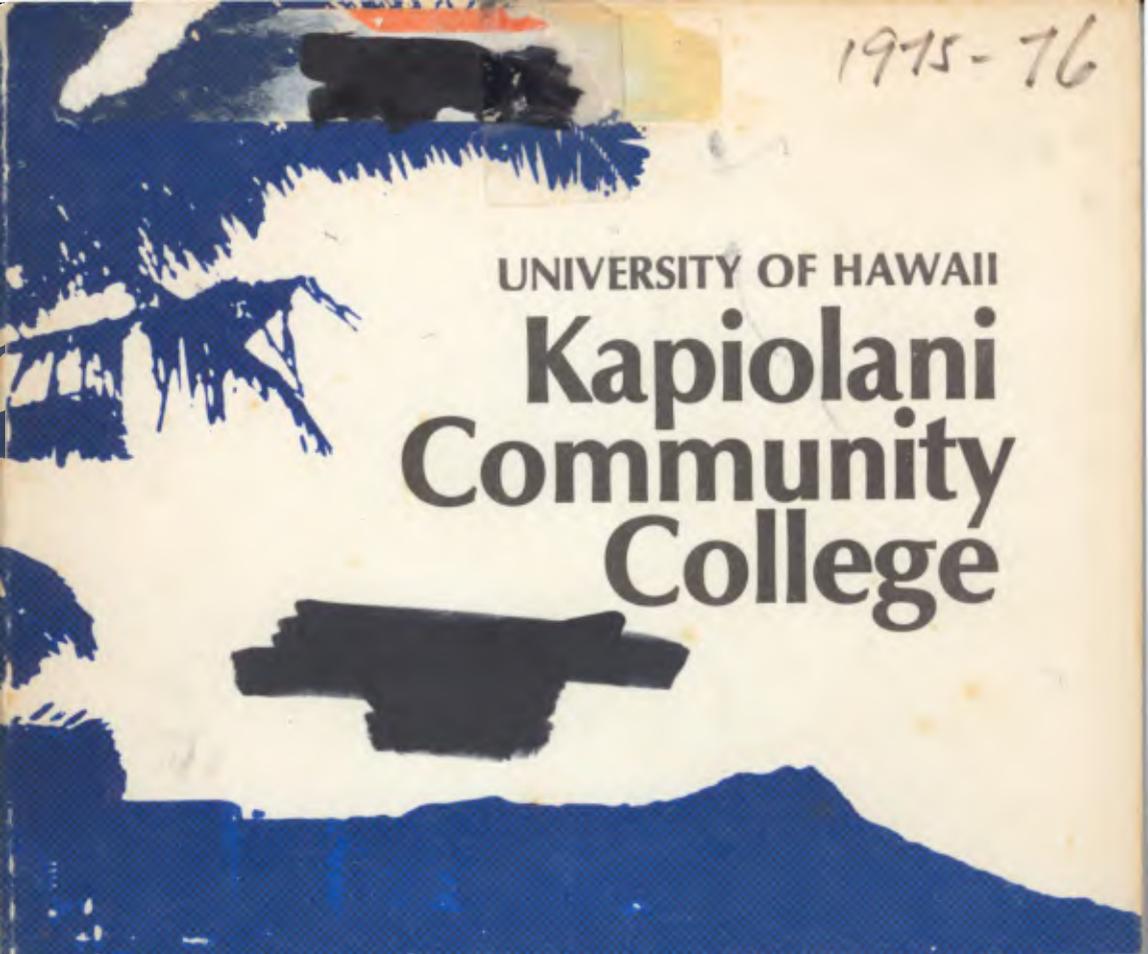


1975-76



UNIVERSITY OF HAWAII
**Kapiolani
Community
College**



KAPIOLANI COMMUNITY COLLEGE LIBRARY
DIAMOND HEAD CAMPUS

1975-76

McKinley Tennis Court

Student Parking
Zone B
Staff Parking

Bldg. 864
Storage

Bldg. 863
M W

Rm. 1
Rm. 2

Rm. 1
-2
-3
-4
-5
-6

Rm. 2
Rm. 1

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

Bldg. 866
M W

Bldg. 867
Rm. 1 Rm. 2

Bldg. 861 Bldg. 854 Bldg. 862

Science Lab
Bldg. 856
Health Services

Bldg. 865

Bldg. 859

Bldg. 860
Rm. 2 Rm. 1

Bldg. 868

Zone D
Staff Parking

Zone C
Student Parking

Bldg. 857
Business Education Division
Zone A
Staff Parking Only

Lanai
Coffee Shop
Dining Room
Food Service and Hospitality Division
Staff Parking
Patron Parking

Parking
Bldg. 853
Bldg. 852
Administration Bldg.
M Stor W Rm. A Ser. Records
Wk. Rm. Prov Off Inst. Ser Off Bus Off

Kapiolani Boulevard

Pensacola Street

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

UNIVERSITY OF HAWAII
Kapiolani Community College

**General Catalog
1975-1976**



620 Pensacola Street • Honolulu, Hawaii 96814

KAPIOLANI COMMUNITY COLLEGE CALENDAR 1975-1976

FALL SEMESTER 1975

August 18, Monday	Faculty Meeting
August 18-19, Monday-Tuesday	Registration, Continuing Students
August 20-21, Wednesday-Thursday	Registration, New and Returning Students
August 22, Friday	Registration, Unclassified and Special Students
August 25, Monday	Instruction Begins
September 1, Monday	Holiday (Labor Day)
September 2, Tuesday	Begin Changes in Registration
September 12, Friday	Last day for all changes in Registration
	Last day to register for Audit Status
	Last day to register and complete Credit by Examination
	Last day to withdraw without grade penalty
October 13, Monday	Holiday (Discoverer's Day)
October 27, Monday	Holiday (Veterans' Day)
October 31, Friday	Last day to apply for Fall Graduation
November 27-28, Thursday-Friday	Thanksgiving Recess
December 12, Friday	Last day of Instruction
	Last day to remove Incomplete grades for Spring Semester 1975
	Last day for all withdrawals
December 15-18, Monday-Thursday	Final Exam period
December 19, Friday	Grades due—Fall Semester ends

SPRING SEMESTER 1976

January 5-9, Monday-Friday	Faculty Meetings
January 12-14, Monday-Wednesday	Registration, Continuing students
January 15, Thursday	Registration, New and Returning students
January 16, Friday	Registration, Unclassified and Special students
January 19, Monday	Instruction Begins
January 26, Monday	Begin changes in registration
February 6, Friday	Last day for all changes in registration
	Last day to register and complete Credit by Examination
	Last day to register for Audit Status
	Last day to withdraw without grade penalty
February 16, Monday	Holiday (Presidents' Day)
February 27, Friday	Last day to apply for Spring Graduation
March 26, Friday	Holiday (Kuhio Day)
April 12-16, Monday-Friday	Spring Recess
May 11, Tuesday	Last day of Instruction
	Last day for all withdrawals
	Last day to remove Incomplete grades for Fall Semester 1975
May 12, 13, 14, 17 W, Th, F, M	Final Exam period
May 18, Tuesday	Grades due—Spring Semester ends
May 23, Sunday	Commencement

SUMMER SESSION 1976

To be announced during Spring Semester 1976

AUGUST

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31						

DECEMBER

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APRIL

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- Holidays and Recesses
- Academic Dates of Significance

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Business Education—Accounting, Business Operations, Clerical (Book-keeping) 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, Dietetic Technology, Medical Assisting, Medical Laboratory Technician, Medical Records Technician, Occupational Therapy Assisting, Practical Nursing, Radiologic Technology, Respiratory Therapy.	

DESCRIPTION OF COURSES 74

- | | |
|------------------------------------|--------------------------------|
| Accounting | Mathematics |
| American Studies | Medical Assisting |
| Anthropology | Medical Laboratory Technology |
| Art | Medical Records Technician |
| | Merchandising |
| Biology | Microbiology |
| Botany | Music |
| Business Analysis and Statistics | |
| Business Machines | Nurses' Aide Training |
| Chemistry | |
| Computer Science | Occupational Therapy Assisting |
| | Oceanography |
| Data Processing | Office Procedures |
| Dental Assisting | |
| Dietetic Technology | Philosophy |
| Drama | 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 | Social Science |
| Geoscience | Sociology |
| Guidance | Spanish |
| | Special Studies |
| Health and Physical Education | Speech |
| Health Foundations | |
| History | Typewriting |
| Human Potential | |
| Humanities | Zoology |
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| Japanese | |
| Journalism | |

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10	Computer Science
11	Data Processing
12	Dental Assisting
13	Diagnostic Technology
14	Drama
15	Economics
16	English
17	English Language Institute Program
18	French Studies
19	Food Service
20	French
21	General Business
22	Geography
23	Geoscience
24	Guidance
25	Health and Physical Education
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General Information



Educational Philosophy

Kapiolani Community College was founded by the Hawaii Community College Act of 1964, "...to provide two-year college transfer and general education programs, semi-professional, technical, vocational and continuing education programs, and such other programs, as are appropriate to such institutions.

The College exists to help each individual within the resources of the institution, in the life-long process of personal growth through education. It recognizes that an individual enters college with differing needs and abilities. To carry out its commitment, the College offers innovative programs involving a variety of instructional strategies so that a student can learn to the maximum of his capacity. In addition, the College utilizes the resources of the community and believes in maintaining close ties with business, government, and social institutions for curriculum development.

The College believes that the student's educational goal is best achieved if the individual continually re-evaluates his goal in terms of his abilities, his needs, his attitudes, and his past performances. To aid in this re-evaluation, the College provides him with vocational and personal counseling and academic advising to enable his placement in areas of learning where evidence indicates he has an opportunity to succeed.

The College further believes that it must be responsive to the needs of its community, working with and for the community. It fulfills these commitments through a variety of credit and non-credit courses, workshops, and special services. The College's resources and facilities are available to as many members of the community as it is feasible.

Functions

Functions of the College are:

GENERAL EDUCATION:

Basic elements of knowledge presented both as a foundation for understanding man, his society and his environment, and as preparation for satisfying participation in that society, including 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.

OCCUPATIONAL EDUCATION:

Those courses designed to provide intensive and thorough training in technical, business, or service occupations. This training leads to employment or upgrading of persons employed in these areas.

COMMUNITY SERVICES:

A varied program of community events such as short courses, lecture series, fine arts series, counseling, and recreational activities.

STUDENT PERSONNEL SERVICES:

Personal educational, and vocational guidance and counseling services performed by means of personal interviews, group and individual psychological and vocational tests, placement services, and community contacts. Among these services are those that provide support for student government

and other student programs which afford personal growth through participation in the democratic process.

LIBRARY-LEARNING RESOURCE CENTER:

Those services required to order, organize, produce, circulate and publicize a multi-media (print and non-print materials) collection designed to serve the needs of a diversified student body whose educational backgrounds often require learning materials in various formats.

History

Kapiolani Community College has grown over the past 29 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 14 fields, the Associate in Arts degree, and a variety of certificates for the completion of shorter programs. Student population stands today at 3800, with further expansion, both in numbers of students and in types of curricula, planned for the future.

Location

PENSACOLA STREET CAMPUS

Strategically located in a community of educational, recreational, cultural and business institutions, the Pensacola St. Campus 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 Honolulu Academy of Arts. Nearby bus lines provide convenient transportation to the University of Hawaii-Manoa Campus, Bishop museum, downtown Honolulu, and Waikiki Beach.

DIAMOND HEAD CAMPUS

The Diamond Head Campus is located on the grounds of the former Fort Ruger Military Reservation. Its borders are Kilauea Avenue, Makapuu Avenue, 18th Avenue, and Diamond Head Road, and is easily accessible by public or private transportation. With approximately 52 acres of land, the campus is one of the most scenic places on Oahu.

Currently, the campus operates in renovated existing facilities while a Campus Master Plan, with new facilities to accommodate the students and community, is being developed. Initially, Liberal Arts courses and some Health Education programs are being offered at the campus. Eventually, all programs at the Pensacola Street Campus will be at the Diamond Head Campus.

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.

Four colleges are located on the island of Oahu, with two in the city of Honolulu, one in the town of Kaneohe, and the other in the town of Pearl City. Other colleges are located on the islands of Kauai, Maui, and Hawaii. Addresses of the colleges are as follows (see page 61 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:

Pensacola St. Campus; 620 Pensacola St.; Honolulu, Hawaii 96814

Diamond Head Campus; 4303 Diamond Head Road, Honolulu, Hawaii 96816

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 Keahala 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, the Joint Review Committee on Education in Radiologic Technology, the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants, and the American Occupational Therapy Association, Inc.

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. Consulta-

tion with these leaders relates to course contents, selection of training equipment, the nature and extend 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: Business Education, Food Service, Handicapped Program in Food Service, Dental Assisting, Dietary Technician, Medical Assisting, Medical Laboratory Technician, Medical Records Technician, Occupational Therapy Assisting, Practical Nursing, Radiologic Technology, Respiratory Therapy, and Legal Paraprofessional. New Advisory committees are formed as new needs are identified.

Facilities

The Pensacola St. Campus has modern facilities arranged on a relatively small site. 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.

At the present time, the Diamond Head Campus consists of renovated facilities which are used for classrooms and offices. They will be used until the Campus Master Plan is completed and new buildings are constructed.

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.

*Members of the various Advisory Committees are listed on pages

...the faculty and staff of the college are committed to the highest quality of education and to the development of a campus environment that is conducive to the growth and development of the individual. The college is committed to the highest quality of education and to the development of a campus environment that is conducive to the growth and development of the individual. The college is committed to the highest quality of education and to the development of a campus environment that is conducive to the growth and development of the individual.

Facilities

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Equal Opportunity Statement

The University of Florida adheres to and complies with all state and federal statutes, rules and regulations and any amendments thereto, including but not limited to Title IX, which prohibit discrimination in its policies and practices applicable to its campuses, programs and activities.

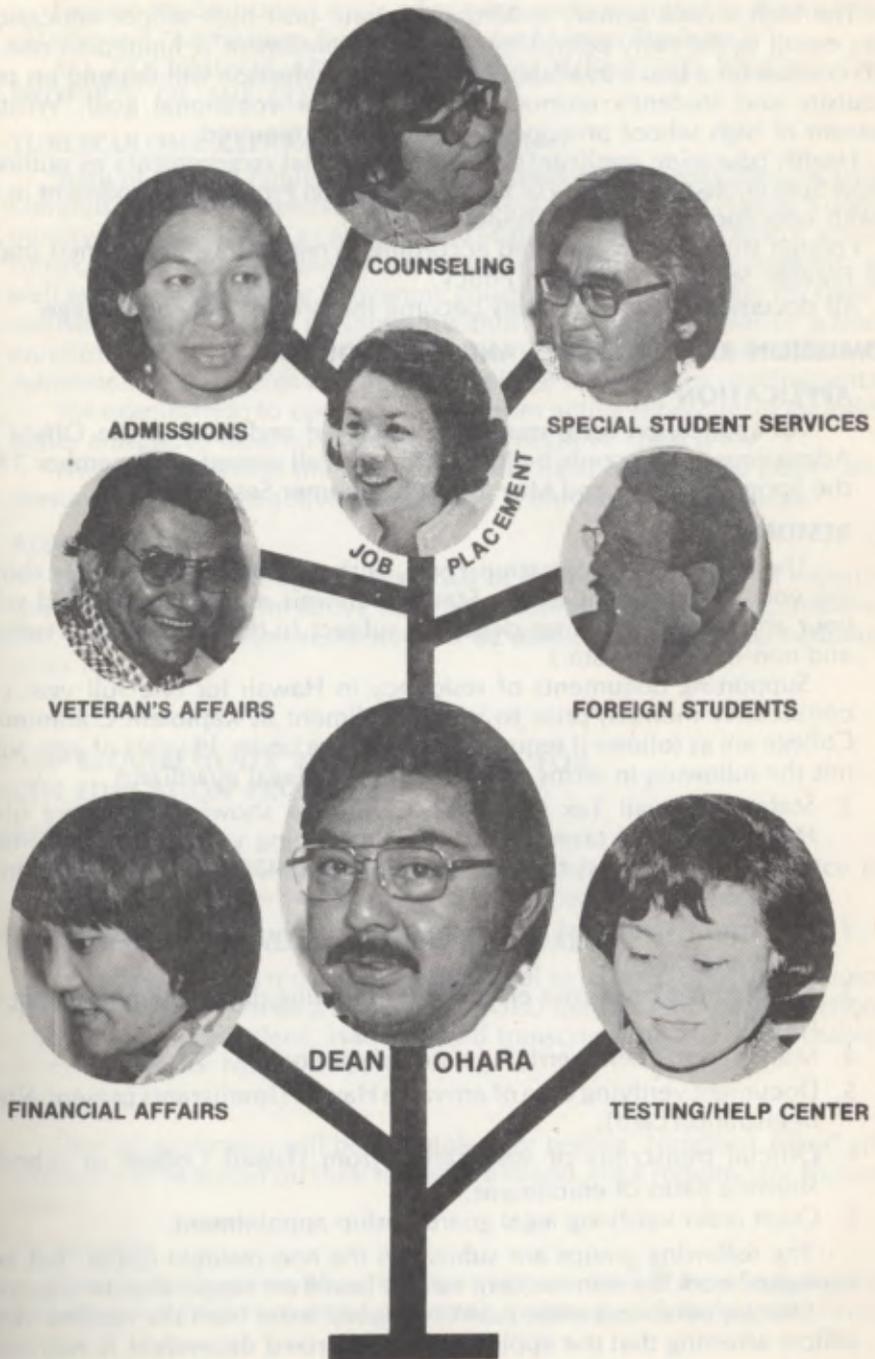
Accreditation

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Advisory Committees on Curricula

The college is committed to the highest quality of education and to the development of a campus environment that is conducive to the growth and development of the individual. The college is committed to the highest quality of education and to the development of a campus environment that is conducive to the growth and development of the individual.

Student Services



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.

Health Education applicants must meet special requirements as outlined under Special Requirements For Health Education Programs. Enrollment in all health education programs is limited.

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

All documents and transcripts become the property of the College.

ADMISSION REQUIREMENTS AND PROCEDURE

I. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records by July 15 for the Fall semester, December 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 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 residency in Hawaii for one full year (12 consecutive months) prior to your enrollment at Kapiolani Community College are as follows if requested: (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 Dept. of Taxation, 425 Queen Street, Honolulu, Hi;
2. Records of Vote Cast in Hawaii showing you have voted in the last *General* election;
3. A Statement from your employer(s) showing dates of employment in Hawaii;
4. Military document verifying dates of service;
5. Document verifying date of arrival in Hawaii (Immigrants present Alien Registration card);
6. Official transcripts or verification from Hawaii College or schools showing dates of enrollment.
7. Court order verifying legal guardianship appointment.

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 up date your status.

University of Hawaii personnel or Legal dependents who are not legal Hawaii Residents submit verification of employment.

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

ALL DOCUMENTS AND TRANSCRIPTS SUBMITTED BECOME THE PROPERTY OF THE COLLEGE.

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 either a negative tuberculin skin test or a negative 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-complete, first-served basis. (**Non-residents will be admitted on a space available basis.**)

SPECIAL REQUIREMENTS AND PROCEDURE FOR HEALTH EDUCATION PROGRAMS

I. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records according to the college deadlines.

II. HIGH SCHOOL GRADUATION OR EQUIVALENT

The applicant will request his high school to forward directly to Kapiolani Community College a transcript or GED certification of high school graduation or equivalent. Hand-carried transcripts are NOT acceptable. (Not required for Nurses' Aide.)

III. TESTING

Official applicants will be scheduled for testing. Neighbor island applicants will be tested on their respective island. (Not required for Nurses' Aide.)

IV. INTERVIEW

Official applicants with satisfactory test results will be scheduled for an interview. (Not required for Dental Assisting and Radiologic Technology.)

V. HEALTH CERTIFICATION

Official applicants with satisfactory interview results will complete and submit the Health Certification Form within FOUR weeks of the interview.

VI. ADMISSION

Successful 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. (NON-RESIDENTS will be admitted on a space-available basis.)

ALL DOCUMENTS AND TRANSCRIPTS SUBMITTED BECOME THE PROPERTY OF THE COLLEGE.

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.

I. 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.)

II. 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.

III. 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.**

IV. 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 \$3,850 per year.

V. 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.**

VI. 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. Application 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.

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

VIII. **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

IX. ADMISSION

Non-resident applicants will be notified by mail of their acceptance and registration date **only after the above have been completed** on a space available basis.

EARLY ADMISSION PROGRAM

The early admission program is another educational opportunity where qualified high school seniors are encouraged to enroll at Kapiolani Community College and earn college credits while in high school. Enrollment is limited to one or two courses, for which prerequisites have been met, on a space available basis. Credits earned will apply to a certificate or degree program; regular tuition and fee will apply. Written approval from the high school counselor or principal is required.

An application form must be completed and filed at the Office of Admissions and Records each semester.

SENIOR CITIZEN TUITION EXEMPTION PROGRAM

Senior Citizens may attend any institution of the University of Hawaii System if these conditions are met:

- (1) Is a senior citizen at time of registration for the course.
- (2) Is a resident of the State of Hawaii as prescribed by University's definition of residency.
- (3) Meets the prerequisites for admission and for enrollment in a course.
- (4) **There is available space in the course.**
- (5) May take the course as an auditor.

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.

ORIENTATION

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

STARTING DATES FOR PROGRAMS

Students may enroll in dental assisting, medical laboratory technology, practical nursing, radiologic technology, and respiratory therapy 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.

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.

CLASSIFICATION OF STUDENTS

Students are classified as follows:

Regular — Students enrolled in an organized curriculum leading to a **degree or certificate**.

Full-time — Students enrolled for 12 or more semester hours;

Unclassified — Students not enrolled in an organized curriculum leading to a certificate or degree.

Unclassified Evening — Students enrolled in **evening** (extended-day) classes only.

UNIT LOAD LIMITATIONS

There is a limit of 19 semester hours that may be taken by a student without special permission of his advisor.

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.

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 institution previously attended.

At least 12 hours in area/department requirements of program must be earned at Kapiolani Community College

AUDITING

A student shall be permitted to audit classes upon securing the approval of the instructor. He shall file the appropriate form with the Office of Admissions and Records.

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 submitted **before the end of the 3rd week of instruction.**

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

CONCURRENT REGISTRATION

With the approval of their advisors, Community College students may register for required courses not available at their campuses 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. **Students are responsible to report credits and grades earned by concurrent registration to their college at the end of the semester.**

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

ADDITIONS AND COURSE CHANGES

It is the student's responsibility to see his advisor to initiate the addition of a course, the change from one course to another, or the change from one section to another section of the same course. Additions and course or section changes must be completed by filing a Change of Registration Form with the Office of Admissions and Records, by the end of the 3rd week of instruction.

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.

WITHDRAWAL FROM COURSES OR FROM COLLEGE

It is the student's responsibility to notify his advisor and counselor of his intent to withdraw. A student who wishes to withdraw from a course or from the College must complete a Withdrawal Form and file it with the Office of Admissions and Records.

Any student may formally withdraw from any semester-long course for which he has registered up to the end of the 3rd week of instruction without any evidence of the fact that he registered for the course appearing on his record. (There is a 3 week "erase" period.) After the first 3 weeks, the course

will appear on his record with either a "W" or a "WF" grade. Note: Students taking courses which have meetings scheduled for less than a semester have only through the first week of class to withdraw formally.

A student who has withdrawn from the College must submit a new application and documents for readmission.

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.

When a student ceases to attend a class, without officially withdrawing, the instructor may award a grade of "F" or "N" in the A-F System and "NC" or "N" in the CR/NC System.

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. Changes in major will not be processed during the registration periods.

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 during the Spring Semester. Offerings depend upon budgetary allowances, expressed needs of prospective students, and class enrollment.

Schedule of Tuition and Fees (Per Semester)

	Resident		Non-Resident	
	1-11 Units	12 Units & Above	1-11 Units	12 Units & Above
Tuition	\$3.50 unit	\$40.00	\$38.00 unit	\$450.00
Student Activity*	Optional	5.00	Optional	5.00
Total	\$3.50-38.50	\$40.00	\$38-418	\$455.00

*Full-time students (those carrying 12 or more credits) pay a Student Activity Fee. Part-time students may pay this fee if they wish to participate in student activities.

LATE REGISTRATION FEE

A \$2.00 fee for late registration is charged when a student registers after the announced days of registration.

COURSE-CHANGE FEE

For students substituting, adding and/or deleting course(s)/credit(s): A fee of \$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.

GRADUATION FEE

A \$5.00 fee is payable at the time of submitting an application for graduation.

RENTAL OF CAP AND GOWN \$5.00

TRANSCRIPT FEE

No fee is charged for a request of transcript to be sent to another college within the University of Hawaii System. A \$1.00 fee is charged for a transcript that is to be sent outside of the University of Hawaii System.

FEES FOR DISHONORED CHECKS

Checks made out to Kapiolani Community 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

DEFERRED PAYMENT OF TUITION

University of Hawaii policy forbids a student's registration by deferred payment of tuition.

FEES FOR NON-CREDIT COURSES

These fees vary according to the courses offered and will be announced when courses are offered.

REFUND POLICY FOR WITHDRAWING FROM COLLEGE OR COURSES

80% of tuition paid shall be refunded if a student withdraws within the first two weeks of a semester.

40% of tuition paid shall be refunded if a student withdraws during the third or fourth week of a semester.

For Summer School and other short term courses, 80% refund for withdrawing during the first week and 40% refund for withdrawing during the second week.

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.

FINANCIAL OBLIGATIONS

Students who have not met their financial obligations at any college in the University of Hawaii system (such as nonpayment of tuition and fees, fines, or loans) may be denied graduation and further registration. Transcripts of courses taken at the college may also be withheld.

Catalogs

Catalogs may be purchased for \$1 at the Bookstore. Those who order by mail will be charged \$1.50.

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.

CREDITS

A credit (also called a semester hour or a credit hour) is given to a student for work satisfactorily accomplished during one hour per week of classroom instruction. Laboratory or field work required in addition to the basic classroom instruction varies and such work may carry credit (usually two hours in laboratory or field work for 1 credit) or it may carry no additional credit. The normal division of time for classroom instruction and preparation is two hours in preparatory work for one hour in the classroom. Thus, a 3-credit course signifies that the class usually meets three hours a week and that the student is expected to spend six hours in preparation of assignments.

GRADES

The following grades are given in the A-F System:

- A for excellent achievement
- B for above average achievement
- C for average achievement
- D for minimal passing achievement
- F for failure
- I for Incomplete, used to indicate that the student has yet to complete a small but important part of the work in the course. The "I" will revert to an indicator of the level of accomplishment obtained at the end of the course; if not made up by the last day of instruction of the **following semester**. In no case will the "I" revert to a "W".
- N for no grade assigned. Used to indicate the student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period which will allow for an evaluation. May continue on the student's record indefinitely. May be used if student fails to earn credit after challenging a course through "Credit by Examination."
- W for withdrawal from the course, achieving at the "D" level or better, used to indicate formal withdrawal from a course after the first three weeks of the semester, but prior to the final examination. For courses which have meetings scheduled for less than a semester, used to indicate formal withdrawal from the course after the first week of class, but prior to the final examination.
- WF for withdrawal from the course, failing, used to indicate formal withdrawal from a course after the first three weeks of the semester, but prior to the final examination period. For courses which have meet-

ings scheduled for less than a semester, used to indicate formal withdrawal after the first week of class but prior to the final examination.

Erase Period—Any student may formally drop any semester long course for which he has registered up to the end of the third week of class without any evidence of the fact that he registered for the course appearing on his record. After the first three weeks, the course will appear on his record with either a "W" or "WF" being indicated. Note: Students taking courses which have meetings scheduled for less than a semester have only through the first week of class to formally drop the course without any evidence of the fact that he registered for the course appearing on his record. After the first week of class, the course will appear on his record with either a "W" or "WF" being indicated.

The following grades may be given in the CR/NC System: (refer to CR/NC page 25)

CR for credit, used to denote passing work deserving of credit for all courses taken on CR/NC grading scheme. Students must specify this option at the time of registration.

NC for no credit. Given to denote below passing work and not deserving credit.

I for incomplete. Indicates that a student has yet to complete a small but important part of the work in the course. The "I" will revert to an indicator of the level of accomplishment obtained at the end of the course, if not made up by the last day of instruction in the semester following that in which the "I" was assigned. In no case will the "I" revert to a "W".

N for no grade assigned. Used to indicate the student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period which will allow for an evaluation. May continue on the student's record indefinitely. May be used if student fails to earn credit after challenging a course through "Credit by Examination."

W for withdrawal from the course, achieving at the "D" level or better, used to indicate formal withdrawal from a course after the first three weeks of the semester, but prior to the final examination. **For courses which have meetings scheduled for less than a semester, used to indicate formal withdrawal from the course after the first week of class but prior to the final examination.**

Erase Period—Any student may formally drop any semester long course for which he has registered up to the end of the third week of class without any evidence of the fact that he registered for the course appearing on his record. After the first three weeks, the course will appear on his record with either a "W" or "WF" being indicated. Note: Students taking courses which have meetings scheduled for less than a semester have only through the first week of class to formally drop the course without any evidence of the fact that he registered for the course appearing on his record. After the first week of class, the course will appear on his record with either a "W" or "WF" being indicated.

When a student ceases to attend a class without officially withdrawing, the instructor may award either "F" or "N" grade in the A-F System and "NC" or "N" in the CR/NC System.

ACADEMIC PROBATION

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. (For the purpose of internal advising, the grades of "N" and "I" will be computed as "O" grade points.)

A student on probation will be allowed to enroll for a maximum of 12 units of work. The Academic Advisor may allow more.

A student who is on probation is required to see a counselor or Academic Advisor early in the probationary semester.

A student on academic probation who achieves a cumulative 2.0 grade point average will be removed from academic probation.

A student who does not achieve at least a 2.0 grade point average in all semester hours attempted (including "N" and "I" grades) in his probationary semester shall be suspended. (See Academic Suspension Policy.)

Regulations governing academic probation will be applied at the end of each semester.

ACADEMIC SUSPENSION

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 (not including summer session). However, a student suspended at the end of the spring semester is permitted to attend the summer session immediately following his suspension. If he brings his cumulative GPR up to 2.0 at the end of the summer session, the student will be allowed to enroll for the fall semester.

A student who is readmitted following academic suspension will be placed on academic probation if his cumulative grade point average is less than 2.0.

A student may be readmitted only once after academic suspension. An application for admission must be filed according to the regular admissions procedure.

Regulations governing academic suspension are applied at the end of each semester.

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

N—0 grade point per semester hour*

I—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"

*For internal advising purposes only.

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" and "NC" 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/department chairperson 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 and take the examination from the person appointed by the division within the first 3 weeks of instruction.

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. A student who does not pass the examination has the option of remaining in the course until its completion or of withdrawing officially.

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

A student must specify this grading scheme option by completing the form and filing it with his advisor and the office of Admissions and Records, at the time of registration.

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—no-credit" basis, provided he is not on academic probation and the course is not part of the General Education and major requirements, except those courses with mandatory "credit—no-credit" grading.

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.

Students should also realize that many graduate schools, especially law and medical schools, compute Credit as D and No Credit as F, and therefore, they should exercise the CR/NC option very sparingly, if at all, or they may risk lowering their own chances of entering the profession of their choice.

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 may repeat certain courses for additional credit, if so indicated in the course description.

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.

General Education

The two degrees that the College offers, the Degree of Associate in Arts and the Degree of Associate in Science, share a requirement for satisfaction of the common goals in general education adopted for the college.

The degrees differ in the amount of general education required. Students working toward either Associate degree are expected to take a certain number of semester hours that constitute basic requirements in general education. Students working toward an Associate in Arts degree are expected to take a minimum of 45 semester hours in general education beyond the basic requirements. These are called area requirements and electives. Students working toward the Associate in Science degrees are expected to take a minimum of 42 semester hours in major requirements and electives, in addition to the basic requirements in general education.

General Education is described by the college as basic elements of knowledge presented both as a foundation for understanding man, his environment, and his society, and as preparation for satisfying participation in that society.

The student who successfully completes the general education program should achieve the following:

- (1) The mastery of the levels of communication and mathematics skills necessary for the achievement of his educational, vocational and avocational goals.
- (2) The mastery of the methodology necessary to understand the physical, biological, and technological processes operating in and around him.
- (3) The development of the ability to study and analyze personal and societal problems, relate relevant facts from data collected from various sources, and arrive at probable conclusions.
- (4) The acquisition of insights into his own values and the values of others and growth in his ability to take responsibility for moral choices.
- (5) An understanding of his society through an examination of his basic assumptions about society and its improvement.
- (6) The development of a sense of responsibility for contemporary events, issues, and problems affecting his total environment.
- (7) The development of perception and an understanding of the means of expression in the fine, practical, and performing arts.
- (8) The development of his skills and creative abilities for making use of his leisure time and for the satisfaction that creative work, even that done on a non-professional level, can bring.

The satisfaction of these goals is the province of no one discipline or set of disciplines, but is the province of all; however, some disciplines respond more directly to certain goals.

These general education goals aim to provide learning experiences to stimulate the student toward developing a creative personality and becoming a purposeful, lifelong learner. They emphasize the cultivation of certain basic skills and traits of mind that foster learning. Among these are critical thinking, effective communication of thought, research techniques, making relevant judgments, discriminating among values, and creativity.

Moreover, through his experiences in the General Education Program, the student should see his total college experience as coherent, cumulative, and relevant to his further development as an individual in a society that maximizes individual freedom.

***Basic Requirements for the Associate in Science Degree**

A minimum of 18 semester hours of general education which shall include 6 semester hours in courses under Group I (3 semester hours in communication and 3 semester hours in mathematics); 3 semester hours in courses under Group II; 3 semester hours in courses under Group III; 3 semester hours in courses under Group IV; and 3 semester hours to be assigned or elected from among the five groups.

<p>Group I (6) (Goal #1) Communication (3) Reading, Writing, Speech Quantative (3) Mathematics</p>	<p>Group II (3) (Goal #2) Courses dealing in scientific information and inquiry The Natural Sciences</p>	<p>Group III (3) (Goals #3,#6) Courses dealing in personal and societal Problem-solving and the undertaking of responsi- bility for issues and public concerns The Social Sciences</p>
<p>Group IV (3) (Goals #4,#5) Courses dealing in values, the testing of assumptions and arrival at moral choices The Humanities</p>	<p>Group V (Goals #7,#8) Courses dealing in creativity, appreciation of others' creativity and developing skills to use leisure time Practical and Fine arts, Physical Education</p>	

*Check program requirements in your major area.

LIST OF COURSES FULFILLING RESPECTIVE GROUP GENERAL EDUCATION REQUIREMENTS

GROUP I*	GROUP II	GROUP III	GROUP IV	GROUP V**
Communication				
ENG 29	BIOL 20	AMST 27/211	AMST 25B	ART 100B
ENG 30 (including all modules)	BIOL 22	AMST 28/212	AMST 25C	ART 100C
	BIOL 110	ANTH 150	AMST 25D	ART 100D
ENG 45V	BOT 100	ANTH 200	AMST 26B	ART 101
ENG 100	CHEM 100	ECON 120	AMST 26C	ART 108
ENG 127	CHEM 113	ECON 150	AMST 26D	ART 120
ENG 140	CHEM 114	ES 101	DRAMA 160	ART 270
ENG 170	GEOG 101	GEOG 102	DRAMA 280	ART 280
SP 26V	GEOG 101	GEOG 151	DRAMA 221	DRAMA 221
SP 151	GEOG 101	POLSC 110C	DRAMA 281	DRAMA 281
SP 251	MICRO 130	POLSC 110F	ENG 210	ENG 210
Quantitative Mathematics	OCEAN 201	POLSC 230	ENG 140	***FSER 140
	PHY 100	PSY 25	***FSER 140B	***FSER 140B
GBUS 25	SCI 30	PSY 100	***FSER 140C	***FSER 140C
MATH 21	SCI 121	PSY 100B	***FSER 140D	***FSER 140D
MATH 25	SCI 122	PSY 100C	***FSER 240E	***FSER 240E
MATH 100	SCI 124	PSY 110	***HF 103	***HF 103
MATH 110	ZOOL 100	PSY 110	HPE 103	HPE 103
MATH 120	ZOOL 101	SOC 100	HPE 107	HPE 107
MATH 133		SOC 210	HPE 115	HPE 115
MATH 134		SOCSC 25	MUS 102	MUS 102
MATH 205		SOCSC 26	MUS 125	MUS 125
MATH 206			MUS 129	MUS 129
			MUS 160	MUS 160
			MUS 170	MUS 170
			MUS 180	MUS 180
			SP 231	SP 231
			25/100	25/100
			100	100
			150	150
			151	151
			HUM	HUM
			PHIL	PHIL
			REL	REL
			REL	REL

*Check program requirements in your major area

**Occupational courses can be taken to fulfill Group V General Education requirements only if the student is not a major in the area.

***On a space-available basis and on the last day of registration.

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),
Philosophy 210, or
Computer Science 112 | 3 | |
| History 151-152 | 6 | |
| Speech 151 or higher, or
Drama 221 | 3 | |
| 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 degree requirements with a 2.0 or better grade average.
(Some programs may have additional scholarship requirements.) | | |
| E. Residence | | |
| At least 12 semester hours in area/department requirements of program
must be earned at Kapiolani Community College. | | |

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 |
| Check program requirements in your major area. | | |
| 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 | | |
| At least 12 semester hours in area/department requirements of program
must be earned at Kapiolani Community College. | | |

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. (Some programs may have additional scholarship requirements.) | |
| D. Residence | |
| At least 12 semester hours in area/department requirements of program must be earned at Kapiolani Community College. | |

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, Computer Operator and Sales and Cashier Training. Information about these programs is available from the Division/Department chairmen.

APPLICATION FOR GRADUATION

Students must apply for graduation by November 1 for the Fall semester, by March 7, for the Spring semester and June 1 for the Summer session.

A student who has graduated from the College must submit a new application and documents for readmission.

Student Services

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.

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.

*Credits are awarded if requirements are waived. In some cases additional courses may be required to take care of deficiencies.

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 a 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

Applicants without standardized test scores (SCAT, SAT, etc.) may take the college level SCAT 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

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

The goal of the Financial Aids Program at Kapiolani Community College is to provide financial assistance to those students who would be unable to attend without such aid. You and your family are expected to meet educational costs to the extent that you are able. However, when college costs are greater than the amount of money you and your family can reasonably contribute, you are considered to have financial need. Financial assistance at Kapiolani Community College is based on need and consists of a "package" of one or more of the following:

I. SCHOLARSHIPS/GRANTS:

(a) State of Hawaii Scholarship

1. Full-time student (12 or more credits)
2. Resident of Hawaii for 5 consecutive years prior to application
3. Student only pays for student activity fee

(b) Basic Educational Opportunity Grant (B.E.O.G.)

1. At least half-time student (6 or more credits)
2. Student has begun or will begin post-high school education after **April 1, 1973**
3. Requires a special B.E.O.G. application

(c) Supplemental Educational Opportunity Grant (S.E.O.G.)

1. At least half-time student (6 or more credits)
2. Exceptional need
3. Minimum of \$200 per year; must be matched with other assistance provided through scholarships, loans, or employment under College Work-Study Program

II. LOANS:

(a) National Direct Student Loan (N.D.S.L.)

1. At least half-time student (6 or more credits)
2. Long term loan, no interest while attending school, 3% interest during repayment period, \$90 quarterly repayment
3. Cancellation privileges for those going into certain fields
4. Maximum loan: \$2500 for the first two years of college

(b) State Higher Education Loan (S.H.E.L.)

1. Full-time student (12 or more credits)
2. Long term loan, no interest while attending school, 3% interest during repayment period, \$45 quarterly repayment
3. Maximum loan: Tuition, fees, books and supplies, room and board up to \$200 per month

(c) Federally Insured Student Loan (F.I.S.L.)

1. At least half-time student (6 or more credits)
2. Loan obtained directly from private lenders such as banks, credit unions, savings and loan associations, etc. 7% interest, requires a special application

(d) Short Term Loan

1. Full-time student (12 or more credits)
2. No interest, must be repaid within 30 days

III. EMPLOYMENT:

(a) College Work Study Program (C.W.S.P.)

1. At least half-time student (6 or more credits)
2. On-campus employment during academic year and vacation periods
3. Student may only earn up to ceiling amount as established by the Financial Aids Office

Financial aid applicants must be citizens, nationals, or permanent residents of the USA or Trust Territory.

Students who wish to be considered for financial assistance must submit the Parents' Confidential Statement (P.C.S.) or Student's Financial Statement (S.F.S.) to College Scholarship Service. For further information call or write to the Financial Aids Officer of the college.

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.

VETERAN SERVICES

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.

The college has established an Office of Veterans Affairs under the direction of a full-time coordinator to assist both enrolled and community veterans both academically and in all other areas of concern.

Benefits accruing to the student vary with course load or time spent in the classroom; the program; and the number of dependents supported by the student. In-depth counseling and testing is available to the veteran through the Office of Veterans' Affairs to assist in the selection of a college program or career development. Tutorial and Developmental programs are both offered to the veteran when needed. All veterans are advised to visit this office for assistance when any questions arise, and specifically, when submitting application for attendance at Kapiolani Community College.

In addition to the Office of Veterans Affairs, there is an on-campus representative of the Veterans Administration who can provide information on V.A. Benefits and help in expediting pay and other problems.

The Kapiolani Veterans Association is open to all community veterans and is an active organization on campus.

LIBRARY

The main college library is in the Business Education Building. The services of the library and the materials in its collections are available to faculty,

students, and off-campus borrowers who work with or are associated with the college. The library's hours are posted on the library doors.

The library has a varied collection of books, periodicals, phonograph records, and other learning materials, most arranged in open stacks. Inter-library loans from the University of Hawaii libraries are available, and students and faculty have borrowing privileges at other libraries in the U.H. system.

Carrels and listening booths for 95 students are located in the library. Rules and regulations governing the circulation of library materials are available in the library. Reserve books in which instructors have made specific reading assignments are taken off the open shelves and must be requested at the circulation desk. 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 8 a.m.—3 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 AND INTERCOLLEGIATE SPORTS

The College maintains both an inter-collegiate and an intramural athletic program and students who are interested in sports are encouraged to participate in the sports programs. The programs available at this time are bowling, basketball, volleyball, tennis, and golf. If students are interested in organizing other programs, they are urged to contact the Student Activities Office.

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.

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.

Student Government and Activities
The Student Government is the central body of the college which is responsible for the general administration of the college and for the promotion of the welfare of the students. It is composed of representatives of the students and is elected by the students at the beginning of each year. The Student Government is divided into several departments, each of which is responsible for a particular aspect of the college's affairs. These departments are: the Executive Department, the Finance Department, the Public Relations Department, the Student Welfare Department, and the Student Activities Department. The Student Government also has the authority to propose and pass resolutions, to elect and remove officers, and to recommend to the Board of Trustees the appointment and removal of college officers and faculty members.

CLUBS AND ORGANIZATIONS

Organizing and participating in clubs and organizations is an important part of the college experience. These organizations provide a means for students to develop their interests, to meet new people, and to become more active in the college community. The college encourages the formation of clubs and organizations and provides support for their activities. Clubs and organizations are organized in a variety of fields, including sports, arts, music, and academic areas. The college provides a list of clubs and organizations in the Student Handbook. The college also provides a list of organizations that are recognized by the college. These organizations are those that have been established for the purpose of promoting the welfare of the students and the college community.

INTRAMURAL AND INTERCOLLEGIATE SPORTS

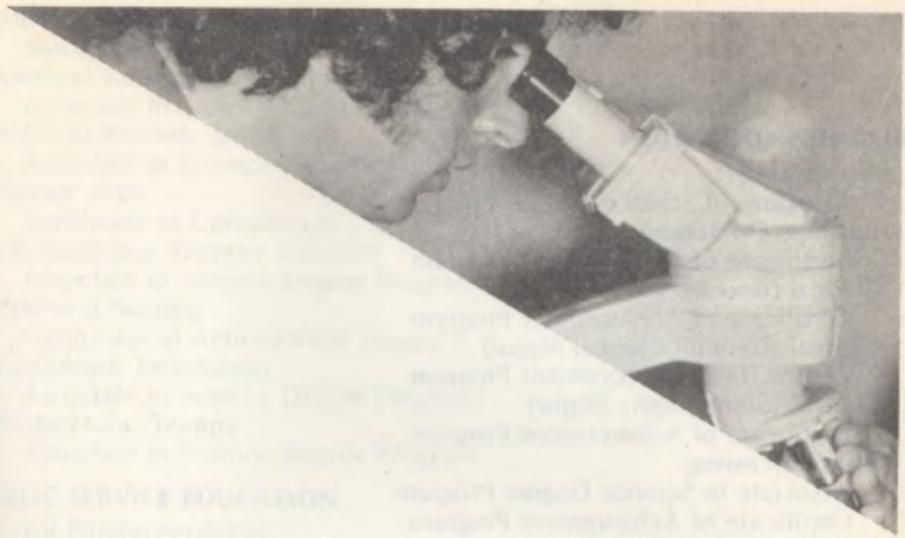
The college provides a variety of intramural and intercollegiate sports programs for its students. These programs provide a means for students to develop their athletic skills, to become more active in the college community, and to become more competitive. The college provides a list of sports programs in the Student Handbook. The college also provides a list of intercollegiate sports programs that are recognized by the college. These programs are those that have been established for the purpose of promoting the welfare of the students and the college community.

STUDENT PERSONNEL COMMITTEE

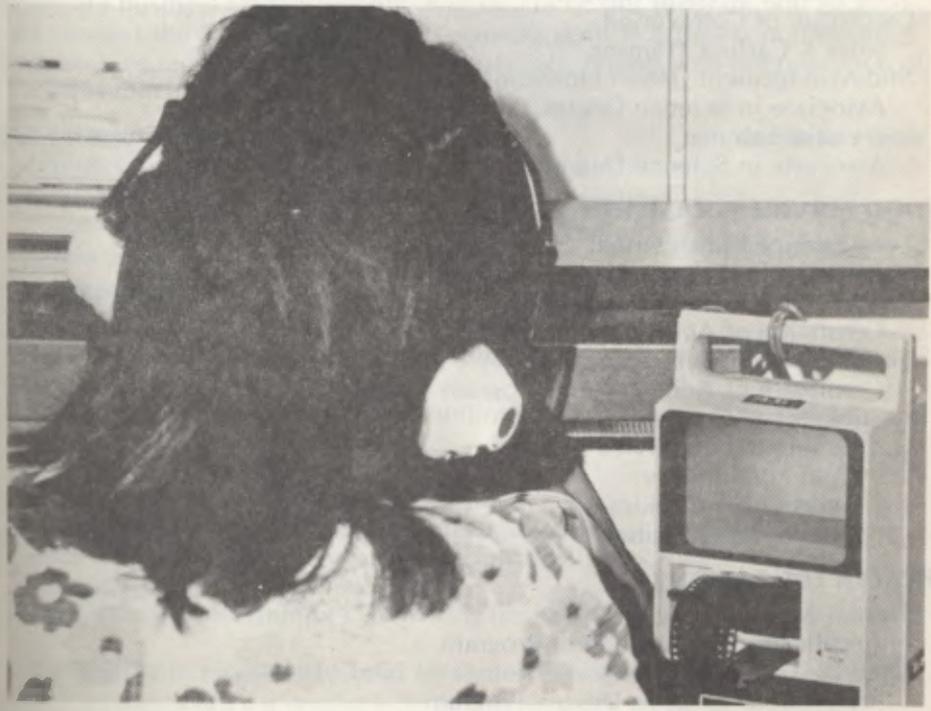
The Student Personnel Committee is a committee of students and faculty members that is responsible for the promotion of the welfare of the students and the college community. The committee is composed of representatives of the students and faculty members and is elected by the students at the beginning of each year. The committee is responsible for the promotion of the welfare of the students and the college community in a variety of ways, including the promotion of student activities, the promotion of student welfare, and the promotion of student leadership. The committee also has the authority to propose and pass resolutions, to elect and remove officers, and to recommend to the Board of Trustees the appointment and removal of college officers and faculty members.

STUDENT CONDUCT

Students are expected to observe college and community standards of conduct. The college has a code of conduct that is designed to promote the welfare of the students and the college community. The code of conduct is contained in the Student Handbook. The college also has a system of student conduct that is designed to promote the welfare of the students and the college community. This system is designed to provide a fair and equitable process for the resolution of student conduct cases. The college also has a system of student discipline that is designed to promote the welfare of the students and the college community. This system is designed to provide a fair and equitable process for the resolution of student discipline cases. The college also has a system of student support that is designed to promote the welfare of the students and the college community. This system is designed to provide a variety of support services for students, including academic support, financial aid, and health services.



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
- Sales & Marketing
 - Certificate of Achievement
 - Certificate of Completion
 - Sales & Cashier Training
- 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 EDUCATION

- Dental Assisting
 - Certificate of Achievement Program
- Dietetic Technology
 - Associate in Science Degree Program

Medical Assisting

Associate in Science Degree Program

Medical Laboratory Technology

Associate in Science Degree Program

Medical Records Technician

Associate in Science Degree Program

Nurses' Aide

Certificate of Completion

Occupational Therapy Assistant

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

PUBLIC SERVICE EDUCATION

Legal Paraprofessional

Associate in Science Degree Program

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.

Basic Requirements

	Semester Hours
English (must be higher than 10)	3
General Business 25, Applied Mathematics (or higher)	3
See Groups II, III, IV and V for other General	
Education requirements on pages 27-28	

Major Requirements

Accounting 24, Principles of Accounting I	4
Accounting 25, Principles in 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
Computer Science 100, The Computer and Its Role in Society	3
General Business 21, Introduction to Business	3
General Business 39, Business Law I	3
Typewriting 20, Beginning Typewriting (or 20 B,C,D)	3
	53

Plus credits in electives to total 60 semester hours.

Note: A grade-point 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 or Speech 20, Speech Lab	4 or 3
*Mathematics 10, Basic Mathematics	3
*Typewriting 20, Beginning Typewriting (or 20 B,C,D)	3
**General Business 26, Business Career Development, Seminar For Business Operations Majors	<u>2</u>
	12 or 11

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, Pre-Algebra	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
Office Procedures 20, Filing	2
*Typewriting 20, Beginning Typewriting (or 20 B,C,D)	<u>3</u>
	28

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.

**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	3
Speech 20, Speech Lab (may be waived)	3
*Mathematics 10, Basic Mathematics	3
Business Machines 20 B, Ten Key Adder	1
20 D, Electronic Calculator	1
*Typewriting 20, Beginning Typewriting (or 20 B,C,D)	3
Typewriting 30, Intermediate Typewriting (or 30 B,C,D)	3
Office Procedures 20, Filing	2
Office Procedures 24, Duplicating	2
Office Procedures 40, General Clerical Procedures	4
	25 or 22

Plus credits in electives to total 30 semester hours.

Recommended electives:

Typewriting 40, Advanced Typewriting	3
Office Procedures 42, Seminar for Office Personnel	3

Note: Data Processing 20, Key-Punch Equipment Operator, is recommended for those interested in key-punch operator positions.

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

**STENOGRAPHY MAJOR
CERTIFICATE OF ACHIEVEMENT (30 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, for the core of the curriculum.

Requirements	Semester Hours
English 30, Writing Review	3
Speech 20, Speech Lab (may be waived)	3
General Business 25, Applied Mathematics	3
Accounting 20, Fundamentals of Accounting I	4
Typewriting 24, Self-Directed Dictation and Transcription	2
*Typewriting 30, Intermediate Typewriting (or 30 B,C,D)	3
Office Procedures 20, Filing	2
Office Procedures 24, Duplicating	2
Typewriting 40, Advanced Typewriting (or 40 B,C,D)	3
Office Procedures 21, Records Management	1
Office Procedures 40, General Clerical Procedures	4
**Shorthand 30, Intermediate Shorthand (or 30 B,C)	4
	34 or 31

*Prerequisite: Typewriting 20 or equivalent.

**Prerequisite: Shorthand 20 or equivalent.

Data Processing Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum provides training for employment as technicians in the field of data processing. Students are trained in basic programming concepts and techniques, in advanced computer concepts and programming systems, and in programming business applications in problem-oriented languages like COBOL and RPG II. They also learn to operate the computer and various types of peripheral equipment.

Students who are interested in pursuing a baccalaureate degree in Computer Science at Manoa are urged to enroll in general education courses numbered 100 and above.

Requirements	Semester Hours
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FIRST YEAR

First Semester:

Data Processing 20, Key punch Equipment Operation or Business Machines 20 B, Ten-Key Adders	1
Data Processing 130, Introduction to Data Processing	4
Data Processing 150, Data Processing Internship	1
English 30 or higher (Group I)	3
Mathematics 25 or higher (Group I)	3
Humanities, Social Science or Science requirement (Group II, III, IV)	3
	15

Second Semester:

Data Processing 132, Business Systems & Applications	2
Data Processing 140, Operating Systems & Data Management	3
Data Processing 142, Computer Programming—RPG II	3
Data Processing 151, Data Processing Internship	1
Accounting 24 (or 201), Principles of Accounting I	4
Humanities, Social Science, or Science requirement (Groups II, III, IV)	3
	16

SECOND YEAR

First Semester:

Data Processing 231, Business Problem Solving	4
Data Processing 242, Advanced RPG Systems	3
Data Processing 252, Data Processing Internship	2
Accounting 25 (or 202), Principles of Accounting II	4
Humanities, Social Science or Science requirement (Groups II, III, IV)	3
	16

Second Semester:

Data Processing 241, Computer Programming—COBOL	3
Data Processing 244, Advanced Systems Concepts	2

Data Processing 246, Business Systems Analysis	3
Data Processing 253V, Data Processing Internship	2-3
Speech 26V or higher (Group I)	<u>3</u>
	13-14

Note: When a student has had previous education or experience in data processing, he should see the Department Chairman before registering for courses.

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.

Requirements	Semester Hours
English 30 or higher	3
Data Processing 20, Key punch Equipment Operation or Business Machines 20B, Ten-Key Adder	1
Mathematics 21 or higher	3
Accounting 24, Principles of Accounting I	4
D Pro 130, Introduction to Data Processing	4
D Pro 132, Business Systems and Applications	2
D Pro 140, Operating Systems & Data Management	3
D Pro 142, Computer Programming—RPG II	3
D Pro 150, Data Processing Internship	1
D Pro 151, Data Processing Internship	<u>1</u>
	25

Plus 6 credits in electives to total 30 semester hours.

Note: Speech 26V, Speech Communication, is recommended as an elective.

CERTIFICATE OF COMPLETION

A certificate will be awarded for Data Entry Clerk, Quality Control Clerk, 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 130 or COMSC 100
Familiarity with 10-key Adders	Data Processing 150

Quality Control Clerk:

Basic Typewriting	Typewriting 20
Key Punching	Data Processing 20 or 150
Basic Data Processing Concepts	Data Processing 130 or COMSC 100
Ten Key Adding Machine or Familiarity with Encoders	Business Machines 20B Data Processing 150
Basic Accounting	Accounting 20 or 24

Peripheral Equipment Operator:

Survey of Data Processing	Data Processing 130
Operation of Unit Record Machines	Data Processing 130 or 151
Basic Wiring Principles	Data Processing 130 or 150
Operation of Decollator, Burster	Data Processing 150

Computer Operator:

Survey of Data Processing	Data Processing 130
Computer Concepts	Data Processing 130
Operation of Computer	Data Processing 151 or 252
Basic Job Control Language	Data Processing 140
Basic Programming	Data Processing 130 or 142
Basic Concepts of Operating Systems	Data Processing 140

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 section 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

	Semester Hours
English (must be higher than 10)	3
Speech 26 or higher	3
General Business 25, Applied Mathematics	3
See Groups II, III, and IV for other General Education Requirements on pages 27-28	

Mid-Management Core Requirements

	Semester Hours
Accounting 24, Principles of Accounting I	4
General Business 21, Introduction to Business	3
Computer Science 100, The Computer and Its Role 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

Major Requirements	Semester Hours
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

Major Requirements	Semester Hours
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.	

Sales and Marketing

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

The Sales and Marketing program consists of courses in Merchandising totaling 30 semester credit hours. Upon the successful completion of the entire course, the student will be awarded a Certificate of Completion. The program will be on-going throughout the academic year with provisions for fluid entry and exit.

Requirements	Semester Hours
English 10, Basic English Skills or Speech 20, Speech Lab	4 or 3
Mathematics 10, Basic Mathematics	3
Business Machines 20, Business Machines	3
Merchandising 20, Advertising and Display	3
Merchandising 21, Principles and Methods of Salesmanship	3
Merchandising 23, Merchandise Analysis	3
General Business 23, Human Relations in Business	3
	<hr/>
	21 or 22

Plus credits in electives to total 30 semester hours.

Sales and Cashier Training Program

CERTIFICATE OF COMPLETION (5 Semester Credit Hours)

Merchandising 21, Principles and Methods of Salesmanship	3
Merchandising 22, Cash Register Procedures	<u>2</u>
	5

Secretarial Science Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

Students Interested in a secretarial career have three options available: Secretary, legal Secretary, and Medical Secretary. Students complete general education and secretarial core requirements and the major requirements for the option selected.

General Education	Semester Hours
English 30 or higher	3
General Business 25, Applied Math See Groups II*, III, IV, and V for other General Education Requirements on pages 27-28	3

*Anatomy and Physiology 22 or 110 recommended for Medical Secretary.

Core Requirements	Semester Hours
Accounting 20, 24, or 201	4
General Business 35, Business Communications	3
Office Procedures 20, Filing	2
Office Procedures 21, Records Management	1
*Shorthand 30, Intermediate (or 30B,C)	4
**Typewriting 30, Intermediate (or 30B,C,D)	3
Typewriting 24, Self Directed Dictation and Transcription	2
	19

*Prerequisite: Shorthand 20 or equivalent.

**Prerequisite: Typewriting 20 or equivalent.

SECRETARY

This curriculum combines specialized courses in office skills—shorthand and typewriting—with related business and basic education courses. It prepares students for entry-level secretarial positions.

Major Requirements	Semester Hours
Business Machines 20B Ten Key Adder	1
20D Electronic Calculator	1
Typewriting 40, Advanced (or 40B,C,D)	3
Office Procedures 50, Secretarial Procedures	4
Shorthand 40, Advanced	4
Office Procedures 24, Duplicating	2
	15

Plus credits in electives to total 60 semester hours.

Recommended Electives:

General Business 23, Human Relations in Business	3
General Business 55, Cooperative Education	4
General Business 21, Introduction to Business	3
Office Procedures 42, Seminar for Office Personnel	3

LEGAL SECRETARY

Students aspiring to become legal secretaries will be able to find employment in law offices, courts, legal departments, and governmental agencies.

Emphasis is placed on acquiring general secretarial skills as well as gaining specialized knowledge needed to obtain an entry-level position.

Major Requirements	Semester Hours
Business Machines 20B, Ten-Key Adders	1
General Business 39, Business Law I	3
Office Procedures 51, Legal Secretarial Procedures I	4
Office Procedures 52, Legal Secretarial Procedures II	4
Shorthand 46, Legal-Shorthand & Transcription	4
	16

Plus credits in electives to total 60 semester hours.

Recommended Electives:

General Business 23, Human Relations in Business	3
General Business 40, Business Law II	3
General Business 55, Cooperative Education	4
Office Procedures 42, Seminar for Office Personnel	3

MEDICAL SECRETARY

This curriculum prepares students to perform secretarial functions in clinics, doctors' offices, and hospitals. Emphasis is placed on acquiring general secretarial skills as well as gaining specialized knowledge needed to obtain an entry-level position in the medical office.

Major Requirements	Semester Hours
Business Machines 20D, Electronic Calculators	1
Health Foundations 115, Medical Terminology	3
Medical Assisting 31, Medical Law, Ethics, and Economics	3
Office Procedures 50, Secretarial Procedures OR Medical Assisting 132, Medical Office Procedures	4
Shorthand 45, Medical Shorthand and Transcription	4
	15

Plus credits in electives to total 60 semester hours.

Recommended Electives:

General Business 23, Human Relations in Business	3
General Business 55, Cooperative Education	4
Accounting 30, Payroll	2
Office Procedures 42, Seminar for Office Personnel	3

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
See General Education requirements for the AS Degree on pages 27-28	18

Major Requirements

Food Service 120, Introduction to Food Service or Food Service 120 B & C (self-study modules)	2
Food Service 123, Nutrition and Menu Planning or Food Service 123 B & C (self-study modules)	2
Food Service 131, Storeroom Operations and Stewarding Procedures	3
Food Service 135, Dining Room Service	6
Any of the following courses for 7 credits:	7
Food Service 140, Fundamentals of Cookery (7)	
*Food Service 140 B, Fundamentals of Baking (3)	
*Food Service 140 C, Cold Food Pantry (2)	
*Food Service 140 D, Basic Cooking (2)	
Food Service 140 E, Short Order Cooking (7)	4
Food Service 231, Purchasing and Cost Control	4
Any of the following courses for 7 credits:	7
Food Service 240, Culinary Art in Food Preparation (7)	
*Food Service 240 B, Meat, Fish & Poultry Analysis (2)	
*Food Service 240 C, Soups & Sauces: Basic & Advanced (2)	
*Food Service 240 D, Buffet Presentation (3)	
*Food Service 240 E, Asian Cookery (3)	
Food Service 250 B, Equipment Layout and Design	3
Food Service 250 C, Food Service Management	4
	<hr/>
	55

Plus 4 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 120, Introduction to Food Service or Food Service 120 B & C (self-study modules)	2
Food Service 123, Nutrition and Menu Planning or Food Service 123 B & C (self-study modules)	2
Food Service 131, Storeroom Operations and Stewarding Procedures	3
Any of the following courses for 7 credits:	7
Food Service 140, Fundamentals of Cookery (7)	
*Food Service 140 B, Fundamentals of Baking (3)	
*Food Service 140 C, Cold Food Pantry (2)	
*Food Service 140 D, Basic Cooking (2)	
Food Service 140 E, Short Order Cooking	7

- Any of the following courses for 7 credits: 7
- Food Service 240, Culinary Art in Food Preparation (7)
 - *Food Service 240 B, Meat, Fish & Poultry Analysis (2)
 - *Food Service 240 C, Soups & Sauces: Basic & Advanced (2)
 - *Food Service 240 D, Buffet Presentation (3)
 - *Food Service 240 E, Asian Cookery (3)

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 120, Introduction to Food Service or Food Service 120 B & C (self-study modules)	2
Food Service 123, Nutrition and Menu Planning or Food Service 123 B & C (self-study modules)	2
Food Service 135, Dining Room Service	6
Food Service 235, Dining Room Supervision	<u>6</u>
	25

Plus 5 credits in electives to total 30 semester hours.

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

HEALTH EDUCATION DIVISION

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 operator and laboratory skills, and in dental office and business procedures.

Requirements	Semester Hours
Fall:	
Dental Assisting 24, Introduction to Dental Assisting	1
Dental Assisting 25, Dental Administration	1
Dental Assisting 26, Bio-Dental Sciences	3
Dental Assisting 27, Dental Materials	1
Dental Assisting 27L, Dental Materials Lab	1
Dental Assisting 28, Dental Radiography	2
Dental Assisting 29, Dental Operatory Procedures I	1
Dental Assisting 30, Clinical Rotations I	1
Mathematics	3
	<hr/> 14
Spring:	
Dental Assisting 35, Dental Operatory Procedures II	1
Dental Assisting 36, Dental Laboratory Procedures	1
Dental Assisting 36L, Dental Laboratory Procedures Lab	1
Dental Assisting 37, Clinical Rotations II	5
Health Foundations 103, Standard First Aid and Personal Safety	1
Health Foundations 110, Basic Nutrition	1
Speech	3
Electives	3
	<hr/> 16
TOTAL	30

Dietetic Technician Curriculum

ASSOCIATE IN SCIENCE DEGREE (65 Semester Hours)

This curriculum is designed to prepare students to work under the supervision of registered dietitians at the mid-management level in health care facilities.

Satisfactory completion of the requirements for the Associate in Science Degree qualifies the graduate for membership with the American Dietetic Association.

Requirements	Semester Hours
FIRST YEAR	
Fall:	
BIOL 110, Anatomy and Physiology	4
or BIOL 022, Human Anatomy and Physiology	(3)
DIET 100, Nutrition Care I	3
FSER 120, Introduction to Food Service	2
FSER 145, Quantity Food Production I	4
HF 101, Introduction to Health Foundations	1
HF 105, Medical Terminology	1
MATH 100, Survey of Mathematics	3
or GBUS 025, Applied Math	(3)
	<hr/> 18 or (17)

Spring:

DIET 101, Nutrition Care II	3
*DIET 101L, Supervised Field Experience	3
FSER-245, Quantity Food Production II	4
ENG 100, Expository Writing	3
or ENG 030, Communications Skills	(3)
PSY 110, Psychology of Adjustment	3
	<u>3</u>
	16

SECOND YEAR**Fall:**

DIET 110, Quantity Food Purchasing and Cost Control	3
*DIET 200, Supervised Field Experience and Seminar	4
FSER 25B, Equipment and Layout	3
SOC 100, Survey of Sociology	3
SP 151, Effective Oral Communication	3
or SP 026V, Speech Communications	(3)
	<u>3</u>
	16

Spring:

*DIET 201, Supervised Field Experience and Seminar	5
FSER 250C, Food Service Management	4
HF 103, First Aid	1
Humanities	3
Elective	3
	<u>3</u>
	16
	66

TOTAL

Note: A grade of C must be maintained in all Dietetic Technology and related courses in order for the student to continue in the program.

*Clinical courses conducted in affiliated Community Hospitals.

Medical Assisting Curriculum**ASSOCIATE IN SCIENCE DEGREE (62 Semester Hours)**

This curriculum is designed to prepare students to assist physicians in private medical offices and clinics, hospitals out-patient clinics, with patient care, as well as with routine laboratory and diagnostic examinations, and medical office and business practices and procedures.

Requirements**Semester Hours****FIRST YEAR****Fall:**

Biology 110, Human Anatomy & Physiology	4
*Typewriting 20, or equivalent	3
Medical Assisting 30, Clinical Assisting	4
Math 21, Pre-Algebra or higher	3
Health Foundation 104, Intro to Medical Science & Microbiology	2
Health Foundation 105, Medical Terminology	1
	<u>1</u>
	17

Spring:

Typewriting 24, Self-Directed Dictation & Transcription	2
Typewriting 30B, Office Typewriting I	1
Office Procedures 20 (Filing)	2
Medical Assisting 31, Medical Law, Ethics & Economics	3
Medical Assisting 32, Medical Office Procedures	4
Health Foundation 107, Math for the Health Practitioner	1
Health Foundation 108, Drug Therapy	1
Health Foundation 109, Administration of Drugs	1
Health Foundation 110, Basic Nutrition	1
	<hr/>
	16

**Typewriting 30 C,D

2

SECOND YEAR

Fall:

Medical Assisting 40, Clinical Laboratory Procedures	4
Psychology 110, Adjustment of Psychology	3
***Speech	3
***English	3
Humanities	3
	<hr/>
	16

Spring:

Medical Assisting 41, Seminar	4
Medical Assisting 42, Externship	8
Health Foundation 103, First Aid & CPR	1
	<hr/>
	13

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

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

***Courses numbered 100 or above are recommended.

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

This program has been accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.

Medical Laboratory Technician Curriculum

ASSOCIATE IN SCIENCE DEGREE (74 Semester Hours)

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

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

Requirements**Semester Hours****FIRST YEAR****Fall:**

Chem 113, 113L, General Chemistry	4
Mathematics 100 or higher	3
Eng 100	3
Biol 110, Anatomy and physiology	4
MLT 100, Orientation to the Clinical Laboratory	2
MLT 100L, Introduction to Laboratory Methods	2
	<hr/> 18
*Health Foundations 104, 105	3

Spring:

Chem 114, 114L, General Chemistry	4
MLT 104, Immunology	4
MLT 102, Clinical Laboratory Theory	4
MLT 102L, Clinical Laboratory Technique	2
Humanities	3
	<hr/> 17

Summer:

MLT 140, Clinical Laboratory Rotation I** 10 weeks, 40 hour week	8
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SECOND YEAR**Fall:**

MLT 201, Clinical Chemistry	4
MLT 201L, Clinical Chemistry Laboratory	2
Speech 151	3
MLT 204, Clinical Microbiology	3
MLT 204L, Clinical Microbiology Laboratory	3
Social Science	3
	<hr/> 18

Spring:

MLT 241, Clinical Laboratory Rotation II** 16 weeks, 40 hour week	13
Total required	74

Note: A grade of C must be maintained in all Medical Laboratory courses in order for the student to continue in the program.

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

**Clinical courses conducted in affiliated community hospitals and laboratories.

Medical Record Technician Curriculum

ASSOCIATE IN SCIENCE DEGREE (67 Semester Hours)

This curriculum is designed to prepare students for employment as medical record technicians who are trained to perform the technical duties which are vital to the operation of health information systems in a variety of direct health care facilities and related organizations throughout the community, including state and federal agencies.

Upon successful completion of the program, graduates are qualified to write the national examination for accreditation of the American Medical Record Association.

Requirements		Semester Hours
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FIRST YEAR

Fall:

ENG 100, Expository Writing	3
MEDRC 100, Introduction to Medical Record Science I	3
HF 115, Medical Terminology	3
BIOL 110, Human Anatomy and Physiology	4
PSY 100, Survey of Psychology	3
HF 104, Introduction to Medical Science and Microbiology	2
	18

Spring:

MEDRC 110, Medical Record Science II	3
**MEDRC 110L, Directed Experience I	2
*MEDRC 105, Medical Machine Transcription	3
MATH, Mathematics***	3
BIOL 101, Biology	3
SOC 100, Survey of General Society	3
HF 101, Introduction to Health Occupations	1
	18

*Beginning Typewriting must be taken during the first semester if student is unable to type.

**Basic Statistics strongly recommended.

SECOND YEAR

Fall:

MEDRC 200, Medical Record Science III	3
**MEDRC 200L, Directed Experience II	3
MICRO 130, General Microbiology	3
Speech 151, Effective Oral Communication	3
HF 103, First Aid	1
Approved Elective	3
	16

Spring:

MEDRC 210, Medical Record Science Seminar	2
**MEDRC 210L, Directed Experience III	4
COMSC 112, "Conversations with the Computer"	3
GBUS 30, Principles of Management	3
Approved Elective	3
	<hr/>
	15

Note: A grade of "c" must be maintained in all MEDRC courses in order for the student to continue in the program.

**Directed Experience is conducted in affiliated hospitals in the community.

Nurses Aide Training

CERTIFICATE OF COMPLETION (8 Semester Hours)

Requirements	Semester Hours
NAT 010 Nurses Aide Training	8

Occupational Therapy Assistant Curriculum

ASSOCIATE IN SCIENCE DEGREE (73 Semester Hours)

This curriculum is designed to prepare students to work under the supervision of registered occupational therapists in general activity programs, supportive or maintenance programs and acute treatment and rehabilitation programs for patients with physical, psychosocial or developmental dysfunction.

Satisfactory completion of the requirements of the Occupational Therapy Assistant program, the Associate in Science Degree and recommendation of the Program Director qualifies the graduate for certification as an Occupational Therapy Assistant by the American Occupational Therapy Association.

Requirements	Semester Hours
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FIRST YEAR

Fall:

ART 100B, 100C, 100D, Applied Design: Crafts	3
OTA 100, Orientation to Occupational Therapy	5
OTA 100L, Orientation to Occupational Therapy Lab	1
OTA 101, Occupational Therapy Seminar	1
Biol 110, Anatomy and Physiology	4
HF 106, Human Growth and Development	3
	<hr/>
	17

Spring:

**English	3
SOC 100, Survey of General Sociology	3
OTA 110, Interpersonal Relations and Group Dynamics	3
OTA 120, O.T. Theory & Application: Life Skills	4
OTA 120L, Life Skills Lab	1
HF 103, First Aid	1
HF 110, Basic Nutrition	1
	<hr/>
	16

SECOND YEAR

Fall:

**MATH	3
OTA 200, Therapeutic Modalities	3
OTA 210, O.T. Theory and Application: Physical Dysfunction	4
OTA 210L, Physical Dysfunction Lab	1
PSY 100, Survey of Psychology	3
**Speech	<u>3</u>
	17

Spring:

OTA 220, O.T. Theory and Application: Psycho-social Dysfunction	4
*OTA 220L, O.T. Theory and Application: Psycho-social Dysfunction Lab	1
OTA 230, O.T. In Comprehensive Community Health	3
Psy 110, Psychology of Adjustment	3
**Humanities	3
Elective	<u>3</u>
	17

Summer:

*OTA 240, O.T. Field Work: Physical Dysfunction	3
*OTA 241, O.T. Field Work: Psycho-social Dysfunction	<u>3</u>
	6
TOTAL	73

Note: A grade of C must be maintained in all Occupational Therapy Assistant Program course requirements in order for the student to continue in the Program.

*Clinical courses conducted in affiliated Occupational Therapy Departments.

**Must be courses numbered 100 or above.

Practical Nursing Curriculum

CERTIFICATE OF ACHIEVEMENT (30-36 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.

A special abbreviated program is available for a small selected group of students, pending appropriate funding.

Requirements	Semester Hours
Fall:	
Practical Nursing 20V, Basic Nursing Care	10
Practical Nursing 21, Directed Study	1
Biol 22, Human Anatomy and Physiology	<u>3</u>
	14
Spring:	
PRACN 22V, Nursing of Adults	11
PRACN 23, Directed Study	1
PSY 25, Applied Psychology	<u>3</u>
	15
Summer:	
PRACN 24, Maternal and Child Nursing	6
PRACN 25, Personal and Vocational Relationships	<u>1</u>
	7
TOTAL	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 (88 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 of Science Degree permits the student to take the qualifying examinations of the American Registry of Radiologic Technologists and the Hawaii Board of Radiologic Technology.

Requirements	Semester Hours
FIRST YEAR	
Fall:	
HF 101, 103, 105	3
*Mathematics	3
*Science-BIOL 110, Human Anatomy and Physiology	4
RTECH 100, Intro to Radiologic Technology	3
RTECH 100L, Intro to Radiologic Technology Lab	1
RTECH 140, Hospital Radiographic Technique	<u>6</u>
	20
Spring Semester:	
*English	3
RTECH 110, Radiologic Techniques	3
RTECH 110L, Radiologic Techniques Lab	1
RTECH 120, Radiologic Physics	3

RTECH 141, Hospital Radiographic Technique	6
RTECH 149, Radiography Seminar	1
	<hr/> 17

Summer Session: 11 weeks

RTECH 150, Radiography Seminar	2
RTECH 142, Hospital Radiographic Technique	6
	<hr/> 8

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

SECOND YEAR

Fall:

*Social Science	3
RTECH 200, Advance Radiologic Positioning	3
RTECH 200L, Advance Radiologic Positioning Lab	1
RTECH 210, Advance Radiologic Technique	3
RTECH 240, Hospital Radiographic Technique	6
RTECH 248, Radiography Seminar	1
	<hr/> 17

Spring:

*Speech and Humanities	6
RTECH 220, Departmental Administration	1
RTECH 230, Special Radiographic Procedures	3
RTECH 230L, Special Radiographic Procedures Lab	1
RTECH 241, Hospital Radiographic Technique	6
RTECH 249, Radiography Seminar	1
	<hr/> 18

Summer Session: 11 weeks

RTECH 250, Radiotherapy and Nuclear Medicine	2
RTECH 242, Hospital Radiographic Technique	6
	<hr/> 8

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.

Respiratory Therapy Curriculum

ASSOCIATE IN SCIENCE DEGREE (78 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
FIRST YEAR	
Fall:	
Biol 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	4
	<u>20</u>
Spring:	
Resp 111, Respiratory therapy, Theory II	4
Resp 111L, Respiratory therapy, Technique II	5
Physical Science	3
Health Foundations 101, 103, 107, 109	4
	<u>16</u>
First Summer Session:	
Resp 130, Pulmonary function	2
Resp 130L, Pulmonary function technique	1
	<u>3</u>
SECOND YEAR	
Fall:	
Resp 212, Respiratory therapy, Theory III	4
Resp 212L, Respiratory therapy, Clinical I	7
English 100	3
Speech	3
	<u>15</u>
Spring:	
Resp 213, Respiratory therapy, Theory IV	4
Resp 213L, Respiratory therapy, Clinical II	7
Psy 100, Psychology	3
Humanities	3
	<u>17</u>
Second Summer Session:	
Resp 231, Respiratory seminar	2
Resp 231L, Respiratory therapy, Clinical III	3
	<u>5</u>
TOTAL	78

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.

PUBLIC SERVICE DIVISION

Legal Paraprofessional Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

Legal costs have dramatically increased. The emerging field of the legal paraprofessional (paralegal) is one of the major means of making legal services more widespread, efficient, and available to all. The legal paraprofessional is someone who is specially trained to work with the supervision of an attorney to assist in the practice of law. The legal paraprofessional fulfills a role that is roughly analogous to the role of the paramedic in the medical field. Program graduates will be qualified to work in private law firms, corporations, public agencies and public law firms.

I. Basic Requirements

Note: It is recommended that all of these basic requirements be from courses numbered 100 level and higher to provide for maximum transferability.

English (English 100 recommended)	3
Speech (Speech 151 recommended)	3
Social Sciences	3
Humanities	3
Mathematics	3
Natural Science	3
TOTAL	18

II. Department Requirements

A. Required Core Courses

Law 101, Role of the Legal Paraprofessional	3
Law 102, Legal Research	3
Law 201, Law Office Management	3
Law 202, Advanced Communication Skills	3
TOTAL	12

B. Substantive Law Courses

The student is to elect any combination of the courses below sufficient to total 15 hours of credit.

Law 111, Litigation (highly recommended)	3
Law 121, General Business Practice	3
Law 126, Taxation	3
Law 131, Property Law	3
Law 136, Tort and Insurance Law	3
Law 140, Family Law	3
Law 151, Estate Planning and Probate	3
Law 161, Public Sector Law	3
Law 166, Labor Law	3
Law 171, Consumer Law	3
Law 176, Criminal Law	3
Law 181, Rights of the Disadvantaged	3
Law 211V, Advanced Litigation	1-3

Law 221V, Advanced Business Practice	1-3
Law 226V, Advanced Taxation	1-3
Law 231V, Advanced Real Estate Law	1-3
Law 236V, Advanced Tort and Insurance Law	1-3
Law 240V, Advanced Family Law	1-3
Law 251V, Advanced Estate Planning	1-3
Law 261V, Advanced Public Law	1-3
Law 266V, Advanced Labor Law Sector	1-3
Law 271V, Advanced Consumer Law	1-3
Law 276V, Advanced Criminal Law	1-3
	<hr/>
	15

C. Cooperative Education (Field Placement)

Law 193, Cooperative Education	3-6
Law 293, Cooperative Education	1-6
Minimum of three hours is required	

III. Electives From Other Departments

Sufficient electives to total 60 hours.

(Note: Basic Accounting, basic typewriting, and introduction to data processing are highly recommended electives.)

TOTAL	60
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Anyone interested in admission to the Legal Paraprofessional Program may receive an informational brochure and an application form by contacting the Legal Paraprofessional Program, Kapiolani Community College, 620 Pensacola Street, Honolulu, Hawaii 96814.

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, Guidance, 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 the Humanities area may apply. The student should see his advisor for assistance in selecting Social Science courses.

NATURAL SCIENCE REQUIREMENT

Courses in Biology, Botany, Chemistry, Geology, Microbiology, Oceanography, Physics, Science and Zoology satisfy the Natural Science requirement for the Associate in Arts and Associate in Science degrees. At least one of the 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

Basic Requirements*	Semester Hours
English 100, 140, 170, 210, Journalism 205	3
Mathematics 100 (or higher), Philosophy 210 or Computer Science 112	3
History 151-152	6
Speech 151 (or higher) or Drama 221	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 (all modules
of each sequence)

Group II

Philosophy 100, 200, 201
Religion 150, 151

Group III

American Studies 201, 202**
Art 101, 120, 270, 280
Music 160, 170, 180
History 241, 242, 281, 282

**All modules of each sequence.

NATURAL SCIENCES: 3 semester courses (at least one each from groups I and II including at least one four credit lab-science) 10-12

Group I

Botany 100
Microbiology 130
Science 121
Zoology 100, 101

Group II

Chemistry 100, 100L, 113,
113L, 114, 114L
Physics 100
Science 122

Group III

Biology 110
Geography 101
Geology 101
Oceanography 201
Science 124

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

9

Group I

American Studies 27/211, 28/212, 201, 202**
Anthropology 150, 200
Guidance 100, 100B, 100C, 110
Sociology 100, 210

Group II

Economics 120 or 150
Ethnic Studies 101
Political Science 110C, 110F, 230
Special Studies 294, 295

Special Requirements and Electives

15-17

Accounting 201-202
Art 100, 108***, 113, 114
Journalism 150***
Data Processing 130
Drama 223, 281, 282
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
Humanities 100
Japanese 101-102
Journalism 206
Mathematics 102, 111, 120, 133-134, 205, 206
Music 102, 125-126***
Spanish 101-102
Speech 252***, 231***

Total Semester Hours

60

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

**Satisfies either the Humanities or Social Science 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

B.A. Program, UH Manoa. 1975-76. Below is the latest available listing of College of Arts and Sciences core requirements as we go to press. A final program sheet for 1975-76 will be available about Aug. 1. Students should therefore consult a counselor before relying on the material below.

BASIC REQUIREMENTS

Writing level comparable to ENG 100, 110, 120, 130, 140,
150, 160, or 170

ESL 100 (for foreign students)

HIST 151-152 (or 161-162 for SSP students)

LANG 101-102, 201-202 OR 101-102 and two semester approved culture courses within first five semesters.

Quantitative or logical reasoning (any one course)
AG EC 434, 480
ANTH 400
BAS 301, 302, 351
ECON 321
ED EP 429
ICS 160, 260
MATH 100 or higher
PHIL 210, 445
PSY 313
COMUN 406

AREA REQUIREMENTS**

HUMANITIES: Six 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 250, 251, 252, 253, 254, 255,
256, 257

Literature courses offered by
the language depts.

II. PHIL 100, 200, 201
REL 150, 151

III. AM ST 201, 202
ART 101, 270, 280
ASIAN 242, 242, 310
DRAMA 180 or MUS 191
DRAMA 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 181, 182, 183, 184, 221,
222, 240, 490
ENG 313
SP 231

BACHELOR OF ARTS PROGRAM (Cont'd)

NATURAL SCIENCES: Three semester courses, totaling at least 10 credits and including one 4-credit lab science.

ASTRON 110, 111
BIOCH 441
BIOL 220
BOT 101, 130, 201, 450
CHEM 100-100L, 117-117L, 151-151L,
171-171L
GENET 352

GEOC 101
GG 101, 102
ICS 160, 260
MET 101
MICRO 130, 351
OCEAN 201

PHYS 100-100L, 102, 151-151L,
152-152L, 163-163L, 164-164L,
170-170L, 272-272L, 274-274L.
SCI 121 or 123, 122, 124, 350
ZOO 101, 450

SOCIAL SCIENCES: Four semester courses, including at least one course from each sub-group.

I. AM ST 211, 212
ANTH 150, 200
ASIAN 312
BOT 105

PSY 100, 110, 230, 320,
321, 322, 371
SOC 100, 200, 312, 322,
332, 342, 352

II. ECON 120, or 150, 151, 310, 311, 360
CE 203 or IS-203
GEOG 102, 151
POL SC 110 or one 200-level
PolSc course

Any course appearing in more than one place may be used to fulfill only **one** requirement.

**No more than two courses from any one department may be used to fulfill Area Requirements.

LOWER DIVISION BUSINESS ADMINISTRATION PROGRAM

Basic Requirements

Communications: Any English course in the 100 series, and Sp 151 or Commun 145
 World Civilizations: Hist 151-152
 Quantitative Reasoning: BAS 121 or Math 134 (or BAS 122, 125, or Math 205)

Business Requirements

Freshman: BAS 122 (or BAS 125 or Math 205)
 Sophomore: BEC 201, Econ 120, Econ 150, or Econ 151*
 Acc 201-202

AREA REQUIREMENTS

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

I. Eng 251, 252, 253, 254, 255, 256
 (One Eng Lit course is required)
 Drama 160
 Lit course offered by the language departments

II. Phil 100, 200, 201
 Rel 150, 151

III. Art 101, 270, 280
 Asian Studies 242-242, 310
 Drama 180, 260
 Eng 320, 331, 335, 351-352, 360, 471-473
 Hist 241-141, 281-282
 Ling 102, Music 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 Geophysics 101, 102
 Meteorology 101
 Biol 220

GenSc 121, 122, 123, 124, 350
 Biochemistry 441
 Bot 101, 130, 201, 450
 Genetics 352

BAS 351 or equivalent
 (requirement for all CBA majors)

Micro 130, 351
 Physics 100, 102, 110, 111, 151, 152, 163, 164, 170, 272, 274
 Ocean 201
 Zool 101, 450

LOWER DIVISION BUSINESS ADMINISTRATION PROGRAM (Cont'd)

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

- I. Anth 150, 200
Asian Studies 312
American Studies 201, 202, 301, 302
Bot 105
Psy 100, 110, 112, 320, 321, 322
Soc 100, 200 (or any course at the 300-level except Soc 362)
- II. BEc 201, Econ 120, 150, 151 (may be used to satisfy both the pre-business Economics requirement and as part of the Social Sciences requirement)
General Engineering 203 (same as IS 203)
Geog 102, 151
PolSc 110

(* Basic course in economics. This may be completed by taking either BEc 201, Econ 120, 150 or 151. Students may not receive credit for more than one basic economics course; **except** credit for both Econ 150-151 may be given.)

PRE-EDUCATION PROGRAM

BASIC REQUIREMENTS

English 100, 110, 120, 130, 140, 150,
160, or 170
ESL 100 (for foreign students)
History 151-152 (or 161-162 for SSP
students)
Speech 151, 251, or Comm 145

Quantitative or Logical Reasoning (one course):

Math 111 for Elementary & Early
Childhood
Math 100 or above
Agri Econ 434, 480
Anthropology 400
BAS 301, 302, 351

Communications 406
Economics 321
Ed Psy 429
ICS 160, 260
Philosophy 210, 445
Psychology 113

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
English 250, 251, 252, 253, 254,
255, 256, 257
Literature courses offered by the
language departments.
- II. Philosophy 100, 200, 201
Religion 150, 151

- III. American Studies 201, 202
Art 101, 270, 280
Asian Studies 241, 242, 310
Drama 180 or Music 191
Drama 260
English 320, 331, 335, 351, 352,
360, 471, 472, 473
History 241, 242, 281, 282
Linguistics 102
Music 160, 170, 180, 190, 265, 266
- IV. Art 105, 106, 107, 108
Drama 221, 222, 240, 281, 282,
283, 284, 490
English 313
Speech 231

PRE-EDUCATION PROGRAM (Cont'd)

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

- | | | |
|---|------------------|---|
| Biochemistry 441 | Genetics 352 | Microbiology 130, 351 |
| Biology 220 | Geography 101 | Oceanography 201 |
| Botany 101, 130, 201, 450 | Geology 101, 102 | Physics 100-100L, 102, 110, 111,
151-151L, 152-152L, 170-170L,
272-272L, 274-274L |
| Chemistry 100-100L, 113-113L,
114-114L, 117-117L | ICS 160, 260 | Science 121 or 123, 122, 124, 350 |
| | Meteorology 101 | Zoology 101, 450 |

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

- | | | |
|------------------------------|--|-------------------------------|
| I. American Studies 211, 212 | Psychology 100** , 110, 112, 320,
321, 322 | II. Economics 120 or 150, 151 |
| Anthropology 150, 200 | Sociology 100, 200, 312, 322, 332,
342, 352 | CE 203 or IS 203 |
| Asian Studies 312 | | Geography 102, 151 |
| Botany 105 | | Political Science 110 |

*For all Pre-education programs except Recreation and Secondary music.
**Required

Students interested in Early Childhood Education (ages) should take HID 231-232 during the sophomore year.

RESERVE OFFICER'S TRAINING CORPS

Army ROTC. Male students in the Associate in Arts program at Kapiolani who plan to transfer to the Manoa Campus of the University of Hawaii, or to other colleges or universities offering ROTC, to obtain their bachelor's degree may participate in the Army military science program in either of two ways.

In one plan, the student may participate beginning his first year at Kapiolani by registering for a Tuesday morning drill session and a one-hour per week class at the Manoa Campus. The Military Science Program must accept the student prior to this registration. A student who has completed three years of Junior R.O.T.C. in high school may be accepted into the second year of the program, in which case he would register for a Tuesday morning drill session and two hours of class per week.

In another plan, the student may enter the advanced program (third year) when he transfers to the Manoa Campus. This plan includes a six-week summer camp before the third year for the basic two-year program.

Financial assistance is available in both programs. Details of the program are available in the Manoa Campus General Catalog or from the Army ROTC Office of the Manoa campus.

Air Force ROTC. The Air Force ROTC Program at Manoa is a two-year program for juniors and seniors leading to a commission in the United States Air Force. The program is open to both men and women. Flight training is provided free or charge for qualified candidates. ROTC Training is taken with regular courses at Manoa. Students should apply early in their sophomore year at Kapiolani by contacting the AFROTC Office at Manoa.

Description of Courses

The following pages describe the courses of instruction for students who are interested in the various fields of study. The information is intended to help you decide which is the most suitable for you.

Grade

The course of study is arranged by a program of instruction for each grade as the title of each course.

Course Numbering

A course shall be designated by an abbreviated title for the course and number (at least one college or department) and an optional number for the appropriate level of the course (e.g., 101, 102).

Courses shall be designated as follows: degree or certificate

Number

1. General Studies courses for students who are not pursuing a degree or certificate.

2. Courses normally taken by students who are pursuing a degree or certificate.

College Name

When appropriate, the name of the college or department shall be included. This is especially true for courses which are offered by a particular college.

Required and Elective Course Study

Students should consult the catalog for the requirements for each course.

Description of Courses



ROTC PROGRAMS

The ROTC program is the Associate in Arts program at Kapolei and is available at the Manoa Campus of the University of Hawaii. It is available at several universities offering ROTC, to obtain their bachelor's degree in the Army military science program in either of the following plans:

Basic Plan: The student may participate beginning his first year of college by registering for a Tuesday morning drill session and a one-hour lecture per week at the Manoa Campus. The Military Science Program must accept the student prior to this registration. A student who has completed three years of Junior ROTC in high school may be accepted into the second year of the program, in which case he would register for a Tuesday morning drill session and two hours of class per week.

Advanced Plan: The student may enter the advanced program (third year) and he transfers to the Manoa Campus. This plan includes a six-week summer camp before the third year for the basic two-year program.

Financial assistance is available in both programs. Details of the program are available in the Manoa Campus General Catalog or from the Army ROTC Office at the Manoa campus.

Description of Courses

The ROTC program at Manoa is a two-year program leading to a commission in the United States Army. The program is open to both men and women. Flight training is available on a limited basis for qualified candidates. ROTC training is taken with the student's regular college courses. ROTC training is completed in the Army ROTC Office at Manoa.



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

Course Numbering

A course shall be designated by an abbreviated alpha for the academic unit offering the course (college or department) and a number indicative of the appropriate level of the course. Example: PSY 100.

**Courses applicable toward an associate degree or certificate:

Numbers

- | | |
|---|----------------|
| A. Courses normally taken by sophomores,
open to qualified freshmen. | 40-99, 200-299 |
| B. Courses normally taken by freshmen. | 1-39, 100-199 |

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 by the completion of forms obtained from the Division Chairman. 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.

Liberal Arts Cooperative Education

Cooperative education for the liberal arts students is the merging of the resources of the cooperating employer and the educational facilities of this College to better prepare the student for the world of work. The first course, 193V, allows the student to explore an occupational field in the liberal arts area; the second, 293V, allows the student to upgrade his job skills. Each may

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

**Check program requirements in your major area.

be repeated with a new set of learning objectives. Work stations may be either paid, described as Cooperative Education, or unpaid, described as Community Service Practicum. To designate more accurately the work experience, the alpha code will be determined by the kind of job station the student will hold; e.g. it may be Soc., Psy., Art, Hist., Math., Sci, Journ., etc. The letter V following the course number stands for variable credits. The number of credits that the student chooses to earn depends on the number of hours he works:

Cooperative Education I & II
Paid Job Station Per Semester

Community Service Practicum I & II
Unpaid Job Station Per Semester

Paid Job Station Per Semester

75 hrs/earns 1 credit
 150 hrs/earns 2 credits
 225 hrs/earns 3 credits
 300 or more/earns 4 credits

Unpaid Job Station Per Semester

50 hrs/earns 2 credits
 75 hrs/earns 3 credits
 100 or more/earns 4 credits

No more than 4 credits may be earned per semester; no more than 12 credits may be counted toward AA degree. All earned Co-op Ed credits are transferable as elective credits.

Foreign Language Courses

Students who are native or proficient speakers of a foreign language may not enroll in, or receive credit of any kind for beginning courses in that language. Specific regulations regarding these courses may be found in the office of the Liberal Arts academic advisor. Kapiolani's regulations adhere to the policy statements of the departments of European Languages and East Asian Languages at the UH-Manoa Campus.

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. Atten-

tion to particular problems of branch, departmental, and cost accounting, and to the preparation of special reports for management.

AMERICAN STUDIES (AMST)

- 25B/ **Contemporary American Culture: Provincial Attitudes (1)**
201B 3 hours per week for five weeks
A values approach to the issue of provincial attitudes in contemporary American culture; relevant literary perspectives combines with insights from other humanities disciplines. (partial credit toward American Studies 201, U.H. Manoa for 201B)
- 25C/ **Contemporary American Culture: Value Attitudes in Historic Perspective (1)**
201C 3 hours per week for five weeks
A study of provincial attitudes and prejudice in past and contemporary American culture using relevant historical perspectives combines with insights from other humanities disciplines. (partial credit toward American Studies 201 U.H. Manoa for 201C)
- 25D/ **Contemporary American Culture: Cultural Emancipation (1)**
201D 3 hours per week for five weeks
A values approach to the issue of prejudice in contemporary American culture; relevant literary perspectives combined with insights from other humanities disciplines. (partial credit toward American Studies 201, U.H. Manoa for 201D)
- 26B/ **Individualism in American Culture: The Individual in Changing America (1)**
202B 3 hours per week for five weeks
The dilemma created by American individualism and the rise of urban/industrial societies considered in relevant historic perspectives combined with insights from other humanities disciplines. (partial credit toward American Studies 202, U.H. Manoa for 202B)
- 26C/ **Individualism in American Culture: Personal Freedom and the States (1)**
202C 3 hours per week for five weeks
A value approach to the dilemma created by individual freedom and fulfillment of potentials in conflict with group expectations and needs: relevant literary perspectives combined with insights from other humanities disciplines. (partial credit toward American Studies 202, U.H. Manoa for 202C.)
- 26D/ **Individualism in American Culture: Historic Constitutional Role (1)**
202D 3 hours per week for five weeks
An examination of the problems of the interrelationship of the individual citizen and the State (society) through historical and documentary study. (partial credit toward American Studies 202, U.H. Manoa)
- 27/211 **Contemporary American Issues (3)**
3 hours lecture per week
Contemporary American Issues as a multidisciplinary introduction to the major social political, and economic issue in contemporary American society.
- 28/212 **Contemporary American Issues (3)**
3 hours lecture per week
Contemporary American Issues as a multidisciplinary introduction to the major social political, and economic issues in contemporary American society.

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)

100B **Ceramics and Macrame (1)**

6 hours lab per week for 5 weeks: offered only as CR/NC

An exploration of the crafts of ceramics and macrame. Credits 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.)



- 100C **Jewelry (1)**
6 hours lab per week for 5 weeks: offered only as CR/NC
An exploration of the crafts of silversmithing and enameling. Credits cannot count toward major requirements in Art. Open to all students. (Not applicable toward the Humanities requirement but is applicable toward Education Degree at Manoa Campus)
- 100D **Textile Design (1)**
6 hours lab per week for 5 weeks: offered only as CR/NC
An exploration of the crafts of textile silk screening, weaving, batik, and tie dye. 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)**
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)
- 270 **Aspects of European/American Art (3)**
3 hours lecture per week
Major developments in the Arts of Europe and America (Satisfies the 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.)

BIOLOGY (BIOL)

- 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.
- 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.

BOTANY (BOT)

- 100 **Introduction to the Plants of Hawaii (3)**
3 hours per week (Optional Saturday field trips)
An introductory course on the identification, ecology, and usage of common native and introduced trees, shrubs, vines, and flowers.

BUSINESS ANALYSIS AND STATISTICS (BAS)

- 121 **Mathematics For Decision Making I (3)**
3 hours per week
Prerequisite: Satisfactory performance on placement test or satisfactory completion of Math 120.
Application of mathematical operations to business and economics; laws of algebra, sets, relations, and functions, linear equations, inequalities, vectors, matrix operations, and linear programming. Students may not earn credit for this and Math 134. (Transfer students see UH-Manoa catalog.)
- 122 **Mathematics For Decision Making II (3)**
3 hours per week
Prerequisite: Satisfactory completion of BAS. 121
Applications of mathematical operations to business and economics; equations and their graphs, limits, continuity, derivatives, and their use in mini-max problems, partials, indefinite and definite integrals, techniques and applications, improper and numerical integrations, distribution functions and multiple integrals. Students may not earn credit for this and Math 205, or BAS 125, UH- Manoa. (Transfer students see UH-Manoa catalog.)



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 20B, 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)

100 **Chemistry and Man (3)**

3 hours lecture per week

A course covering basic concepts in chemistry utilizing mathematics only where absolutely necessary. Lessons emphasize topics relevant to man and his role in today's society. Some topics include: atomic structure, chemical bonding, air and water pollution, nuclear energy, sewage treatment, food and drugs, pesticides, and plastics. The course is specifically designed for the non-science major.

100L **Chemistry and Man Lab (1)**

3 hours per week

The lab course accompanies Chemistry 100 lecture. Experiments are performed which explore concepts and techniques in monitoring and evaluating the impact of various environmental influences. Some experiments include: The Effect of Tobacco Smoke on Living Cells, Air Pollution Monitoring, and Phosphate Levels in Soaps and Detergents.

113 **General Chemistry (3)**

3 hours lecture per week

Prerequisites: High school algebra credit or Math 25

It is strongly recommended that the student takes Math 120 before Chemistry, along with a Physical Science course.

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

Prerequisites: Credit or registration in Chemistry 113. Math 25 or high school algebra; College Algebra (Math 120) and at least one previous science course recommended. Concurrent registration in Chemistry 113.

Experiments illustrating fundamentals of chemistry. Experiments are chosen which complement material covered in lecture part of course.

114 **General Chemistry (3)**

3 hours lecture per week

Prerequisites: Chem 113, Math 25, or high school algebra. It is further recommended that Math 120 be completed before enrolling in Chem 114.

Continuation of Chemistry 113

114L **General Chemistry Laboratory (1)**

3 hours laboratory per week

Prerequisites: Chemistry 113, or credit and concurrent registration in Chemistry 114. Continuation of Chemistry 113. Experiments are chosen which complement material covered in lecture part of course.

COMMUNICATIONS (COMM)

201 **Television Production (4)**

4 hours lecture per week

An introduction to the medium of television. The elements of production and their uses and capabilities are explored. Analysis of the program produced and familiarization with commercial programming are covered. Actual production of programs is an integral part of the course.

COMPUTER SCIENCE (COMSC)

100 **The Computer and Its Role in Society (3)**

3 hours per week

A non-technical introduction to computers and their use in the modern world. Social benefits and problems created by the computer revolution, and implications for the future. This course may be taken by the non-specialist who is interested in the use of computers in our society.

112 **Conversations With the Computer (3)**

2 hours lecture, 3 hours Learning Center per week

Prerequisite: Math 25 or satisfactory score on placement test.

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 general education requirement for Mathematics.)



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.
- 130 **Introduction to Data Processing (4)**
3 hours lecture, 2 hours lecture-lab per week
Concurrent enrollment in Data Processing 150
The history and development of data processing, from manual to electronic systems. Emphasis is on capabilities, limitations, and applications of computer systems to business. Students will also learn to write simple computer programs in two or three different computer languages. (Course is comparable to COMSC 101 at Leeward C.C.)
- 132 **Business Systems and Applications (2)**
1 hour lecture, 2 hours lecture-lab per week
Prerequisite: Data Processing 130
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 concepts of information flow. The logical file structure and the need for control of all data.
- 140 **Operating Systems and Data Management (3)**
3 hours per week
Prerequisites: Data Processing 130
Concurrent enrollment in Data Processing 151
Basic concepts of computer systems, including components, architecture, data representation, facilities of the operating system, job control, and data management principles and techniques.
- 142 **Computer Programming—RPG II**
3 hours per week
Prerequisite: Data Processing 130
Introduction to RPG II programming. Students will become familiar with each of the features and specification sheets of RPG II. Each student will code a minimum number of problems using the features taught. (Equivalent to Kapiolani's Data Processing 42 course—1970-73)
- 150 **Data Processing Internship (1)**
60 hours per semester
The student will work in the campus computer center as either a data clerk, quality control clerk or keypunch 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 establishment.
- 151 **Data Processing Internship (1)**
60 hours per semester
Continuation of Data Processing 150 with student employed as a quality control clerk, work scheduler, programmer trainee or equipment operator.
- 231 **Business Problem Solving (4)**
3 hours lecture, 3 hours in learning center per week
Prerequisite: Data Processing 130

Computer programming concepts with emphasis on problem analysis, algorithm building, block diagramming and documentation. Second half of course will be directed toward reinforcing these concepts by coding sample problems in the COBOL language. (Comparable to COMSC 121 at Leeward C.C. Equivalent to Kapiolani's Data Processing 31—1970-73)

241 **Computer Programming—COBOL (3)**

3 hours lecture per week

Prerequisite: Data Processing 231

Concurrent enrollment in Data Processing 253

Business application programming in COBOL. Emphasis on good programming techniques and the use of direct access storage devices for input and output. All features of full ANSI COBOL will be included.

242 **Advanced RPG Systems (3)**

3 hours per week

Prerequisite: Data Processing 131, Data Processing 135

Concurrent enrollment in Data Processing 252

Using RPG II language, students will build a complete system for common business application areas such as payroll and accounts receivable. Class will emphasize compatibility of programs into an integrated business system.

243 **Computer Programming—PL/I (3)**

3 hours lecture per week

Prerequisite: A higher level language course

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.

244 **Advanced Systems Concepts (2)**

2 hours lecture per week

Prerequisite: Data Processing 140

A survey of larger and advanced operating systems. Assignments using system utility programs and libraries in OS environment. Planning and selecting components. Introduction to data communications concepts including teleprocessing and interactive time-sharing.

246 **Business Systems Analysis (3)**

3 hours lecture per week

Prerequisite: Data Processing 132 or consent of the department

A study of data processing systems and procedures including the advantages and disadvantages of different types of systems, card and forms design, controls, conversion techniques, and facilities planning. Emphasis on various techniques and tools of the system analyst such as interviewing, procedure analysis, and flowcharting. (Course is comparable to COMSC 200 at Leeward C.C.)

252 **Data Processing Internship (2)**

120 hours per semester

Continuation of Data Processing 151 with student employed as an equipment operator, computer programmer, or operations supervisor.

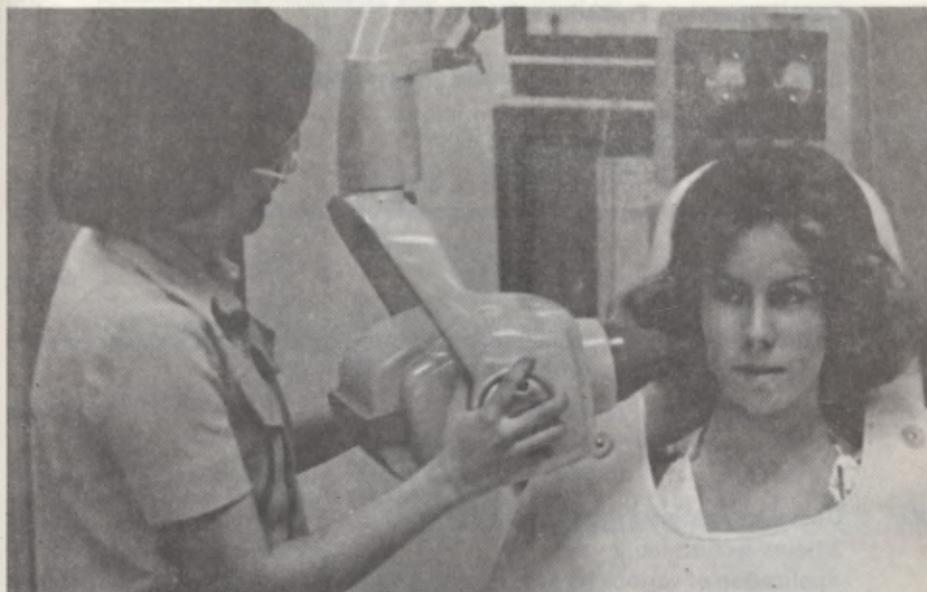
253V **Data Processing Internship (2-3)**

120 hours per semester

1 hour lecture per week (for the third credit)

Continuation of Data Processing 252 with student employed as a computer

operator, computer programmer, programmer/analyst or operations supervisor. In the seminar (1 elective credit), the student gains experience in writing resumes, interviewing for jobs, taking employment tests, and learn ways of looking for a job.



DENTAL ASSISTING (DENT)

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|-----|---|-------------|
| 24 | <p>Introduction to Dental Assisting (1)
 4 hours a week for first four weeks of Fall semester
 An orientation to the dental profession including dental assisting; the growth of the dental health team and areas of employment opportunities for a trained dental assistant.</p> | Fall |
| 25 | <p>Dental Administration (1)
 4 hours lecture-lab a week during second four weeks of Fall semester
 Identification and application of some of the factors that influence human behavior; maintenance of all general records; knowledge of and utilization of acceptable banking procedures; maintenance of an accurate inventory control; identification and completion of various dental insurance forms.</p> | Fall |
| 26 | <p>Bio-Dental Sciences (3)
 3 hours a week
 General anatomy; head and face anatomy; growth and development of teeth and their supporting structures; basic and general sciences related to dentistry; preventive dentistry and oral hygiene.</p> | Fall |
| 27 | <p>Dental Materials (1)
 1 hour a week
 The physical and chemical properties of dental materials.</p> | Fall |
| 27L | <p>Dental Materials Lab (1)
 3 hours a week
 Identification and manipulation of dental materials according to the manufacturer's directions.</p> | Fall |

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| 28 | <p>Dental Radiography (2)
 3 hours lecture-lab a week
 Basic knowledge in the application of radiography in the dental office.</p> | Fall |
| 29 | <p>Dental Operatory Procedures (1)
 2 hours lecture-lab a week
 Basic chairside assisting techniques. Tray setups for general dentistry.</p> | Fall |
| 30 | <p>Clinical Rotations I (1)
 6 hours a week for eight weeks
 Application of acquired knowledge and skills in actual dental situations at various affiliated agencies; under supervision at all times. Last eight weeks of Fall semester.</p> | Fall |
| 35 | <p>Dental Operatory Procedures II (1)
 2 hours lecture-lab a week
 Chairside assisting in specialty practices; development of a greater degree of competency in the performance of an assistant's duties.</p> | Spring |
| 36 | <p>Dental Laboratory Procedures (1)
 1 hour a week
 Various techniques and materials used in the fabrication of dental prostheses.</p> | Spring |
| 36L | <p>Dental Laboratory Procedures Lab (1)
 2 hours lecture-lab a week
 Application of various techniques and manipulation of various materials used in the fabrication of dental prostheses.</p> | Spring |
| 37 | <p>Clinical Rotations I (5)
 16 hours a week
 Applications of acquired knowledge and skills in actual dental situations at various affiliated agencies; under supervision at all times.</p> | Spring |

DIETETIC TECHNOLOGY (DIET)

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|------|---|--|
| 100 | <p>Nutrition Care I (3)
 3 hours lecture per week
 Prerequisite: Enrollment in Dietetic Technician Program or consent of Instructor.
 An introductory course in nutrition. A study of food nutrients, how they are digested and metabolized and their importance in promoting health and preventing disease. Nutritional requirements through the life cycle with attention to various food cultures and the application of nutritional requirements to basic food groups are studied.</p> | |
| 101 | <p>Nutrition Care II (3)
 3 hours lecture per week
 Prerequisite: DIET 100; Corequisite: DIET 101L
 The study of nutrition care of individuals with a health problem. The etiology of disease and the necessary diet modifications will be covered. Related physiological and biochemical principles are incorporated as they apply.</p> | |
| 101L | <p>Supervised Field Experience (3)
 9 hours of clinical experience conducted off campus
 Prerequisite: DIET 100; Corequisite: DIET 101</p> | |

Supervised field experience in health care facilities and in the community. This includes practicum experiences that relate to didactic learning in Nutrition Care II.

- 110 **Quantity Food Purchasing and Cost Control (3)**
3 hours lecture per week
Prerequisite: Enrollment in Dietetic Technician Program or consent of Instructor. Corequisite: DIET 200
Principles and techniques of purchasing, receiving, storage and handling of food. Emphasis on control through production schedules, inventories, store-room issues, standardized recipes and maintenance of records.
- 200 **Supervised Field Experience and Seminar (4)**
1 hour seminar, 9 hours field experience per week
Prerequisite: DIET 101L; Corequisite: DIET 110, FSER 250B
Supervised field experience in health care facilities and in the community. This includes practicum experiences that relate to Quantity Food Purchasing and Cost Control and Equipment and Layout.
- 201 **Supervised Field Experience and Seminar (5)**
1 hour seminar, 12 hours field experience per week
Prerequisite: DIET 110, FSER 250B; Corequisite: FSER 250C
Supervised field experience in health care facilities and in the community. This includes practicum experiences that relate to the total food service management system.

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)
- 221 **Beginning Acting (3)**
3 hour 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.
- 223 **An Experiment in Theater (3)**
4 class hours per week, lab
Regular attendance mandatory
An acting course designed as a continuation of Drama 221 where the student will be able to utilize his or her knowledge of acting techniques and methods by putting them to practical use in improvisations, one acts and/or a full length production.
- 281 **Beginning Modern Dance (3)**
No lecture, 4½ hours lab per week
An introduction in basic technical skills in movement, rhythm, basic coordination and creative processes.
- 282 **Beginning Modern Dance (3)**
3 credits
Prerequisite: Drama 281
A continuation and development of 281. Introduction to basic technical skills and processes.

ECONOMICS (ECON)

120 **Introduction To Economics (3)**

3 hours per week

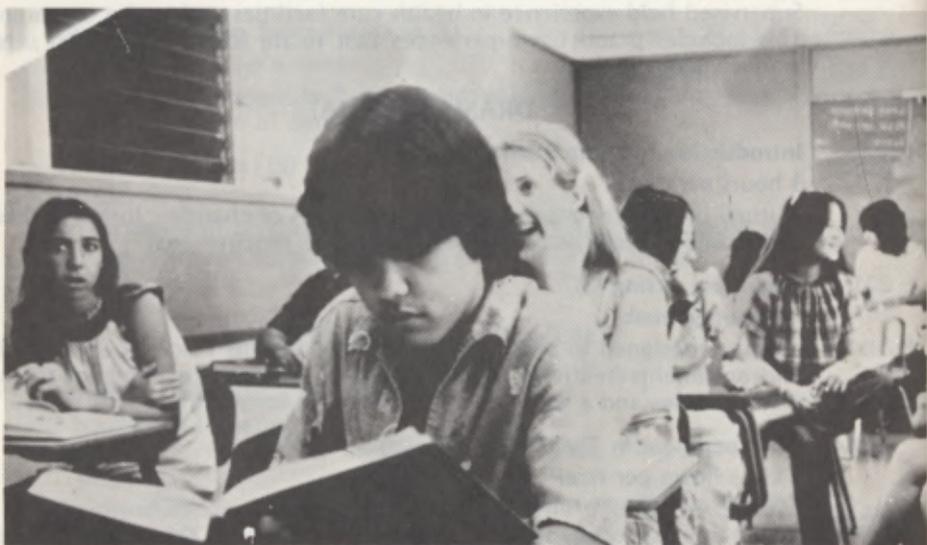
A one-semester course for non-majors that provides general understanding of the functioning of economic systems, including various approaches to the organization of production and the allocation of resources, and of policies designed to achieve national economic goals. (May receive credit for Economics 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.

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.

30 **Communication Skills**

3 hours per week, 1 credit for each module

Check with your advisor before registering

Eng 30 B 1 credit Principles of Writing

Eng 30 C 1 credit Business Writing

Eng 30 D 1 credit Vocabulary Building

Eng 30 E 1 credit Word Study

*Eng 30 F 1 credit Reading & Vocabulary Improvement I

*Eng 30 G 1 credit Reading & Vocabulary Improvement II

Eng 30 H 1 credit Sentence Structure

Eng 30 I 1 credit Listening & Note-taking

Eng 30 J 1 credit Essay Writing

45V **Introduction to Expository Writing (2-3)**

This course is a one semester three credit course. However, a student who has satisfactorily completed English 30B (1 credit) may enroll in English 45V beginning with the 6th week of instruction to earn 2 credits in English 45V.

Course content of English 30B and the first 5 weeks of English 45 are similar enough so that such a transfer can be effected.

100 **Expository Writing (3)**

3 hours per week

Prerequisite: A satisfactory score on the Writing Placement test or satisfactory completion of Eng 45V.)

A course emphasizing critical reading, writing representative forms of expository writing, and organizing and documenting a research paper.

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 or satisfactory completion of Eng 45V.

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, or satisfactory completion of ENG 45V.

Writing of essays and analyzing visual media, with particular concentration on the role of language in visual media, such as films, television, and advertising.

210 **Creative Writing (3)**

3 hour per week

Prerequisite: A grade of "C" or better in Eng 100 or instructor's consent.

A study of specific techniques in creative writing.

*Prerequisite: A reading score on a standardized reading test of 9.0 or higher.

- 250B **Types of Literature: American Poetry (1)**
 3 hours lecture per week for 5 weeks
 A chronological study of major American poetry. (Partial credit toward English 250, UH-Manoa.)
- 250C **Types of Literature: American Plays (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selections from major American plays. (Partial credit toward English 250, UH-Manoa.)
- 250D **Types of Literature: American Short Stories (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selected American short stories. (Partial credit toward English 250, UH-Manoa.)
- 252B **Types of Literature: British Poetry from 1800 (1)**
 3 hours lecture per week for 5 weeks
 A chronological study of major British poetry since 1800. (Partial credit toward English 252, UH-Manoa.)
- 252C **Types of Literature: British Plays From 1800 (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selections from major British plays from 1800. (Partial credit toward English 252, UH-Manoa.)
- 252D **Types of Literature: British Short Stories From 1800 (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selected British short stories from 1800. (Partial credit toward English 252, UH-Manoa.)
- 253B **Literature of Classical Greece and Rome (1)**
 3 hours lecture per week for 5 weeks
 A study of selections from major works of Classical Greek and Roman literature. (Partial credit toward English 253, UH-Manoa.)
- 253C **European Literature: Middle Ages and Renaissance (1)**
 3 hours lecture per week for 5 weeks
 A study of Middle Eastern influences and of representative works from the major literature of Medieval and Renaissance Europe. (Partial credit toward English 253, UH-Manoa.)
- 253D **Literature of the Far-East to 1600 (1)**
 3 hours lecture per week for 5 weeks
 A study of Indian influences and of representative works from the major literature of the Far-East to 1600. (Partial credit toward English 253, UH-Manoa.)
- 254B **European Literature: 1600 to the Present (1)**
 3 hours lecture per week for 5 weeks
 A study of selections from European literature exclusive of the novel, 1600 to the present. (Partial credit toward English 254, UH-Manoa.)
- 254C **Types of Literature: Modern Japanese Novel and Short Story in Translation (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selections in translation from major 20th century Japanese authors. (Partial credit toward English 254, UH-Manoa.)

- 254D **Literature of the Far East From 1600 (1)**
 3 hours lecture per week for 5 weeks
 A study of representative works from the major literature of the Far East, 1600 to the present. (Partial credit toward English 254, UH-Manoa.)
- 255B **Types of Literature: European and American Short Stories (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selected European and American short stories. (Partial credit toward English 255, UH-Manoa.)
- 255C **World Literature: The Novel (1)**
 A study of the background, form, and content of novels selected from countries other than the United States or England—includes at least one Russian novel. (Partial credit toward English 255, UH-Manoa.)
- 255D ***Types of Literature: British and American Novels (1)**
 3 hours lecture per week for 5 weeks
 A study of form and content of selected British and American novels. (Partial credit toward English 255, UH-Manoa.)
 Note: This course may be substituted for the British and American short story, for partial credit toward English 252, UH-Manoa.
- 256B **Types of Literature: European and American Poetry (1)**
 3 hours of lecture per week for 5 weeks
 A study of form and content from selected European and American poetry. (Partial credit toward English 256, UH-Manoa.)
- 256C **Types of Literature: European and American Plays (1)**
 3 hours of lecture per week for 5 weeks
 A study of form and content of selected European and American plays. (Partial credit toward English 256, UH-Manoa.)
- 256D **Types of Literature: Biography (1)**
 3 hours of lecture per week for 5 weeks
 Readings from selected biography, autobiography, diaries, or letters. (Partial credit toward English 256, UH-Manoa.)

ENGLISH LANGUAGE INSTITUTE (ELI)

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

The fundamental philosophy of ELI 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 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 Oral 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)

Prerequisite: A reading score on a standardized reading test of 5.0 or higher.

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 for all ELI students.

7—Advanced Oral English For the Non-Native Speaker (3)

Prerequisite: ELI 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: ELI 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.

ETHNIC STUDIES (ES)

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

120 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.

120B 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.

120C 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.

123 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.

123B **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.

123C **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

131 **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".

231 **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 in 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

135 **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".

235 **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

140 **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.

140B **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.

140C 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, sandwiches, canapes, hors d'oeuvres, cold appetizers, beverages.

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

140D 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.

140E 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".

145 Quantity Food Production I (4)

2 hours lecture, 4 hours lab per week

Prerequisite: Enrollment in the Dietetic Technician Program or consent of Instructor.

Principles and skills in baking and cold food production. Includes practice in preparing, standardization of recipes, and handling of commercial tools, equipment and materials.

245 Quantity Food Production II (4)

2 hours lecture, 4 hours lab per week

Prerequisite: FSER 145

A continuation of Quantity Food Production I, placing emphasis on entree preparation; more complex preparation of food items. An introduction to International Cuisines.

ADVANCED PROFESSIONAL COOKING

240 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.

240B 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.

240C 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.

- 240D **Buffet Presentation (3)**
 1½ hours lecture, 4½ hours lab per week (9 weeks, evening schedule)
 Preparation of hot and cold hors d'œuvres, aspics, chaud-froids, mousses, buffet centerpieces, ice carving. Studies are oriented to the decorative aspects of garde-manger work and include some international cuisines.
- 240E **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

- 250B **Equipment Layout and Design (3)**
 3 hours lecture per week
 Prerequisites: FSER 240 and 231 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.
- 250C **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.
- 251 **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 30
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)**

4 credits 1 semester; 8 credits 2 semesters

Prerequisite: Consent of the Program Coordinator

A cooperative educational program between business and college which integrates classroom learning with supervised practical experience for General Clerical, Stenography, Secretarial Science, Sales and Marketing/Merchandising Mid-Management, Hotel Operations/Hotel Mid-Management, Book-keeping and Accounting curriculums. There will be weekly group seminars and scheduled personal conferences relevant to student's work experiences. Students enrolling should schedule their classes so that either their entire morning or afternoon hours are available for work experience of approximately 15 to 20 hours a week at prevailing wage rates.

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 **Geography and Contemporary Society**

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.

GEOSCIENCE (GEOSC)

101 **Introduction to Geology (4)**

3 hours lecture, 3 hour lab per week

Prerequisite: High school chemistry strongly recommended.

A descriptive course covering the physical development of the earth and the evolution of living things that inhabit it. Physical topics: structural processes, origin and shaping of the earth's surface features, the work of water, ice and wind. Organic history: ancient environments, development of plants and animals, ascent of man. Laboratory program: minerals, rocks, fossils, interpretation of topographic and geologic maps.

GUIDANCE (GUID)

101V **Seminar in Self-Development (1-3)**

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.

- 103 **Beginning Swimming (1)**
2 hours per week
Adjusting to and immersing in water, floating, sculling, correct arm strokes, leg kick, breathing techniques and their coordination.
- 107 **Beginning Tennis (1)**
2 hours lab per week
Rules, etiquette, grip, forehand and backhand strokes, serving, volleying; single and doubles play.
- 108 **Advanced Tennis (1)**
2 hours lab per week
Prerequisite: Beginning tennis or its equivalent recommended, or by arrangement with instructor.
Course offers instruction in advanced tennis skills and knowledge for students with a background in the basic fundamentals of the game.
- 115 **Bowling (1)**
2 hours once per week
Rules, etiquette, arm swing, approach, execution, scoring, spare pickups. Students pay charge for use of alley. Open to all students.

HEALTH FOUNDATIONS (HF)

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

115 **Medical Terminology (3)**

3 hours per week

This course is designed to provide the student with a broad, working knowledge of medical technology, involving all systems of the body and including supplementary terms applicable to specialty areas of medicine and selected paramedical fields.

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 (3)**
 3 hours per week
 An interpretive survey of the development of civilizations from prehistoric 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 developments 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 **Civilization of Asia I (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 **Civilization of Asia II (3)**
 3 hours lecture per week
 Historical survey of major civilizations of Asia from earliest times to present, including East Asia, Southeast Asia, and South Asia. (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)**
22 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.

HUMANITIES (HUM)

- 25/100 **Themes in Humanities (3)**
3 hours per week
An exploration of the creative response of various cultures to life with emphasis on personal enrichment through a variety of experiences and activities. Students who take Humanities 100 will be expected to complete additional work and conform to different evaluation procedures.

JAPANESE (JPNSE)

- 101 **Elementary Japanese (4)**
5 hours lecture, 3 hours lab per week
Prerequisite: Satisfactory score on placement test.
A course using the aura-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)

- 150 **The Press and Society**
3 hours per week
Survey of the mass media—newspapers, magazines, radio and television—and their role in society. Concentration on contemporary media from the political, economic and social points of view. (Satisfies Humanities requirement.)

205 **News Writing (3)**
4 hours per week
Prerequisite: A satisfactory score on the Writing Placement test or satisfactory completion of ENG 45V.

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
Prerequisite: Journ 205 or consent of instructor.

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.

LAW (LAW)

101 **Role of the Legal Paraprofessional (3)**
3 hours per week

This course is required for all degree candidates in the Legal Paraprofessional Program. The course is designed to provide a general perspective of the legal system and a specific knowledge of the present and potential role of the legal paraprofessional within that system. Students will be exposed to the operations and structures of the court system, administrative agencies, private law firms, public sector law offices, legal clinics, and pre-paid legal plans. Significant consideration will be given to legal ethics in evaluating what tasks, skills, and role is now and may in the future be fulfilled by the legal paraprofessional in each legal area.

102 **Legal Research and Writing (3)**
3 hours per week

This course is required for all Degree candidates in the Legal Paraprofessional Program. The course is designed to provide the student with a working knowledge of the major techniques of legal research and writing. Students will complete assigned problems in legal research and will prepare office memoranda.

111 **Litigation (3)**
3 hours per week
Prerequisite: Law 101 and 102

It is the intention of the course to train the student to be thoroughly familiar with the legal forms and procedures of litigation in Hawaii.

121 **General Business Practice (3)**
3 hours per week

This course is designed to acquaint the legal paraprofessional with the legal concepts and procedures relating to commercial transactions. Substantive areas covered will include contracts, partnerships, corporations, and the Uniform Commercial Code.

- 136 **Tort and Insurance Law (3)**
3 hours per week
This course prepares the student to assist attorneys and corporations in tort and insurance law. The course covers the primary legal principles of tort and insurance law and the various means of establishing insurance plans. Students will be trained in the use of specific forms and procedures utilized in Hawaii in tort and insurance work.
- 140 **Family Law (3)**
3 hours per week
It is the intention of the course to train the students to be familiar with the basic legal issues and to be thoroughly familiar with the legal forms utilized in family law in Hawaii.
- 151 **Estate Planning and Probate (3)**
3 hours per week
The course covers the concepts, theories, and procedures regarding the transfer of property through estates and trusts. Students will be trained in the techniques of drafting wills and trusts and in the probating of an estate.
- 161 **Public Sector Law (3)**
3 hours per week
In recent years there has been a rapidly growing interest in areas of "public law", which involves such diverse topics as welfare law, environmental law, and civil liberties. This course is designed to provide an overview to the substantive law in these areas, including discussion of the means in which legal paraprofessionals can be of assistance to the public in these areas.
- 166 **Labor Law (3)**
3 hours per week
Labor law concerns the relationships between people in the employer-employee situation. Legal paraprofessionals are ideally suited to assisting employees with their work grievances and other problems. The course will cover the basic substantive law in the field of labor relations, with specific attention to the means by which legal paraprofessionals can assist employees in solving problems that are work related.
- 181 **Rights of the Disadvantaged (3)**
3 hours per week
The course covers the basic legal rights of the physically handicapped, the mentally handicapped, and the economically disadvantaged. Existing governmental programs at the federal, state, and local levels will be analyzed to determine what benefits are available and in what areas the existing programs are inadequate. Additionally, the course explores the applicable rights stemming from the Constitution, statutes, and regulations. This course is open to any interested students.
- 201 **Law Office Management (3)**
3 hours per week
Prerequisite: Law 101
The need for legal services at a reduced cost has necessitated review of all phases of law office procedures in the hopes of achieving savings that can benefit clients. This course analyzes the fundamental objectives of the management of a law office, the various machines used in a law office, basic indexing and filing principles, and accounting methods. Major attention will be given to the development of and use of systemization in the law office, in the expectation of increasing efficiency to reduce legal costs.

202 **Advanced Communication Skills (3)**

3 hours per week

Prerequisite: Law 102

This course is designed to sharpen verbal and written communication skills. Students will receive training in interviewing techniques, negotiation, and counseling. Role playing and video tape will be utilized to assist in the development of verbal skills. Additional legal research skills will be taught, with emphasis upon research and writing for appellate briefs.

MATHEMATICS (MATH)

10 **Basic Mathematics (4)**

4 hours per week

A* development 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, systems 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 the 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.
- 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 and in space; 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 (4)** **Fall**
8 hours per week
Prerequisite: Admission to Medical Assisting Program; Consent of Instructor
Designed to assist the Medical Assistant to all phases of patient care in the physician's offices and clinics. Basic principles, practices and procedures of clinical medical assisting involving and subsequent laboratory practices in procedures relating to: assisting in physical examinations and minor surgeries, treatments, sterilization of instruments and related activities in the care of the patient. Laboratory and clinical experiences 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 physician and patient; the types of medical practice and care available; and the role, commitment and responsibilities of the Medical Assistant.
- 32 **Medical Office Procedures (4)** **Spring**
8 hours per week
Prerequisite: Consent of Instructor
Fundamentals of medical office practices and procedures. Deals with the administrative aspects of the operations of a physician's office. Instruction includes: duties as receptionist ; techniques of record keeping, patient interviews, billing and collecting fees, and completing insurance forms. Lecture/Discussion and clinical experiences are provided in physician's offices and clinics.
- 40 **Clinical Laboratory Procedures (4)** **Fall**
2 hours lecture, 6 hours lab per week
Prerequisite: Consent of instructor
Basic diagnostic concepts and procedures commonly used in physician's offices and clinics to evaluate the health status of patients. Discussion of basic principles involved and subsequent laboratory practices and procedures relating to taking of electrocardiograms, audiometric testing, vision testing, urinalysis, fundamentals of physiotherapy and x-ray are also considered. Emphasis is on the role of the Medical Assistant. Laboratory and clinical experiences are provided.
- 41 **Seminar (4)** **Spring**
4 hours per week
Prerequisite: Medical Assisting Major
An advanced seminar course, taken concurrently with Medical Assisting 42, 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 and the analytical synthesis of principles for entry-level proficiency.
- 42 **Externship (8)** **Spring**
24 hours per week
Prerequisite: Medical Assisting Major

An advanced Medical Assisting course conducted in various affiliated agencies (physician's 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 (MLT)

- 100 Orientation to Clinical Laboratory (2) Fall**
2 hours lecture per week
Prerequisite: Admission to MLT program; Corequisite: MLT 100L
Clinical Laboratory organization, introduction to hematology and urinalysis, clinical chemistry, microbiology and immunohematology; routine testing in all laboratory areas.
- 100L Introduction to Laboratory Methods (2) Fall**
6 hours laboratory per week (two 3-hour sessions)
Prerequisite: Admission to MLT program; Corequisite: MLT 100
Introduction to basic clinical laboratory instrumentation. Emphasis on working with dilutions, lab statistics, building basic techniques, and introduction to venipuncture. Laboratory practice in basic hematology and urinalysis.
- 102 Clinical Laboratory Theory (4) Spring**
4 hours lecture per week
Prerequisites: MLT 100 and 100L with C minimum or consent of instructor;
Corequisites: MLT 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: MLT 100 and 100L with C minimum or consent of instructor;
Corequisite: MLT 102
Basic techniques in Coagulation Studies, calibration curves, intensive practice in doing complete blood counts, other hematology procedures, and urinalysis.
- 104 Immunology (4) Spring**
7 hours lecture/lab per week
Prerequisites: MLT 100 and 100L with C minimum or consent of instructor
Principles of Immunology with emphasis on Immunohematology. Lab to include practical application of principles.
- 140 Clinical Laboratory Rotation I (8) Summer**
8 hours per day, five days per week, 10 weeks
Prerequisites: MLT 100, 100L, 102, 102L, 103 and 104 all with C minimum
Clinical rotation in community hospital and private medical labs.
- 201 Clinical Chemistry (4) Fall**
4 hours lecture per week
Prerequisites: MLT 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 with relationship to physiology and pathology.

- 201L **Clinical Chemistry Laboratory (2)** **Fall**
 6 hours laboratory per week
 Prerequisites: MLT 102 and 102L with C minimum or consent of instructor;
 Corequisite: MLT 201
 Clinical Chemistry Laboratory. Basic test procedures using manual and automated methods.
- 204 **Clinical Microbiology (3)** **Fall**
 3 hours lecture per week
 Prerequisites: MLT 102 and 102L with C minimum or consent of instructor;
 Corequisite: MLT 204L
 Microbial and parasitic diseases of man,, characteristics of bacterial pathogens, introductory parasitology.
- 204L **Clinical Microbiology Laboratory (3)** **Fall**
 6 hours lecture-laboratory per week
 Corequisite: MLT.204
 Basic Lab techniques of isolation and identification in medical microbiology.
- 241 **Clinical Laboratory Rotation II (13)** **Spring**
 Prerequisites: MLT 201, 201L, 204 and 204L with C minimum
 Clinical experience in affiliated community laboratories.

MEDICAL RECORDS (MEDRC)

- 100 **Medical Record Science I (3)** **Fall**
 2 hours lecture and 2 hours laboratory per week
 Prerequisite: Admission to the Medical Record Technician Program
 An introduction and overview of the medical record field with attention to history, development of the health care field and functions of health personnel. Includes study of the health record, its development, content, and use.
- 105 **Medical Machine Transcription (3)** **Spring**
 6 hours laboratory per week
 Prerequisite: HF 115, Proficient typing
 Basic training in the use of dictating, transcribing and typewriting machines, and fundamental secretarial skills as applied to the health field, with emphasis on practical experience in transcribing a variety of medical reports.
- 110 **Medical Record Science II (3)** **Spring**
 2 hours lecture and 2 hours laboratory per week
 Prerequisite: MEDRC 100; Corequisite: MEDRC 110L
 Continuation of the study of the medical record including quantitative analysis and its use as a legal document. Also numbering, filing, indexes, registers, and classification.
- 110L **Directed Experience (2)** **Spring**
 8 hours per week conducted off-campus
 Prerequisite: MEDRC 100; Corequisite: MEDRC 110
 Supervised learning experience through which the student develops insight, understanding, and skills by correlation of classroom theory to actual application in community health care facilities under direction of qualified medical record practitioners.

- 200 **Medical Record Science III (3)** **Fall**
 2 hours lecture and 2 hours laboratory per week
 Prerequisites: MEDRC 100, MEDRC 110/110L
 Advanced study of the principles of medical record science as applied to longterm care and other health facilities and ancillary departments. Study of accrediting and licensing agencies, and health statistics.
- 200L **Directed Experience II(3)** **Fall**
 12 hours per week conducted off-campus
 Prerequisites: MEDRC 100, 110/110L, Corequisite: MEDRC 200
 Supervised learning experience through which the student develops insight, understanding, and skills by correlation of classroom theory to actual application in community health care facilities under direction of qualified medical record practitioners.
- 210 **Medical Record Science Seminar (2)** **Spring**
 2 hours per week
 Prerequisites: MEDRC 100, MEDRC 110/110L, MEDRC 200/200L
 Discussion of advanced applications in medical record procedures, current problems and special projects. Attention to principles of management and role of supervision in administering medical record services.
- 210L **Directed Experience III (4)** **Spring**
 16 hours per week conducted off-campus
 Prerequisites: MEDRC 100, 110/110L; MEDRC 200/200L; Corequisite: MEDRC 210
 Supervised learning experience through which the student develops insight, understanding, and skills by correlation of classroom theory to actual application in community health care facilities under direction of qualified medical record practitioners.

MERCHANDISING (MERCH)

- 20 **Advertising and Display (3)**
 3 hours per week
 A course in the preparation and use of advertising methods, promotion 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
 An introductory 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 survey 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 Microbiology (3)**

3 hours per week

Fundamentals of microbiology 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 (2)**

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 toward Humanities requirement)

129 **Elementary Classical Guitar (1)**

Prerequisite: consent of instructor. Cannot be audited.

Basic principles of classical guitar performance. Relevant problems in guitar literature at elementary level.

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)

170 **Music in World Culture (3)**
3 hours per week
Role of music in societies—ancient and modern, sophisticated and non-sophisticated, Western and non-Western, child and adult. Representative styles and regional characteristics.

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)

010 **Nurses' Aide Training (8)** **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. Graduates will be awarded regular or extended care facility NAT Certificates of Completion.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

100 **Orientation to Occupational Therapy (4)** **Fall**
5 hour lecture per week
Prerequisites: Admission to the Occupational Therapy Assistant Program;
Corequisite: OTA 100L

Introduction to the occupational therapy profession: history, theory organization, administration, practice. Role of the registered occupational therapist and certified occupational therapy assistant in relation to other health professions and health care delivery systems.

100L **Orientation to Occupational Therapy Lab (1)** **Fall**
4 hours laboratory per week conducted off campus
Prerequisites: Admission to the Occupational Therapy Assistant Program;
Corequisites: OTA 100

Field trips to and participation in selected community occupational therapy programs, integrated with OTA 100 content, supervised by registered occupational therapists and instructor.

101 **Occupational Therapy Seminar (1)**
1 hour seminar per week
Prerequisites: Admission to the Occupational Therapy Assistant Program;
Corequisite: OTA 100, OTA 100L

Seminar discussion of field trips and clinical laboratory assignments to facilitate transfer of occupational therapy principles, concepts and practice. Emphasis on expression and understanding of attitudes and feelings resulting from clinical experiences, their effect on students performance.

110 **Interpersonal Relations and Group Dynamics (3)** **Spring**
3 hours lecture/demonstration per week
Prerequisites: OTA 100, OTA 100L; Corequisite: OTA 120, OTA 120L.
A course to develop understanding and skills in interpersonal relationships,

- self-awareness, process and techniques of group dynamics, and verbal and non-verbal communication as applied in occupational therapy practice.
- 120 **Occupational Therapy Theory and Application: Life Skills (4)** **Spring**
 4 hours lecture/demonstration per week. Students will be working independently in the laboratory area during the week.
 Prerequisites: OTA 100, OTA 100L; Corequisite: OTA 120L, OTA 110
 Analysis of life skills from infancy through aging to include activities of daily living, work, recreation and leisure; task analysis and work simplification; techniques of teaching life skills as applied in occupational therapy practice.
- 120L **Occupational Therapy Theory and Application: Life Skills Lab (1)** **Spring**
 4 hours laboratory per week conducted off campus
 Prerequisites: OTA 100, OTA 100L; Corequisites: OTA 120, OTA 110
 Participation in selected community occupational therapy programs, applying OTA 120 content in a patient treatment setting, supervised by registered occupational therapists and instructor.
- 200 **Therapeutic Modalities (4)** **Fall**
 3 hours lecture/demonstration per week. Student will be working independently in the laboratory area during the week.
 Prerequisites: OTA 100, OTA 100L, ART 100B, 100C, 100D; Corequisites: OTA 210, OTA 210L
 Basic skills in major media and its application in occupational therapy: leatherwork, weaving, woodwork, ceramics. Emphasis upon materials, process, equipment, tools, storage, maintenance, therapeutic application of modalities to major dysfunctional categories.
- 210 **O.T. Theory and Application: Physical Dysfunction (4)** **Fall**
 4 hours lecture/demonstration per week. Students will be working independently in the laboratory area during the week.
 Prerequisites: OTA 120, OTA 120L, BIOL 110; Corequisites: OTA 210L, OTA 200
 Theories and techniques of occupational therapy for physical dysfunctional conditions from a developmental approach; conditions of physical dysfunction common to each developmental level; use of activities and media as applied in occupational therapy practice.
- 210L **O.T. Theory and Application: Physical Dysfunction Lab (1)** **Fall**
 4 hours of laboratory per week conducted off campus.
 Prerequisites: OTA 120, OTA 120L, BIOL 110; Corequisites: OTA 210, OTA 200
 Participation in selected community occupational therapy programs, applying OTA 210 content in a patient treatment setting, supervised by registered occupational therapists and instructor.
- 220 **O.T. Theory and Application: Psycho-Social Dysfunction (4)**
 4 hours lecture/demonstration per week. Students will be working independently in the laboratory area during the week.
 Prerequisites: OTA 110, OTA 120, OTA 120L, PSY 100, OTA 200; Corequisites: OTA 220L, OTA 230
 Theories and techniques of occupational therapy for mental health and psycho-social dysfunctional conditions from a developmental approach; conditions common to each developmental level; use of activities and media as applied in occupational therapy practice.
- 220L **O.T. Theory and Application: Psycho-Social Dysfunction Lab (1)** **Spring**
 4 hours laboratory per week conducted off campus.

Prerequisites: OTA 110, OTA 120, OTA 120L, PSY 100, OTA 200; Corequisites: OTA 220, OTA 230

Participation in selected community occupational therapy programs, applying OTA 220 content in a patient treatment setting, supervised by registered occupational therapists and instructor.

230 O.T. in Comprehensive Community Health (3) Spring

3 hours lecture per week

Prerequisites: OTA 210, OTA 210L; Corequisites: OTA 220, OTA 220L

The role of occupational therapy in comprehensive community health through study of social and health care delivery systems; principles of prevention; health care advocacy; influence of values; attitudes and belief systems on health care; field trips to selected occupational therapy community health programs.

240 O.T. Field Work: Physical Dysfunction (3) Summer

40 hours per week for 4 weeks conducted off campus

Prerequisites: OTA 210, OTA 210L, OTA 110, OTA 200, OTA 230

Clinical practice of occupational therapy techniques for physical dysfunction in local occupational therapy departments under the supervision of a registered occupational therapist.

241 O.T. Field Work: Psycho-Social Dysfunction (3) Summer

40 hours per week for 4 weeks conducted off campus

Prerequisites: OTA 110, OTA 200, OTA 220, OTA 220L, OTA 230

Clinical practice of occupational therapy techniques for mental health and psycho-social dysfunction in local occupational therapy departments under the supervision of a registered occupational therapist.

OCEANOGRAPHY (OCEAN)

201 Science of the Sea (3)

3 hours per week

Prerequisites: Satisfactory completion of Math 25 or high school algebra. A previous science course such as SCI 122 or SCI 30 is strongly recommended

A survey of the science of oceanography involving the study of the geological physical, chemical, and biological properties of the ocean with emphasis on the importance of the ocean to man. Ecology and the natural resources of the ocean are other topics discussed.

OFFICE PROCEDURES (OFPRO)

20 Filing (2)

Learning Option—Self-paced Learning Center method or one semester classroom method

A study of indexing and filing procedures covering the theory and practices of alphabetical, numerical, geographical, and subject systems.

21 Records Management (1)

15 hours total

Prerequisite: OFPRO 20

Establishing filing systems, transferring and disposing of records, and evaluating filing efficiency.

- 24 **Duplicating I (2)**
Learning Option—Self-paced Learning Center method or one semester classroom method
Prerequisite: TYPW 20
Fluid and stencil duplicating; typing spirit masters and stencils; operating the duplicators.
- 25 **Advanced Duplicating II (2)**
Prerequisite: OFPRO 24
Advanced work in fluid and stencil duplicating and introduction to offset masters, 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: TYPW 30 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 organizations. 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: Typewriting 40 or Shorthand 40 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.
- 51 **Legal Secretarial Procedures I (4)**
6 hours per week
Prerequisite: Business Law I
Designed for students seeking employment in law offices, the course covers the nature, requirements, and obligation of legal work. Instruction covers law office duties and procedures, legal terminology, and preparation of legal papers. Also instruction in legal fundamentals, the purposes, the form, and the disposition of selected non-court documents.

52 **Legal Secretarial Procedures II (4)**

6 hours per week

Prerequisite: Business Law I or Consent of Instructor

An extension of OFPRO 51. It includes legal terminology and its definition and application in context; legal dictation as it applies to court procedure; the service and the difference between subpoena and summons. Develops skill in advance secretarial procedures, including the preparation and handling of pleadings and forms.

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)

201 **History of Philosophy II (3)**

3 hours per week

Western philosophy from the Renaissance to the present.

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)

110C **Introduction to Foreign Relations (3)**

3 hours per week

An introduction to the major theoretical styles, approaches, and theories of American foreign relations.

110F **Introduction to Political Science (3)**

3 hours per week

An introduction to political problems, systems, processes, ideologies, and analyses.

230 **Introduction to American Politics (3)**

3 hours per week

A survey of the general American political process. Emphasis will be placed upon the processes and consequences of policy formation, along with an exploration into the structural components of government and the rules by which it works.

PRACTICAL NURSING (PRACN)

- 20V **Basic Nursing Care (9-10)** **Fall**
5 hour lecture, 12-15 hours clinical per week.
Prerequisite: Admission to Practical Nursing
Basic nursing principles and skills. Concepts related to community health, rehabilitation, mental health, pharmacology, and the nurse/patient relationship are integrated throughout the course. The 9 credit course is open only to students in a special program.
- 21 **Directed Study (1)** **Fall**
3 hours lab per week
Must be taken concurrent with PRACN 20V
A course designed to reinforce, through audio-visual materials and laboratory practice, those basic nursing principles and skills introduced in PRACN 20.
- 22V **Nursing of Adults (9-11)**
5 hours lecture, 12-18 hours clinical per week
Prerequisites: PRACN 20V, 21, and Biology 22
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 20V will continue to be an integral part of the course. The 9 credit course is open only to students in a special program.
- 23 **Directed Study (1)** **Spring**
3 hours lab per week
Must be taken concurrently with PRACN 22V
A course designed to reinforce, through audio-visual materials, and laboratory practice, those nursing principles and skills introduced in PRACN 22V.
- 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 20V, 21, 22V, 23; Biology 22 and Psychology 25.
- 25 **Personal and Vocational Relationships (1)** **Summer**
2 hours lecture per week, concurrent with PRACN 24
Prerequisites: Same as for PRACN 24.
A course designed for the 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, dark room chemistry and technique, elementary radiographic positioning, and elementary radiographic exposure principles.

100L Introduction to Radiologic Technology Laboratory (1) Fall

3 hours laboratory per week

Prerequisite: Admission to RTech Program; Corequisite: RTech 100

Laboratory experiences in processing techniques, elementary radiographic exposure principles, anatomy and positioning of the chest, abdomen, upper extremity, shoulder girdle, lower extremity, hip joint and pelvic girdle.

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.

110L Radiologic Technique Laboratory Spring

3 hours laboratory per week

- Prerequisite: RTech 100 and RTech 100L; Corequisite: RTech 110
Continuation of RTech 100L. The student will produce radiographs of the skull, facial bones, spine, bony thorax and soft tissue of the chest.
- 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.
- 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 of the Osseous system.
- 200L **Advance Radiologic Positioning Laboratory (1)** **Fall**
3 hours laboratory per week
Prerequisite: RTECH 142, 150; Corequisite: RTECH 200
Laboratory experiences in construction of technique charts, advance anatomy and positioning of the Osseous system, procedures involving the use of contrast media.
- 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.
- 230L **Special Radiographic Procedures Laboratory (1)** **Spring**
3 hours laboratory per week
Prerequisite: BIOL 110 with C grade or higher; Corequisite: RTECH 230 and RTECH 249

Laboratory experiences in techniques and instrumentation of specialized radiographic procedures.

- 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, urethrograms), Skull (sinuses, facial bones, mandible), Spine, Pelvis (hips, hip-nailing), Shoulder, Thoracic Cage and Cavity (lungs, heart, and sternum).

- 140, 141 **Hospital Radiographic Technique (6)** **Fall, Spring**
Practice in positioning, radiographic exposure, and film critique in the Radiology Department of a cooperating hospital.
- 142 **Hospital Radiographic Technique (6)** **Summer**
Summer practice in radiographic technique and film critique.
- 240, 241 **Hospital Radiographic Technique (6)** **Fall, Spring**
Practice in advanced radiographic technique and film critique.
- 242 **Hospital Radiographic Technique (6)** **Summer**
Summer practice in advanced radiographic technique and film critique.
- 270V **Advanced Radiologic Technology I (1-6)** **Fall**
Prerequisites: graduate of an approved school of radiologic technology or consent of instructor
An accelerated refresher course designed for the radiologic technologist who is a graduate of an approved school of radiologic technology. Emphasizes individualized and group instruction in a variety of areas and topics such as: positioning, technique, anatomy and physiology, pathology, physics, ethics and terminology. This course may serve as a registry or licensing test review and may be repeated for a maximum of six (6) credits.
- 280 **Advance Radiologic Technology II** **Spring**
3 hour lecture
Prerequisites: graduate of an approved hospital school of radiologic technology; proof of current registration with the American Registry of Radio-

logic Technologists or licensure by the Hawaii Board of Radiologic Technology; 3 credits of RTECH 270 or consent of instructor

Designed for the radiologic technologist who is a graduate of an approved hospital school of radiologic technology. Emphasizes classroom participation in research projects requiring critical reading and interpretation of articles in technical and professional journals. A term paper is required. Students will participate in peer teaching, seminars, group discussions and critical self-evaluation of projects to stimulate continued interest in education.

RELIGION (REL)

150 Introduction to World's Major Religions (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 (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

Prerequisite: 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
5 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 (7)** 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 212 with C average; Corequisite: RESP 213L
Neonatal, Pediatric and emergency Respiratory Therapy.
- 213L **Respiratory Therapy Clinical II (7)** Spring
22½ hours laboratory per week
Prerequisite: RESP 212L 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
5 hours lecture per week
Prerequisite: RESP 213 with grade of C; Corequisite: RESP 231L
Problems Seminar.
- 231L **Respiratory Therapy Clinical III (3)** Summer
22 hours laboratory per week
Prerequisite: RESP 213L with grade of C; Corequisite: RESP 231
Advanced clinical study.

SCIENCE (SCI)

- 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.
- 121 **Introduction to Science: Biological Sciences (4)**
3 hours lecture, 2 hours lab per week

Characteristics of science and interaction of society with science; illustrated by topics from biological science. Not open to students with credit in SCI 101 or BIOL 101.

- 122 **Introduction to Science: Physical Science (4)**
3 hours lecture, 2 hours lab per week
Prerequisite: Satisfactory completion of Math 25 or its equivalent.
Characteristics of science and of the physical environment; topics from the physical sciences.
- 124 **Technology, Ecology, and Man (4)**
3 lecture and 2 discussion-lab hours per week
An introduction to basic ecological principles with emphasis on the effects of over population, natural resource consumption, and pollution on the environment. In the laboratory, students will have the opportunity to be personally involved in the topics covered in the lectures.

SHORTHAND (SHTHD)

BEGINNING SHORTHAND

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

- 20 **Beginning Shorthand (4)**
Prerequisite: Typewriting 24 or concurrent enrollment
Contents of 20B and 20C combined into one semester course.
- 20B **Beginning Shorthand I (2)**
Weekly group sessions and open lab hours in Learning Center
Prerequisite: Typewriting 24 or concurrent enrollment
Theory: Lessons 1 to 15—Memorization of the shorthand alphabet, write the sound 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.

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.)

- 30 **Applied Dictation (4)**
Prerequisite: Shorthand 20C or equivalent
Contents of Shorthand 30B and 30C combined into one semester course.
- 30B **Applied Dictation I (2)**
Weekly group sessions and open lab hours in Learning Center
Prerequisite: Shorthand 20 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.

ADVANCED SHORTHAND

40 **Advanced Shorthand (4)**

6 hours per week

Prerequisite: SHTHD 30 or equivalent

Vocational application or 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.

45 **Medical Shorthand (4)**

6 hours per week

Prerequisite: Shorthand 30 or equivalent

Study of the vocabulary used in medical history reports, medical research abstracts, and correspondence, using machine transcription or Gregg Shorthand.

46 **Legal Shorthand (4)**

6 hours per week

Prerequisite: Shorthand 30 or equivalent

Practice will be given in the process or using the transcribing machines and in transcribing legal documents. Designed to develop skills in taking shorthand notes using legal vocabulary, the course emphasizes spelling, punctuation, pronunciation, and meaning of the language of the law.

SOCIAL SCIENCES (SOCSC)

25 **Introduction to the Social Sciences (3)**

3 lecture hours per week

Exploration of a number of contemporary social problems from the different perspectives of the various social science disciplines, primarily economics, geography and political science.

26 **Introduction to the Social Sciences (3)**

3 lecture hours per week

Exploration of a number of contemporary social problems from the different perspectives of the various social science disciplines, primarily anthropology, psychology and sociology.

SOCIOLOGY (SOC)

- 100 **Survey of General Sociology (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.
- 210 **Courtship, 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 (SS)

- 100V **Tutorials (1-3)**
An educational experience in tutoring giving students the opportunity to develop a positive and meaningful relationship with persons who are in need of academic assistance. This tutor will have the opportunity to improve his own-self-image and his own potential and at the same time help another person realize his potential for greater growth.
- 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
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 **Speech Lab (3)**
Required of students who reveal speech problems on the Speech Requirement test.

Individualized instruction to help students attain conversational proficiency. Includes practice in overcoming speech problems related to pronunciation, rhythm and intonation; voice problems related to quality, clarity and projection; communication problems related to stuttering or monotony. Students study programmed tapes in addition to receiving individualized attention from the instructor. At the discretion of the instructor, the course may be completed in less than one semester with full credit. May be repeated once for additional credit.

- 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.
- 151 **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.
- 231 **Interpretive Reading (3)**
3 hours per week
Prerequisite: Satisfactory score on Speech Placement Test
Principles of interpretive reading. Practice in textual analysis and in transmitting intellectual and aesthetic content of literature. (Satisfies Humanities requirement)
- 251 **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)

TYPEWRITING (TYPW)

(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.)

BEGINNING TYPEWRITING

- 20 **Beginning Typewriting (3)**
Contents of Typewriting 20B, 20C and 20D combined into a one semester course.
- 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 fre



quently 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.

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.

25 Skill-Development Typewriting (2)

3 hours per week

Intensive drills in the development of speed and accuracy. Production work in typing memorandums, business letters, envelopes, and tabulation.

INTERMEDIATE TYPEWRITING

- 30 **Office Typewriting (3)**
Prerequisite: Typewriting 20 or equivalent
Contents of Typewriting 30B, 30C, and 30D combined into a one semester course.
- 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.
- 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, 35D combined into a one semester course.

ADVANCED TYPEWRITING

40B **Specialized Typewriting—I (1)**

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

Contents of Typewriting 40B, 40C and 40D combined into a one semester course.

ZOOLOGY (ZOO)

100 **The Fauna of Hawaii (3)**

3 hours lecture per week

An introduction to Hawaiian fauna, covering such topics as the Hawaiian environment, dispersal mechanisms, establishment of animal immigrants, the evolution of distinctly Hawaiian species, factors leading to extinction, principles of conservation, and the utilization of animals and animal products by the ancient Hawaiians. The major animal groups that will be covered include aquatic invertebrates, fishes, birds, selected terrestrial invertebrates, and mammals.

101 **Principles of Zoology (4)**

3 hours lecture, 2 hours lab 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

400

Specialized Typing—(I) (1)

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and various word
 industry, new releases, mailing and filing labels, window envelopes and
 governmental correspondence, memoranda, diagrams and forms

401

Specialized Typing—(II) (1)

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and various
 technical reports, footnotes, endnotes, bibliographies, the preparation of
 content, and tables with leaders, columns with horizontal ruling, and
 wide tables with tabular ruling

402

Specialized Typing—(III) (1)

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and
 forms, documents with special features, multiple page documents with
 and IBM Executive typewriter, connecting errors, connecting tabular alignment
 and justified lines

403

Specialized Typing—(IV) (1)

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and
 forms, documents with special features, multiple page documents with
 and IBM Executive typewriter, connecting errors, connecting tabular alignment
 and justified lines

404

(I) 1 hour

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and various
 technical reports, footnotes, endnotes, bibliographies, the preparation of
 content, and tables with leaders, columns with horizontal ruling, and
 wide tables with tabular ruling

405

(II) 1 hour

Weekly group sessions and open lab hours in Learning Center
 Periodic Typing 2 1/2 hours
 Specialized Applications: Review of business letter style and various
 technical reports, footnotes, endnotes, bibliographies, the preparation of
 content, and tables with leaders, columns with horizontal ruling, and
 wide tables with tabular ruling

406

Principles of Zoology (B)

2 hours lecture, 2 hours lab per week
 Introduction to zoology for non-science majors. This course is the first
 in a two-semester sequence in zoology. The first semester will cover
 the principles of zoology. The second semester will cover the principles
 of zoology. The course is designed to provide a broad background in
 zoology for students who are not majoring in zoology.

407

Principles of Zoology (B)

2 hours lecture, 2 hours lab per week
 Introduction to zoology for non-science majors. This course is the first
 in a two-semester sequence in zoology. The first semester will cover
 the principles of zoology. The second semester will cover the principles
 of zoology. The course is designed to provide a broad background in
 zoology for students who are not majoring in zoology.

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Pulmonary Disease Section, Chief Respiratory Therapy Section, Tripler Army
Medical Center
Mr. Don R. Ford, Chairman; Executive Director, American Lung Association
Dr. Philip R. Foti, Medical Advisor; Respiratory Therapy Dept., The Queen's Medical
Center
Dr. Philip Jones, Medical Advisor to Hawaii Society for Respiratory Therapy, Straub
Clinic
Mrs. Marjorie Kim, Chief, Respiratory Therapy Dept., Kaula Children's
Hospital
Mrs. Nancy Mendoza, Chief, Respiratory Dept., Straub Clinic and Hospital
Mr. Ronald Oba, Administrative Assistant, Kuakini Hospital
Mr. Larry Poppolwel, Chief, Respiratory Therapy Dept., Castle Memorial Hospital
Mr. Henry Saam III, Chief Respiratory Therapist, Tripler Army Medical Center
Mr. James Yano, Administrative Assistant, St. Francis Hospital
Dr. Bernard Yim, Medical Advisor, Respiratory Dept., St. Francis Hospital

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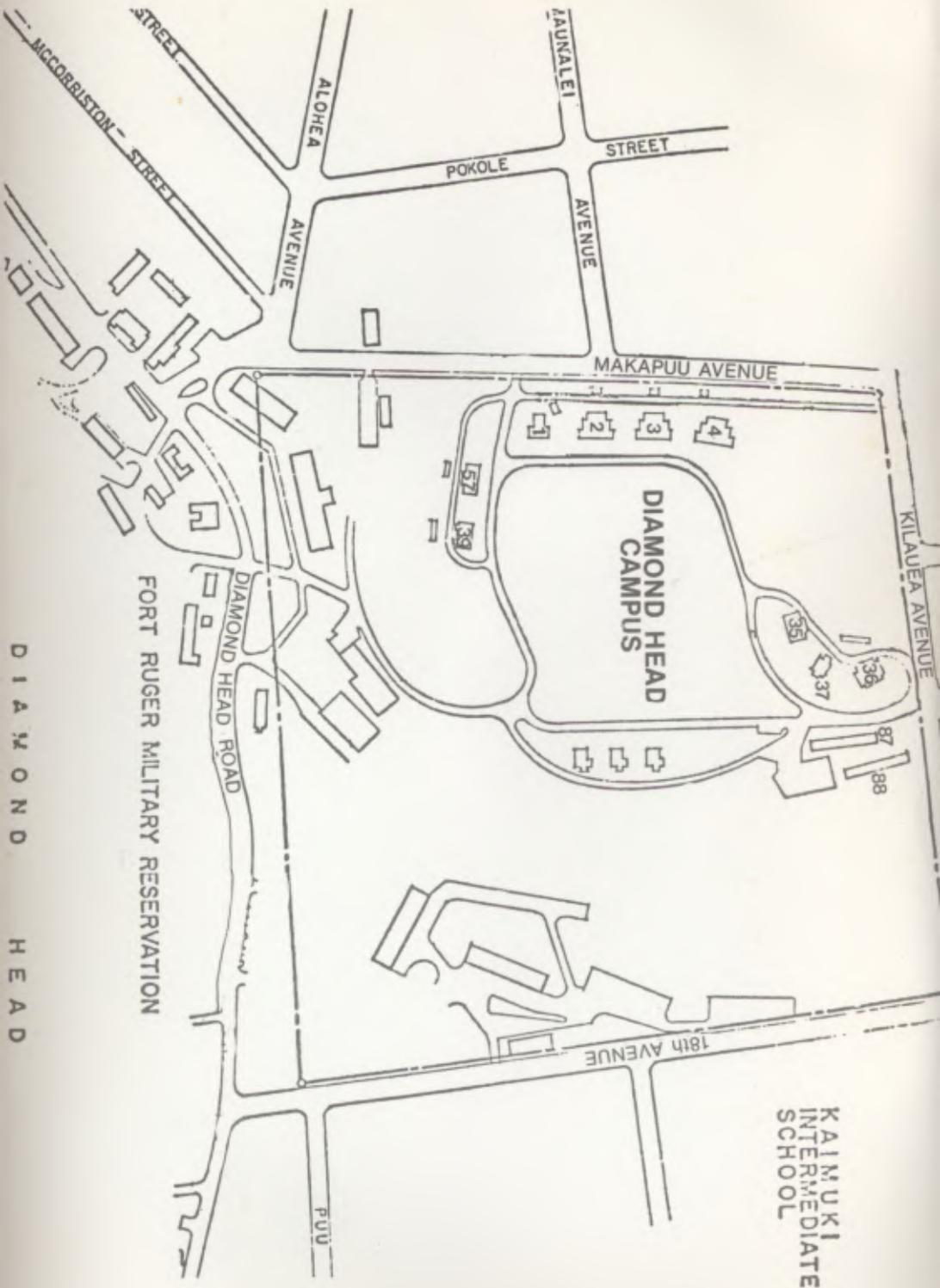
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DIAMOND HEAD

FORT RUGER MILITARY RESERVATION

DIAMOND HEAD
CAMPUS

KAIMUKI
INTERMEDIATE
SCHOOL

PUU

STREET

MCCARRISTON - STREET

ALOUEA AVENUE

POKOLE AVENUE

MAUNALEI AVENUE

STREET

MAKAPUU AVENUE

KILAUEA AVENUE

18th AVENUE

DIAMOND HEAD ROAD

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