING (3)  
3 hours per week  
Prerequisite: A satisfactory score on the Writing Placement test.  
A course emphasizing reading with comprehension, writing for various expository purposes, organizing and documenting a research paper. Two of the class hours to be spent in a laboratory situation where students can receive individualized instruction.

- 127 IMPROVING COLLEGE READING (3)  
3 hours per week  
Prerequisite: A reading score of 11.0 or higher on the Reading Placement test.  
A course designed to provide instruction and practice in improving efficiency in college reading.
- 140 USES OF LANGUAGE (3)  
3 hours per week  
Prerequisite: A satisfactory score on the Writing Placement test.  
Requires frequent written commentaries on language in action. Papers based on readings in prose writing (book-length works of non-fiction, essays, reports and editorials in newspapers, articles and advertisements, etc.). Also includes exercises in the creation of different rhetorical effects through language. Two of the 4 class hours to be spent in a laboratory situation where students can receive individualized instruction.
- 170 LANGUAGE AND THE VISUAL MEDIA (3)  
3 hours a week  
Prerequisite: A satisfactory score on the Writing Placement test.  
Writing of essays and analyzing visual media, with particular concentration on the role of language in visual media, such as films, television, and advertising.
- 190 CREATIVE WRITING (3)  
3 hours per week  
Prerequisite: A satisfactory score on the Writing Placement test.  
A study of specific techniques in creative writing.
- 250 LITERATURE IN CONTEMPORARY CULTURE (3)  
3 hours per week  
A qualitative study of the literature in current periodicals. Also includes the study of current lyrics, theater productions, films, and television plays. (Satisfies Humanities requirement)
- 252 MAJOR WORKS OF BRITISH AND AMERICAN LITERATURE (3)  
3 hours per week  
A study of representative selections of British and American literature from 1800 to present. (Satisfies Humanities requirement)
- 253 WORLD LITERATURE (3)  
3 hours per week  
Major works of classical, Oriental, European, American literature. Classical times to Renaissance. (Satisfies Humanities requirement)

254 WORLD LITERATURE (3)

3 hours per week

Major works of classical, Oriental, European, American literature. 1600 to present. (Satisfies Humanities requirement)

256 TYPES OF LITERATURE (3)

3 hours per week

Practical criticism in the major genres of European and American literature: biography, drama, poetry. (Satisfies Humanities requirement)

### ENGLISH LANGUAGE INSTITUTE PROGRAM (ELIP)

Participation in ELIP is determined by a special battery of tests designed to evaluate proficiency in the English language.

The fundamental philosophy of ELIP is two-fold: (1) to give the transient non-native speaker sufficient skill in English so that he can complete successfully one of the regular instructional programs at Kapiolani, (2) to give the permanent non-native speaker sufficient skill in English so that he can complete successfully one of the regular instructional programs at Kapiolani, and so that he can compete successfully in his chosen second language environment.

#### 1-INTERMEDIATE ORAL ENGLISH FOR THE NON-NATIVE SPEAKER (3)

Designed for students who have severe problems in oral English. Individual and group instruction to help students begin acquiring fluency in a standard dialect of American English. Includes an evaluation of each student's speech problems with corrective drill in articulation, rhythm and intonation. Attention is also paid to employing adequate usage of vocal projection. Opportunity is given for beginning conversation practice in a variety of elementary situations.

#### 2-INTERMEDIATE GOAL STRUCTURE

##### FOR THE NON-NATIVE SPEAKER (3)

Designed to provide intensive practice in using English. Through the audio-lingual method, structure, as well as vocabulary, is presented. Individual programs on grammatical forms are included.

#### 3-INTERMEDIATE READING FOR THE NON-NATIVE SPEAKER (3)

A course designed to develop basic reading skills. Provides individual and group instruction in developing perceptual and visual-functional skills, word knowledge, and reading speed and comprehension.

#### 4-LISTENING AND COMPREHENSION

##### FOR THE NON-NATIVE SPEAKER (3)

Develops understanding of English usage through listening to a variety of selections and readings: conversations, discussions, reports, narratives, fictional excerpts, both taped and live.

### 5-WRITING FOR THE NON-NATIVE SPEAKER (3)

Course will concentrate on construction of lucid paragraphs, brief essays, and business letters. Grammatical problems of particular concern to the foreign student will be reviewed in connection with writing assignments.

### 6-STUDY SKILLS FOR THE NON-NATIVE SPEAKER (1)

A course designed to help the non-native speaker of English develop attitudes and skills needed for successful study. Required of all ELIP students.

### 7-ADVANCED ORAL ENGLISH FOR THE NON-NATIVE SPEAKER (3)

Prerequisite: ELIP 1, or a comparable performance on the Speech Placement Test for Non-Native Speakers of English.

Designed for students who have moderate problems in oral English. Individual and group instruction to give students fluency in a standard dialect of American English. Includes an evaluation of each student's speech problems with corrective drill in articulation, rhythm and intonation as needed. Attention is also paid to employing adequate usage of vocal projection. Frequent opportunity is given for intensive practice in a variety of advanced speaking situations.

### 8-ADVANCED ORAL STRUCTURE FOR THE NON-NATIVE SPEAKER (3)

Prerequisite: ELIP 2, or a comparable performance on the Structure Placement Test for Non-Native Speakers of English.

Designed to give the student further practice in complex grammatical structures. Instruction will emphasize the generation of language through conversation and discussion. Written work will be individualized and will include an intensive review of grammatical forms that have proved difficult for each student. These written assignments are designed to reinforce the understanding and usage of the grammar patterns used orally.

### 9-ADVANCED READING FOR THE NON-NATIVE SPEAKER (3)

Prerequisite: ELIP 3, or a comparable performance on the Reading Placement Test for Non-Native Speakers of English.

A course designed to help the student improve his reading skills. Provides individual and group instruction in these areas: perceptual skills, vocabulary building, speed and comprehension, analytical reading, and critical reading.

## ETHNIC STUDIES (ETHST)

### 101 ETHNIC GROUPS IN HAWAII (3)

2 hours lecture, 1 hour discussion session per week

History and sociology of immigration; adaptation process of major immigrant groups; labor problems; urbanization; political and economic strategies. Satisfies either the Social Science or Humanities requirement.

## FOOD SERVICE (FSER)

### INTRODUCTION

#### 021 INTRODUCTION TO FOOD SERVICE (2)

2 hours lecture per week

An introductory course in commercial food service, including discussions of career opportunities in the industry, and essential information about foods, sanitation, safety, terminology, and work habits.

#### 021B CAREER OPPORTUNITIES IN THE FOOD SERVICE INDUSTRY AND JOB DESCRIPTIONS (1)

Individualized, self-study module with open lab hours in learning center. A study of career opportunities in food service management in hotels, restaurants, cafeterias, schools, clubs and hospitals. Orientation to basic job descriptions and job requirements.

#### 021C SAFETY AND SANITATION; FOOD TERMINOLOGY (1)

Individualized, self-study module with open lab hours in learning center. A study of sanitation and personal hygiene, as applied to safe food handling practices. Includes fundamental bacteriology; study of food borne diseases, and preventive measures; culinary terms and trade vocabulary; safety precautions and accident prevention.

#### 030 NUTRITION AND MENU PLANNING (2)

2 hours lecture per week

Principles of nutrition as related to food service and to the maintenance of good health. Preparation of well-balanced menus, taking into consideration the factors of format, cost, procurement, production, merchandising and the use of essential nutrients.

#### 030B BASIC NUTRITION (1)

Individualized, self-study module with open lab hours in learning center. Basic principles of nutrition; study of the basic food groups and their contribution to health.

#### 030C RESTAURANT MENU PLANNING (1)

Individualized, self-study module with open lab hours in learning center. Study of the factors of a well-planned menu, including design, format, cost, procurement, personnel, equipment, clientele, and merchandising.

### PURCHASING

#### 031 STOREROOM OPERATIONS AND STEWARDING PROCEDURES (3)

3 hours lecture, 10 hours lab per week (8 weeks)

Study of the organization and operation of a central storeroom. Provides experience in ordering, receiving, pricing, storing, distributing,

and controlling the flow of foods, supplies and equipment. Also covers the organization and operation of stewarding department, including dishmachine operation and general maintenance of equipment. \*A Certificate of Completion will be awarded when student completes this course with minimum grade of "C".

- 046 PURCHASING AND COST CONTROL (4)  
5 hours lecture, 10 hours lab per week (8 weeks)  
Prerequisite: FSER 131 or concurrent registration

Study of food control systems used by hotels, food service companies, schools, and restaurants. Principles of and practice in purchasing foods and supplies. Experience in preparing daily and monthly cost reports and sales analysis.

### DINING ROOM

- 032 DINING ROOM SERVICE (6)  
7 hours lecture, 14 hours lab per week (8 weeks)

Study and practice in various types of table service with proper serving etiquette, including experience in a public dining room.

\*A Certificate of Completion will be awarded when student completes this course with minimum grade of "C".

- 048 DINING ROOM SUPERVISION (6)  
5 hours lecture, 18 hours lab per week (8 weeks)  
Prerequisite: FSER 135 or consent of instructor

Study of problems and practice in the operation and organization of a commercial dining room and banquet facilities; emphasis on customer relations, training and supervising techniques.

### PROFESSIONAL COOKING

- 040 FUNDAMENTALS OF COOKERY (7)  
6 hours lecture, 20 hours lab per week (8 weeks)

Principles and skills in baking and cold foods production. Includes practice in preparing salads, sandwiches, appetizers and desserts. Covers the techniques of using standardized recipes and the handling of commercial tools, equipment and materials.

- 040B FUNDAMENTALS OF BAKING (3)  
1½ hours lecture, 4½ hours lab per week (9 weeks, evening schedule)

Study of the fundamentals and principles of baking, including description of ingredients, scaling, formulas. Students produce yeast products, quick breads, cakes, cookies, pies and pastries.

- 040C COLD FOOD PANTRY (2)  
1½ hours lecture, 4½ hours lab per week (6 weeks, evening schedule)

Study and practice in preparation of salads, salad dressings, sand-

wiches, canapes and hors d'oeuvres, cold appetizers, beverages.

\*A Certificate of Completion will be awarded when student completes this course with a minimum grade of "C".

040D Fundamentals of Cooking (2)

1½ hours lecture, 4½ hours lab per week (6 weeks, evening schedule)

Study and practice in preparation of soups, sauces, meat cookery, vegetable and egg cookery; standardized recipes and portion control.

035 SHORT ORDER COOKING (7)

6 hours lecture, 20 hours lab per week (8 weeks)

A manipulative skills course in preparing and serving foods that can be prepared quickly, and are common bill of fare in coffee shops, drive ins and cafes; includes breakfast cookery.

\*A Certificate of Completion will be awarded when student completes this course with minimum grade of "C".

### ADVANCED PROFESSIONAL COOKING

041 CULINARY ART IN FOOD PREPARATION (7)

6 hours lecture, 20 hours lab per week (8 weeks)

Prerequisite: FSER 140 (7 credits) or consent of instructor

Principles and skills in quality food preparation and quantity food production. Deals especially with foods commonly served by hotels and specialty restaurants. Provides culinary experience at various kitchen stations.

041B MEAT, FISH AND POULTRY ANALYSIS (2)

1½ hours lecture, 4½ hours lab per week (6 weeks, evening schedule)

Definition, derivation, identification of meat and meat products, including poultry and fish. Lectures, demonstrations and practice in fabricating meats for professional kitchens.

041C SOUPS AND SAUCES: BASIC AND ADVANCED (2)

1½ hours lecture, 4½ hours lab per week (6 weeks, evening schedule)

Study and practice to develop skills and knowledge of the preparation of basic and advanced soups and sauces, as would be required of a hotel sauce cook.

041D BUFFET PRESENTATION (3)

1½ hours lecture, 4½ hours lab per week (9 weeks, evening schedule)

Preparation of hot and cold hors d'oeuvres, aspics, chaud-froids, mousses, buffet centerpieces, ice carving. Studies are oriented to the decorative aspects of garde-manger work and include some international cuisines.

041E ASIAN COOKERY (3)

1½ hours lecture, 4½ hours lab per week (9 weeks, evening schedule)

Lectures, demonstrations and practice in Cantonese, Mandarin, Japanese, Korean, and other Pacific and Asian cuisines. Instruction in the use of special cooking equipment.

## **FOOD SERVICE MANAGEMENT**

### **047 EQUIPMENT LAYOUT AND DESIGN (2)**

2 hours lecture per week

Prerequisites: FSER 240 and 241 or consent of instructor.

Principles of space arrangement and work simplification. Study of planning, selecting, maintaining and locating commercial equipment and facilities for various types of food service operations. Schematic drawings to show efficient food preparation and service layouts.

### **050 FOOD SERVICE MANAGEMENT (4)**

4 hours lecture per week

Prerequisites: FSER 135 and 240 or consent of instructor.

Analysis of management functions in commercial and institutional food and beverage production and service, through case studies. Includes a study of production planning, kitchen organization, merchandising, and personnel and labor relations.

### **051 FOOD SERVICE INTERNSHIP AND SEMINAR (4)**

2 hours weekly seminar, 15 hours work experiences per week.

Prerequisite: consent of instructor

Supervised on-the-job food service experience in hotels, restaurants, public schools, clubs and hospitals. Regular appraisal of learning progress.

## **FRENCH (FR)**

### **101 ELEMENTARY FRENCH (4)**

5 hours lecture, 3 hours lab per week

Prerequisite: Satisfactory score on placement test.

Conversation, laboratory drill, grammar, reading. Lab section required.

### **102 ELEMENTARY FRENCH (4)**

5 hours lecture, 3 hours lab per week

Prerequisite: Satisfactory score on the Language Placement Test.

Credit given for French 101 if this prerequisite is met.

A continuation of Elementary French, French 101. Lab section required.

### **201 INTERMEDIATE FRENCH (3)**

3 hours per week

Prerequisite: French 102 or the equivalent, or satisfactory score on placement test.

Reading, conversation, laboratory drill, composition. Lab section required.

202 INTERMEDIATE FRENCH (3)

3 hours per week

Prerequisite: French 201 or the equivalent, or satisfactory score on placement test.

A continuation of Intermediate French, French 201. Lab section required.

### GENERAL BUSINESS (GBUS)

20 CONSUMER ECONOMICS (3)

3 hours per week

A basic course for all students regardless of occupational or professional interest. Money and savings, home investment, personal expenditures, and management of economic affairs.

21 INTRODUCTION TO BUSINESS (3)

3 hours per week

Fundamental principles of economics, types of business organization, principles of management, managerial controls and records, money and banking, insurance, marketing, and the relationship of business to government.

22 LAW FOR THE LAYMAN (3)

3 hours per week

To provide insight into the theories and legal principles of the various areas of law having to do with everyday living and business activities. Legal principles covered will highlight major areas of Constitutional Law, Criminal Law, Tort Law (personal injury, slander, fraud, trespass on person and property), Contract Law, Real Estate Law, Family Law, Estate Law and laws protecting the consumer.

23 HUMAN RELATIONS IN BUSINESS (3)

3 hours per week

A functional approach to the problem of interpersonal relations, stressing the development of proper business attitudes, habits, and etiquette.

25 APPLIED MATHEMATICS (3)

3 hours per week

Prerequisite: Satisfactory score on placement test or Mathematics 21

A course to develop critical thinking and understanding of mathematical applications to practical business problems, including cash

and trade discounts, simple and compound interest, notes and drafts, depreciation, pricing merchandise, and consumer credit.

26 BUSINESS CAREER DEVELOPMENT (2)  
30 hours

A course designed to help students explore business career opportunities that actually exist in the community, the kinds of tasks entailed for different careers, and the skills and abilities required for each. It will also provide the student with the opportunity to assess his potential and determine his individual needs for skill development.

30 PRINCIPLES OF MANAGEMENT (3)  
3 hours per week

A study of the functional methods of management in the creating, planning, controlling, organizing, motivating, and communicating in an organization. Includes human behavior and management thought and practice.

31 PRINCIPLES OF REAL ESTATE (3)  
3 hours per week

This introductory course provides basic information in the field of real estate. Topics such as property rights, property ownership, financing real estate, property evaluation or appraisal and zoning are to be considered.

35 BUSINESS COMMUNICATIONS (3)  
3 hours per week  
Prerequisite: English 26E, 26F, or 26G

A study of the various types of business communications with emphasis on writing effective business letters and reports through use of modern forms and appropriate vocabulary.

39 BUSINESS LAW I (3)  
3 hours per week

A short survey of the origin and principles of our American legal system, including the social forces that mold our laws, the law of torts, criminal law, and our basic court system and procedures. An introductory study of the basic principles of law of our business environment, covering contracts, with emphasis on the Uniform Commercial Code, agency and employment, real property and leases, personal property, decedent's estate and wills.

40 BUSINESS LAW II (3)  
3 hours per week  
Prerequisite: General Business 39

Continuation of Business Law I, dealing with legal principles in our business environment, covering commercial papers and sales; with

emphasis on the Uniform Commercial Code, partnership, corporation, insurance, security devices, trusts, bankruptcy and government regulations.

41 SURVEY OF INVESTMENT (3)

3 hours per week

Prerequisite: Consent of instructor

The principles of investment are approached from the viewpoint of the consumer in this course. Sources of information such as the varying degree of risk and return from different types of investment: savings institutions, annuities, bonds, preferred and common stock; warrants and short selling as means for speculation, are discussed and evaluated.

45 PRINCIPLES OF ECONOMICS (3)

3 hours per week

Prerequisite: General Business 21

A study of the structure and operation of the American economy stressing economic forces governing prices, competition and monopoly, and distribution of income. (Satisfies Social Science requirement)

46 PRINCIPLES OF INSURANCE (3)

3 hours per week

Prerequisite: General Business 21 or consent of instructor

A foundation course covering the principles and practices of insurance in basic lines such as life, accident, health, casualty, maritime; and corporation bonding. History, organizational structure, sales practices, contract coverage, financial policies and legal controls.

50 PERSONNEL MANAGEMENT RELATIONS (3)

3 hours per week

Prerequisites: General Business 21 and General Business 30

Introduction to principles, organizations, and techniques of personnel administration. Procurement and placement, improvement of performance supervision, management and labor relations, remuneration and security.

55 COOPERATIVE EDUCATION (4)

Minimum of 200 hours work experience per semester with personal conferences and 1 hour weekly seminar.

Prerequisite: Consent of the Coordinator

A cooperative educational program between business and the college which integrates classroom theory with supervised practical experience for accounting, merchandising mid-management, secretarial science, general clerical and hotel operations curriculum. There is a one-hour weekly seminar for students enrolled in the course. The seminar sessions, personal conferences, and on-the-job training provide enriched learning experiences which correlate college studies and career

goals of students. The program is broad in scope and is designed to serve all students who are interested in participating. Four semester credit hours may be earned during a semester; students may continue enrollment for additional four semester credits, but no more than a total of eight semester credits may be applied toward graduation.

## GEOGRAPHY (GEO)

### 101 ELEMENTS OF PHYSICAL GEOGRAPHY (3)

2 hours lecture, one 2-hour lab per week

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soils, and landforms. Laboratory problems in map interpretation and environmental analysis.

### 102 WORLD REGIONAL GEOGRAPHY (3)

3 hours per week

Geography of the world's major cultural regions; with emphasis on geographic aspects of contemporary economic, social, political conditions.

### 151 ECONOMIC GEOGRAPHY (3)

3 hours per week

A systematic study of patterns of economic activities: agriculture, mining and manufacturing, services and consumption. Elements of location theory, transportation and urban geography. Basic aspects of regional economic development and planning.

## GEOSCIENCES (GEOSC)

### 101 INTRODUCTION TO GEOLOGY (4)

3 hours lecture, 3 hour lab per week

Prerequisite: High school chemistry strongly recommended.

Survey of major divisions of physical geology: minerals and rocks; work of water, wind and ice; geologic structures; volcanoes, mountain building.

## GUIDANCE (GUID)

### 101V SEMINAR IN SELF-DEVELOPMENT (Variable Credit)

1-3 hours per week

Designed to help the student gain knowledge of self and to understand feelings and their effects on behavior. Change shall be encouraged and increased awareness fostered to enable the participant to operate effectively in society.

## HEALTH AND PHYSICAL EDUCATION (HPE)

Medical Clearance Requirement: To register for the following courses, a student is required to present a medical clearance issued by his own physician or present one when instruction begins.

- 100 **BASIC SWIMMING (1)**  
2 hours lab per week  
Swimming instruction at the beginning, advanced beginning, and intermediate levels of skill.
- 107 **BEGINNING TENNIS (1)**  
2 hours lab per week  
Rules, etiquette, grip, forehand and backhand strokes, serving, volleying; single and doubles play.
- 115 **BOWLING (1)**  
2 hours once per week  
Rules, etiquette, arm swing, approach, execution, scoring, spare pick-ups. Students pay charge for use of alley. Open to all students.
- 125 **JAZZ DISCOTHEQUE DANCES (1)**  
4½ hours per week  
This course in beginning dance will allow the student to move in various rhythms by teaching dance movement, timing and basic coordination.

## HEALTH FOUNDATIONS (HF)

A series of modules designed to provide a basis for present technical courses offered in the Health Services Education Division.

- 101 **INTRODUCTION TO HEALTH OCCUPATIONS (1)**  
4 hours per week for 4 weeks  
This course is designed to give the student an overview of the health care delivery system. A survey of the health occupations and the necessary skills will be discussed. This course will also include the ethical and legal responsibilities of health workers.
- 102 **PERSONAL AND COMMUNITY HEALTH (1)**  
4 hours per week for 4 weeks  
This course is designed to provide the student with a standard of health knowledge and health practices which will enable him to meet his proper health responsibilities in his occupation, in the home and in the community.

- 103 **FIRST AID (1)**  
4 hours per week for 4 weeks  
The student will gain new and useful information for application to healthful daily living, with emphasis on the prevention of accidents and first aid care. Includes cardiopulmonary resuscitation.
- 104 **INTRODUCTION TO MEDICAL SCIENCE AND MICROBIOLOGY (2)**  
4 hours per week for 8 weeks  
Provides information as to the causes of disease and its prevention. Also designed to acquaint the student with the principles of microbiology as it relates to all phases of health.
- 105 **INTRODUCTION TO MEDICAL TERMINOLOGY (1)**  
4 hours per week for 4 weeks  
Basic structure of medical words including prefixes, suffixes, roots, combining forms and plurals. Pronunciation, spelling, and definition of medical terms. Emphasis on building professional vocabulary required for working in the medical field.
- 106 **INTRODUCTION TO HUMAN GROWTH AND DEVELOPMENT (3)**  
3 hours per week  
Principles of human growth, development and behavior from conception to death. Includes adjustments necessary for man during his life continuum.
- 107 **MATHEMATICS FOR THE HEALTH PRACTITIONER (1)**  
4 hours per week for 4 weeks  
Designed to acquaint students with the metric and apothecary systems of weights and measures, and to provide an opportunity to apply the mechanics of mathematical procedures used in pharmacology. Includes a review of fundamental arithmetic functions such as common and decimal fractions, ratio, percentage, and proportion.
- 108 **DRUG THERAPY (1)**  
4 hours per week for 4 weeks  
This course is designed to acquaint the student with the scope of pharmacology, definitions, drug standards, and drug legislation. It includes drug action, classification and responsibilities in observing and recording.
- 109 **ADMINISTRATION OF DRUGS (1)**  
4 hours per week for 4 weeks  
This course is a continuation of (HF 108) Drug Therapy. It includes the procedures, safety factors, hospital policies, specific uses of drugs, and charting techniques the practitioner must know before he can safely administer drugs.

- 110 BASIC NUTRITION (1)  
4 hours per week for 4 weeks

This course deals with relation of food and nutrition to health. Nutrients for good nutrition—functions, sources, requirements and use by the body.

#### HISTORY (HIST)

- 131 HISTORY OF HAWAII (PRE-EUROPEAN) (1)  
3 hours per week for 5 weeks

History of Hawaii: A survey of Polynesian migrations in Oceania and a discussion of the culture, politics, economics and geography of the pre-European period. (Fulfills either Humanities or Social Science requirement)

- 132 HISTORY OF HAWAII (MONARCHY) (1)  
3 hours per week for 5 weeks

History of Hawaii: A study of foreign arrivals and their impact on the islands and the Hawaiian's response. Also a discussion of some of the important events of the monarchy from Kamehameha I to Queen Liliuokalani. (Fulfills either Humanities or Social Science requirement)

- 133 HISTORY OF HAWAII (POST MONARCHY) (1)  
3 hours per week for 5 weeks

History of Hawaii: The social, economic, and cultural history of the period from the Republic of Hawaii to the present with a survey of some of Hawaii's contemporary problems. (Fulfills either Humanities or Social Science requirement)

- 134 HISTORY OF HAWAII (FOOD PREPARATION) (1)  
3 hours per week for 5 weeks

History of Hawaii: Hawaiian food and its preparation—a practical course in the preparation of Hawaiian dishes. Focus of the course will be the actual preparation of the foods. (Fulfills either Humanities or Social Science requirement)

- 135 HISTORY OF HAWAII (GOV'T. AND POLITICS) (1)  
3 hours per week for 5 weeks

History of Hawaii: A study of Hawaiian government, its structure and function and the interplay of community forces in the political arena. (Fulfills either Humanities or Social Science requirement)

- 151 WORLD CIVILIZATIONS I (3)  
3 hours per week

An interpretive survey of the development of civilizations from pre-historic origins to 1650 A.D. Major emphasis on the principal contributions, forces, and trends found among the various peoples of the world.

152 WORLD CIVILIZATIONS II (3)

3 hours per week

An interpretive survey of the development of civilizations from 1650 A.D. to the present. Major emphasis on the principal contributions, forces, and trends found among the various peoples of the world. History 151 and 152 need not be taken in sequence.

241 EAST ASIA UP TO THE SEVENTEENTH CENTURY (3)

3 hours lecture per week

History 241-242 is designed as a two-semester survey of the history of the civilizations of East Asia. Emphasis is placed on tracing the rise and development of distinctive cultural patterns and institutions in China, Japan, Korea, and related areas, and on the interaction among them from earliest to modern times. (Satisfies Humanities requirement)

242 EAST ASIA FROM THE SEVENTEENTH CENTURY TO THE PRESENT (3)

3 hours lecture per week

Continuation of History 241. (Satisfies Humanities requirement)

281 INTRODUCTION TO AMERICAN HISTORY I (3)

3 hours per week

An interpretive survey of United States history from the earliest settlements to 1865. (Satisfies Humanities requirement)

282 INTRODUCTION TO AMERICAN HISTORY II (3)

3 hours per week

An interpretive survey of United States history from 1865 to the present. History 281 and 282 need not be taken in sequence. (Satisfies Humanities requirement)

HOTEL OPERATIONS (HOPER)

31 FUNDAMENTALS OF HOTEL ORGANIZATION (3)

3 hours per week

A survey of commercial and resort hotels, relating their function and organization to the local environment. Orientation to basic work methods and attitudes, from uniform services to management.

41 FRONT OFFICE PROCEDURES (3)

3 hours per week

Study in registering and assigning rooms to guests; handling mail, messages, complaints and inquiries; documenting records and procedures relating to guest transactions; and using the NCR 2000.

- 42 HOUSEKEEPING PROCEDURES (3)  
3 hours per week  
Study of the organization and functions of the housekeeping department and its relationship to other departments in a hotel. Guides to purchasing, care of furnishings and supplies, and general procedures for the maintenance of facilities.
- 43 FOOD AND BEVERAGE CONTROL (3)  
3 hours per week  
Study of food and beverage control systems used in large hotels. Preparing daily and monthly cost reports and sales analyses.
- 101 JAPANESE LANGUAGE FOR HOSPITALITY  
INDUSTRY PERSONNEL (2)  
3 hours per week  
Using the audio-lingual approach, this course acquaints the student who plans to work in tourism with useful expressions in the Japanese language. It also provides him with an orientation to Japanese culture to aid in the understanding of the Japanese visitor to Hawaii.

#### HUMAN POTENTIAL (HP)

- 100 HUMAN POTENTIAL SEMINAR (1)  
26 hours per semester  
This course is designed to help students discover capacities, strengths, talents and abilities of which they are unaware or not using fully. Emphasis is on the discovery and development of the student's potentialities.

#### JAPANESE (JPNSE)

- 101 ELEMENTARY JAPANESE (4)  
5 hours lecture, 3 hours lab per week  
Prerequisite: Satisfactory score on placement test.  
A course using the audio-oral approach to understanding, writing, and speaking modern Japanese. Laboratory attendance required.
- 102 ELEMENTARY JAPANESE (4)  
5 hours lecture, 3 hours lab per week  
Prerequisite: Satisfactory score on the Language Placement Test, or completion of Japanese 101.  
A continuation of Elementary Japanese, Japanese 101. Laboratory attendance required.

## JOURNALISM (JOURN)

- 205 NEWS WRITING (3)  
4 hours per week  
A course designed to develop three basic journalistic skills: 1) discipline as an observer and investigator; 2) precision and economy of language, and 3) flexibility, speed, and accuracy in writing. Also covers the rationale underlying professional journalism, ethics and taste, problems of libel, and conflicts between privacy and the public interest. Each student is expected to do one assignment per week for the student newspaper. Students may re-enroll in the course for additional work on the school paper. (Satisfies English requirement)
- 206 ADVANCED NEWSWRITING (3)  
3 hours lecture, 1 hour lab per week  
Practical experience will be gained on the staff of the student newspaper, *Kapi'o*. In addition to writing weekly news stories, students will explore metropolitan news beats and spend a day with a city news reporter while he covers his beat. Students also will work on the basics of news editing and headline writing.

## MATHEMATICS (MATH)

- 10 BASIC MATHEMATICS (4)  
4 hours per week  
A developmental course to help the student improve competence in, and understanding of, the fundamental numerical processes involving whole numbers, fractions, decimals, percents, mensuration, problem-solving and simple equations.
- 21 PRE-ALGEBRA (3)  
3 hours per week  
Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 10  
A course designed to develop mathematical skills in computation and problem-solving with emphasis on understanding and application of mathematical processes, including factoring and cancellation, equations and inequalities, powers and roots, percentage, ratio and proportions, measurements and formulas, and simple statistical concepts.
- 25 ELEMENTARY ALGEBRA (3)  
3 hours per week  
Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 21  
A beginning course in algebra. Includes fundamental operations, special products and factorizations, relations, functions and graphs, sys-

tems of linear equations, exponents and radicals, quadratic equations, ratio, proportion and variation.

30 PRINCIPLES OF STATISTICS (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 25.

A study of elementary statistical methods, including collection and classifying data, computing statistical values, probability, theoretical distributions, analyzing and comparing statistics, estimating and predicting, problem preparations and solution.

100 SURVEY OF MATHEMATICS (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 25.

A survey of important elementary concepts in algebra, geometry, logical structure and probability, designed to acquaint non-specialists with examples of mathematical reasoning, and to develop an appreciation and understanding of the relationship of mathematics to the modern world.

110 GEOMETRY (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 25.

A study of Euclidean space emphasizing analytic, coordinate and three-dimensional geometries. Includes construction, congruence, proof and logical inferences, geometric inequalities, similar figures, parallel and perpendicular lines, coordinate geometry, circles and loci, areas and volumes. Precision and accuracy of statements stressed as a basis for analytical reasoning. The relationship between geometry and algebra is explored through such topics as coordinate geometry, areas and volume. Non-Euclidean geometries will also be introduced.

111 INTRODUCTION TO MATHEMATICS (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 25.

A study of structure and concepts of number systems, and the nature of deductive proof. (Primarily for Elementary Education majors)

120 COLLEGE ALGEBRA (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 25.

A thorough treatment of fundamental algebraic operations; an advanced treatment of products and factoring, algebraic fractions and

equations, quadratics, exponents and radicals, and the binomial theorem; introduction to graphing, progressions, logarithmic functions, systems of linear equations and inequalities.

133 PRE-CALCULUS I (3)

3 hours per week

Prerequisite: Satisfactory performance in placement test or satisfactory completion of Mathematics 110 and 120.

A functional approach to algebra; including axioms and theorems of the algebra of real numbers; polynomial, exponential, logarithmic and trigonometric functions; vectors and complex number systems; linear systems; progressions and sequences.

134 PRE-CALCULUS II (3)

3 hours per week

Prerequisite: Satisfactory performance in placement test or satisfactory completion of Mathematics 133

The study of functions and their graphs, equations and their loci, lines, conic sections, parametric equations, vectors in a plane, Cartesian and polar coordinate geometry.

205 CALCULUS I (4)

4 hours per week

Prerequisite: Satisfactory performance in placement test or satisfactory completion of Mathematics 133 and 134

Basic concepts (functions, limits); techniques of differentiation; integration of algebraic and trigonometric functions with applications.

206 CALCULUS II (4)

4 hours per week

Prerequisite: Satisfactory completion of Mathematics 205

Exponential, logarithmic and hyperbolic functions; techniques of integration; elements of three-dimensional analytic geometry; multiple integration, infinite series; partial differentiation.

(Philosophy 210—Introduction to Logic—satisfies the Mathematics requirement)

### MEDICAL ASSISTING (MEDAS)

30 CLINICAL ASSISTING I (BACK OFFICE) (2)

Fall

4 hours per week

Basic principles, practices and procedures of clinical medical meeting. Lecture/discussions and laboratory practices are provided.

31 MEDICAL LAW, ETHICS AND ECONOMICS (3)

Spring

3 hours per week

Prerequisite: Consent of instructor

The evolution of medicine; the ethical and legal relationship of physi-

cian and patient; the types of medical practice and care available; and the role, commitment and responsibilities of the medical assistant.

- 32 CLINICAL LABORATORY PROCEDURES I (4) Fall  
3 hours lecture, 3 hours lab per week  
An introduction to basic diagnostic concepts and procedures commonly used in physicians' offices or clinics to evaluate the health status of patients. Emphasis is on the role of the medical assistant.
- 40 CLINICAL ASSISTING II (ADVANCED BACK OFFICE) (4) Spring  
4 hours per week  
An advanced seminar course, taken concurrently with Medical Assisting 43, to facilitate the transfer of Medical Assisting principles, concepts and practice. Individualized and group sessions dealing with problem areas encountered during Externship. Continued development of knowledge and skills for entry-level proficiency.
- 41 MEDICAL OFFICE PROCEDURES (3) Fall  
3 hours per week  
Prerequisite: Consent of instructor  
Fundamentals of medical office practices and procedures. Lecture discussion and clinical experiences are provided.
- 43 EXTERNSHIP (6) Spring  
18 hours lab per week  
An advanced Medical Assisting course conducted in various affiliated agencies (physicians' offices or ambulatory care clinics) to provide supervised clinical practice in the application of acquired knowledge and skills with major emphasis in the "front" and "back" office areas.

#### MEDICAL LABORATORY TECHNOLOGY (MTECH)

- 100 ORIENTATION TO CLINICAL LABORATORY (3) Fall  
3 hours lecture per week  
Prerequisite: Admission to MLT program; Corequisite: MTECH 100L  
Clinical Laboratory organization, introduction to hematology and urinalysis, normal blood cell morphology, basic physiology.
- 100L INTRODUCTION TO LABORATORY METHODS (1) Fall  
4 hours laboratory per week (two 2-hour sessions)  
Prerequisite: Admission to MLT program; Corequisite: MTECH 100  
Introduction to clinical laboratory instrumentation, emphasis on working with dilutions. Introduction to venipuncture. Laboratory practice in basic hematology and urinalysis.

- 102 CLINICAL LABORATORY THEORY (4) Spring  
 4 hours lecture per week  
 Prerequisites: MTECH 100 and 100L with C minimum or consent of instructor; Corequisite: MTECH 102L  
 Theoretical bases for Coagulation Studies, introduction to basic serology, clinical aspects of hematology and urinalysis.
- 102L CLINICAL LABORATORY TECHNIQUES (2) Spring  
 6 hours laboratory per week  
 Prerequisites: MTECH 100 and 100L with C minimum or consent of instructor; Corequisite: MTECH 102  
 Basic techniques in Coagulation Studies, calibration curves, intensive practice in doing complete blood counts and urinalysis.
- 140 CLINICAL LABORATORY ROTATION I (8) Summer  
 8 hours per day, five days per week, 10 weeks  
 Prerequisites: MTECH 102 and 102L with C minimum; Corequisite: None  
 Clinical rotation in community hospital and private medical labs.
- 201 CLINICAL CHEMISTRY (4) Fall  
 4 hours lecture per week  
 Prerequisites: MTECH 102 and 102L with C minimum or Consent of instructor; CHEM 113, 113L, 114, 114L; Corequisite: MTECH 201L  
 Clinical Chemistry for the MLT. Principles of routine clinical chemistry tests, introduction to special tests, automation.
- 201L CLINICAL CHEMISTRY LABORATORY (2) Fall  
 6 hours laboratory per week  
 Prerequisites: MTECH 102 and 102L with C minimum or consent of instructor; Corequisite: MTECH 201  
 Clinical Chemistry Laboratory. Basic test procedures using manual and automated methods.
- 204 CLINICAL MICROBIOLOGY (3) Fall  
 3 hours lecture per week  
 Prerequisites: MTECH 102 and 102L with C minimum or consent of instructor; Corequisite: MTECH 204L  
 Microbial and parasitic diseases of man, characteristics of bacterial pathogens, introductory parasitology.
- 204L CLINICAL MICROBIOLOGY LABORATORY (1) Fall  
 4 hours laboratory per week  
 Prerequisites: None; Corequisite: MTECH 204  
 Basic Lab techniques of isolation and identification in medical microbiology.

- 241 CLINICAL LABORATORY ROTATION II (13) Spring  
 Prerequisites: MTECH 201, 201L, 203, 204 and 204L with C minimum;  
 Corequisite: None  
 Clinical experience in affiliated community laboratories.
- 203 IMMUNOLOGY (4) Fall  
 3 hours lecture, 4 hours lab per week  
 Prerequisites: MTECH 102 and 102L with C minimum  
 or consent of instructor; Corequisite: None  
 Principles of Immunology with emphasis on Immuno-hematology. Lab  
 to include practical application of principles.

#### MERCHANDISING (MERCH)

- 20 ADVERTISING AND DISPLAY (3)  
 3 hours per week  
 A course in the preparation and use of advertising methods and display work in marketing. Emphasis on consumer and motivation research, development of copy, visualization and layout, and the legal, social and economic aspects of advertising.
- 21 PRINCIPLES AND METHODS OF SALESMANSHIP (3)  
 3 hours per week  
 A course covering the principles of selling, including the selling process; preparing and demonstrating with showmanship; closing and post-sale service; and dealing with customers.
- 22 CASH REGISTER PROCEDURES (2)  
 2 hours per week  
 Basic fundamentals of operating various cash register machines. Includes handling checks, cash and credit sales; making adjustments and closing daily receipts. Also, principles and techniques involved in gift wrapping and proper use of the telephone.
- 23 MERCHANDISE ANALYSIS (3)  
 3 hours per week  
 A study of principles, methods, and procedures to obtain complete product information for buyers as well as consumers, sales and advertising personnel. Survey of major classification of textiles and other products.
- 30 PRINCIPLES OF RETAILING (3)  
 3 hours per week  
 An introductory course covering the principles of retailing and the operation and management of various types of retail establishments. Includes requirements, research, opportunities and future trends in retailing.

31 PRINCIPLES OF MARKETING (3)

3 hours per week

Prerequisite: General Business 21

An introduction to marketing principles including margins and costs, functions, channels of distribution, organization of marketing departments, research, brand policy, prices, and social regulation of marketing.

MICROBIOLOGY (MICRO)

130 GENERAL BACTERIOLOGY (3)

3 hours per week

Fundamentals of bacteriology with emphasis on microorganisms as they affect people and their possessions.

MUSIC (MUS)

102 COLLEGE CHORUS (1)

3 hours lab per week

Performance of past and contemporary choral literature. Open to all students. Previous choral experience not required. Course includes some fundamentals of music and vocal training. (May be repeated for credit) (Not applicable toward the Humanities requirement)

125 ELEMENTARY PIANO (2)

3 hours lab per week

Basic principles of piano performance. Relevant problems in piano literature at elementary level. (Must be taken in sequence) (Not applicable toward Humanities requirement)

126 INTERMEDIATE PIANO (1)

3 hours lab per week

Designed for further study of principles and basic skills of piano performance established in first piano course. Continues the group participation chord approach with greater emphasis on ensemble playing and improvisation. (Must be taken in sequence) (Not applicable towards Humanities requirement)

160 INTRODUCTION TO MUSIC LITERATURE (3)

3 hours per week

Elements, styles and forms of music, from listener's point of view. Lab section required. (Satisfies Humanities requirement)

- 180 FUNDAMENTALS OF WESTERN MUSIC (3)  
3 hours per week  
Fundamental concepts in organization of music as expressive medium in Western culture. Roles of composers, performers, and listeners. Notation as mode of communication. Discovery and verification of ideas through laboratory experience. (Satisfies Humanities requirement)

#### NURSES' AIDE TRAINING (NAT)

- 10 NURSES' AIDE TRAINING (6) Fall, Spring  
Short-term course—eight weeks  
A course to teach simple nursing procedures in preparation for employment in hospitals, nursing homes, private homes, and clinics. Includes formal classes, laboratory practice, and experience in hospitals and/or nursing homes.

#### OCEANOGRAPHY (OCEAN)

- 201 SCIENCE OF THE SEA (3)  
3 hours per week  
Prerequisites: Science 121 and Math 25 or its high school equivalent.  
A survey of the science of oceanography involving the study of the geological, physical and chemical properties of the ocean. Some specific topics are waves, currents, and exploration of the sea floor.

#### OFFICE PROCEDURES (OFPRO)

- 20B FILING (1)  
Weekly group sessions and lab hours in Learning Center.  
A study of indexing and filing procedures covering the theory and practices of alphabetical, numerical, geographical, and subject systems.
- 20C RECORDS MANAGEMENT (1)  
15 hours total  
Prerequisite: OFPRO 20B  
Establishing filing systems, transferring and disposing of records, and evaluating filing efficiency.

- 24 **DUPLICATING I (1)**  
Weekly group sessions and open lab hours in Learning Center.  
Spirit and stencil duplicating; typing spirit masters and stencils; operating the duplicators.
- 25 **DUPLICATING II (1)**  
Prerequisite: OFPRO 24  
Advance work in spirit, stencil, and offset duplicating. Lettering designing forms, and drawing on stencils and masters.
- 36 **APPLIED OFFICE SERVICES (2)**  
5 hours per week  
Prerequisite: Consent of instructor  
Practical experience in routine clerical and office procedures in various offices on campus with a seminar once a week. Credit can be applied only once.
- 40 **GENERAL CLERICAL PROCEDURES (4)**  
6 hours per week  
Prerequisite: Office Procedures 21 or concurrent enrollment  
Integration of all the skills and knowledge necessary to solve the problems which may confront the office worker. Emphasis placed on communication and interdepartmental functions, and guidance offered in personality development and vocational planning.
- 41 **COMMUNICATIONS IN ORGANIZATIONS (3)**  
3 hours per week  
Focus is centered on the leadership and communication functions crucial to the maintenance of organization. Analysis of the small work group, conflicts among groups, the coordination of competing groups, and the relationships of the organization.
- 42 **SEMINAR FOR OFFICE PERSONNEL (3)**  
3 hours per week  
Improving the appearance and conduct of office personnel to meet employer expectations. Emphasis on business etiquette and other individual aspects for better interpersonal relationships.
- 50 **SECRETARIAL PROCEDURES (4)**  
6 hours per week  
Prerequisite: Office Procedures II or Word Processing II or concurrent enrollment  
Developing understanding of office procedures, planning the flow of work in offices, understanding the interrelationship of departments and the teamwork necessary in the production of office work. Production level techniques and responsibilities common to secretarial work are explored, as well as supervisory and management problems.

## PHILOSOPHY (PHIL)

- 100 INTRODUCTION TO PHILOSOPHY (3)  
3 hours per week  
A brief survey course covering the various methods, values, and types of philosophies. (Intended for non-majors) (Satisfies Humanities requirement)
- 200 HISTORY OF PHILOSOPHY I (3)  
3 hours per week  
Western philosophy from the era of Greek thinkers to the Renaissance. (Satisfies Humanities requirement)
- 210 INTRODUCTION TO LOGIC (3)  
3 hours per week  
Principles of modern deductive logic. (Fulfills the Mathematics requirement)

## PHYSICS (PHYS)

- 100 SURVEY OF PHYSICS (3)  
3 hours per week  
Prerequisite: Satisfactory completion of Math 25 or its equivalent.  
Introduction to physics; basic concepts. Not open to those with previous college physics experience.

## POLITICAL SCIENCE (POLSC)

- 110 INTRODUCTION TO POLITICAL SCIENCE (3)  
3 hours per week  
An introduction to political problems, systems, processes, ideologies, approaches, and analyses.
- 131 AMERICAN GOVERNMENT: ISSUES OF LOCAL AND NATIONAL POLITICS (3)  
3 hours per week  
A course covering the structure and functions of government in modern society and contemporary American problems.
- 139 INTERNATIONAL RELATIONS (3)  
3 hours per week  
A study of the relations of nation-states including the problems of nation building, international politics, international law, and international organizations. Case studies to illustrate the theories of international relations.

## PRACTICAL NURSING (PRACN)

- 20 BASIC NURSING CARE (10) Fall  
5 hours lecture, 15 hours lab per week  
Prerequisite: Admission to Practical Nursing Program  
A course designed to teach the Practical Nursing student basic nursing principles and skills. Concepts related to nutrition, community health, rehabilitation, mental health, pharmacology, and the nurse/patient relation are integrated throughout the course.
- 21 DIRECTED STUDY (1) Fall  
3 hours per week  
A course designed to encourage students to progress at their own rate of speed in selected subject areas; namely, Nutrition and Basic Nursing Skills. Students must spend at least three hours per week working in library, learning resources center, laboratory or using specific programmed texts. Students will be responsible for keeping records of their own time, and must present work to instructor for final evaluation.
- 22 PHYSICAL AND MENTAL ILLNESS (11) Spring  
5 hours lecture, 18 hours clinical per week  
Prerequisites: PRACN 20, 21, and Anatomy 22  
Course designed to teach the student principles and skills necessary for the care of medical, surgical, and mentally ill patients, and with continued emphasis on pharmacology as it relates to the care of these patients. Major concepts introduced in PRACN 20 will continue to be an integral part of the course.
- 23 DIRECTED STUDY (1) Spring  
3 hours per week  
A course designed to encourage students to progress at their own rate of speed in selected subject areas. The emphasis during the Spring semester will be on research in specific areas of Medical-Surgical Nursing. Students must spend at least three hours per week on independent study. They will be responsible for keeping records of their own time and must present their work to an instructor for final evaluation.
- 24 MATERNAL AND CHILD NURSING (6) Summer  
6 hours lecture, 18 hours clinical per week for 8 weeks  
to begin immediately following the Spring semester.  
Prerequisites: PRACN 20, 21, 22, 23, Anatomy 22, and Health Foundations 106.  
A course designed to teach the student principles and skills necessary for the nursing care of mothers, newborns, and children. Previously identified concepts will be utilized. Emphasis will be on the normal family unit.

- 25 PERSONAL & VOCATIONAL RELATIONSHIPS (1) Summer  
2 hours lecture per week, concurrent with PRACN 24  
Prerequisites: Same as for PRACN 24  
A course designed for discussion of ethical relationships, trends and vocational relationships for the practical nurse.

### PSYCHOLOGY (PSY)

- 25 APPLIED PSYCHOLOGY (3)  
3 hours per week  
A study of psychological concepts and human behavior. Emphasis on growth and development.
- 100 SURVEY OF PSYCHOLOGY (3)  
An introductory course to acquaint students with the concepts and principles of organisms. It allows the students a choice of one of three programs;
- PSY 100  
3 hours per week  
Class lectures supplemented by films, group discussions and student activity involvement, tapes and slides.
- PSY 100 (B)  
Scheduled lecture and arranged learning experience  
A series of self-selection, self-pacing experiences that allow the student to explore 32 or more topics in various areas of psychology from a total of 65 learning packs. The direction of the student can be either an in-depth study of a particular area of psychology or a broad survey of many areas. There will be one scheduled lecture per week and the student can have the learning experience during anytime the Learning Resource Center is open; in some cases the learning packs can be checked out for home use.
- PSY 100 (C)  
Scheduled lecture and arranged experimentation labs  
This option is directed to experimentation employing psychological principles and apparatus. The student will use the "How One Psychologist Views It" learning series (a self-selection, self-pacing experience) as a basis for gaining information about introductory psychology. This option then gives the student the opportunity to objectively test some of the principles and theories of psychology by (1) proposing a study, (2) selecting correct apparatus, (3) selecting subjects, (4) running the experiment and (5) writing the findings of the experiment in an appropriate form suitable for psychological journal publication.

110 PSYCHOLOGY OF ADJUSTMENT (3)

3 hours per week

This course is an integration of current theories of adjustment and practical applications. It allows the student options for course activities; i.e., small group experiences, self-help programs, psychological explorations, etc. (Intended for non-majors and does not meet psychology major requirement.)

RADIOLOGIC TECHNOLOGY (RTECH)

100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (3)

Fall

3 hours lecture per week

Corequisite: RTECH 140

Orientation to radiologic technology. Includes ethics, darkroom chemistry and technique, elementary radiographic positioning, and elementary radiographic exposure principles.

110 RADIOLOGIC TECHNIQUE (3)

Spring

3 hours lecture per week

Prerequisite: RTECH 100 with minimum of C or consent of instructor

Concurrent registration in RTECH 141

Continuation of RTECH 100. Includes nursing procedures pertinent to radiology.

120 RADIOLOGICAL PHYSICS (3)

Spring

3 hours lecture per week

Prerequisites: MATH 120 or consent of instructor

The fundamentals of electrical and radiation physics, the basic principles underlying the operation of radiologic equipment, and radiation biology and protection.

130 TOPOGRAPHIC ANATOMY (1)

Spring

1 hour lecture per week

Radiologic anatomy emphasizing surface landmarks and the relationships of organs to one another.

148 RADIOGRAPHY SEMINAR (1)

Fall

1 hour lecture per week

Problems seminar: general radiographic technique with critiques of films taken in RTECH 140.

149 RADIOGRAPHY SEMINAR (1)

Spring

1 hour lecture per week

Problems seminar: general radiographic technique with critiques of films taken in RTECH 141.

- 150 RADIOGRAPHY SEMINAR (2) Summer  
 2 hours lecture per week  
 Prerequisite: RTECH 110 with minimum of C  
 Concurrent registration in RTECH 142  
 Problems seminar: general radiographic technique with critiques of films taken in RTECH 142.
- 200 ADVANCED RADIOLOGIC POSITIONING (3) Fall  
 3 hours lecture per week  
 Prerequisites: RTECH 142, 150  
 Concurrent registration in RTECH 240  
 Advanced radiographic positioning.
- 210 ADVANCED RADIOLOGIC TECHNIQUE (3) Spring  
 3 hours lecture per week  
 Prerequisites: RTECH 142, 150  
 Advanced principles of radiographic exposure, procedures using contrast material, pediatric radiography, survey of diseases and injury and their relationship to radiologic technology.
- 220 DEPARTMENTAL ADMINISTRATION (1) Spring  
 1 hour lecture per week  
 A study of administrative procedures, personnel management, and the legal and financial aspects of radiology.
- 230 SPECIAL RADIOGRAPHIC PROCEDURES (3) Spring  
 3 hours lecture per week  
 Prerequisites: RTECH 200, 210  
 Concurrent registration in RTECH 241  
 Special radiographic procedures including intraoral radiography.
- 248 RADIOGRAPHY SEMINAR (1) Fall  
 1 hour lecture per week  
 Problems seminar: advance film critique stressing procedures using contrast material; pediatric radiography.
- 249 RADIOGRAPHY SEMINAR (1) Spring  
 1 hour lecture per week  
 Problems seminar: advance film critique stressing films made during special procedures.
- 250 RADIOTHERAPY AND NUCLEAR MEDICINE (2) Summer  
 2 hours lecture per week  
 Prerequisite: RTECH 120  
 Theories and principles relating to radiation therapy and nuclear medicine.

## Hospital Radiographic Technique

Courses in this area provide experience in the Radiology Department of a cooperating hospital. These experiences include observation of and practice in positioning the sick and injured patient, obtaining the exact radiograph requested by the physician, and assisting in the treatment of disease. Film exposure time, film manipulation, and the finished radiography are critically studied. Throughout the two academic years and interim summer certain approved radiographs must be completed. These by location include radiographs of Extremities, Gastrointestinal Tract, Urinary Tract (intravenous and retrograde pyelograms, urethograms), Skull (sinuses, facial bones, mandible), Spine, Pelvis (hips, hip-nailing), Shoulder, Thoracic Cage and Cavity (lungs, heart, and sternum).

- 140, 141 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Fall, Spring  
Practice in positioning, radiographic exposure, and film critique in the Radiology Department of a cooperating hospital.
- 142 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Summer  
Summer practice in radiographic technique and film critique.
- 240, 241 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Fall, Spring  
Practice in advanced radiographic technique and film critique.
- 242 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Summer  
Summer practice in advanced radiographic technique and film critique.

## RELIGION (REL)

- 150 MAJOR RELIGIONS OF THE WORLD (3)  
3 hours per week  
A historical survey of the major religions of the world designed for an understanding and appreciation of these religions and of their cultural influence in history. (Satisfies Humanities requirement)
- 151 RELIGION AND THE MEANING OF EXISTENCE (3)  
3 hours per week  
Introduces contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?" (Satisfies Humanities requirement)

## RESPIRATORY THERAPY (RESP)

- 110 RESPIRATORY THERAPY THEORY I (4) Fall  
4 hours lecture per week  
Prerequisite: Admission to the Respiratory Therapy Program;  
Corequisite: RESP 110L

- Introduction to Respiratory Therapy and the theory of administration of therapeutic medical gases.
- 110L RESPIRATORY THERAPY TECHNIQUE I (5) Fall  
 15 hours laboratory per week  
 Prerequisite: Registration in RESP 110; Corequisite: RESP 110  
 A course dealing with basic Respiratory Therapy techniques in application and equipment. Laboratory practice with oxygen cylinders, flowmeters, regulators, oxygen tents and all modalities for delivery of oxygen and humidity, stressing safety precautions in handling.
- 111 RESPIRATORY THERAPY THEORY II (4) Spring  
 4 hours lecture per week  
 Prerequisites: RESP 110 with grade of C or consent of Instructor; Corequisite: RESP 111L  
 Continuation of Respiratory Therapy 110 encompassing theory of resuscitation and use of respirators and ventilators.
- 111L RESPIRATORY THERAPY TECHNIQUE II (5) Spring  
 15 hours laboratory per week  
 Prerequisites: RESP 110L with grade of C or consent of Instructor; Corequisite: RESP 111  
 Introduction to pressure respirators, manual resuscitators and proper resuscitative techniques. Analysis of equipment construction and requirements. Blood gas analysis, pulmonary physiotherapy and nursing arts.
- 130 PULMONARY FUNCTION THEORY (2) Summer  
 2 hours lecture per week  
 Prerequisite: RESP 111 with grade of C; Corequisite: RESP 130L  
 Theory of Pulmonary Function Studies.
- 130L PULMONARY FUNCTIONS TECHNIQUES (1) Summer  
 9 hours laboratory per week  
 Prerequisite: RESP 111L with C average; Corequisite: RESP 130  
 Pulmonary Function Studies taught in the laboratory setting.
- 212 RESPIRATORY THERAPY THEORY III (4) Fall  
 4 hours lecture per week  
 Prerequisite: RESP 130 with grade of C; Corequisite: RESP 212L  
 Comprehensive and Intensive Respiratory Theory.
- 212L RESPIRATORY THERAPY CLINICAL I (5) Fall  
 22½ hours laboratory per week  
 Prerequisite: RESP 130L with grade of C; Corequisite: RESP 212  
 All of the previously learned techniques will be observed and practiced under close supervision of instructor in a community hospital cooperating in the program.

- 213 RESPIRATORY THERAPY THEORY IV (4) Spring  
4 hours lecture per week  
Prerequisite: RESP 112 with C average; Corequisite: RESP 213L  
Neonatal, Pediatric and emergency Respiratory Therapy.
- 213L RESPIRATORY THERAPY CLINICAL II (5) Spring  
22½ hours laboratory per week  
Prerequisite: RESP 112L with grade of C; Corequisite: RESP 213  
Students learn special Respiratory Therapy Technique applicable to pediatrics and emergency room situations in a clinical setting.
- 231 RESPIRATORY THERAPY SEMINAR (2) Summer  
2 hours lecture per week  
Prerequisite: RESP 113 with grade of C; Corequisite: RESP 231L  
Problems Seminar.
- 231L RESPIRATORY THERAPY CLINICAL III (1) Summer  
22 hours laboratory per week  
Prerequisite: RESP 113L with grade of C; Corequisite: RESP 131  
Advanced clinical study.

#### SCIENCE (SCI)

- 20 BIOLOGICAL SCIENCE (3)  
3 hours per week  
A non-laboratory course covering the cell, representative plants and animals, mammalian structure and function, heredity and evolution.
- 30 ENVIRONMENTAL SCIENCES (3)  
3 hours per week  
An introduction to environmental sciences. A course designed to give the student a basic, integrated understanding of his environment—our planet. Topics are chosen from the scientific disciplines of biology, geology, meteorology, and chemistry. The course is specifically designed for non-liberal arts majors.
- 101 GENERAL BIOLOGY (3)  
3 hours per week  
A non-laboratory course covering the basic principles of living systems. Emphasis is placed on structure and function of cells, basic biochemistry, origin of life, plant and animal systems, and human reproduction.
- 110 PHYSICAL SCIENCE (3)  
3 hours per week  
Characteristics of science and of the physical environment; topics from the physical sciences.

- 110L PHYSICAL SCIENCE LABORATORY (1)  
2-hour discussion-lab per week  
Discussion, problem-solving, lab exercises, reports. Must be taken concurrently with 110.
- 121 INTRODUCTION TO SCIENCE (4)  
3 hours lecture, 2 hours lab per week  
Characteristics of science and interaction of society with science, illustrated by topics from biological science.
- 161 ENVIRONMENTAL BIOLOGY (3)  
Prerequisite: Science 121 or Zoology 101  
A non-laboratory course covering basic ecology, pollution, and behavior.

### SHORTHAND (SHTHD)

#### BEGINNING SHORTHAND

- 20B BEGINNING SHORTHAND—I (2)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 24 or equivalent  
Theory: Lessons 1 to 15—Memorization of the shorthand alphabet, write the sounds you hear into shorthand symbols at the rate of one outline per second, memorize high frequency words, acquire the techniques necessary to become a critical listener, and transcribe each lesson working toward mailable copy.
- 20C BEGINNING SHORTHAND—II (2)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Shorthand 20 or equivalent  
Theory: Lessons 16-28—New matter dictation and transcription of all lessons rapidly and accurately, previewed new-matter dictation, preview of punctuation, dictation at the rate of 1 to 1½ outlines per second, and transcription of each lesson working toward mailable copy.
- 20 BEGINNING SHORTHAND (4)  
Prerequisite: Typewriting 24 or equivalent  
Contents of 20B and 20C combined into a one semester course.

#### INTERMEDIATE SHORTHAND

(Intermediate shorthand may be taken as one combined course for 4 credits or as individualized 2 credit courses thru weekly group sessions and open lab hours in the Learning Center.)

- 30B APPLIED DICTATION I—(2)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Shorthand 21 or equivalent

Skill Development: Shorthand is written at the rate of 1 to 1½ outlines per second through the use of new matter and office-style dictation. This material is transcribed in mailable form.

- 30C APPLIED DICTATION II (2)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Shorthand 30 or equivalent  
Office Applications: Shorthand is written at the rate of 1 to 2 outlines per second. Mailable transcripts required of letters.
- 30 APPLIED DICTATION (4)  
Prerequisite: Shorthand 20C or equivalent  
Contents of Shorthand 30B and 30C combined into a one semester course.

### ADVANCED SHORTHAND

- 40 ADVANCED SHORTHAND (4)  
6 hours per week  
Prerequisite: SHTHD 30C or equivalent  
Vocational application of shorthand through intensive dictation and transcription with emphasis on the integration of specific secretarial skills.
- 42 EXECUTIVE SHORTHAND (4)  
6 hours per week  
Prerequisite: SHTHD 40  
Emphasis is on improving secretarial competency and increasing business knowledge through taking dictation of lectures and correspondence covering a wide range of topics.
- 44 LEGAL AND MEDICAL SHORTHAND (4)  
6 hours per week  
Prerequisite: SHTHD 40 (or concurrent enrollment)  
A specialized course covering vocabulary used in court testimony and various legal documents, medical history, reports, medical research abstracts, with a study of legal and medical office procedures.

### SOCIOLOGY (SOC)

- 151 INTRODUCTION TO THE STUDY OF SOCIETY (3)  
3 hours per week  
A study of the nature of human society, with attention to American social institutions and the American value system; and consideration of the basic processes of social interaction and those factors which effect social change.

200 COURTHSHIP, MARRIAGE, AND THE FAMILY (3)  
3 hours per week

A study of the relationship of man and woman in courtship, in marriage, and in the family. The origins of the family and the nuclear family as a unit in society will be explored. Examination of present-day issues and crises encountered in these relationships.

SPANISH (SPAN)

101 ELEMENTARY SPANISH (4)  
5 hours lecture, 2 hours lab per week  
Prerequisite: Satisfactory score on placement test

A course designed for students with no background in the Spanish language. The student learns basic Spanish sentences, elementary grammar, and a basic appreciation for the culture from which the language is derived.

102 ELEMENTARY SPANISH (4)  
5 hours lecture, 2 hours lab per week  
Prerequisite: Satisfactory score on placement test or completion of Spanish 101

Continuation of Spanish 101.

SPECIAL STUDIES (SPST)

291 COMMUNITY SERVICE PRACTICUM I (3)  
2 hours lecture, 1 hour field study per week

This course is designed to help students discover and develop their assets, capacities and talents and to further actualize them in a community service project of their choice.

292 COMMUNITY SERVICE PRACTICUM II (3)  
2 hours lecture, 1 hour field study per week  
Prerequisite: SPST 291

A continuation of SPST 291, but differs significantly inasmuch as the emphasis shifts from individual discovery to interpersonal relations and the dynamics of group effects as the class works together on a single community project.

294 POLITICAL PRACTICUM I (3)  
2 hours lecture, 5 hours lab per week for 10 weeks

An in-depth study of political parties, pressure groups, and electoral system; emphasis on actual involvement in the electoral process. Laboratory required.

- 295 POLITICAL PRACTICUM II (3)  
1 hour lecture, 6 hours lab per week for 15 weeks  
Prerequisite: Consent of the instructor prior to registration  
An examination of the operation, structure and philosophy of the legislative processes, with particular emphasis upon the Hawaii State Legislature. Course requires active student field work with the legislature of Hawaii.
- SPEECH (SP)
- 20 FUNDAMENTALS OF SPEECH (3)  
4 hours per week  
Programmed, individualized instruction to help students attain proficiency in oral delivery. Includes practice overcoming speech problems in projection, variety, clarity, vitality, pronunciation, rhythm and intonation. Students proceed from individual practice to control of oral delivery in small group situations. At the discretion of the instructor, the course may be completed in less than a semester with full credit. Required of students who reveal speech problems on the Speech Placement Test.
- 26V SPEECH COMMUNICATION (1-3) Variable credit  
3 hours per week for five weeks to earn one credit  
Prerequisite: Satisfactory score on Speech Placement Test  
Participation in interpersonal communication activities involving a total language experience: listening, speaking, reading, writing. Emphasis on speech communication. Offers student a modular unit option.
- 125 EFFECTIVE ORAL COMMUNICATION (3)  
3 hours per week  
Prerequisite: Satisfactory score on Speech Placement Test  
A course designed to give practice in effective discussion for purposes of inquiry and problem-solving within the context of the small group.
- 145 EXPOSITORY AND PERSUASIVE SPEAKING (3)  
3 hours per week  
Prerequisite: Satisfactory score on Speech Placement Test  
Practice in speech composition and delivery with consideration of the various aspects of public address. Emphasis on critical thinking, reasoning, support and evaluation. (Satisfies Humanities requirement)
- 231 READING ALOUD (3)  
3 hours per week  
Prerequisite: Satisfactory score on Speech Placement Test  
Principles of interpretative reading. Practice in textual analysis and in

transmitting intellectual and aesthetic content of literature. (Satisfies Humanities requirement)

### TYPEWRITING (TYPW)

#### **BEGINNING TYPEWRITING**

- 20B **BEGINNING TYPEWRITING—I (1)**  
Weekly group sessions and open lab hours in Learning Center  
Keyboard—Alphabet: Touch operation of alphabetic keys, building typing speed and skill, and composing at the typewriter.
- 20C **BEGINNING TYPEWRITING—II (1)**  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 20B or equivalent  
Keyboard—Numbers and Symbols: Touch operation of numbers and frequently used symbol keys, typing memorandums, horizontal centering, proofreader's marks, personal notes, postcards, typing from handwritten copy, composition at the typewriter, and continued development of skill.
- 20D **BEGINNING TYPEWRITING—III (1)**  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 20C or equivalent  
Common Learnings: Vertical centering, personal letters, small envelopes, themes, business letters, correcting errors, aligning paper, drawing lines, tabulation, dividing words, carbon copies, outlines, manuscripts, composing at the typewriter, typing from handwritten copy, and continued development of skill.
- 20 **BEGINNING TYPEWRITING (3)**  
Contents of Typewriting 20B, 20C and 20D combined into a one semester course.
- 24 **SELF-DIRECTED DICTATION AND TRANSCRIPTION (2)**  
Group sessions and open lab hours in Learning Center  
Prerequisites: Typewriting 20D or equivalent  
Improving communication skills through the use of the machine dictation-transcriber as a learning tool. The pattern of learning follows six steps: (1) reading, (2) listening, (3) vocalizing, (4) transcribing, (5) proofreading, (6) evaluating and making decisions.

#### **INTERMEDIATE TYPEWRITING**

##### Option 1

- 30B **OFFICE TYPEWRITING—I (1)**  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 20D or equivalent  
Office Applications: Special features of business letters, production

typing, manuscripts, telegrams, spreading and squeezing letters, and composing at the typewriter.

30C OFFICE TYPEWRITING—II (1)

Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 30B or equivalent

Office Applications: Bibliographies, title pages, tabulated reports and tables, symbols, alignment at the right, purchase requisitions and orders, invoices, credit memorandums, statements, production typing, and composing at the typewriter.

30D OFFICE TYPEWRITING—III (1)

Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 30C or equivalent

Office Applications: Special programs and notes, financial statements, letters of applications, production typing, rough drafts, and composing at the typewriter.

30 OFFICE TYPEWRITING (3)

Prerequisite: Typewriting 20D or equivalent

Contents of Typewriting 30B, 30C and 30D combined into a one semester course.

Option 2

35B MACHINE TRANSCRIPTION—I (1)

Weekly group sessions and open lab hours in Learning Center

Prerequisite: Typewriting 24 or equivalent

Office Applications: Operating the transcribing unit, developing transcribing skills, transcribing various types of business letters with envelopes and carbon copies.

35C MACHINE TRANSCRIPTION—II (1)

Weekly group sessions and open lab hours in Learning Center

Prerequisite: Typewriting 35B or equivalent

Office Applications: Proofreading, editing business communications, action and courteous letters, manuscript typing, typing from rough draft, and tabular typing.

35D MACHINE TRANSCRIPTION—III (1)

Weekly group sessions and open lab hours in Learning Center

Prerequisite: Typewriting 35C or equivalent

Office Applications: Urgent messages, repetitive correspondence, inter-company messages, handling incoming mail, handling outgoing mail, and writing application letters.

- 35 MACHINE TRANSCRIPTION (3)  
Prerequisite: Typewriting 24 or equivalent  
Contents of Typewriting 35B, 35C and 35D combined into a one semester course.

### **ADVANCED TYPEWRITING**

(Advanced Typewriting may be taken as one combined course for 3 credits or as individualized 1 credit courses thru weekly group sessions and open lab hours in the Learning Center.)

- 40B SPECIALIZED TYPEWRITING—I (1)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 30 or Typewriting 35 or equivalent  
Specialized Applications: Review of Business letter styles and various sized stationery; new releases, mailing and filing labels; window envelopes; and governmental correspondence: memoranda, directives, and forms.
- 40C SPECIALIZED TYPEWRITING—II (1)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 40B or equivalent  
Specialized Applications: Medical Forms, insurance forms, and reports; technical reports: footnotes, annotated bibliographies, title page and table of contents; and tables: with leaders, columnar with horizontal rulings, and wide tables with tabular rulings.
- 40D SPECIALIZED TYPEWRITING—III (1)  
Weekly group sessions and open lab hours in Learning Center  
Prerequisite: Typewriting 40C  
Specialized Applications: Financial statements; IRS and FICA forms; Legal: forms, documents with special features, multipage documents with gacks; and IBM Executive typewriter: correcting errors, centering, tabular alignment, and justified lines.
- 40 SPECIALIZED TYPEWRITING (3)  
Prerequisite: Typewriting 30, 35, or equivalent  
Contents of typewriting 40B, 40C and 40D combined into a one semester course.

### **ZOOLOGY (ZOO)**

- 101 PRINCIPLES OF ZOOLOGY (4)  
3 lecture and 2 lab hours per week  
Introduction to zoology for non-science majors. Living animals, their structure, reproduction, deprivation, and ecology, with emphasis on their relationship to man and society.

Prerequisite: Typewriting 34 or equivalent

Contents of Typewriting 35B, 35D and 35E combined into one semester course. In final lab report, one course student must analyze a 500-gint typewritten document.

ADVANCED TYPewriting

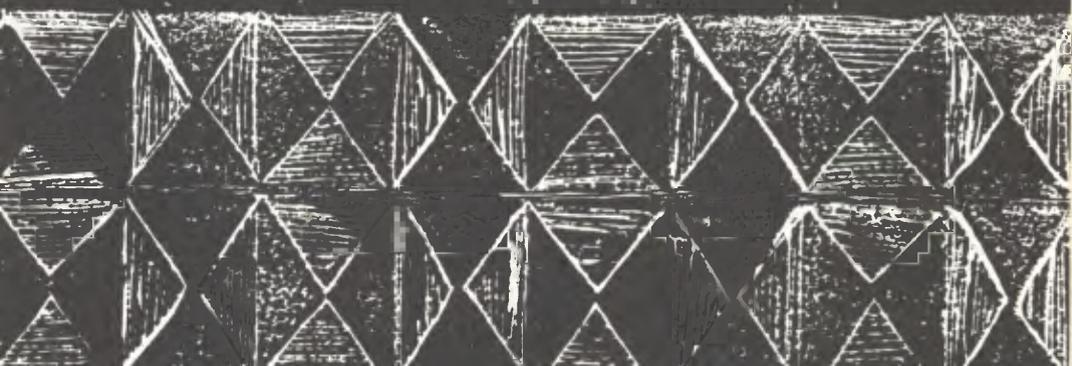
Advanced Typewriting may be taken as one combined course for 3 credits or as individualized 1-credit courses thru weekly group sessions and open lab hours in the Learning Center.

Prerequisite: Typewriting 34 or equivalent

30B SPECIALIZED TYPewriting—I (1)  
 Weekly group sessions and open lab hours in Learning Center. Prerequisite: Typewriting 36 or equivalent. Specialized Applications: Review of business letter styles and various typed formats; new releases, mailing and filing labels; window envelopes; and governmental correspondence formats, notices, notices and forms.

30C SPECIALIZED TYPewriting—II (1) (3) (5) (7) (9) (11) (13) (15) (17) (19) (21) (23) (25) (27) (29) (31) (33) (35) (37) (39) (41) (43) (45) (47) (49) (51) (53) (55) (57) (59) (61) (63) (65) (67) (69) (71) (73) (75) (77) (79) (81) (83) (85) (87) (89) (91) (93) (95) (97) (99) (101) (103) (105) (107) (109) (111) (113) (115) (117) (119) (121) (123) (125) (127) (129) (131) (133) (135) (137) (139) (141) (143) (145) (147) (149) (151) (153) (155) (157) (159) (161) (163) (165) (167) (169) (171) (173) (175) (177) (179) (181) (183) (185) (187) (189) (191) (193) (195) (197) (199) (201) (203) (205) (207) (209) (211) (213) (215) (217) (219) (221) (223) (225) (227) (229) (231) (233) (235) (237) (239) (241) (243) (245) (247) (249) (251) (253) (255) (257) (259) (261) (263) (265) (267) (269) (271) (273) (275) (277) (279) (281) (283) (285) (287) (289) (291) (293) (295) (297) (299) (301) (303) (305) (307) (309) (311) (313) (315) (317) (319) (321) (323) (325) (327) (329) (331) (333) (335) (337) (339) 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# INDEX

## A

Academic Standards, 21  
Academic Dismissal, 22  
Accounting Courses, 61  
Accounting Curriculum, 35  
Accreditation, 10  
Activities, Student, 31  
Administration, Kapiolani Community College, 114  
Administrative Officers, University of Hawaii, 116  
Admission to Class, 24  
Admissions Policy, Foreign Student Program, 16  
Admission Procedures, 14  
Admission Requirements, 14  
Admission to Liberal Arts Courses, 52  
Admission to the Liberal Arts Curriculum, 52  
Advising, Faculty, 20  
Advisory Committees on Curricula, 10  
Aids, Financial, 20  
American Studies Courses, 62  
Anatomy and Physiology Courses, 63  
Anthropology Courses, 63  
Application for Graduation, 26  
Application to Four-Year Institutions, 52  
Art Courses, 64  
Associate in Arts Degree, 25  
Associate in Science Degree, 25  
Attendance Regulations, 24  
Auditing Classes, 18  
Averages, Grade-Point, 23

## B

Board of Regents, University of Hawaii, 116  
Bookkeeping Major, 36  
Bookstore, 30  
Business Machines Courses, 65  
Business Operations Curriculum, 36

## C

Calendar, 2, 3  
Certificate of Achievement, 26  
Certificate of Completion, 26  
Change of Major, 19  
Changes, Course, 19  
Changes After Registration, 20  
Chemistry Courses, 65  
Class, Admission to, 24  
Classes, Evening, 19  
Classification of Students, 17  
Clerical Curriculum, 36  
Clubs and Organizations, 31  
College Probation Policy, 22  
College Work-Study Program, 28  
Committee, Student Personnel, 31

Communication, 30  
Communication Courses, 66  
Community Colleges, University of Hawaii, 10  
Computer Science, 66  
Concurrent Registration, 18  
Conduct, Student, 24  
Counseling and Guidance, 27  
Course Changes, 19  
Courses, Description of, 60  
Courses, Repetition of, 24  
Credit, 60  
Credit by Examination, 23  
Credit-No Credit Option, 23  
Credit, Transfer of, 17  
Culinary Arts (General Cook) Major, 43  
Curricula, 8, 33-35  
Curricula, Occupational, 34, 35

## D

Data Processing Courses, 66  
Data Processing Curriculum, 38  
Data Processing Operations Curriculum, 39  
Dates for Programs, Starting, 17  
Degree of Associate in Arts, 25  
Degree of Associate in Science, 25  
Delayed Payment of Fees, 21  
Dental Assisting Courses, 69  
Dental Assisting Curriculum, 44  
Description of Courses, 60  
Dining Room Major, 44  
Dishonored Checks, Fees for, 21  
Dismissal, Academic, 22  
Drama Courses, 70

## E

Economics Courses, 70  
Educational Opportunity Grants, 28  
Educational Philosophy, 8  
English Courses, 71  
English Language Institute Program, 73  
Ethnic Studies Courses, 74  
Evening Classes, 19  
Examination, Credit by, 23

## F

Facilities, 11  
Faculty, 114  
Faculty Advising, 28  
Fee, Non-Resident Tuition, 20  
Fee Schedule, 20  
Fees, Delayed Payment of, 21  
Financial Aids, 28  
Food Service Courses, 75  
Food Service Curriculum, 42, 43, 44  
Food Service Management Curriculum, 42

# INDEX

Foreign Student Program Admissions  
Policy, 16  
French Courses, 78

## G

General Business Courses, 79  
General Clerical Major, 37  
General Information, 7-11  
Geography Courses, 82  
Geosciences Courses, 82  
Government, Student, 31  
Grade-Point Averages, 23  
Grade Reports, 23  
Grades, 21, 22  
Graduation, Application for, 26  
Graduation Requirements, 25  
Grants, Educational Opportunity, 28  
Guaranteed Loan Program, 28  
Guidance Courses, 82

## H

Health and Physical Education Courses, 83  
Health Foundation Courses, 83  
Health Service, 29  
Help Center, 27  
History, 9  
History Courses, 85  
Honors, Scholastic, 21  
Hotel Operations Courses, 86  
Hotel Operations Mid-Management  
Option, 40  
Housing, 29  
Human Potential Seminar, 87  
Humanities Requirement, 52

## I

Individual and Specialized Group Study, 60  
Information, General, 7-11  
Insurance, 29  
Intramural Sports, 31

## J

Japanese Courses, 87  
Job Placement Service, 27  
Journalism Courses, 88

## L

Languages, 52  
Learning Resources Center, 30  
Lettering System, 60  
Liberal Arts Curriculum, 51  
Library, 29  
Limitations, Unit Load, 18  
Loan Program, Guaranteed, 28  
Loans, National Direct Student, 28  
Loans, Short-Term, 29  
Loans, State of Hawaii, 28  
Location, 9

Lost and Found, 30

## M

Major, Change, 19  
Manoa Campus, Transferring To, 54  
Map, Inside Front Cover  
Mathematics Courses, 88  
Medical Assisting Courses, 90  
Medical Assisting Curriculum, 45  
Medical Laboratory Technician  
Curriculum, 46  
Medical Laboratory Technology Courses, 91  
Merchandising Courses, 93  
Merchandising Mid-Management  
Option, 40  
Mid-Management Curriculum, 40  
Microbiology Courses, 94  
Music Courses, 94

## N

National Direct Student Loans, 28  
Non-Resident Tuition Fee, 20  
Numbering System, 60  
Nurses' Aide Training, 95

## O

Objectives, 8  
Occupational Curricula, 34  
Occupational Curricula, Other, 50  
Oceanography Courses, 95  
Office Procedures Courses, 95  
Office of the Vice President for  
Community Colleges, 116  
Officers, Administrative, University  
of Hawaii, 116  
Organizations, 31  
Orientation, 17

## P

Parking, 30  
Payment of Fees, Delayed, 21  
Philosophy, 8  
Philosophy Courses, 97  
Physical Education Courses, 83  
Physics Courses, 97  
Policies, Selective Service System, 18  
Policy, College Probation, 22  
Policy, Refund, 20  
Political Science Courses, 97  
Practical Nursing Courses, 98  
Practical Nursing Curriculum, 47  
Probation Policy, College, 22  
Procedures, Admission, 14  
Psychology Courses, 99

## R

Radiologic Technology Courses, 100  
Radiologic Technology Curriculum, 47

# INDEX

Refund Policy, 20  
Refund Policy for Veteran Administration Beneficiaries, 21  
Regents, Board of, 116  
Registration, 17  
Registration, Changes After, 20  
Registration, Concurrent, 18  
Regulations, Attendance, 24  
Religion Courses, 102  
Repetition of Courses, 24  
Reports, Grade, 23  
Request to Withdraw from College, 19  
Requirements, Admission, 14  
Requirements, Graduation, 25  
Respiratory Therapy Courses, 102  
Respiratory Therapy Curriculum, 49

## S

Schedule, Fee, 20  
Scholarship-Grants, 29  
Scholarships, State of Hawaii, 28  
Scholastic Honors, 21  
Scholastic Standards, 21  
Science Courses, 104  
Secretarial Science Curriculum, 41  
Selective Service System Policies, 18  
Service, Job Placement, 27  
Service, Testing, 27  
Services, Student, 27  
Services, Student Personnel, 9  
Shorthand Courses, 105  
Short-Term Loans, 29  
Social Science Requirement, 52  
Sociology Courses, 106  
Spanish Courses, 107  
Special Studies Courses, 107  
Speech Courses, 108  
Sports, Intramural, 31  
Standards, Academic, 21  
Standards, Scholastic, 21  
Starting Dates for Programs, 17  
State of Hawaii Loans, 28  
State of Hawaii Scholarships, 28  
Stenography Major, 37  
Student Affairs, 14-31  
Student Conduct, 24  
Student Government and Activities, 31  
Student Personnel Committee, 31  
Student Personnel Services, 9  
Student Services, 27  
Students, Classification of, 17  
Summer Session, 19

## T

Testing Service, 27  
Trade-Technical Curricula, 50  
Transfer Courses, Admission to, 52  
Transfer of Credit, 17  
Transfer Curriculum, 51  
Transfer Curriculum, Admission to the, 52

Transfer Program, 53  
Tuition Fee, Non-Resident, 20  
Typewriting Courses, 109

## U

Unit Load Limitations, 18  
University of Hawaii Community College, 10

## V

Veteran Administration Beneficiaries, Refund Policy for, 21  
Veteran Administration Benefits, 18

## W

Withdraw from College, Request to, 19  
Withdrawal from College, 19  
Work-Study Program. The College, 28

## Z

Zoology Course, 111





