

KAPOLANI COMMUNITY COLLEGE LIBRARY
DIAMOND HEAD CAMPUS

76-77

KAPOLANI COMMUNITY COLLEGE LIBRARY

KAPOLANI

McKinley Tennis Court

Bldg. 867
Rm.1 Rm.2

Bldg. 866
M W
Rm.1 Rm.2 Rm.3

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

Rm. 2
Rm. 1

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

Rm.1
Rm.2

Bldg. 863
M W

Bldg. 864
Storage

Student Parking
Zone B
Staff Parking

Bldg. 861 Bldg. 854 Bldg. 862

Science Lab
Bldg. 856
Health Services

Zone C

Student Parking

Bldg. 865

Bldg. 859

Bldg. 860
Rm.2 Rm.1

Bldg. 868

Zone D
Staff Parking

Bldg. 857
Business Education Division
Zone A
Staff Parking Only

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

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

Kapiolani Boulevard

Pensacola Street

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

KAPOLIANI COMMUNITY COLLEGE
CALENDAR 1976-77

UNIVERSITY OF HAWAII
Kapiolani Community College

**General Catalog
1976-1977**



FOR REFERENCE

NOT TO BE TAKEN FROM THE ROOM

620 Pensacola Street • Honolulu, Hawaii 96814

KAPIOLANI COMMUNITY COLLEGE CALENDAR 1976-77

Fall Semester 1976

August 16, Monday	Registration, Continuing Students
August 17, Tuesday	Registration, Continuing and New Students
August 18, Wednesday	Registration, New and Returning Students
August 19, Thursday	Registration, Unclassified and Special Students
August 20, Friday	Holiday (Admission Day)
August 24, Tuesday	Instruction Begins
	Begin Changes in Registration
September 6, Monday	Holiday (Labor Day)
September 7, Tuesday	Last day for all Changes in Registration*
	Last day to register for Audit status
	Last day to register and complete Credit by Examination
September 13, Monday	Last day to withdraw without grade penalty
October 11, Monday	Holiday (Discoverers' Day)
October 18, Monday	Last day to remove Incomplete grades for Spring Semester 1976
November 1, Monday	Last day to apply for Fall Graduation
November 2, Tuesday	Holiday (Election Day)
November 11, Thursday	Holiday (Veterans' Day)
November 25-26, Thursday-Friday	Thanksgiving Recess
December 7, Tuesday	Last day for All Withdrawals
December 14, Tuesday	Last day of Instruction
December 15-17, 20, Wednesday-Friday Monday	Final Examination Period
December 21, Tuesday	Grades due - Fall Semester ends

Spring Semester 1977

January 3-6 Monday-Thursday	Faculty Meetings
January 7, Friday	Registration, Continuing Students
January 10, Monday	Registration, New and Returning Students
January 11, Tuesday	Registration, Unclassified and Special Students
January 13, Thursday	Instruction Begins
	Begin Changes in Registration
January 26, Wednesday	Last day for all Changes in Registration*
	Last day to register and complete Credit by Examination
	Last day to register for Audit status
February 2, Wednesday	Last Day to withdraw without grade penalty
February 21, Monday	Holiday (Presidents' Day)
March 1, Tuesday	Last day to apply for Spring Graduation
March 9, Wednesday	Last day to remove Incomplete grades for Fall Semester 1976
March 25, Friday	Holiday (Kuhio Day)
April 4-8, Monday-Friday	Spring Recess
April 29, Friday	Last day for All Withdrawals
May 6, Friday	Last day for Instruction
May 9-12, Monday-Thursday	Final Examination Period
May 13, Friday	Grades due - Spring Semester ends
May 15, Sunday	Commencement

*See special regulations for modular courses.

AUGUST

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- Holidays and Recesses
- Academic Dates of Significance

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Business Education-Accounting, Business Operations, Clerical (Bookkeeping), Clerical (General Clerical), Clerical (Stenography), Data Processing, Mid-Management (Merchandising, Hotel Operations), Secretarial Science.

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

Health Service Education-Dental Assisting, Dietetic Technology, Medical Assisting, Medical Laboratory Technician, Medical Records Technician, Nurses' Aide, Occupational Therapy Assisting, Practical Nursing, Radiologic Technology, Respiratory Therapy.

Legal Assistant
Transfer-Liberal Arts

DESCRIPTION OF COURSES 77

Accounting	Mathematics
American Studies	Medical Assisting
Anthropology	Medical Laboratory Technology
Art	Medical Records Technician
Biology	Merchandising
Botany	Microbiology
Business Analysis and Statistics	Music
Business Machines	Nurses' Aide Training
Chemistry	Occupational Therapy Assisting
Computer Science	Oceanography
Data Processing	Office Procedures
Dental Assisting	Philosophy
Dietetic Technology	Physics
Drama	Political Science
Economics	Practical Nursing
English	Psychology
English Language Institute	Radiologic Technology
Food Service	Reading
French	Religion
General Business	Respiratory Therapy
Geography	Science
Geoscience	Shorthand
Guidance	Social Science
Health and Physical Education	Sociology
Health Foundations	Spanish
History	Special Studies
Humanities	Speech
Japanese	Typewriting
Journalism	Zoology
Law	

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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 30 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.

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 4500, with further expansion, both in numbers of students and type 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 administered by the Chancellor for Community Colleges. The colleges are governed by the Board of Regents, whose chief 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 64 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 Keaahala Road; Kaneohe, Hawaii 96744

Accreditation

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

Special accreditation has been granted by the State Board of Nursing, the Department of Regulatory Agencies, Professional and Vocational Licensing Division; the Council on Dental Education of the American Dental Association, 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. Consultations with these leaders relates to course contents, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program.

Curriculum recommendations of advisory committees have so far been implemented at the College in the following areas: Business Administration, Food Service, Handicapped Program in Food Service, Joint Apprenticeship in Food Service, Dental Assisting, Dietary Technician, Medical Records Technician, Medical Assisting, Medical Laboratory Technician, Medical Records Technician, Occupational Therapy Assisting, Practical Nursing, Radiologic Technology, Respiratory Therapy, and Legal Assistant. 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.

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 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.

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.-4 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.

Catalogs

Catalogs may be purchased at the Bookstore.

Family Educational Rights and Privacy Act

The University of Hawaii subscribes to and adheres to the Family Educational Rights and Privacy Act of 1974, and has developed policies and procedures for the implementation of the Act. The Act basically assures students of access to their educational records and protects the student's rights to privacy by limiting the transferability of their records without their consent. The Act further provides for hearing procedures so the student can challenge entries made to his/her educational records.

Kapiolani Community College maintains the following types of comprehensive records about individual students: applications for admission and permanent record cards (transcripts) - Office of Admissions and Records; financial records - Business Office. Other records, but not comprehensive, are also maintained in the various offices and units of the college where the student has requested and/or received certain services or participated in certain programs.

Each record has a designated custodian. There will be a hearing procedure for students who wish to challenge the accuracy or relevancy of entries into his/her record. Persons desiring additional information about the University policies and procedures should call or write the Dean of Students.

University Policy on Non Discrimination and Affirmative Action

It is the policy of the University of Hawaii to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal Statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, and Executive Order 11246, as amended.

The University shall promote full realization of equal opportunity through a positive, continuing program on each campus.

Individuals designated to coordinate the University effort are:

Employment matters:

Ms. Beverly Manner
University of Hawaii
2550 Campus Road
Crawford Hall, 315-F
Honolulu, Hawaii 96822
Phone: 948-8742

Educational matters:

Dr. Peter Dyer
University of Hawaii
2444 Dole Street
Bachman Hall, 205
Honolulu, Hawaii 96822
Phone: 948-7487

Student Affairs

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 ASKCC Senate 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 dues.

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.

Interested students are encouraged to contact the student government.

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 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.

INFORMATION SERVICES

The Student Services Center is staffed to answer any question a student may have on admissions, college procedures or location of campus facilities. Some of the items and services available are: campus maps; college forms; faculty locations and phone numbers; lost and found; and all forms used in the admissions process. Certification for social security, auto insurance and other enrollment related record checks also accomplished here. Applications for financial assistance can also be obtained in this area. If the informational specialists cannot answer a particular question they will refer the student to the appropriate person or office.

COUNSELING AND CAREER GUIDANCE

A major objective of the College is to provide educational, career, and personal counseling services to assist students in self-evaluation, selection of a vocation, planning a program of study, finances and other college related problems.

These services are directed by the Dean of Students. Counselors are available throughout the day to talk with students. Initial group guidance is provided through the

New Student Orientation Program, which acquaints students with the College's standards, requirements and procedures.

Students interested in obtaining assistance with their Career planning should see the Career Counselor who has available materials describing various occupations and the educational patterns to best obtain them.

TESTING SERVICE

Although Kapiolani Community College has an "open door" admissions policy, applicants without standardized test scores (SCAT, SAT, etc) may take the college level SCAT to evaluate their ability to profit from college-level training and to assist them in planning their program of study. In addition, vocational and interest tests are also available to every student. Through this service students receive assistance in assessing their aptitudes together with their interests so that they can better establish educational and vocational goals.

EMPLOYMENT PLACEMENT

Students and former students seeking part-time and full-time Off-Campus employment may apply at the JOB Placement Office located in the Student Services Center. There is no charge for this service.

SPECIAL STUDENT SERVICES

This service helps handicapped students attain their educational goals by providing assistance in the areas of tutorial help, note takers, writers, academic and personal counseling.

HELP CENTER

The Help Center is located in Bldg 858 and provides a student staffed service which includes: tutoring, group counseling, rapping, and relating in a genuine way student to students. The doors of the Help Center are open from 8:30 to 4:30 P.M. Drop by—you'll like the warm, caring and cordial atmosphere.

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:

FINANCIAL AIDS

1. 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. 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

(d) Hawaii Merit Scholarships (H.M.S.)

These scholarships cover the cost of tuition. Applicants do not need to prove financial need. Students are eligible if they have been residents of the State of Hawaii for five consecutive years prior to application. Students are selected by committee action.

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. Cambodian, Laotian, and Vietnamese students must provide Form I-94 from the Department of Immigration and Naturalization.

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 Office of the college.

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 are 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 of 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.

VETERAN CHANGE OF STATUS

All veteran students receiving VA benefits are required to immediately notify both the college Veteran Affairs Office and the Veterans' Administration of their intention to withdraw totally or partially, or change their major area of study.

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 offices for Liberal Arts, Business Education, Food Services Education, and Health Services Education respectively.

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.

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 illness 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.

Student Regulations

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.

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 CONDUCT

Students are expected to observe college and community standards of conduct. 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.

Tuition and Fees

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 Student Activity Fee. Part-time students may pay this fee if they wish to participate in student activities.

DEFERRED PAYMENT OF TUITION

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

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. The fee is not refundable but is applicable to the next application if graduation is denied.

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

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 from college or changes to part-time status within the first two weeks of a semester.

40% of tuition paid shall be refunded if a student withdraws from college or changes to part-time status 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.

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.

Academic
Regulations

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FINANCIAL ASSISTANCE AND AID

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DEFERRED PAYMENT OF TUITION

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LATE REGISTRATION FEE

... ..

COURSE CHANGE FEE

... ..

CANCEL CENTER

... ..

SPINAL OF CAP AND CROWN

TRANSCRIPT FEE

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ISS FOR DISTINGUISHED CHECKS

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ISS FOR NON-CREDIT COURSES

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REFUND POLICY FOR INTERNATIONAL TRADE COLLEGE FOR COLLEGE

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Academic Regulations

Student Classification

Students are classified as follows:

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

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

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

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.

Health Education applicants must meet special requirements as outlined under Special Requirements for Health Education Programs. Enrollment in all health education programs is limited, and non-residents are admitted on a space available basis. However, it is very unlikely that there will be space available for non-residents, especially in the following programs: Medical Laboratory Technician, Medical Records Technician, Nurses' Aide Training, Practical Nursing, and Radiological Technology.

Legal Assistant Program applicants must meet special requirements as outlined under the Special Requirements and Procedures for Legal Assistant Program. Many more people are applying to the program than can be accepted.

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 PROCEDURES

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 admission to 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 for twelve consecutive months prior to admission.

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 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. MICHIGAN TEST OF ENGLISH LANGUAGE PROFICIENCY

All applicants who are immigrants or from U.S. Trust Territories are required to take the Michigan Test of English Language Proficiency for admission to Kapiolani Community College. There is no fee for the test which will be administered at the college.

V. 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

New students are admitted to the health education programs at the beginning of the fall semester only. The following programs will admit new students in alternate years. The next class begins in fall 1977: Dietetic Technician, Occupational Therapy Assistant, Medical Records Technician, Respiratory Therapy.

The Nurses Aide Training program is offered two times (two eight week sessions) each semester. Applications for this program are processed according to the regular college deadlines for each semester.

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.) Likewise Kapiolani Testing Service will test applicants for health education programs offered in other colleges of our system.

IV. INTERVIEW

Official applicants with satisfactory test results will be scheduled for an interview. (Not required for 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 or their acceptance and registration date only after the above have been completed on a first-qualified, first-served basis. (NON-RESIDENTS will be admitted on a space-available basis.) However, it is very unlikely that there will be space available for non-residents, especially in the following programs: Medical Laboratory Technician, Medical Records Technician, Nurses' Aide Training, Practical Nursing, and Radiological Technology.

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

SPECIAL REQUIREMENTS AND PROCEDURES FOR LEGAL ASSISTANT PROGRAM

Those persons interested in applying to the Legal Assistant Program should directly contact the Legal Assistant Office at Kapiolani Community College, 620 Pensacola Street, Honolulu, Hawaii 96814, phone number: 531-4654.

To be considered for admission to the program these steps must be followed:

I. APPLICATION

An application form for admission into the Legal Assistant Program must be completed and returned to the Legal Assistant Office by April 15, 1977. New Degree candidates are admitted only for Fall semester.

II. HIGH SCHOOL AND COLLEGE TRANSCRIPTS

The applicant should request his high school and college to forward directly to the Legal Assistant Program, Kapiolani Community College, 620 Pensacola Street, Honolulu, Hawaii 96814, official transcripts of high school graduation and any college course work completed.

III. TESTING

The applicant should register to take the Legal Assistant Aptitude Test by selecting one of the test dates indicated in the application brochure that is available from the Legal Assistant Program.

IV. ADMISSION

Successful applicants will be notified by mail of their acceptance and registration date in late May, 1977.

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.

CONCURRENT STUDENTS

Concurrent students shall follow the regular admission procedure and deadlines. A new application form and Concurrent Approval form must be submitted each semester.

Registration for Courses; Withdrawals and Other Changes

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

All new students are requested to attend orientation conferences prior to registration. These group meetings of the various major programs outline college facilities and services and inform the student of their locations. In addition students receive specific information concerning registration procedures and academic counseling within their major field of study. Attendance at these conferences is very highly recommended.

PLACEMENT TEST

The placement test schedule is published in the Schedule of Classes each semester. The courses listed below require satisfactory rating on placement tests or satisfactory completion of a lower level course:

English	Mathematics	Journalism
Foreign Language	Speech	Reading

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.

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 within the first ten days of instruction.

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

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.

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 the Change of Registration Form with the Office of Admissions and Records within the first ten days of instruction.

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 by the deadlines set forth in the College Calendar. Students can withdraw from the first day of instruction to one week prior to the last day of instruction. Veteran students must also notify the Veterans' Affairs Office of the College and the V.A.

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 meeting 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.

Students on the official enrollment list who never attend class from the beginning of the semester may be graded with an "F".

CHANGE OF MAJOR

If a student wishes to change his major curriculum, he may do so by consulting his counselor and by obtaining the approval of the appropriate chairperson. Changes in major will not be processed during the registration periods.

Credits, Grades, and Examinations

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 within the first eight weeks 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, or college achieving at the "D" level or better, used to indicate formal withdrawal from a course after the last 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 or college after the first week of class, but prior to the final examination.
- WF for withdrawal from the course or college 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 meetings 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 33).

- CR for credit, used to denote work deserving of credit at a C level 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. 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 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 class without officially withdrawing, the instructor may award a "F" grade in the A-F System and "NC" in the CR/NC System.

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" 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.

*For internal advising purposes only.

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 department chairperson that through experience or training has had the equivalent of a course but had 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 department chairperson, 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 ten days of instruction.

Challenge examination shall be designed to test the student's knowledge in all areas covered by the course. Students shall be grades "A, B, C, D," or "CR". A "CR" 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 department chairpersons 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 C 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 grade and grade points. The original grade shall remain on the student's record but shall not be used in the 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.

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.

ACADEMIC PROBATION, SUSPENSION, WITHDRAWAL

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 grade of "I" will be computed as "0" 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 "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 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.

ACADEMIC DISMISSAL

Students are dismissed when they have been previously suspended and have failed on readmittance to maintain a GPR of at least 2.0 in the initial semester. Regulations governing academic dismissal are applied at the end of each semester.

Academic Information

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 levels of communications 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 judgements, 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.

Group I (6)

(Goal #1)

Communication 3)
Reading, Writing,
Speech

Quantative (3)
Mathematics

Group II (3)

(Goal #2)

Courses dealing in
scientific information
and inquiry

The Natural Sciences

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

Group IV (3)

(Goals #4, #5)

Courses dealing in
values, the testing
of assumptions and
arrival at moral
choices

The Humanities

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

*Check program requirements in your major area.

LIST OF COURSES FULFILLING RESPECTIVE GROUP GENERAL EDUCATION REQUIREMENTS
For The Associate in Science Degree

GROUP I*	GROUP II	GROUP III	GROUP IV	GROUP V**
Communication				
ENG 30(including all modules)	BIOL 20	ANTH 150	AMST 25/201 (all modules)	ART 100B
ENG 45	BIOL 22	ANTH 200	AMST 26/202 (all modules)	ART 100C
ENG 100	BIOL 110	BOT 105	DRAMA 160	ART 100D
ENG 140	BOT 100	ECON 20	ENG 250 (all modules)	ART 101
ENG 170	CHEM 100	ECON 120	ENG 252 (all modules)	ART 108
READ 29	CHEM 151	ECON 150	ENG 253 (all modules)	ART 120
READ 101	CHEM 171	GEOG 102	ENG 253 (all modules)	ART 270
SP 26V	GEOG 101	GEOG 151	ENG 254 (all modules)	ART 280
SP 151	GEOG 101	HIST 131-4	ENG 255 (all modules)	DRAMA 221
SP 251	GEOG 101	LAW 22	ENG 256 (all modules)	DRAMA 181
Quantitative Mathematics	MICRO 130	POLSC 110C	ENG 257 (all modules)	ENG 210
BAS 121	<u>OCEAN 201</u>	POLSC 110F	HIST (all courses)	***FSER 140
BAS 122	<u>PHYS 100</u>	POLSC 230	HUM* 25/100	***FSER 140B
GBUS 25	PHYS 102	PSY 25	HUM* 100	***FSER 140C
MATH 21	SCI 30	PSY 100	PHIL 150	***FSER 140D
MATH 25	SCI 121	PSY 100B	REL 151	***FSER 240E
MATH 100	SCI 122	PSY 100C	REL 151	***HF 103
MATH 110	SCI 124	PSY 110	SOCSC 101	HPE 103
MATH 115	ZOOL 100	SOC 100		HPE 107
MATH 120	ZOOL 101	SOCSC 25		HPE 115
MATH 133		SOCSC 26		MUS 102
MATH 134		SOCSC 101		MUS 125
MATH 205				MUS 129
MATH 206				MUS 160
				MUS 170
				MUS 180
				MUS 204
				SP 231
				TPW 20B
				TPW 20C
				TPW 20D

*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-availabe 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 | 28-30 Semester Hours |
| Humanities | 9 |
| 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. | |

*Credits are awarded if requirements are waived.

In some cases additional courses may be required to take care of deficiencies.

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 Department chairpersons.

APPLICATION FOR GRADUATION

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

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

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

Curricula

Business Operations Curriculum

Curriculum for Administration

The curriculum for administration is a complex and multifaceted field that encompasses a wide range of topics and disciplines. It is designed to provide students with the knowledge and skills necessary to manage and lead organizations effectively. The curriculum typically includes courses in business law, organizational behavior, human resources management, and strategic management. Additionally, students may be required to complete internships or practical experiences to gain hands-on experience in the field. The curriculum is constantly evolving to keep pace with the changing needs of the business world and to ensure that graduates are well-prepared for the challenges of the 21st century.

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 Programs
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 Program
Certificate of Completion Program
Sales & Cashier Training
Mid-Management (Hotel Operations)
Associate in Science Degree Program
Secretarial Science
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 Program
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

Legal Assistant

Legal Assistant
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 Programs
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

BUSINESS EDUCATION

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
Law 39, Business Law I	3
Typewriting 20, Beginning Typewriting (or 20 B, C, D)	3
	<hr/>
	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 occupation 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	2
	<hr/>
	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 21, Introduction to Business	3
General Business 21, Introduction to Business	3
Office Procedures 20, Filing	2
*Typewriting 20, Beginning Typewriting (or 20 B,C,D,)	3
	<u>28</u>

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 or Reading	3 or 4
Speech	3
Mathematics 10, Basic Mathematics, or General Business 25, Applied Mathematics	3 or 4
Business Machines 20B, Ten Key Adders	1
20D, Electronic Calculators	1
*Typewriting 20, Beginning Typewriting (or 20 B,C,D)	3
Typewriting 30, Intermediate Typewriting (or 30 B,C,D,)	
Office Procedures 20, Filing	2
Office Procedures 24, Duplicating	2
Office Procedures 40, General Clerical Procedures	4
	<u>25 to 27</u>
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, form the core of the curriculum.

Requirements	Semester Hours
English 30, Communication Skills or higher or Reading Speech	3 or 4
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	4
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 34 to 35

*Prerequisite: Typewriting 20 or equivalent.

**Prerequisite: Shorthand 20 and/or Shorthand 25 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
FIRST YEAR	
First Semester:	
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
	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 14

Second Semester:

Data Processing 132, Business Systems & Applications	3
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)	<u>3</u>
	17

SECOND YEAR

First Semester:

Data Processing 231, Business Problem Solving	3
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)	<u>3</u>
	15

Second Semester:

Data Processing 241, Computer Programming—COBAL	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>
	14-15

Note: When a student has had previous education or experience in data processing, he should see the Department Chairperson 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 20B, Data—Entry 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	3
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>
	26

Plus 4 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
Basic Accounting	Data Processing 150 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 supervisor; assistants to buyers, sales managers, purchasing agents; and professional salespersons in the wholesale and retail areas.

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

Basic Requirements

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

Semester Hours

3
3
3

Mid-Management Core Requirements

- Accounting 24, Principles of Accounting I
- General Business 21, Introduction to Business
- Computer Science 100, The Computer and Its Role in Society
- General Business 23, Human Relations in Business
- General Business 30, Principles of Management
- Hotel Operations Mid-Management Major
- Merchandising Mid-Management Major and Electives

Semester Hours

4
3
3
3
3

Total Semester Hours

26
60

HOTEL OPERATIONS MID-MANAGEMENT MAJOR

Major Requirements

- Hotel Operations 31, Fundamentals of Hotel Organization
- Hotel Operations 41, Front Office Procedures
- Hotel Operations 42, Housekeeping Procedures
- Hotel Operations 43, Food and Beverage Control
- General Business 55, Cooperative Education

Semester Hours

3
3
3
3
4

Plus credits in electives to total 60 semester hours.

MERCHANDISING MID-MANAGEMENT MAJOR

Major Requirements

- Merchandising 20, Advertising and Display
- Merchandising 21, Principles and Methods of Salesmanship
- Merchandising 23, Merchandise Analysis
- Merchandising 30, Principles of Retailing
- Merchandising 31, Principles of Marketing
- Business Machines 20, Business Machines

Semester Hours

3
3
3
3
3
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 Achievement.

Requirements

- English 10, Basic English Skills or Speech 20, Speech Lab
- Mathematics 10, Basic Mathematics
- Business Machines 20, Business Machines
- Merchandising 20, Advertising and Display
- Merchandising 21, Principles and Methods of Salesmanship

Semester Hours

4 or 3
3
3
3
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

CERTIFICATE OF COMPLETION (5 Semester Credit Hours)

Merchandising 21, Principles and Methods of Salesmanship	3
Merchandising 22, Cash Register Procedures	2
	<hr/>
	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
Speech	3
General Business 25, Applied Math	3
See Groups II*, III, and IV for other General Education Requirements on pages 37-38	9

*Biology 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	4
**Typewriting 30, Intermediate (or 30B,C,D)	3
Typewriting 24, Self Directed Dictation and Transcription	2
	<hr/>
	19

*Prerequisite: Shorthand 20 and/or Shorthand 25 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 secretary 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
	<u>15</u>

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
Law 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
	<u>16</u>

Plus credits in electives to total 60 semester hours.

Recommended Electives:

General Business 23, Human Relations in Business	3
Law 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 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 32, Medical Office Procedures	4
Shorthand 45, Medical Shorthand and Transcription	4
	<u>15</u>

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 44, Seminar for Office Personnel	3

Food Service Education (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 service restaurants, hotels, public schools, institutions, clubs and hospitals.

Basic Requirements	Semester Hours
See General Education requirements for the AS Degree on pages 37-38	18
 Major Requirements	
FSER 120, Introduction to Food Service	2
FSER 123C, Restaurant Menu Planning	1
HF 110, Basic Nutrition	1
*FSER 131, Storeroom Operations and Stewarding Procedures	3
*FSER 135, Dining Room Service	6
FSER 140, Fundamentals of Cookery	
-or-	
*FSER 140E, Short Order Cooking	7
FSER 231, Purchasing & Cost Control	4
FSER 240, Culinary Art in Food Preparation	7
HF 103, First Aid	1
FSER 250B, Equipment Layout & Design	3
FSER 250C, Food Service Management	<u>4</u>
	57

Plus 3 credits in electives to total 60 semester hours.

*Certificate of Completion is awarded upon completion of this course, with grade "C" or higher.

Food Service Curriculum (Dining Room Major)

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
Speech	3
*Mathematics 010, Basic Mathematics	4
Merchandising 021, Principles and Methods of Salesmanship	3
FSER 120, Introduction to Food Service	2
FSER 123C, Restaurant Menu Planning	1
Health Foundation 110, Basic Nutrition	1
+FSER 135, Dining Room Service	6
FSER 235, Dining Room Supervision	<u>6</u>
	26

Plus 4 credits in electives to total 30 semester hours.

*If this course is waived, 4 credits are awarded.

+Certificate of Completion is awarded upon completion of this course, with grade "C" or higher.

Food Service Curriculum

CULINARY ARTS (General Cook) MAJOR

CERTIFICATE OF ACHIEVEMENT (31 Semester Hours)

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

Requirements	Semester Hours
Speech or	
Mathematics 010, Basic Mathematics	3 or 4
FSER 120, Introduction to Food Service	2
FSER 123C, Restaurant Menu Planning	1
Health Foundation 110, Basic Nutrition	1
*FSER 131, Storeroom Operations and Stewarding Procedures	3
FSER 140, Fundamentals of Cookery	7
*FSER 140E, Short Order Cooking	7
FSER 240, Culinary Art in Food Preparation	7
	<u>31 or 32</u>

*Certificate of Completion is awarded upon completion of this course, with grade "C" or higher.

HEALTH EDUCATION

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 Lab	1
Dental Assisting 27L, Dental Materials Lab	1
Dental Assisting 28, Dental Radiography	2
Dental Assisting 29, Dental Operator Procedures I	1
Dental Assisting 30, Clinical Rotations I	1
Mathematics	<u>3</u>
	14
Spring:	
Dental Assisting 35, Dental Operator 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	<u>3</u>
	16
TOTAL	30

Dietetic Technician Curriculum

(Next Enrollment for First-Year Students, Fall, 1977)

ASSOCIATE IN SCIENCE DEGREE (63 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
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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 120, College Algebra or higher 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	
PSY 110, Psychology of Adjustment	3
	<hr/>
	16

SECOND YEAR

DIET 110, Quantity Food Purchasing and Cost Control	3
*DIET 200, Supervised Field Experience and Seminar	4
FSER 250B, Equipment and Layout	3
SOC 100, Survey of Sociology	3
SP 151, Effective Oral Communication	3
or SP 026V, Speech Communications	
	<hr/>
	16

Spring:

*DIET 201, Supervised Field Experience and Seminar	4
FSER 250C, Food Service Management	4
HF 103, First Aid	1
Humanities	3
	<hr/>
	13
TOTAL	63

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 (60 Semester Hours)

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

Upon successful completion of the program, graduates are qualified to write the national certification examination of the American Association of Medical Assistants.

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

Biology 110, Human Anatomy and 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 110, Basic Nutrition	1
Health Foundation 105, Intro to Medical Terminology	1
	<u>18</u>

**Health Foundation 115, Medical Terminology 3

Spring:

Typewriting 24, Self Directed Dictation & Transcription	2
Typewriting 30B, Office Typewriting I	1
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
Psychology 110, Psychology of Adjustment	3
	<u>16</u>

**Typewriting 30C,D, Office Typewriting II, III 2

SECOND YEAR**Fall:**

Medical Assisting 40, Clinical Laboratory Procedures	4
Speech 151, Effective Oral Speech (or Speech 26V, Speech Communication)	3
English 100, Expository Writing (or English 30, Communication Skills)	3
Humanities	3
Health Foundation 103, First Aid & CPR	1
	<u>14</u>

Spring:

Medical Assisting 41, Seminar	4
Medical Assisting 42, Externship	8
	<u>12</u>

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

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

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 151, 151L, General Chemistry	4
Mathematics, 120 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	<u>2</u>
	18
**Health Foundations 104, 105	3
Spring:	
Chem 171, 171L, General Chemistry	4
MLT 104, Immunology	4
MLT 102, Clinical Laboratory Theory	4
MLT 102L, Clinical Laboratory Technique	2
Humanities	<u>3</u>
	17
Summer:	
MLT 140, Clinical Laboratory Rotation I** 10 weeks, 40 hours a week	8
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	<u>3</u>
	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 students 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

(Next Enrollment for First-Year Students, Fall, 1977)

Associate in Science Degree (64 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.

PLEASE NOTE: The program accepts students on an alternate year basis with new classes beginning in odd-numbered years.

Requirements	Semester Hours
FIRST YEAR	
Fall:	
ENG 100 Expository Writing	3
MEDRC 100 Medical Record Science I	3
HF 115 Medical Terminology	3
Biol 110 Anatomy/Physiology	3
HF 104 Intro to Medical Science	<u>2</u>
	15
Spring:	
MEDRC 110 Medical Record Science II	3
**MEDRC 110L Directed Experience I	2
MEDRC 105 Medical Machine Transcription	3
PSY 110 Survey of Psychology	3
SCI 121 Biological Science w/ Lab	4
***Mathematics	<u>3</u>
	18
SECOND YEAR	
Fall:	
MEDRC 200 Medical Record Science III	3
**MEDRC 200L Directed Experience II	3
MICRO 130 Microbiology	3
Computer Course	3
(Approved) Elective	<u>3</u>
	15
Spring:	
MEDRC 210 Medical Record Science Seminar	2
**MEDRC 210L Directed Experience III	2
GBUS 30 Principles of Management	3
Speech	3
Humanities	3
(Approved) Elective	<u>3</u>
	16
Total	64

Note: Students must maintain a "C" average to remain in MEDRC Program.

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

**Conducted in affiliated hospitals and health agencies in the community.

***Basic Statistics strongly recommended.

NURSES' AIDE TRAINING PROGRAM

CERTIFICATE OF COMPLETION (8 SEMESTER HOURS)

A course designed to prepare nurses' aides to work in hospitals, nursing homes, private homes, and clinics.

Requirements:

NAT 010 Nurses' Aide Training

Semester Hours

8

OCCUPATIONAL THERAPY ASSISTANT CURRICULUM

(Next Enrollment for First-Year Students, Fall, 1977)

ASSOCIATE IN SCIENCE DEGREE (65 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

FIRST YEAR

Fall:

BIOL 110 Anatomy & Physiology	4
HF 106 Intro to Human Growth and Development	3
OTA 100 Occupational Therapy Assiting I	4
*OTA 100L Occupational Therapy Assisting Lab I	1
OTA 101 Occupational Therapy Assisting Seminar I	1
OTA 200 Therapeutic Activities I	3
	<u>16</u>

Spring:

** English or Speech	3
PSY 100 Survey of Psychology	3
OTA 118 Occupational Therapy Assisting II	4
*OTA 118L Occupational Therapy Assisting Lab II	1
OTA 121 Occupational Therapy Assisting Seminar II	1
OTA 205 Therapeutic Activities II	3
	<u>15</u>

SECOND YEAR

Fall:

**Mathematics	3
HF 103 First Aid	1
OTA 208 Occupational Therapy Assisting III	4
*OTA 208L Occupational Therapy Assisting Lab III	1
OTA 211 Occupational Therapy Assisting Seminar III	1
OTA 215 Interpersonal Relations and Group Dynamics	3
	<u>13</u>

Spring:

** Humanities	3
** General Education Elective	3
OTA 220 Occupational Therapy Assisting IV	4
*OTA 220L Occupational Therapy Assisting Lab IV	1
OTA 221 Occupational Therapy Assisting Seminar IV	1
OTA 230 OT in Comprehensive Community Health	3
	<u>15</u>

Summer:

*OTA 240 Field Work I	3
*OTA 241 Field Work II	3

Total

65

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

*Clinical courses conducted in affiliated Occupational Therapy Departments

**Must be courses numbered 100 or above

PRACTICAL NURSING CURRICULUM

CERTIFICATE OF ACHIEVEMENT IN PRACTICAL NURSING (31-36 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 11 months in length; new students are admitted at the beginning of the Fall term. Students receive supervised clinical experience in health agencies.

Upon graduation from the program, students are eligible to take the State Board Test Pool Examination for Practical Nurse Licensure.

Pending appropriate funding, an extension program is available to a small selected group of students with nurses' aide experience.

Requirements:

Semester Hours

Fall:

Practical Nursing 20V, Basic Nursing Care	10
Practical Nursing 21, Directed Study	1
Practical Nursing 25, Personal and Vocational Relationships	1
Biology 22, Human Anatomy and Physiology	3
	<u>15</u>

Spring:

Practical Nursing 22V, Nursing of Adults	11
Practical Nursing 23, Directed Study	1
Psychology 25, Applied Psychology	3
	<u>15</u>

Summer:

Practical Nursing 24, Maternal and Child Nursing	6
	<u>6</u>
Total	<u>36</u>

NOTE: A grade of C or above must be maintained in all courses in order for the student to continue in the practical 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
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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	6
	<u>20</u>

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
	<u>17</u>

Summer Session: 11 weeks

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

SECOND YEAR

Fall:

*Social Science	3
RTECH 200, Advance Radiologic Positioning	3
RTECH 200L, Advance Radiologic Positioning Lab	1
RTECH 210, Advance Radiographic Technique	3
RTECH 240, Hospital Radiographic Technique	6
RTECH 248, Radiography Seminar	<u>1</u>
	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	<u>1</u>
	18

Summer Session: 11 weeks

RTECH 250, Radiotherapy and	2
RTECH 242, Hospital Radiogr	<u>6</u>
	8
Total	<u>88</u>

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

(Next Enrollment for First-Year Students, Fall, 1977)

ASSOCIATE IN SCIENCE DEGREE (77 Semester Hours)

This curriculum is designed to prepare students to participate in pulmonary functions 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 prepares 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,	<u>3</u>
	19

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>17</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
	5
TOTAL	<u>77</u>

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.

Legal Assistant Legal Assistant Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

The legal assistant (paralegal) is a new and emerging occupation. The legal assistant is someone specially trained to perform, under the supervision of an attorney, legal functions traditionally undertaken by either an attorney or an expert legal secretary.

The American Association of Community and Junior Colleges has designated the Kapiolani Community College Legal Assistant Program as one of six national demonstration projects for the development of legal assistant programs. Legal costs have dramatically increased and the legal assistant is one of the major means of making legal services more widespread, efficient, and available to all, with resultant cost savings to the client. The legal assistant fulfills a role that is roughly analogous to the role of the paramedic in the medical field.

The program graduate 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	<u>18</u>

II. Department Requirements

A. Required Core Courses

Law 101, The Hawaii Legal System	3
Law 102, Legal Research	3
Law 201, Law Office Management	3
Law 202, Communication Skills	3
Law 203, Legal Writing	3
Total	<u>15</u>

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
TOTAL	15

C. Cooperative Education (Field Placement)

Law 193V, Cooperative Education	3-6
Law 293V, Cooperative Education	1-6
	<u>3</u>

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**

Anyone interested in admission to the Legal Assistant Program may receive an informational brochure and an application form by contacting the Legal Assistant 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 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

Manoa Campus will not include Community College GPA to the Manoa Campus' cumulative GPA. Thus, a student transferring from a Community College will start at Manoa with a zero GPA. This new policy will affect all students planning to transfer to the Manoa Campus in Fall 1976 and all semesters thereafter. GPA will be transferable among the Community Colleges.

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 course 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 .

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 Science may apply. The student should see his advisor for assistance in selecting Humanities courses.

SOCIAL SCIENCE REQUIREMENT

Courses in Anthropology, Economics, Geography, Guidance, Political Science, Psychology, Social Science, Sociology, and Special Studies satisfy the Social Science requirement for the Associate in Arts and Associate in Science degrees. 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, Journalism 205	3
Mathematics 100 (or higher), Philosophy 210, BAS 121-122	3
Computer Science 112	6
History 151-152	3
Speech 151 (or higher)	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, 257
 (all modules of each sequence)

Group II

Philosophy 100, 200, 201
 Religion 150, 151

Group III

American Studies 201, 202
 (all modules of each sequence)
 Art 101, 120, 270, 280
 Music 160, 170, 180
 History 241, 242, 281, 282

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

Group I

Botany 100
 Microbiology 130
 Science 121
 Zoology 100, 101

Group II

Chemistry 100, 100L,
 151, 151L, 171, 171L
 Physics 100, 102
 Science 122

Group III

Biology 110
 Geography 101
 Geoscience 101
 Oceanography 201
 Science 124

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

Group I

American Studies 27, 211, 23, 212
 Anthropology 150, 200
 Botany 105
 Guidance 100, 101V
 Psychology 100, 100B, 100C, 110
 Sociology 100, 210

Group II

Community Service Practicum 193, 293V
 Economics 120 or 150
 Political Science 110C, 110F, 230
 Social Science 101
 Special Studies 294, 295

Special Requirements and Electives

Accounting 201-202
Art 100, 108***, 113, 114, 115, 116, 105, 107, 207, 243
BAS 121, 122
Data Processing 130
Drama 223, 181, 182
French 101-102, 201-202
Health and Physical Education 100, 107, 115
Health Foundations 101-110
History 131-***134
Humanities 100
Japanese 101-102, 201-202
Journalism 150***, 206
Mathematics 102, 111, 120, 133-134, 205, 206
Music 102, 125-126***, 129, 204, 181, 182
Reading 101
Religion 200, 201
Spanish 101-102
Speech 251***, 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. Below is the latest available listing of College of Arts and Sciences core requirements as we go to press. A final program sheet for 1976-1977 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)
 AC 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	GEOG 101	PHYS 100-100L, 102, 151-151L,
BIOCH 441	CG 101, 102	152-152L, 163-163L, 164-164L,
BIOL 220	ICS 160, 260	170-170L, 272-272L, 274-274L.
BOT 101, 130, 201, 450	MET 101	SCI 121 or 123, 122, 124, 350
CHEM 100-100L, 117-117L, 151-151L,	MICRO 130, 351	ZOOL 101, 450
171-171L	OCEAN 201	
GENET 352		

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

I. AM ST 211, 212	PSY 100, 110, 230, 320,	II. ECON 120, or 150, 151, 310, 311, 360
ANTH 150, 200	321, 322, 371	CE 203 or IS 203
ASIAN 312	SOC 100, 200, 312, 322,	GEOG 102, 151
BOT 105	332, 342, 352	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

(*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.)

AREA REQUIREMENTS

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

I. Eng 250, 251, 252, 253, 254, 255, 256, 257

(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

Micro 130, 351

Physics 100, 102, 110, 111, 151, 152,

163, 164, 170, 272, 274

Ocean 201

Zool 101, 450

BAS 351 or equivalent
(requirement for all CBA majors)

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 211, 212
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)
Civil Engineering 203 (same as IS 203)
Geog 102, 151
PolSc 110

⁴Basic 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
Biology 220
Botany 101, 130, 201, 450
Chemistry 100-100L, 113-113L,
114-114L, 117-117L

Genetics 352
Geography 101
Geology 101, 102
ICS 160, 260
Meteorology 101

Microbiology 130, 351
Oceanography 201
Physics 100-100L, 102, 110, 111,
151-151L, 152-152L, 170-170L,
272-272L, 274-274L
Science 121 or 123, 122, 124, 350
Zoology 101, 450

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

I. American Studies 211, 212
Anthropology 150, 200
Asian Studies 312
Botany 105

Psychology 100**, 110, 112, 320,
321, 322
Sociology 100, 200, 312, 322, 332,
342, 352

II. Economics 120 or 150, 151
CE 203 or IS 203
Geography 102, 151
Political Science 110

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

Students interested in Early Childhood Education (ages 5-8) should take HD 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.

Aerospace Studies Program (AFROTC). The Aerospace Studies Program at the Manoa Campus is a federally subsidized Reserve Officer Training Corps (ROTC) program. Advanced Professional Officer Course (POC) cadets enrolled in the junior and senior college years are provided uniforms, AFROTC course texts and subsidized \$100 per month.

Scholarships are available to Pre-Medical, Science, Mathematics, Engineering, Nursing, Pilot, and Navigator candidates. These Scholarships cover full tuition costs, textbook and laboratory fees and the tax-free subsistence allowance.

Two-year POC applicants should begin their, no obligation, administration processing during the fall semester of their Sophomore year. The SAT or ACT, the Air Force Officer Qualifying Test, physical exam, a letter or recommendation from a college professor, and other administration forms should be completed for timely review and selection.

Selected POC candidates are prepared during April and May to attend a 4-6 week summer Field Training at a mainland Air Force Base prior to the fall semester's enrollment. Field Trainees receive approximately \$400 and the opportunity to become more familiar with actual USAF officer careers and roles, and participate in leadership and survival training, educational tours, and aircraft orientation rides.

AFROTC candidates must be U.S. citizens and four-year degree candidates. Information may be obtained by writing to: Professor of Aerospace Studies, 1309 Lower Campus Rd., Honolulu, HI 96822.

The 1970-71 learning experience was a significant one for many of the participants. It provided a unique opportunity to explore various aspects of the learning process in a practical setting. The program was designed to be both challenging and rewarding, allowing students to apply their theoretical knowledge to real-world situations. The learning objectives were clearly defined, and the activities were carefully structured to meet these goals. The program was a success, and the participants gained valuable insights into the learning process.

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Description of Courses

Description of Courses

The following pages list courses of instruction by subject area. Since all courses are not offered each semester, a student should obtain from the Student Services Center a list of the current offering 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 Department Chairperson. 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 the 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 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

*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.

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**

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

**Community Service Practicum I & II
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, deferral 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
 Prerequisite: 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 cost systems; manufacturing-cost controls and variance analysis.
- 93 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 Bookkeeping 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.
- 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 services and mercantile businesses.

202 Introductory Accounting II (4)

3 hours lecture, 2 hours lab per week
Prerequisite: Accounting 201

Further development of the foundation acquired in Accounting 201 through application of the basic principles to complex business organizations. Attention to particular problems of branch, departmental, and cost accounting, and to the preparation of special reports for management.

AMERICAN STUDIES (AMST)

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 combined 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 combined 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 values 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)

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 studies. (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 issues 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. Student 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

An exploration of the crafts of ceramics and macrame. Credits cannot count towards major requirements in Art. Open to all students.

100C Jewelry (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of silversmithing and enameling. Credits cannot count towards major requirements in Art. Open to all students.

100D Textile Design (1)

6 hours lab per week for 5 weeks

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.

- 101 Introduction to the Visual Arts (3)**
 3 hours per week
 Nature of visual art and its expression in various forms. Lectures, demonstrations. Mandatory for Art majors.
- 105 Elementary Studio—Ceramics (3)**
 6 hours per week
 Introduction to ceramic forms using hand building techniques, surface treatment and glaze techniques. Studio experience mainly for non-Art majors. Lectures and projects. Credit cannot count towards major requirements in Art.
- 107 Elementary Studio—Photography (3)**
 6 hours per week
 Studio experience mainly for non-art majors. Lectures and projects. Credit cannot count towards major requirements in Art. Student must have own camera with adjustable speed and aperture setting.
- 108 Elementary Studio—Drawing and Painting (3)**
 6 hours per week
 Studio experience mainly for non-Art majors: Lectures and projects. Credit cannot count toward major requirements in Art.
- 113 Foundation Studio "A" (3)**
 6 hours per week
 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. Recommended to be taken concurrently with Art 115.
- 114 Foundation Studio "B" (3)**
 6 hours per week.
 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. Recommended to be taken concurrently with Art 116.
- 115 Foundation Studio "C" (3)**
 6 hours per week
 Recommended Preparation: Art 101 (may be taken concurrently)
 Emphasis on basic two-dimensional design concepts, elements and principles of organization on their conscious control and manipulation in problematic situation. Recommended to be taken concurrently with ART 113.
- 116 Foundation Studio "D" (3)**
 6 hours per week
 Recommended Preparation: Art 101 (may be taken concurrently)
 Emphasis on three-dimensional visualization and tactile exploration of form, environments, and ideas through a variety of approaches, tools, processes and materials. Recommended to be taken concurrently with ART 114.

- 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.
- 207 Photography Studio I (3)**
6 hours per week
Prerequisites: Art 101, may be taken concurrently
Basic techniques of photography. The camera as a tool for communication. Assumes no previous knowledge of photography. Student is required to have camera with adjustable speed and aperture settings.
- 243 Beginning Ceramics (3)**
6 hours per week
Prerequisites: Art 101
Introduction to ceramic forms using hand building techniques, surface treatment, and glaze techniques.
- 270 Aspects of European/American Art (3)**
3 hours lecture per week
Recommended preparation: ART 101 (may be taken concurrently)
Major developments in the Arts of Europe and America.
- 280 Aspects of Asian Art History (3)**
3 hours per week; offered Spring semester only
Recommended preparation: ART 101 (may be taken concurrently)
Major developments in the art of India, China, Japan, Korea, and Southeast Asia. A chronological and comparative study. Open to all students.
- 193V Cooperative Education and Community Service Practicum**
293V
Cooperative Education or Community Service Practicum Credits may be earned in ART. Refer to page 79 for more information or see the instructors.

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 prerequisites.

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.

105 Ethnobotany (3)

3 hours per week

Plants and their influence upon the culture of Hawaii and the Pacific; uses of cultivated and wild plants of the world.

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 27.

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, partial, 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.

151 Elementary Survey of Chemistry (3)

3 hours lecture per week

Prerequisite: Two years of high-school algebra or Math 025. It is strongly recommended that the student take Math 120 and another physical science before Chem 151.

Intended to provide the beginning student with a non-rigorous, but adequate background in the fundamentals of chemistry. Suitable for students preparing for careers in medical technology, nursing, and the life sciences. Normally this course is followed by Chem. 152, 152L, and 253 at the Manoa Campus. The course can also be considered as fulfilling the first half of a two semester chemistry course, since it is a prerequisite to Chem 171 and 171L.

151L Elementary Survey of Chemistry Laboratory (1)

3 hours of laboratory per week

Prerequisite: Credit or registration in Chem 151

Experiments introducing laboratory techniques and illustrating chemical principles.

171 General Chemistry (3)

Spring

3 hours lecture per week

Prerequisite: Two years of high school algebra or Math 025, 1 year of plane geometry, high school chemistry, or Chem 151. (Note: Students wishing to enroll in Chem 171 without having received credit for Chem 151 must pass a placement exam). It is strongly recommended that a student complete Math 120 and a physical science course before enrolling in Chem 171.

Basic principles of Chemistry. Introduction to the concepts of Chemistry, including electronic structure, chemical bonding, solutions, kinetics, equilibrium, nuclear chemistry, thermodynamics, and electrolysis. Normally this course is followed by Chem 172, 172L, and 273, 273L.

171L General Chemistry Laboratory (1)

Spring

Prerequisite: Credit or registration in Chem 171.

Laboratory experiments illustrating fundamental principles of Chemistry. and a physical science course before enrolling in Chem 171.

COMMUNICATIONS (COMUN)

201 Television Production (4)

4 hours per week and actual TV production.

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 Computers (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 requirements for Mathematics.)

DATA PROCESSING (DPRO)

20B Data-Entry Equipment Operation (1)

3 hours per week, 5 weeks

Operation of key-punch machine and programming of automatic control unit.

20C Data-Entry Equipment Skill Development (1)

3 hours per week, 10 weeks

Practice exercise on the key-punch machine 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 (3)

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)

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 (3)

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 (3)

2 hours lecture per week with concurrent enrollment in DPRO 241

Prerequisite: Completion of DPRO 140 and 231.

Prerequisites can be waived with instructor's approval based on past experience.

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 tele-processing 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)

24 Introduction to Dental Assisting (1)

Fall

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.

25 Dental Administration (1)

Fall

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 general records; knowledge of and utilization of acceptable banking procedures; maintenance of an accurate inventory control; identification and completion of various dental insurance forms.

- 26 Bio-Dental Sciences (3) Fall**
 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.
- 27 Dental Materials (1) Fall**
 1 hour a week
 The physical and chemical properties of dental materials.
- 27L Dental Materials Lab (1) Fall**
 3 hours a week
 Identification and manipulation of dental materials according to the manufacturer's directions.
- 28 Dental Radiography (2) Fall**
 3 hours lecture-lab a week
 Basic knowledge in the application of radiography in the dental office.
- 29 Dental Operatory Procedures (1) Fall**
 2 hours lecture-lab a week
 Basic chairside assisting techniques. Tray setups for general dentistry.
- 30 Clinical Rotations I (1) Fall**
 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.
- 35 Dental Operatory Procedures II (1) Spring**
 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.
- 36 Dental Laboratory Procedures Lab (1) Spring**
 1 hour a week
 Various techniques and materials used in the fabrication of dental prostheses.
- 36L Dental Laboratory Procedures Lab (1) Spring**
 2 hours lecture-lab a week
 Application of various techniques and manipulation of various materials used in the fabrication of dental prostheses.
- 37 Clinical Rotations I (5) Spring**
 16 hours a week
 Applications of acquired knowledge and skills in actual dental situations at various affiliated agencies; under supervision at all times.

DIETETIC TECHNOLOGY (DIET)

100 Nutrition Care I (3)

3 hours lecture per week

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

A study of nutrition care of normal individuals and individuals with health problems. The etiology of the disease and the necessary diet modifications will be covered. Nutritional requirements through the life cycle with attention to cultures are studied. Related physiological and biochemical principles are incorporated as they apply.

101 Nutrition Care II (3)

3 hours lecture per week

Prerequisite: DIET 100; Corequisite: DIET 101L

Continuation of DIET 100.

101L Supervised Field Experience (3)

9 hours of clinical experience conducted off campus

Prerequisite: DIET 100; Corequisite: DIET 101

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 in health care facilities. Emphasis on control through production schedules, inventories, storeroom 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.
- 181 Beginning Modern Dance (3)**
4½ hours lab per week
An introduction in basic technical skills in movement, rhythm, basic coordination and creative processes.
- 182 Beginning Modern Dance (3)**
4½ hours lab per week
Prerequisite: Drama 181
A continuation and development of 181. Introduction to basic technical skills and processes.
- 221 Beginning Acting (3)**
3 hours per week
A course designed to teach the beginner to use his voice, speech, posture and movements creatively, and to analyze and appreciate dramatic literature. Skill exercises and a wide variety of dramatic literature used for study.
- 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.

ECONOMICS (ECON)

- 20 Consumer Economics (3)**
Analyzes the complexities of consumption using local information cases involving typical situations confronting young adults. Research methods & consumer protection are also studied.
- 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 emphasis on basic writing skills. Includes exercises in constructing sentences, as well as exercises in the mechanics of grammar, usage, and punctuation.

30 Communication Skills

3 hours per week, 1 credit for each module

Eng 30B	1 credit	Principles of Writing
Eng 30C	1 credit	Business Writing
Eng 30D	1 credit	Vocabulary Building
Eng 30E	1 credit	Word Study
*Eng 30F	1 credit	Reading & Vocabulary Improvement I
*Eng 30G	1 credit	Reading & Vocabulary Improvement II
Eng 30H	1 credit	Sentence Structure
Eng 30I	1 credit	Listening & Note-Taking
Eng 30J	1 credit	Essay Writing

*Prerequisite: A reading level of 10.0 or higher on the Reading Placement Test

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.

45 Introduction to Expository Writing (3)

3 lecture hours per week, 1 hour arranged

A review of writing principles and practice in the application of these principles. Rhetorical analyses of essays will provide opportunity for discussion and models for patterning. Emphasis will be on effective writing.

100 Expository Writing (3)

3 hours per week

Prerequisite: A satisfactory score on the Writing Placement Test or a grade of "C" or better in English 45

A course offering opportunities for developing critical reading skills, analyzing expository essays, and practicing writing for various expository purposes.

140 Uses of Language (3)

3 hours per week

Prerequisite: A satisfactory score on the Writing Placement Test of a grade of "C" or better in English 45.

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.

170 Language and the Visual Media (3)

3 hours per week

Prerequisite: A satisfactory score on the Writing Placement Test or a grade of "C" or better in English 45.

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 Writing Term Papers (3)

3 hours per week

Prerequisite: A grade of "C" or better in English 100, 140, or 170.

Offers opportunities for developing researching skills and for practicing writing and preparing for presentation properly documented research papers.

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 World Literature: 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 World 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 World Literature: 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 World Literature: 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 World 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 World Literature: 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 from selected European and American short stories. (Partial credit toward English 255, UH-Manoa.)
- 255C Types of 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 from 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 from 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.)
- 257B Themes in Literature: 20th Cent. Concepts of the Hero (1)**
 3 hours per week for 5 weeks
 A study of selections from major works of 20th Century World Literature.
- 257C Themes in Literature: Existential Themes in Western Literature (1)**
 3 hours per week for 5 weeks
 A study of existential themes of coloration in various types of literature from the Old Testament to contemporary poetry.
- 257D Themes in Literature: Pre-20th Cent. Concepts of the Hero: Classical to Romantic (1)**
 3 hours per week for 5 weeks
 A study of the hero as treated in Classical, Neo-classical, and Romantic World literature.

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.

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, discussion, reports, narratives, fictional excerpts, both taped and live.

5 Writing For the Non-Native Speaker (3)

A course designed to develop basic writing skills. Intensive practice in structural patterns difficult for the non-native speaker of English.

6 Study Skills For the Non-Native Speaker (3)

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.

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.

123C Restaurant Menu Planning (1)

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)

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)

Prerequisite: FSER 135 or consent of instructor

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

PROFESSIONAL COOKING

140 Fundamentals of Cookery (7)

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)

1 ½ hours lecture, 4 ½ hours lab per week (9 weeks)

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)

1 ½ hours lecture, 4 ½ hours lab per week (6 weeks)

Study and practice in preparation of salads, salad dressings, sandwiches, canapes, hors d'oeuvres, cold appetizers, beverages.

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

140D Fundamentals of Cooking (2)

1 ½ hours lecture, 4 ½ hours lab per week (6 weeks)

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)

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)

1 ½ hours lecture, 4 ½ hours lab per week (6 weeks)

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)

1 ½ hours lecture, 4 ½ hours lab per week (6 weeks)

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)

1 ½ hours lecture, 4 ½ hours lab per week (9 weeks)

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

240E Asian Cookery (3)

1 ½ hours lecture, 4 ½ hours lab per week (9 weeks)

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

193V Cooperative Education (1-4)

Provides practical work experience and training in specific food industry areas to test and apply what has been learned in the classroom. Conditions are in actual employment situations of the business community. Emphasis is placed on development of job competencies but equal importance is attached to the development of social and personal habits, attitudes and skills which are essential for job entry, tenure, and upward mobility. May be taken after completion of two full semesters. Consent of instructor/department head.

250B Equipment Layout and Design (3)

3 hours 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 and laboratory drill

Conversation, laboratory drill, grammar, reading.

102 Elementary French (4)

5 hours lecture and laboratory drill

Prerequisite: Satisfactory score on the Language Placement Test or completion of French 101.

A continuation of Elementary French, French 101.

201 Intermediate French (3)

3 hours per week

Prerequisite: French 102 or the equivalent, or satisfactory score on the Language Placement Test.

Reading, conversation, laboratory drill and composition.

202 Intermediate French (3)

3 hours per week

Prerequisite: French 201 or the equivalent, or satisfactory score on the Language Placement Test.

A continuation of Intermediate French, French 201.

GENERAL BUSINESS (GBUS)

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.

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 application 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 careers opportunities that actually exists 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 I (3)**
3 hours per week
This introductory course provides basic information in the field of real estate. Topics such as classifications in property ownership classifications in the nature of property, property rights and liabilities, economics and social impact of real property, market analysis, basic documents of the various forms of real estate ownership such as deeds, liens, mortgages, easements, tax factors, existing methods of easing real property scarcity including the Pittsburgh and Hawaii Land Reform Laws, and sources of financing real estate acquisition. The course deals principally with individual and public concern in the area of real estate.
- 32 Principles of Real Estate II (3)**
3 hours per week
Prerequisite: GBUS 31
This course covers the elements of real estate sales from the standpoint of the seller and his agents. Topics covered are the real estate firm and its sales force, the salesman and the broker, the process of developing urban, commercial and industrial real estate for sale, real estate advertising, search and registration, title closing, selling technique, property evaluation for residential and income property, real estate management, planning for future needs and the mechanics of related real estate documents.
- 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.

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.

GEOGRAPHY (GEOG)

101 Man's Natural Environment (3)

3 hours lecture per week

Survey of man's natural environment; distribution and interrelationship of climates, vegetation, landforms and soils with special emphasis on Hawaii.

101L Man's Natural Environment, Laboratory (1)

2 hours laboratory per week

Examination and interpretation of the natural environment through the use of globes, maps, and special exhibits. Emphases on Hawaii and on human modification of the environment.

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)

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)

100 Human Potential Seminar (3)

3 hours per week (Non-classroom atmosphere); offered only as CR/NC.

This course is a structured small group experience which employs the Human Potential Seminar. This experience is designed to help students discover capacities, strengths, talents, and abilities of which they are unaware of or are not using fully. The goals for the course are: achieving self-directions, self-motivation, emphatic regard for others and building of self esteem. It also deals with conflict identification and resolution and life style planning through group interaction.

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.

193V Cooperative Education and Community Service Practicum
293

Cooperative Education or Community Service Practicum Credits may be earned in HPE. Refer to page 79 for more information or see the instructors.

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 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)

Pre or co—requisite: BIOL 110, Anatomy/Physiology or equivalent or consent of instructor.

Provides a broad working knowledge of medical terms, involving all systems of the body including supplementary terms applicable to specialty areas of medicine and selected paramedical fields. Includes orientation to the basic structure of medical terms and study of terms as related to health and disease processes.

HISTORY (HIST)

52 World Issues (3)

3 hours per week

A consideration of contemporary world issues and problems, with an emphasis on their historical origins and cultural value systems out of which they arise, and on the skills in the use of history to understand them.

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 requirements)
- 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)
- 151 World Civilizations (3)**
 3 hours per week
 An interpretive survey of the development of civilizations from prehistoric origins to 1650 A.D. to the present. Major emphasis on the principal contributions, forces, and trends found among the various peoples of the world.
- 152 World Civilization 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 (3-3)**
242
 3 hours lecture per week
 History 241-242 is designed as a two-semester historical survey of major civilizations of Asia from earliest times to the present, including East Asia, Southeast Asia, and South Asia. Recommended that the courses be taken in sequence.
- 281 Introduction to American History I (3)**
 3 hours per week
 An interpretive survey of United States history from the earliest settlements to 1865.
- 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.

193V Cooperative Education and Community Service Practicum
293V

Cooperative Education or Community Service Practicum Credits may be earned in History. Refer to pages 78 & 79 for more information or see the instructors.

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 relating to maintenance of facilities.

43 Food and Beverage Control (3)

4 hours per week

Study of food and beverage control systems used in large hotels. Preparing dail and monthly cost reports and sales analyses.

93 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 Hotel Operations/Hotel Mid-Management, curriculum. 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.

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)

45 Conversational Japanese for Hospitality Industry Personnel (3)

3 hours per week

Using the audio-lingual approach, this course teaches the student to understand and speak useful expressions in Japanese and is specially designed for those planning to work in the visitors, tourism and hotel industry or students wishing to understand and speak useful expressions in Japanese without obtaining the mastery of conversational Japanese. Constant drill in mastery is provided. It also provides an orientation to Japanese culture to aid in the understanding of Japanese visitors to Hawaii.

101 Elementary Japanese (4)

5 hours lecture and laboratory drill

A course using the aural-oral approach to understanding, writing and speaking modern Japanese.

102 Elementary Japanese (4)

5 hours lecture and laboratory drill

Prerequisite: Satisfactory score on the Language Placement Test or completion of Japanese 101.

A continuation of Elementary Japanese, Japanese 101.

201 Intermediate Japanese (4)

5 hours lecture and laboratory drill

Prerequisite: Satisfactory score on the Language Placement Test or completion of Japanese 102.

The four skills—listening, speaking, reading, and writing—are furthered, and more complex sentences are practiced.

202 Intermediate Japanese (4)

5 hours lecture and laboratory drill

Prerequisite: Satisfactory score on the Language Placement Test or completion of Japanese 201.

The aural-oral skills and the reading and writing skills are further developed.

JOURNALISM (JOURN)

150 The Press and Society (3)

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 Newswriting (3)

3 hours per week

Prerequisite: A satisfactory score on the Writing Placement Test or satisfactory completion of English 45.

Fundamentals of gathering and writing news and instruction in the rationale underlying professional journalism. Weekly writing assignments for student newspaper required. (Satisfies English requirement for AA but not for BA)

206 Advanced Newswriting / Editing (3)

3 hours lecture, 1 hour lab per week

Prerequisite: Journalism 205 or Instructor's consent

A course designed to sharpen basic journalistic skills. Practical experience will be gained on the staff of the student newspaper. 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)

*All law courses numbered 100 and above, with the exception of Law 181, require approval of the Legal Assistant Program Admissions Committee before any student is permitted to register for the course. In order to take Law 181, a student must obtain special permission from the Student Services Center. No special permission is required for students to take courses numbered below 100.

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 and laws protecting the consumer.

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.

101 The Hawaii Legal System (3)

3 hours per week

This course is required for all degree candidates in the Legal Assistant 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 assistant 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 assistant in each area.

102 Legal Research (3)

3 hours per week

This course is required for all degree candidates in the Legal Assistant Program. The course is designed to provide the student with a working knowledge of the major techniques of legal research. Students will complete assigned problems in legal research.

111 Litigation (3)

3 hours per week

Prerequisite: Law 101 and 102

This course is highly recommended for all students. It is the intention of the course to train the student to be thoroughly familiar with the body of various legal forms in discovery such as complaints, interrogatories, notice of taking deposition on oral examinations, and the procedure of litigation in Hawaii. Students taking the course acquire skills in formulating vital questions in obtaining the needed information in discovery. The course also encourages students to develop creative approaches to assist the attorney in litigation.

121 General Business Practice (3)

3 hours per week

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

126 Taxation (3)

3 hours per week

This course trains the student in the basic legal principles of taxation, including the use of the basic federal and state forms. Students develop skills in completing the necessary forms and become familiar with specific terms and definitions

relating to taxes. Taxation procedures are introduced, with special emphasis upon the role of the attorney and legal assistant in tax problems.

131 Property Law (3)

3 hours per week

This course trains the student in the legal principles and primary forms utilized in general real estate and property law, including purchase and sales agreements, mortgages, leases, easements, deeds, closing, and recording of documents.

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 in adoption, divorce, paternity suits, and other legal areas under the jurisdiction of the Family Court. The course also thoroughly familiarizes the students with the legal forms utilized in family law in Hawaii. Students acquire skills in filling out necessary legal forms and become acquainted with the proper procedures in filing documents with the Family Court 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 assistants 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 assistants 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 assistants can assist employees in solving problems that are work related.

171 Consumer Law (3)

3 hours per week

This course covers the fundamental legal issues and all accompanying form work for the areas of collections, bankruptcy, wage earner plans, and consumer credit issues.

176 Criminal Law (3)

3 hours per week

This course introduces various criminal case law in the discussion of major issues of criminal procedure. Both the prosecution's and the defense counsel's approaches in contesting a case are presented. The students become involved in role playing to develop an understanding of the different techniques used in discovery.

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 the regulations. This course is open to any interested student, with permission of the Student Services Center.

193V Cooperative Education (1-3)

Variable hours per week

Prerequisites: Law 101, 102, 201, 202, and 203

This course mixes on-the-job training with academic evaluation of the work experience. Credit is based upon the number of hours worked each week and upon the type of law work being performed. The purpose of the course is to allow actual work experience prior to graduation. Job placement location is determined by consultation between the student and the Director of the Legal Assistant Program.

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 Communication Skills (3)

3 hours per week

This course is designed to sharpen verbal communication skills. Students receive training in interviewing techniques, negotiations, and counseling. Role playing and video tape are utilized to assist in the development of verbal skills.

203 Legal Writing (3)

3 hours per week

Prerequisite: Law 102

This course is designed for all degree candidates. This course trains the student in proper language and forms for the writing of legal documents and memoranda.

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.

27 Intermediate Algebra (3)

3 hours per week

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

An intermediate algebra course. Includes review of topics in elementary algebra. Other topics are exponents, radicals, polynomials, relations, functions, graphing and linear systems of equations and inequalities.

100 Survey of Mathematics (3)

3 hours per week

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

Selected topics designed to acquaint non-specialists with examples of mathematical reasoning. NOT acceptable as a prerequisite to BAS 121 or any other above 100 mathematics course.

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.

115 Introduction to Statistics (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of Mathematics 27.

Basic statistics topics including calculation of (and descriptive analysis using) measures of central tendency and dispersion, classification of variables, sampling techniques, elementary probability, normal and binomial probability distributions, tests of hypothesis including applications of Chi-Square, linear regression, and linear correlation.

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,

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 procedure 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 (physicians offices or ambulatory care clinics) to provide supervised clinical practice in the application of acquired knowledge and skills with major emphasis in the "front" and "back" office areas.

MEDICAL LABORATORY TECHNOLOGY (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 (2 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;
 Corequisite: 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 Immunoematology. 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 151, 151L, 171, 171L; Corequistie: MTECH 201L
 Clinical Chemistry for the MLT. Principles of routine clinical chemistry with relationship to physiology and pathology.
- 204 Clinical Microbiology (3) Fall**
 3 hours lecture per week
 Prerequisites: MTL 102 and 102L with C minimum or consent of instructor;
 Corequisite: MTL 204L
 Microbial and parasitic disesases of man, characteristics of bacterial pathogens, introductory parasitology.
- 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.
- 204L Clinical Microbiology Laboratory (3) Fall**
 6 hours lecture-laboratory per week
 Corequisite: MTL 204
 Basic Lab techniques of isolation and identification in medical microbiology.
- 241 Clinical Laboratory Rotation II (3) Spring**
 Prerequisites: MTL 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, 2 hours lab per week
 Prerequisite: Admission to 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 medical record, its development, content, and use as a legal document.

- 105 Medical Machine Transcription (3) Spring**
 6 hours laboratory per week
 Prerequisites: HF 115 and Biol 110, 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, 2 hours lab per week
 Prerequisite: MEDRC 100 with a grade of 'C' or above
 Co-requisite: Concurrent registration in MEDRC 100L
 Continuation of the study of the medical record and its use as a legal document. Study of acceptable methods of numbering, filing, and retention of records. Also classification, indexes, and registers.
- 110L Directed Experience I (2) Spring**
 8 hours per week conducted off-campus
 Prerequisite: MEDRC 100 with a grade of 'C' or above
 Corequisite: Concurrent registration in 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 the direction of qualified medical record practitioners.
- 200 Medical Record Science III (3) Fall**
 2 hours lecture, 2 hours lab per week
 Prerequisites: MEDRC 100, 110, 110L with Grade of 'C' or above
 Co-requisite: Concurrent registration in MEDRC 200L
 Advanced study of the principles of medical record science to long-term care and other health facilities and ancillary departments. Study of health statistics and licensing, accrediting, approving, and certifying agencies.
- 200L Directed Experience II (3) Fall**
 12 hours per week conducted off-campus
 Prerequisites: MEDRC 100, 110, 110L with grade 'C' or above
 Co-requisite: Concurrent registration in 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 the direction of qualified medical record practitioners.
- 210 Medical Record Science Seminar (2) Spring**
 2 hours lecture discussion per week
 Prerequisites: MEDRC 100, 110, 110L, 200, 200L with grade 'C' or above
 Co-requisite: Concurrent registration in MEDRC 210L
 Discussion of advanced applications in medical record science, current problems, and special projects. Attention to principles of management and role of supervision in administering medical record services.

210L Directed Experience III (2)

Spring

8 hour per week conducted off-campus

Prerequisites: MEDRC 100, 110, 110L, 200, 200L with grade of 'C' or above

Co-requisite: Concurrent registration in 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 the 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)

2 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.

93 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 Merchandising Mid-Management curriculum. There will be weekly group seminars and schedules 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.

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 (2)

3 hours per week - offered only as CR/NC

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 towards 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. (Not applicable toward Humanities requirement) (125-126 must be taken in sequence) Cannot be audited.

126 Intermediate Piano (2)

3 hours lab per week

Prerequisites: MUS 125 and consent of instructor

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) Cannot be audited.

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. (Not applicable towards Humanities requirement)

- 160 Introduction to Music Literature (3)**
 3 hours per week
 Elements, styles and forms of music, from listener's point of view. Lab section required.
- 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.
- 181 Elementary Theory I (2)**
 2 hours per week
 Prerequisite: Music 180 or demonstrated equivalent.
 Materials and organizations of music. Basic rhythm and notational skills, scale building Building of intervals. Forms and functions of primary triads. Four-part harmonization of I, IV and V in root position. Writing of motives, phrases and single melodies. Analysis of melodic structures. Must be taken concurrently with MUS 183. Cannot be audited.
- 182 Elementary Theory II (2)**
 2 hours per week
 Prerequisite: Music 181 and 183.
 Materials and organization of music. Building primary chords in all inversions. Figured bass symbols. Harmonization of a given bass, of a given soprano. Forms and functions of secondary triads. Non-chord tones. Dominant 7th chords, melodic writing for two parts. Analysis of harmonic progressions and cadences. Must be taken concurrently with MUS 184. Cannot be audited.
- 183 Aural-Training I (1)**
 1 hour lab per week
 Ear-training, sight-singing, and keyboard exercises. Must be taken concurrently with MUS 181. Cannot be audited.
- 184 Aural-Training II (1)**
 1 hour lab per week
 Ear-training, sight-singing, and keyboard exercises. Must be taken concurrently with MUS 182. Cannot be audited.

204 Stage Band (1)

Prerequisite: Previous instrumental experience, the ability to read music, and consent of instructor.

Performance of stage band music from the 1930's to the contemporary period. The course will be devoted to the rehearsal of stage band repertoire with the eventual goal of performance one or more times within the semester, and one at the end of the semester. Student must provide own instrument. May be repeated for credit.

193V Cooperative Education and Community Service Practicum
293V

Cooperative Education or Community Service Practicum Credits may be earned in Music. Refer to page 79 for more information or see the instructors.

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 Occupational Therapy Assisting I (4) Fall (odd years)

4 hours lecture per week

Prerequisites: Admission to the Occupation Therapy Assistant Program
Co-requisites: OTA 100L, OTA 101, OTA 200

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 Occupational Therapy Assisting Lab I (1) Fall (odd years)

4 hours laboratory per week

Prerequisites: Admission to the Occupational Therapy Assistant Program
Co-requisites: OTA 100, OTA 101, OTA 200

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 Assisting Seminar I (1) Fall (odd years)

1 hour seminar per week

Prerequisites: Admission to the Occupational Therapy Assistant Program
Co-requisites: OTA 100, OTA 100L, OTA 200

Seminar discussion fo 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 student performance.

- 118 Occupational Therapy Assisting II (4) Spring (even years)**
4 hours lecture per week
Prerequisites: OTA100, OTA 100L, OTA 101, BIOL 110
Co-requisites: OTA 118L, OTA 121, OTA 205
Theories and techniques of occupational therapy for physical dysfunction conditions throughout the developmental continuum; normal kinesiology, dysfunctional conditions, evaluation and treatment techniques, use of activities and modalities as applied in occupational therapy practice. (Formerly OTA 210)
- 118L Occupational Therapy Assisting Lab II (1) Spring (even years)**
4 hours of laboratory per week
Prerequisites: OTA 100, OTA 100L, OTA 101, BIOL 110
Co-requisites: OTA 118, OTA 121, OTA 205
Participation in selected community/occupational therapy programs, applying OTA 118 content in a patient treatment setting, supervised by registered occupational therapists and instructor. (Formerly OTA 210L)
- 121 Occupational Therapy Assisting Seminar II (1) Spring (even years)**
1 hour seminar per week
Prerequisites: OTA 100, OTA 100L, OTA 101, BIOL 110
Co-requisites: OTA 113, OTA 118L, OTA 205
Seminar discussion of 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 experience, their effect on student performance.
- 200 Therapeutic Activities I (3) Fall (odd years)**
3 hours class per week
Prerequisites: Admission to OTA program
Co-requisites: OTA 100, 100L, OTA 101
Introduction to the therapeutic use of activity in occupational therapy: activity theory, teaching techniques, activity graduation, materials and procedures in minor craft activities.
- 205 Therapeutic Activities II (3) Spring (even years)**
3 hours class per week
Prerequisites: OTA 100, OTA 100L, OTA 101, OTA 200
Co-requisites: OTA 118, OTA 118L, OTA 121
Basic skills in major media and its application in occupational therapy: weaving, woodworking, ceramics. Emphasis on materials, process, equipment, tools, storage, maintenance, teaching techniques, therapeutic application of modalities to major dysfunctional categories.

- 208 Occupational Therapy Assisting III (4) Fall (even years)**
 4 hours lecture per week
 Prerequisites: OTA 118, OTA 118L, OTA 121
 Co-requisites: OTA 208L, OTA 211, OTA 215
 Analysis of life skills throughout the developmental continuum to include activities of daily living, work, recreation and leisure; impact of dysfunction on life skills performance, task analysis and work simplification; techniques of evaluation and teaching of life skills as applied in occupational therapy practice.
- 208L Occupational Therapy Assisting Lab III (1) Fall (even years)**
 4 hours laboratory per week
 Prerequisites: OTA 118, OTA 118L, OTA 121
 Co-requisites: OTA 208, OTA 211, OTA 215
 Participation in selected community therapy programs, applying OTA 208 content in a patient treatment setting, supervised by registered occupational therapists and instructor.
- 211 Occupational Therapy Assisting Seminar III (1) Fall (even years)**
 1 hour seminar per week
 Prerequisites: OTA 118, OTA 118L, OTA 121
 Co-requisites: OTA 208, OTA 208L, OTA 215
 Seminar discussion of 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 student performance.
- 215 Interpersonal Relations and Group Dynamics (3) Fall (even years)**
 3 hours class per week
 Prerequisites: OTA 118, OTA 118L, OTA 121, PSY 100
 Co-requisites: OTA 208, OTA 208L, OTA 211
 Role of interpersonal relations and group dynamics in occupational therapy practice. Includes therapeutic use of self; evaluation of non-verbal behavior and its influence on therapeutic relationships; communication techniques; planning, leading and reporting of therapeutic activity groups for the full scope of dysfunctional conditions. (Formerly OTA 110)
- 220 Occupational Therapy Assisting IV (4) Spring (odd years)**
 4 hours class per week
 Prerequisites: OTA 208, OTA 208L, OTA 211, OTA 215, PSY 100
 Co-requisites: OTA 220L, OTA 221, OTA 230
 Theories and techniques of occupational therapy for psycho-social dysfunctional conditions throughout the developmental continuum: personality development, dysfunctional conditions, evaluation and treatment techniques, use of activities and modalities as applied in occupational therapy practice.
- 220L Occupational Therapy Assisting Lab IV (1) Spring (odd years)**
 4 hours laboratory per week
 Prerequisites: OTA 208, OTA 208L, OTA 211, OTA 215, PSY 100
 Co-requisites: OTA 220, OTA 221, 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.

221 Occupational Therapy Assisting Seminar IV (1) Spring (odd years)

1 hour seminar per week

Prerequisites: OTA 208, OTA 208L, OTA 211

Co-requisites: OTA 220, OTA 220L

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

230 O.T. In Comprehensive Community Health (3) Spring (odd years)

3 hours class per week

Prerequisites: OTA 208, OTA 208L, OTA 211

Co-requisites: OTA 220, OTA 220L, OTA 221

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

240 O.T. Field Work I (3) Summer (odd years)

40 hours per week for four weeks

Prerequisites: OTA 100, OTA 100L, OTA 118, OTA 118L, OTA 208, OTA 208L, OTA 220, OTA 220L

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

241 O.T. Field Work II (3) Summer (odd years)

40 hours per week for four weeks

Prerequisites: OTA 100, OTA 100L, OTA 118, OTA 118L, OTA 208, OTA 208L, OTA 220, OTA 220L

Clinical practice of occupational therapy techniques 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 Options—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.

93 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 and Secretarial Science, 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.

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)

- 200 History of Philosophy I (3)**
3 hours per week
Western philosophy from the era of Greek thinkers to the Renaissance.
- 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.

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.
- 102 Elementary Modern Physics (3)**
3 hours per week
Prerequisite: satisfactory completion of Math 25 or its equivalent.
Introduction to the fundamental ideas of 20th Century physics - relativity, quantum theory and the structure of matter.

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 and ideologies.
- 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.

193V Cooperative Education and Community Service Practicum
293V

Cooperative Education or Community Service Practicum
Credits may be earned in Political Science. Refer to page 79 for more information or see the instructors.

PRACTICAL NURSING (PRACN)

20V Basic Nursing Care (9-10) Fall

5 hours 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

Admission to the Practical Nursing Program. Must be taken concurrently with PRACN 20V. Required only of students in the regular program.

A course designed to reinforce, through audio-visual materials, and laboratory practice, those basic nursing principles and skills introduced in PRACN 20V.

22V Nursing of Adults (9-10) Spring

5 hours lecture, 12-18 hours clinical per week

Prerequisites: PRACN 20V, 25, BIOLOGY 22 for all students, PRACN 21 for students in the regular program.

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

Required only of students in the regular program.

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 Summer

6 hours lecture, 18 hours clinical per week for 18 weeks.

Prerequisites: PRACN 20V, 22V, 25, Biology 22 and Psychology 25 for all students.

PRACN 21, and 23 for students in the regular program.

Principles and skills necessary for nursing care of mothers, newborns, and children. Previously identified concepts will be utilized. Emphasis will be on the normal family unit.

25 Personal and Vocational Relationships (1)

Fall

1 hour lecture per week

Prerequisites: Admission to the Practical Nursing Program

Discussion of the role of the practical nurse, legal and ethical concepts in nursing, trends in nursing, 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.

An introduction to psychology to acquaint the student with the basic concepts, principles and theories of the behavior of organisms. The students have a choice of the following three learning approaches:

100 Survey of Psychology (3)

3 hours per week

Basically lecture presentation with the use of numerous audio-visual materials supplemented with student conducted experiments and activities.

100B Survey of Psychology (3)

3 hours per week; to include scheduled lecture and arranged learning experience

Essentially student administered audio-visual activities covering the basic elements of psychology. These learning experiences are available at any time when the Learning Resource Center is open and the students are ready. Thus, there will be scheduled group conducted experiments and activities.

100C Survey of Psychology (3)

3 hours per week; to include scheduled lecture and arranged learning experimentation labs

This section emphasizes psychological experimentation and 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.)

193V Cooperative Education and Community Service Practicum
293V

Cooperative Education or Community Service Practicum Credits may be earned in Psychology. Refer to page 79 for more information or see the instructors.

RADIOLOGIC TECHNOLOGY (RTECH)

- 100 Introduction to Radiologic Technology (3) Fall**
3 hours lecture per week
Co-requisite: 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; Co-requisite: 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 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 Advanced Radiologic Positioning Laboratory (1) Fall**
 3 hours laboratory per week
 Prerequisite: RTECH 142, 150; Co-requisite: 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 Avanced 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; Co-requisite: 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, urethograms), Skull (sinuses, facial bones, mandible), Spine, Pelvis (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 registry or licensing test review and may be repeated for a maximum of six (6) credits.

280 **Advanced Radiologic Technology II (3)** Spring
3 hour lecture
Prerequisites: graduate of an approved hospital school of radiologic technology; proof of current registration with the American Registry of Radiologic 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.

READING (READ)

10 Basic Reading Skills (4)

5 hours per week

Prerequisite: A reading level of 7.0 or lower on the Reading Placement Test

A course designed to provide individualized instruction in reading comprehension, vocabulary building, and study skills.

29 Developmental Reading(3)

3 hours per week

Prerequisite: A reading level of 7.1 or higher on the Reading Placement Test.

An individualized reading course designed to give the student guidance and practice in improving his reading skills.

101 Improving College Reading (3)

3 hours per week

Prerequisite: A reading level of 12.0 or higher on the Reading Placement Test.

A course designed to provide instruction and practice in improving efficiency in college reading.

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.

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?"

200 Understanding the Old Testament (3)

3 hours per week

Prerequisite: Rel 150 or 151

Study of developing beliefs and practices of Hebrew religion as set forth in the Old Testament. Emphasis on meaning of its faith for the Modern World.

201 Understanding the New Testament (3)

3 hours per week

Prerequisite: Rel 150 or 151

Origin and development of early Christian message as set forth in the New Testament, with special attention to Jesus and Paul.

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: RESR 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**
 25 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**
 25 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**
 25 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 topic 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 hours lecture and 2 discussion-lab hours per week
 Man's ecology in the past, present and future as seen by the analysis of the interrelationships between science and technology, the means these provide for manipulation of environment, and the effects of this manipulation on environment and on human populations.
- 193V Cooperative Education and Community Service Practicum**
293V
 Cooperative Education or Community Service Practicum Credits may be earned in Science. Refer to page 79 for more information or see the instructors.

SHORTHAND (SHTHD)

- 20 Beginning Shorthand (4)**
 6 hours per week in class.
 OR
- 20B Beginning Shorthand I (2)** (Weekly group session and open lab hours in
20C Beginning Shorthand II (2) the Office Skills Learning Center)
 Prerequisite or concurrent enrollment in: Typewriting 20, English 30, Typewriting 24
 A beginning course in Gregg Shorthand, Diamond Jubilee principles and theory, with emphasis on reading, writing, spelling, and introduction to dictation and transcription of familiar material.
 Beginning shorthand may be taken as one 4-credit course (Shorthand 20) or as two individualized 2-credit courses (Shorthand 20B and Shorthand 20C).
- 25 Skill Development Shorthand (4)**
 6 hours per week in class.
 OR
- 25B Skill Development Shorthand I (2)** (Weekly group session and open lab hours in
25C Skill Development Shorthand II (2) the Office Skills Learning Center)
 Prerequisite: Shorthand 20 or equivalent, Typewriting 20 or equivalent, Typewriting 24 or concurrent enrollment, English 30 or concurrent enrollment
 For students who have had a course in beginning shorthand. Intensive review of Gregg Shorthand theory an application of this knowledge in developing writing skills at 60 words a minute on new material. Emphasis on producing mailable transcripts.
 Skill Development Shorthand may be taken as one 4-credit course (Shorthand 25 or as two individualized 2-credit courses (Shorthand 25B and Shorthand 25C).

30 Intermediate Shorthand (4)

6 hours per week

Prerequisite: Shorthand 20 or Shorthand 25 or equivalent, Typewriting 20 or equivalent, Typewriting 24 or concurrent enrollment

A course in speed building using previewed and new material. Includes continued practice in writing new outlines and drill on business vocabulary and in developing writing skill at 80 words a minute on new material. Emphasis is on producing mailable transcripts.

40 Advanced Shorthand (4)

6 hours per week

Prerequisite: Shorthand 30 or equivalent

This course develops student ability to produce mailable letters in quantity with emphasis being placed on transcription speed and accuracy; prepares students for job-entry levels in the secretarial field. Terminal writing speed of 100 words per minute required.

42 Executive Shorthand(4)

6 hours per week

Prerequisite: Shorthand 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 of 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.

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 requirements.

193V Cooperative Education and Community Service Practicum

293V

Cooperative Education or Community Service Practicum Credits may be earned in Social Science. Refer to page 79 for more information or see the instructors.

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.

193V Cooperative Education and Community Service Practicum

293V

Cooperative Education or Community Service Practicum Credits may be earned in Sociology. Refer to page 79 for more information or see the instructors.

SPANISH (SPAN)

101 Elementary Spanish (4)

5 hours lecture and laboratory drill

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 and laboratory drill

Prerequisite: Satisfactory score on the Language 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 legislature 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 Screening 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 rating on Speech Screening 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 rating on the Speech Screening Test
 A basic course to introduce students to principles of interpersonal communication. In addition to discussing theory, students engage in activities in two-person, small group, and public situations.
- 231 Interpretive Reading (3)**
 3 hours per week
 Prerequisite: Satisfactory rating on the Speech Screening Test
 Principles of interpretative reading. Practice in textual analysis and in transmitting intellectual and aesthetic content of literature.
- 251 Expository and Persuasive Speaking (3)**
 3 hours per week
 Prerequisite: Satisfactory rating on Speech Screening Test
 Practice in speech composition and delivery with consideration of the various aspects of public address. Emphasis on critical thinking, reasoning, support and evaluation.

TYPEWRITING (TYPW)

- 20 Beginning Typewriting (3)**
 5 hours per week in class
- OR**
- 20B Beginning Typewriting (1)**
20C Beginning Typewriting (1)
20D Beginning Typewriting (1)
 (Weekly group session and open lab hours in the Office skills Learning Center.)
 A beginning course in typewriting including keyboard mastery, correct typewriting techniques, centering and placement, letters and envelopes, error correction techniques, themes and reports, and composing at the typewriter. Minimum 5-minute timed writing rate by the end of the course: 35 wpm with 5 or less errors.
 Beginning typewriting may be taken as one 3-credit course (Typewriting 20) or as three individualized 1-credit courses (Typewriting 20B, C, D.)
- 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. Review in typing memoranda, manuscripts, business letters, envelopes, and tabulation.

30 Office Typewriting (3) (Intermediate)

5 hours per week in class

OR

30B Office Typewriting I (1)

30C Office Typewriting II (1)

30D Office Typewriting III (1)

(Weekly group session and open lab hours in the Office Skills Learning Center.)

Prerequisite: Typewriting 20 or equivalent

Office typewriting applications and production: business letters, memoranda, tabulated reports and tables, manuscripts, sales, billing, accounting and other forms, composing at the typewriter, and typing from rough drafts. Minimum 5-minute timed writing rate by the end of the course: 45 wpm with 5 errors or less.

Office Typewriting may be taken as one 3-credit course (Typewriting 30) or as three individualized 1-credit courses (Typewriting 30B, C, D).

35 Machine Transcription (3)

5 hours per week in class

OR

35B Machine Transcription I (1)

35C Machine Transcription II (1)

35D Machine Transcription III (1)

(Weekly group session and open lab hours in the Office Skills Learning Center.)

Prerequisite: Typewriting 24 or equivalent

Skill is developed in operating the transcribing unit to produce mailable business correspondence, manuscripts, reports, and tables; procedures for handling mail are also included.

Machine Transcription may be taken as one 3-credit course (Machine Transcription 35) or as three individualized 1-credit courses (Machine Transcription 35B, C, D).

40 Specialized Typewriting (3) (Advanced)

5 hours per week in class

OR

40B Specialized Typewriting I (1)

40C Specialized Typewriting II (1)

40D Specialized Typewriting III (1)

(Weekly group session and open lab hours in the Office Skills Learning Center.)

Prerequisite: Typewriting 30 or equivalent

Emphasis on general office production typewriting and in specialized areas such as: legal, medical, technical, government, military, and an introduction to typewriters with special features. Minimum 5-minute timed writing rate by the end of the course: 55 wpm with 5 errors or less.

Specialized Typewriting may be taken as one 3-credit course (Specialized Typewriting 40) or as three individualized 1-credit courses (Specialized Typewriting 40B, C, D).

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, and ecology, with emphasis on their relationship to man and society.

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LeClair, Robert, J.D.	Director, Legal Assistant Program
Leong, Lydia	Registrar
Lockett, John, M.D.	Medical Director, Medical Laboratory Technician
Lucas, Ruth, M.A.	English
Luther, Otto G., Simonknoll E'cole Professionnelle Munchen	Food Service
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Wong, James, M.A.Counselor
Wong, Michael, B.A.Fiscal & Personnel Officer
Yanai, Eleuteria, B.S.N.Practical Nursing
Yoshihara, Elva U., B.A.Nursing
Young, Richard C.K., M.A.Graphic Artist

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- Larry Nishikawa

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- Manfred Rocher, Moana Surfrider Hotel
- Charles Tindle, Princess Kaiulani Hotel
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- Alex Schlemmer, Royal Hawaiian Hotel
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Union
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 - Mrs. Yamamoto, Kaimuki High School
 - Mr. Stephen Sarish, Kaiser High School
- All are Special Education Counselors.

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- | | |
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Salvation Army Alcohol Treatment Facility
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- Mrs. Kimiko Higa, R.D., Nutrition and Dietary Counseling Services
- Mrs. Matsuko Kawaharada, R.D., Director of Dietary Services, Kapiolani Hospital and
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- Miss Rieko Maeda, R.D., Foods and Materials Manager, Queen's Medical Center
- Mrs. Audrey Maretzki, R.D., Associate Professor, Department of Food and Nutritional
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- Mrs. Alma O'Day, R.D., Head Dietitian, Convalescent Center of Honolulu
- Miss Elsie Ota, R.D., Assistant Professor and Clinical Coordinator for CUP,
University of Hawaii
- Mrs. June Palacio, R.D., Food Service Director, Straub Hospital and Clinic, and President-
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- Mrs. Janet Tokita, R.D. Chief Dietitian, St. Francis Hospital
- Mrs. Mildred Uyeno, R.D., Head Dietitian, Kaiser Foundation Hospital
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- Mrs. Dorothy Wong, R.D., Chief Dietitian, Leahi Hospital

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- Felix Lafferty, M.D.
- Eugene Matsuyama, M.D.
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- Grace Kagawa, MT (ASCP), Chief Technologist, Straub Clinic and Hospital, Inc.
- L. John Lockett, M.D., Pathologist, Straub Clinic and Hospital Inc., Medical Director
of MLT Program, Kapiolani Community College
- William Mosley, Assistant Administrator, Castle Memorial Hospital
- Kenneth Sato, MT (ASCP), Chief Technologist, Pathology Associates Medical Laboratory
- Ms. Patricia Taylor, MT (ASCP), Chairperson, Medical Technology Division, University of
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Miss Mary Samp, ART, Director of Medical Records, St. Francis Hospital
Mrs. Nora Shiroma, Guidance Counselor, Farrington High School
Miss Irene Tanaka, RRA, Chief, Clinical Records Branch, Tripler Army Medical Center
Mr. Gary Hagerman, Attorney
Ms. Judith A. Benoit, RRA, Director, Medical Record Technician Program
Ms. Kathleen Ishida, Kuakini Hospital
Ms. Carolyn Tani, Kapiolani Community College

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Mary Ann Johnson, Inservice Coordinator, St. Francis Hospital
Betty Merryman, Inservice Coordinator, Kuakini Medical Center
Kimi Meguro, Ass't Director of Nursing, Kauikeolani Children's Hospital
Dorothy Ono, Inservice Coordinator, Straub Clinic & Hospital
Ruth Rhoades, Ass't Director of Nursing, Leahi Hospital
Mary Robinson, Director of Nursing, Shriners Hospital
Louise Samuel, President, LPNA of Hawaii, Kaiser Medical Center
Daisey Takayesu, Inservice Coordinator, Castle Memorial Hospital

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Leilani Duarte, OTA student
Eugene Garcia, OTA student
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Joseph Kalani, Assistant Administrator, Kuakini Hospital
Aileen Lau, OTR, Occupational Therapy Consultant, Children's Health Services
Division, Department of Health
Bernadette Lau, OTR, Chief, Occupational Therapy Department, Leahi Hospital
Janice Lee, OTR, Occupational Therapy Consultant, Hospital and Medical Facilities
Branch, Department of Health
Alice Lew, Administrator, Crawford's Convalescent Home
George Paik, Public Health Administrator, Kalihi-Palama Mental Health Center
Frederick Sheppard, Medical Director, Pacific Institute of Rehabilitation Medicine
Jaime Stone, COTA, Waimano Training School and Hospital

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Rufino R. Calvan, R.T., Kuakini Hospital, Dept. of Radiology

Edgar Childs, M.D., Kuakini Hospital, Dept. of Radiology
Robert N. Di Mauro, M.D., Medical Director, St. Francis Hospital
Steve Horibata, Union Representative (ILWU) Local 142
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Nobuyuki Iinuma, Representative of the Hawaii Society of Radiologic Technologists
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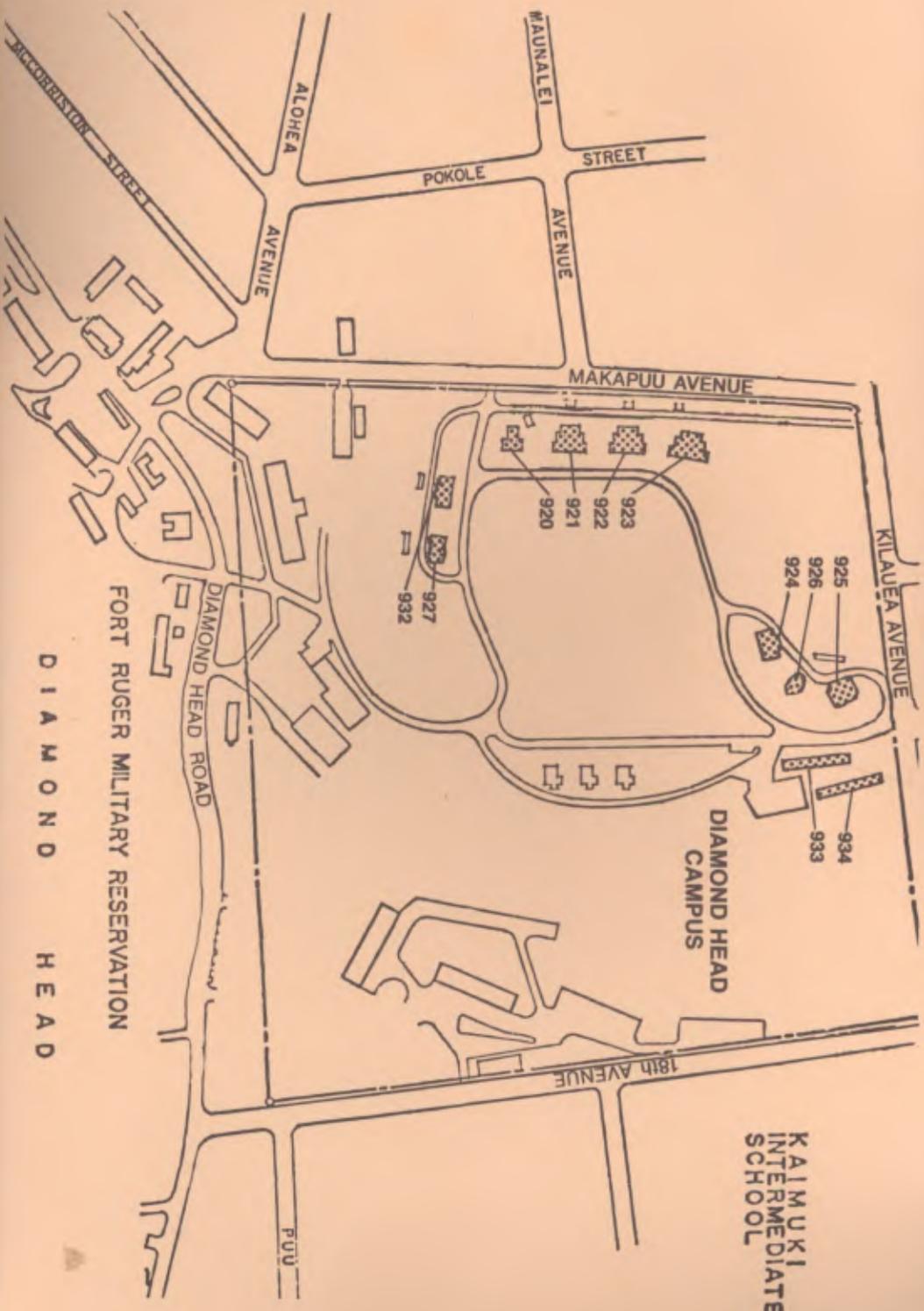
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