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This catalog is an attempt to summarize applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the applicable department, school or college concerning any other policies which could affect their specific enrollment registration, schedule of courses, or specific fees.

1979-80

ACADEMIC CALENDAR

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Holidays
 Academic dates of significance

1979 FALL SEMESTER

- August 15, Wednesday Faculty Report for Duty
Registration, Continuing Students
- August 16, Thursday Registration, Continuing Students,
Evening Registration, All Students
- August 17, Friday Holiday, Admission Day
- August 20, Monday Registration, New and Returning Students
- August 21, Tuesday Registration, New and Returning Students
- August 22, Wednesday Registration, All Special Students
- August 27, Monday First Day of Instruction
- August 27-31, Mon-Fri Change of Registration Period
Late Registration Period
Credit by Examination Period
- September 3, Monday Holiday, Labor Day
- September 14, Friday Last Day to Withdraw Without Grade Penalty
- October 1, Monday Last Day to Apply for Fall Graduation
- October 8, Monday Holiday, Discoverer's Day
- October 19, Friday Last Day to Remove Incomplete Grades
for Spring 1980
- November 12, Monday Holiday, Veterans' Day
- November 22-23, Thurs-Fri Thanksgiving Recess
- December 7, Friday Last Day for All Withdrawals
- December 14, Friday Last Day of Instruction
- December 17-20, Mon-Thurs .. Final Examination Period
- December 21, Friday Grades Due
End of Semester

1980 SPRING SEMESTER

- January 2, Wednesday Faculty Report for Duty
- January 7, Monday Registration, Continuing Students
- January 8, Tuesday Registration, Continuing Students
Evening Registration, All Students
- January 9, Wednesday Registration, New and Returning Students
- January 10, Thursday Registration, New and Returning Students
All Special Students
- January 15, Tuesday First Day of Instruction
- January 15-21, Tues-Mon Change of Registration Period
Late Registration Period
Credit by Examination Period
- February 1, Friday Last Day to Apply for Spring Graduation
- February 4, Monday Last Day to Withdraw Without Grade Penalty
- February 18, Monday Holiday, Presidents' Day
- March 10, Monday Last Day to Remove Incomplete Grades
For Fall 1979
- March 24-28, Mon-Fri Spring Recess
- March 26, Wednesday Holiday, Prince Kuhio Day
- April 4, Friday Holiday, Good Friday
- April 30, Wednesday Last Day for All Withdrawals
- May 7, Wednesday Last Day of Instruction
- May 8-13, Thurs-Tues Final Examination Period
- May 14, Wednesday Grades Due
Faculty Last Day
End of Spring Semester
- May 17, Saturday Commencement



THE COLLEGE AND ITS POLICIES

Introduction

Kapiolani Community College is a comprehensive, community-based college offering both liberal arts curricula and vocational programs in business, nursing, and food service, as well as the only allied health and legal assisting programs in the State. The college currently offers the Associate in Science degree in 14 fields, the Associate in Arts degree, and a variety of certificates for the completion of shorter training programs.

Student enrollment in the college is approximately 4,700 with further expansion, both in the number of students and type of curricula, planned for the future. The college currently operates from two campuses, a small five-acre site on the corner of Pensacola Street and Kapiolani Boulevard as well as a spacious 52-acre site on the slopes of Diamond Head.

Kapiolani Community College is one of seven community colleges in the University of Hawaii system, a multicampus system of higher education serving the State of Hawaii. Also included in the system are the University of Hawaii at Manoa, University of Hawaii at Hilo, and West Oahu College. These institutions all are governed by the Board of Regents, whose chief officer is the President of the University of Hawaii.

Six of the seven community colleges are under the overall supervision of a Chancellor for Community Colleges. The seventh, Hawaii Community College, is under the direction of the Chancellor of the University of Hawaii, Hilo. Each community college has its own Provost and administrative officers.

History

Kapiolani Community College had its beginning in 1946 as a technical, post-secondary school administered first under the Territorial Department of Public Instruction and later under the State Department of Education. Hotel and restaurant (1946), practical nursing (1947), and business education (1956) were the original programs offered. Dental assisting was added in 1959.

In 1965 the technical school was transferred to the University of Hawaii system and established as Kapiolani Community College. The enabling act passed by the 1964 State Legislature directed the college "... to provide two-year college transfer and general education programs, semiprofessional, technical, vocational, and continuing education programs, and such other programs, as are appropriate to such institutions."

Since this transfer in 1965, the college has further expanded its technical program offerings and added a liberal arts program in which students may undertake course work leading to transfer to a four-year baccalaureate degree program.

Educational Philosophy

Kapiolani Community College seeks to assist each individual in the lifelong process of personal growth through education. The college recognizes that individuals enter college with differing needs and abilities. To meet these varying needs, the college offers innovative programs employing a variety of instructional strategies designed to enable each student to learn to the maximum of his or her capacity.

The college also is responsive to the needs of its community, working with and for the community. The college maintains close ties with business, government, and social institutions and utilizes the resources of the community and its representatives in curriculum development and implementation.

Functions

The three basic educational functions carried on by the College are:

General Education:

Basic elements of knowledge presented both as a foundation for understanding the individual, the society and the environment, and as preparation for satisfying participation in that society. Included are those classes designed as lower-division classes that may be credited toward graduation from a four-year college.

Vocational Education:

Those courses designed to provide intensive skills 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 offerings such as non-credit courses, in-service and skills-upgrading programs, apprenticeship training, lecture series, fine arts series, recreational activities, and use of college facilities.

Location-Facilities

Pensacola Street Campus

Strategically located in a community of educational, recreational, cultural and business institutions, the Pensacola Street Campus is within walking distance of Ala Moana Beach Park, Ala Moana Shopping Center, Neal S. Blaisdell Memorial 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.

The Pensacola Street Campus has facilities arranged on a small 5-acre 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.

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 it 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 allied health programs are being offered at the campus. Eventually, all programs at the Pensacola Street Campus are planned for transfer to the Diamond Head Campus.

Educational Media Center

The Educational Media Center assists faculty and students in developing and using various types of media for instruction and learning. Facilities and equipment are available for graphics, photography, audio and videotape reproductions, and other media techniques.

Library

The main college library is in the Business Education Building on the Pensacola Street Campus. 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. Interlibrary loans from the University of Hawaii libraries are available, and students and faculty have borrowing privileges at other libraries in the UH system.

Carrels and listening booths for 89 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.

The library on the Diamond Head Campus is located on the second floor of Bldg. 933. There is carrel seating for 26 students and a selection of reference, reserve and regular collection books and periodicals.

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 provides counter service only and is open from 8 a.m. to 3:30 p.m., Monday through Friday.

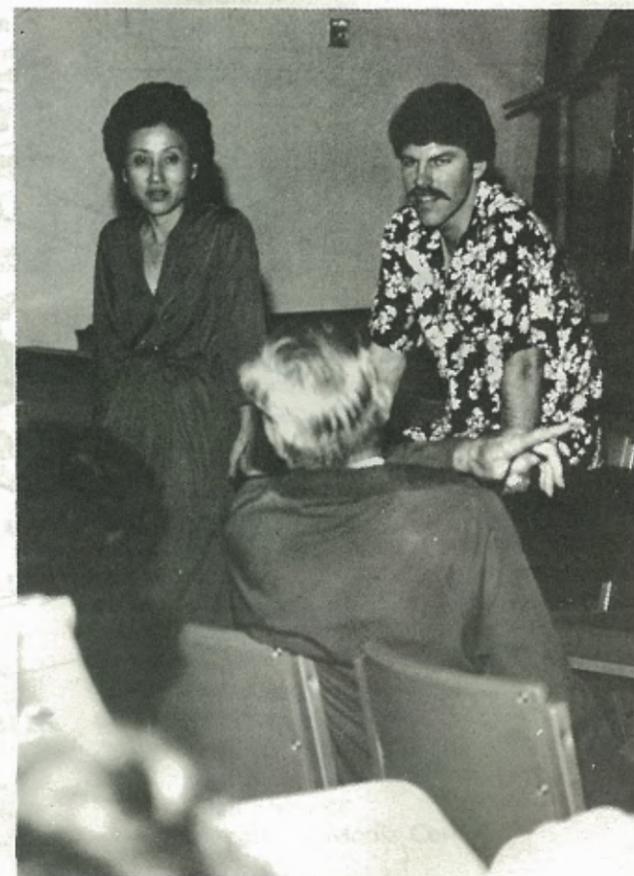
Accreditation

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

Special accreditation has been granted by the Hawaii 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; the American Occupational Therapy Association, Inc.; and accreditation for the legal assistant program by the American Bar Association.

Advisory Committees

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 relate to course contents, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program. New advisory committees are formed as new needs and programs are identified. Current advisory committee members are listed on the last pages of this catalogue.



Family Educational Rights and Privacy Act

Kapiolani Community College subscribes to and adheres to the Family Educational Rights and Privacy Act of 1974. The College has developed policies and procedures for the implementation of the Act.

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 non-comprehensive records 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. Persons desiring additional information about the college policies and procedures should call or write the Dean of Students.

Pursuant to Section 99.6 of the rules and regulations governing the **Family Educational Rights and Privacy Act of 1974** (hereinafter the Act), students in attendance at the campuses of the University of Hawaii are hereby notified of the following:

1. It is the administrative policy of the University of Hawaii to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - (a) The right to inspect and review education records.
 - (b) The right to request to amend education records.
 - (c) The right of protection from disclosure by the University of Hawaii of personally identifiable information contained in education records without permission of the student involved.
 - (d) The right to waive certain rights under the Act.
 - (e) The right to file complaints concerning alleged failure by the University of Hawaii to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, **Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Post-Secondary Programs of the University of Hawaii**. Copies of BMI 1614 may be obtained from the Office of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services at the campuses of the University of Hawaii at which a student is in attendance.
4. **Directory Information**
Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information.
 - (a) Name of student.
 - (b) Local address and zip code.
 - (c) Local telephone number.
 - (d) Major field of study.
 - (e) Fact of participation in officially recognized activities and sports.
 - (f) Weight and height of members of athletic teams.
 - (g) Dates of attendance.
 - (h) Most recent educational institution attended.
 - (i) Degrees and awards received.
 - (j) Educational Level (i.e., freshman, sophomore, etc.)

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the

fourth day of a summer session, inform each Campus Registrar at each campus he or she is attending which of the above items are not to be disclosed without the prior consent of that student.

5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.
6. Any student wishing to have a copy of his/her educational records under this Act will be assessed a fee of \$1.00 on each occasion a copy of such record is requested.

Notice to Handicapped Persons

In accordance with federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, the Kapiolani Community College provides notice to the public that no qualified handicapped person shall, on the basis of handicap, be subjected to discrimination nor shall any handicapped person be excluded from participation nor be denied the benefits of any service, program, or activity offered by the college.

Copies of University of Hawaii policies on nondiscrimination and affirmative action are available at the college. Further information about the existence and location of Kapiolani's programs, services, activities, and facilities which are accessible and usable by handicapped persons can also be obtained. Support services for the disabled students on campus are offered through the Help Center located in Room 858-B of the Food Services Building. For further information please call or visit:

Dave Harris, Counselor
Special Student Services
Kapiolani Community College
620 Pensacola Street
Honolulu, Hawaii 96814
Phone: 531-4654

Notice Of Changes

The College reserves the right to make changes in certain fees, faculty assignments and time schedules; to cancel classes where necessary; and to set maximum limits for enrollment in certain classes. Notice of such changes will be given when possible.

University Policy on Non-Discrimination and Affirmative Action

It is the policy of Kapiolani Community College 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, Title 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.

The individual designated to coordinate the College effort is:

George Higa
Director of Administrative Services
Kapiolani Community College
620 Pensacola Street
Honolulu, Hawaii 96814
Phone: 531-4654



Student Retention Data

As required by federal regulations governing student consumer information, Kapiolani Community College provides student data relating to student retention and graduation. The table below displays the number and percent of students who enroll each fall and who continue to be enrolled in certificate and degree programs for the following spring semester, as well as the number of graduates.

KapCC Fall Enrolled & Spring Continuing Students Seeking Certificates and Degrees*

Academic Year	No. Enrolled Fall Semester	No. Continuing Spring Semester	% Continuing	No. of Graduates
1975-1976	3,934	3,008	76.5	564
1976-1977	4,356	3,108	71.4	568
1977-1978	4,139	2,986	72.1	629
1978-1979	4,427	2,995	67.6	**

*Figures do not include unclassified and special students.
**Not available at publication deadline.

ADMISSION INFORMATION

Eligibility

A high school graduate or any person 18 years of age or older who can profit from the instruction offered is eligible for admission to the College.

There are, however, special requirements for the following applicants:

1. Those applying for allied health & nursing programs. (Refer to section entitled "Special Requirements for Allied Health/Nursing Programs.")
2. Those applying for the legal assistant program. (Refer to section entitled "Special Requirements for Legal Assistant Program.")
3. Foreign students. (Refer to section entitled "Foreign Student Admissions Requirements.")

Application Deadlines

A completed application form and all other requested forms and/or documents must be submitted to the Office of Admissions & Records by July 15 for the fall semester, December 1 for the spring semester, or May 1 for the summer session. Individuals are advised to file their applications as early as possible. Applications will not be accepted when a program's enrollment quota has been reached. Programs that usually close before the announced deadline include legal assistant and all allied health & nursing programs.

General Admissions Requirements

The U.H. Common Admission Application form and pertinent instructions are available at the Office of Admissions and Records or in the counseling offices of any high school in Hawaii.

The following requirements must be completed before the College reaches an admissions decision:

1. File an application for admission with the Office of Admissions and Records.
2. File the residency information form included in the application.
3. Submit other information, forms, documents as requested by the college.

After the previous items have been submitted, an applicant is notified by mail of the admissions decision. The applicant is responsible to see that all of the previous requirements have been met, as the college does not send reminders. Nonresidents will be admitted on a space available basis.

All documents, transcripts and forms submitted become the property of the College.

Residency Status

1. The College must determine the residency status of each applicant for admissions and tuition purposes. Each applicant must therefore submit the Residency form and, if requested, documentation considered necessary to clearly determine residency status.
2. The term, "residence," used in the University of Hawaii rules and regulations is synonymous with the common-law term, "domicile." "Residence" or "resident status" is a combination of physical presence in a place and the intent to make such place one's permanent home. Intent is interpreted to be the following: registering to vote in the state of Hawaii, filing of Hawaii Resident State Income Tax Return, obtaining Hawaii Motor Vehicle and Operator's Licenses, purchasing a home in Hawaii or having a long-term lease, and other such criteria. No single act is sufficient to establish your residence in the State of Hawaii. Having registered to vote in the State of Hawaii and filing Hawaii Resident Income Tax Returns are probably the two most important considerations for establishing intent.

Generally, no person is deemed a resident of Hawaii for tuition purposes unless he or she is 19 years old and has resided in the State 12 months prior to the first day of instruction with the necessary intent to make Hawaii his or her permanent domicile. In the case of a person under 19 years of age, his or her parent or legal guardian must have bona fide resident of

Hawaii at least 12 months before the first day of instruction. The burden of proof for establishing residence status lies with each applicant.

3. The student's residency classification will not be changed unless satisfactory evidence is presented to the **Coordinator of Admissions and Records. If you wish further information or if you wish to appeal your residency classification, contact the Coordinator of Admissions and Records.**

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 to 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. A free tuberculosis examination can be obtained at the Lanakila Health Center, 1722 Lanakila Avenue in Honolulu or at any mobile unit.

Special Requirements and Procedures for Allied Health/Nursing

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.

New students are admitted to the other allied health/nursing programs at the beginning of the Fall Semester only, with admission to some programs occurring only on alternate years. Information regarding admission for specific programs may be obtained from the Office of Admissions and Records.

Only a limited number of students can be accommodated in each program, and applicants will be considered upon completion of all requirements on a first-qualified, first-accepted basis. Therefore, applicants are encouraged to apply early.

The following requirements must be completed before an admissions decision can be made:

1. **File an application** for admission at the Office of Admissions and Records.
2. **File the residency information form** included in the application.
3. **Request high school to forward directly to the College an official certification of graduation or GED certification of high school graduation.** Graduation may be certified on the official high school transcript in Step 4. (Not required of Nurses' aide applicants.)
4. **Submit transcripts of high school and college work.** These must be sent directly from the previous schools to Kapiolani's Office of Admissions and Records. Transcripts issued to the applicant cannot be accepted. (Not required of Nurses' Aide applicants.)
5. **Take tests at the time assigned.** (Applicants are notified by mail of testing appointments.)
6. **Submit other information, forms, documents** required by the College.
7. **Attend program orientation session.**

After the above have been submitted, an applicant is notified by mail of his or her acceptance or non-acceptance. Hawaii residents have priority into all programs; therefore, non-residents are not likely to be admitted. If accepted, the applicant must:

8. **Submit a completed Health Certification form** to the Health Education Office.

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 contact either the Office of Admissions and Records or the Legal Assistant Office for information.

To be considered for admission to the program, the applicant must complete the following requirements:

1. **File an application for admission** — The University of Hawaii Common Application Form and a Supplemental Application Form for Consideration for Admission to the legal assistant program for fall, 1980, must be completed and returned by April 15, 1980, to the Office of Admissions and Records, Kapiolani Community College, 620 Pensacola Street, Honolulu, Hawaii, 96814. Degree candidates are admitted only for the fall semester of each academic year.
2. **File the residency information form** included in the application.
3. **Submit high school and college transcripts** — The applicant should request his or her school and college to forward directly to the Office of Admissions and Records, Kapiolani Community College, 620 Pensacola Street, Honolulu, HI 96814, a copy of official transcripts of high school and any college course work attempted. Transcripts issued to the applicants cannot be accepted.
4. **Register to take the Legal Assistant Program Aptitude Test** by selecting one of the test dates indicated in the application brochure that is available from the Office of Admissions and Records.

In late May, applicants will be notified by mail of their acceptance.

The applicant is responsible to see that all of the above requirements have been met, as the College does not send reminders.

All documents and transcripts submitted become the property of the College.



Admission Requirements for Foreign Students

Since priority for admissions is given to Hawaii residents, only a limited number of foreign students can be accepted. 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.

General Admissions Requirements as well as the following special requirements must be met by foreign applicants:

1. **Submit a (admissions) Supplementary Information Form for Foreign Applicants.**
2. **Submit high school and college transcripts** — Evidence of academic achievement equivalent to an American high school education is necessary. The foreign applicant must request his or her high school and college to forward directly to Kapiolani Community College a complete and certified English translation of his or her secondary school record. Transcripts that are issued to the applicant will not be accepted.
3. **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 \$5,300 per year.
4. **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 a United States official. (Evidence of good health by a doctor and a United States official is at the student's expense.) HEALTH INSURANCE IS ALSO MANDATORY.
5. **Have official test results on the Test of English as a Foreign Language (TOEFL)** sent directly to Kapiolani Community College. 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. **HANDCARRIED TEST RESULTS WILL NOT BE ACCEPTED BY THE OFFICE OF ADMISSIONS AND RECORDS.**

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

Applicants will be notified by mail of their acceptance or non-acceptance.

The applicant is responsible to see that all of the previous requirements have been met as the college does not send reminders.

All documents and transcripts submitted become the property of the College.

Early Admissions Program

High school seniors may enroll at Kapiolani Community College and earn college credits while in high school. Enrollment is limited to one or two courses on a space available basis for which prerequisites have been met. Recommendation to enroll at the College from the high school counselor or principal is required in order to be an early admission student. Also, the application form must be completed and filed at the Office of Admissions and Records for each semester of enrollment.

Senior Citizen Tuition Exemption Program

Senior citizens may attend any institution of the University of Hawaii system on a tuition-exempt basis if they meet these conditions:

1. Sixty years of age or older at time of registration for the course.
2. Resident of the State of Hawaii as prescribed by the University's definition of residency.
3. Meet the prerequisites for admission and for enrollment in a course.
4. Space is available in the course.

Senior citizens may also take the course as an auditor.

Admissions requirements are the same as for other applicants.

The Senior Citizen Tuition Exemption program does not apply during the Summer Session.

FINANCIAL INFORMATION

Tuition and Fees

Tuition and Fee Schedule (Per Semester)

Resident	1-11 units	12 units & above
Tuition	\$3.50 unit	\$40.00
Student Activity Fee	Optional	\$ 5.00*
Total	\$3.50-\$38.50	\$45.00
Nonresident	1-11 units	12 units & above
Tuition	\$38.00 unit	\$450.00
Student Activity Fee	Optional	\$ 5.00*
Total	\$38.00-418.00	\$455.00

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

Tuition Payments

For registration to be official, all fees must be paid in full before the close of the final day of registration. University of Hawaii policy forbids deferred payment of tuition.

Special Fees

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 each time a student completes a Change of Registration form. This fee does not apply when a student withdraws from all of his/her courses.

Books and Supplies

The cost of books and supplies usually ranges from \$50.00 to \$80.00 per semester for a full-time student. Where uniforms are required in certain programs, it is the responsibility of the student to provide them.

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 Noncredit Courses

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

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, loans, or outstanding library obligations) may be denied graduation and further registration. Transcripts of courses taken at the college may also be withheld.

Refund Policies

Tuition and Special Course Fees Refund Policy—Regular Academic Semester

In the event a student initiates before the fifth week of instruction a complete withdrawal from the college, change from full-time to part-time status, or change from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

1. 100% refund for complete withdrawal only if made on or before the last day of regular registration as announced in the registration information booklet.
2. 80% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made within the first two weeks of instruction.
3. 40% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made within the third and fourth weeks of instruction.
4. 0% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made after the fourth week of instruction.

When changes by the college to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the college's Dean of Instruction or the Dean of Students:

1. 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of change(s) to the published schedule.
2. The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After the required approvals have been secured by the student, the application for refund must be submitted to the college's Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

Student Activity Fee Refund Policy:

1. 100% refund of student activity fee if complete withdrawal is made within the first two weeks of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the second week of instruction.

Tuition and Special Course Fees Refund Policy—College of Continuing Education and Summer Session Courses

1. For credit courses:
 - a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
 - b. 80% or 40% refund in accordance with the schedule below, which is based on length of term of the course and the instructional day in which withdrawal is made:

Term	80% Refund	40% Refund
1 week	No refund	No refund
2 week	1st day	2nd day
3 week	1st - 2nd day	3rd day
4 week	1st - 2nd day	3rd - 4th day
5 week	1st - 3rd day	4th - 5th day
6 week	1st - 3rd day	4th - 6th day
7 week	1st - 4th day	5th - 7th day
8 week	1st - 4th day	5th - 8th day
9 week	1st - 5th day	6th - 9th day
10 week	1st - 5th day	6th - 10th day

2. For non-credit courses or workshops:
 - a. One to five weeks in length — 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
 - b. Six weeks or longer in length — 100% refund for complete withdrawal if made on or before the sixth working day after classes begin; thereafter, no refund.

Financial Aids Program

Assistance is provided for students who may qualify for financial assistance if college costs are greater than the amount of money they can reasonably contribute to their education. The campus's Financial Aids staff will develop a "package" of financial aids for such students consisting of one or more of the following types of assistance:

1. Scholarships/Grants :

- (a) Hawaii State Scholarship (H.S.S.)
 1. Full-time student (12 or more credits)
 2. Resident of Hawaii for 5 consecutive years prior to application
 3. Student pays only for student activity fee
- (b) Hawaii Student Incentive Grant (H.S.I.G.)
 1. Full-time student (12 or more credits)
 2. Resident of Hawaii for at least one year
 3. Eligible for the Basic Educational Opportunity Grant
 4. Student pays only for student activity fee
- (c) Hawaii Merit Scholarships (H.M.S.)

These scholarships cover the cost of tuition. Applicants do not need to prove fi-

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.

- (d) Basic Educational Opportunity Grant (B.E.O.G.)

At least half-time student (6 or more credits)
- (e) 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.

2. 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 percent interest during repayment period, \$90 quarterly repayment
 3. Cancellation privileges for those going into certain fields
 4. Maximum loan: \$2,500 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, no interest while attending school, 3 percent 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 percent interest, requires a special application
- (d) Short-Term Emergency Loan
 1. At least half-time student (6 or more credits)
 2. No interest, must be repaid within 60 days
 3. Financially responsible co-signer necessary

3. Employment:

- 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: (1) submit the Financial Aid Form (FAF) to College Scholarship Service, (2) complete the Hawaii State Supplementary Financial Aid Form available from and submitted to the campus Financial Aids Office. For further information call or write to the Financial Aids Office of the college.



STUDENT AFFAIRS

Student Services

The Student Services Center on the Pensacola Campus is located in Bldg. 851. On the Diamond Head Campus, the Center is located in Bldg. 929 but will be moved to Building 926 as soon as renovation of that facility is completed.

Information Services

The Student Services Center provides information on admissions, College procedures and locations of campus facilities. Other services available are: campus maps, lost and found, admissions and other college forms, and financial assistance applications.

Counseling and Career Guidance

Counselors are available to assist students with educational, personal and vocational problems and concerns. There are counseling services to assist students in self-evaluation, selection of a vocation, planning a program of study, and other college-related problems.

Testing Service

A number of placement tests designed to evaluate the students' ability to profit from college-level training and to assist students in planning their programs of study are available as are vocational and interest tests.

Employment Placement

Students and former students are assisted in obtaining both part-time and full-time employment. On-campus positions are also available and are usually filled by the students participating in the College Work-Study Program.

Special Student Services

Special assistance is given to physically disabled students and/or disadvantaged students to enable these students to gain survival skills in the social and academic world and to help these students achieve their educational and vocational goals. Educational support services include counseling, advising, orientation, tutoring, academic skills development and other enrichment programs to help students maximize their educational potential.

Health Service

At the present time, Kapiolani Community College has no on-campus health service program. In case of an emergency, the student should be referred to the Student Services Center, telephone number 531-4654, ext. 131 (Pensacola) and 735-3148 (Diamond Head).

Insurance

A student medical insurance plan is available at the time of registration. This insurance offers protection against the expense of unexpected illness and accidental injury. Information is available at the Student Services Center.

Housing

Kapiolani Community College does not maintain dormitories. Occasionally, the Student Services Center receives requests for students to do housework, baby sitting, and other family services in exchange for room and board. Interested students should check with the counselors.

Veteran Services

The College is approved for veterans training under the G.I. Bill, and eligible students may receive financial assistance as provided for by the Veteran's Readjustment Benefits Act and the War Orphan's Assistance Act.

Counseling and testing are available to the veteran to assist in the selection of a college program or career development. Tutorial and developmental programs are also offered to the veteran when needed. All veterans are advised to visit the Veterans' Affairs Counselor for assistance when any questions arise, and specifically, when submitting application for attendance at Kapiolani Community College.

There is also an on-campus representative of the Veterans Administration who can provide information on V.A. benefits and help in expediting pay and other problems.

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

Veteran students are required to register for courses leading to a degree or certificate as outlined in the college catalogue. Veteran students must graduate within the credit limits established for one's program of study. Liberal arts majors are not allowed to take courses listed below 100. No veterans benefits recipient will be authorized to take more elective courses than his program allows.

Veteran students who transfer from other colleges are required to write to **each** college they have attended (regardless of whether or not the courses or programs were completed) and have those colleges send an official copy of their transcript **directly** to Kapiolani Community College for possible transfer credit. No hand-carried transcripts will be accepted.

Each V.A. recipient must notify the Kapiolani Community College Veterans' Affairs Office when initiating changes in registration (regardless of the number of credits involved), changes in major, complete withdrawals, and any other transaction that may affect one's benefits.

Applicants for advanced pay should apply two months prior to the beginning of classes for the semester in which they plan to enroll. No applicant for advanced pay will be given the advanced paycheck until officially registered, which means having **paid** one's tuition with one's own resources and having received the fee receipt from the Business Office.

Veteran recipients on probation or who do not maintain the school's academic standards may jeopardize the privilege of receiving their benefits. Consult the Veterans' Affairs Office regarding this matter. Read the catalogue requirements regarding academic regulations — These apply to you!!

Veterans are not paid for N, NC, W, WF or other nonpunitive grades. These grades are reported to V.A. Receiving a nonpunitive grade may result in an overpayment. When you receive such a grade, you must report it immediately to the Veterans' Affairs Office.

Student Activities

The Student Activities Program is an integral part of Kapiolani Community College's educational program. The objectives of the Student Activities Program are: (1) to provide opportunities for student development and recreation through participation in athletic, cultural, educational and social experiences and (2) to provide an official channel of communication through which students may participate in the governance of the college. Students interested in student activities may obtain information at the Student Activities Office.

Associated Students of Kapiolani Community College

Membership

Students enrolled in 12 or more credits automatically become regular members of the association. Students enrolled in fewer semester hours may become associate members by paying the required activity fee.

Governance

The Student Senate of the Associated Students of Kapiolani Community College is the representative body through which all business of the Association is conducted. It is the official channel of communication between the students and the college administration. Students are encouraged to actively participate in the various committees and boards.

Athletic Activities

The College offers five intercampus and intramural sports for students. The intercampus sport program consists of basketball, bowling, golf,

tennis and volleyball. Intramural sports are conducted only in those sports in which there are enough interested participants.

Student Organizations

The College offers a variety of social and educational clubs and organizations for students. Interested students should inquire at their instructional departments and/or the Student Activities Office for more information.

Publications

The student newspaper, the KAPIO, is published by students and is supported through ASKCC funds. Students interested in submitting articles and/or in participating in publication of KAPIO should inquire at the KAPIO Office.

Student Regulations

Parking

Because space is limited at the Pensacola Street Campus, the lottery method is used to prepare a list of eligible purchasers for parking permits. No permits are required as yet for the Diamond Head campus. 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 in training for professions in health services and food services which require particular uniforms should observe the guidelines set forth by their departments.

BOR Policy Statement

The Board of Regents of the University has approved a policy statement which establishes guidelines for behavior on all campuses. Pertinent sections of the statement are:

"The two categories of impermissible behavior, stated . . . apply equally to every member of the academic community . . . includes the staff, faculty and students . . ."

Category 1. A member of the academic community may not behave toward another member, even in the name of his or her convictions or his or her rights to academic freedom, in a manner denying or interfering with another member's expression of convictions, right to academic freedom or the performance of his or her legitimate duties or functions.

Category 2. Behavior intended directly or indirectly to interfere with or disrupt the processes of teaching, learning, or research or those processes or conditions furthering or facilitating these activities is impermissible behavior. An interference or disruption exists when any of these processes can no longer take place in the planned, normal, or customary form given to them by those legitimately responsible for them or when any of these conditions has essentially ceased to exist. Processes or conditions furthering or facilitating teaching, learning or research as used on the first sequence of this paragraph include the administration of the University."

Sanctions. "In addition to restitution where restitution is appropriate, the sanctions for a member of the academic community who has engaged in impermissible behavior shall range from reprimand and censure, through suspension for a definite period of time, to expulsion or dismissal."

Procedure for investigation and adjudication of alleged impermissible behavior are specified for each campus individually.

The full statement of the Board of Regents' policy and of the Kapiolani Community College's procedures are available in the offices of the Provost, Instructional Services, the Dean of Students, and the Coordinator of Student Activities.

Student Academic Grievance Procedure

The College has developed procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available in the Office of the Dean of Students.

ACADEMIC REGULATIONS

Student Classification

Students are classified as follows:

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

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

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

Part-time — Students enrolled for 11 or less semester hours.

Course Registration, Withdrawals and Other Changes

Registration

Registration dates are listed in the College Calendar and Schedule of Classes which is available for pickup August 1 for the fall semester and December 1 for the spring semester. The Schedule of Classes contains important registration instructions and lists courses, class hours and location, and instructors. A student is required to present his or her social security card at registration.

Orientation, Placement Tests, and Academic Advising

All new students with no previous college-level work must report for orientation, placement testing and academic advising. Students that are returning to the college or transferring from another college are strongly encouraged to attend these specially scheduled sessions. Orientation sessions provide students with an introduction into the college. Specific information concerning registration procedures and academic counseling is provided by the counselors.

Placement test sessions are scheduled throughout the spring and summer for incoming fall students and in the autumn for incoming spring students as well as for enrolled students who plan to register for English and math courses. Placement tests or satisfactory completion of a prerequisite course are required for enrollment in certain courses in the following program areas:

Science	Journalism
English	Speech
Foreign Language	Reading
Mathematics	

Individual prerequisites to specific courses are found in the course offering section.

Unit Load Limitations

Nineteen semester hours is the maximum that may be taken by a student. A student wishing to enroll in additional credits must obtain permission from his or her academic advisor.

A foreign student holding a F-1 visa is required to carry at least 12 semester hours each semester and complete his or her program of study according to the period specified on the 1-20 form.

Auditing Courses

A student may audit classes upon securing the approval of the instructor. The student shall process and file the appropriate form with the Office of Admissions and Records during registration or within the first five days of instruction.

An auditor attends classes as a listener. He or she 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. All changes must be submitted to the Office of Admissions and Records **within the first FIVE days of instruction.**

The regular course fee is paid by a student who audits the class.

Concurrent Registration

Students at one campus within the University of Hawaii System may register concurrently at another campus providing the course they wish to take is required for their program and is not available at their "home" campus. Such students must also be enrolled at the home campus for at least one-half the courses they are taking that semester. Students who are academically suspended or dismissed at the second campus are not eligible to enroll concurrently at that campus.

Students must obtain an Application for Concurrent Registration form (signed by their advisor) from their home campus. At Kapiolani Community College, this form is available at the Student Services Center. Students must file this form and application for admission at the campus they wish to attend. A new application for concurrent registration must be submitted each semester.

Enrollment will be permitted only if there is space available in the course(s). If courses have established prerequisites, these must be met. Concurrent registrants may not register for more than two courses at the second campus unless the required courses are available only at the second campus.

Tuition and other fees are charged in accordance with the campus's part-time fee schedule as noted in this catalog under "Tuition and Fees."

Change of Registration: Adds and Drops

Adding or dropping a course is official only after the student has completed and submitted a **Change of Registration Form** and has paid the required fee to the Business Office. A \$1.00 fee is charged each time a student adds or drops classes.

Courses may be added only during the first FIVE days of the semester.

Courses officially dropped during the first three weeks of instruction will not appear on the student's record. Courses officially dropped after the first three weeks will be assigned a "W" or "WF." Students can withdraw from the first day of instruction to one week before the last day of instruction. Veteran students must also notify the Veterans' Affairs Counselor and the V.A. of their withdrawal from any courses.

Complete Withdrawal from College

A student who wishes to completely withdraw from the College must submit the Complete Withdrawal Form to the Office of Admissions and Records by the deadlines set forth in the College Calendar.

Note: Students taking courses which have meetings scheduled for less than a semester have only through the first week of class to withdraw formally.

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



Attendance Regulations

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

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

Change in Program of Study

A student wishing to change his or her program of study may do so by obtaining the approval of the appropriate academic advisor. The appropriate form must be completed and submitted to the Office of Admissions and Records. Changes in program 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).

Scholastic Honors

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

Students who establish at least a cumulative 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.

Grades

The following grading system is used at Kapiolani Community College:

- 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 all required course work. The "I" will revert to an "F" grade if not made up within the first eight weeks of the following semester. The student must initiate the request for an incomplete grade.
- 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 a course or the college while achieving at the "D" level or better.
- WF for withdrawal from the course or college while failing.
- CR for credit; used to denote work deserving of credit at a "C" level or better 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 average achievement and not deserving credit. When a student ceases to attend class without officially withdrawing, the instructor may award an "F" grade or an "NC" if the course was being taken on a CR/NC basis.

Grade-Point Averages (GPA)

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

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

The grade-point average shall be computed by dividing all the 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" and the "F" grade remains on the student's record, it will not be used in the grade-point computation. Grades of "CR" and "NC" are not included in the computation.

Grade Reports

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

Credit by Examination

A student who presents evidence to the appropriate department chairperson that through experience or training he or she has had the equivalent of a course but had not received college credit for it may apply for Credit by Examination. The student applying for Credit by Examination must adhere to the placement test policies. 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 FIVE days of instruction.**

The challenge examination shall be designed to test the student's knowledge in all areas covered by the course. Students shall be graded "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 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. Some courses in the general education and major requirements, however, have mandatory credit/no-credit grading.

Credits, but not grade points are awarded for a "CR" grade.

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

Repetition of Courses

Students may repeat college courses in which a grade lower than "C" was received. The credit will be allowed once for a course, but students will receive the higher 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 may not repeat a course for which a "CR" grade was awarded. Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of higher grades when computing grade-point averages and will compute the grade-point average according to their own standards.

Transfer Credit

A student transferring from another institution may be allowed credit(s) for his or her previous training. Grades received for transferable courses are not computed into the student's grade-point average. The student is responsible to have transcripts of previous work sent directly to the Office of Admissions and Records by the institution previously attended. The student must also complete a Request for Transcript Evaluation at the Office of Admissions & Records. To be eligible for a degree or certificate, the final 12 credits must be earned at Kapiolani Community College.

Academic Probation, Suspension, Dismissal

Academic Probation

Any student earning less than a cumulative 2.0 grade-point average will be placed on academic probation. (Grades of "N," "I" and "NC" will not be computed in the student's grade-point average.)

A student on probation will be allowed to enroll for a maximum of 12 units of work per semester, unless the academic advisor allows more to be taken.

A student on academic probation who subsequently achieves a cumulative 2.0 grade-point

average will be removed from academic probation.

Academic Suspension

A student on academic probation who fails to achieve at least a 2.0 grade-point average for courses undertaken in his or her probationary semester shall be suspended for one semester. (Grades of "N," "I" and "NC" will not be computed in the student's grade-point average.) However, a student suspended at the end of the spring semester is eligible to attend the summer session immediately following that spring semester. If the student raises his or her cumulative GPA to 2.0 or higher at the end of the summer session, the suspension will be rescinded.

A suspended student is placed on academic probation upon his or her return to the college and must comply with the conditions set forth for probationary student. Failure to achieve at least a 2.0 grade-point average for courses undertaken in his or her probationary semester will result in academic dismissal from the college.

Academic Dismissal

Students are dismissed when they have been previously suspended and have failed on readmittance to maintain a GPA of at least 2.0 in the probationary semester.

TRANSFER INFORMATION

Transfer Programs

The college's liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to the upper division of a four-year college or university. However, 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.

Transfer Procedures

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 the spring semester. Students are advised to check requirements of the college of their choice since some colleges on the Manoa Campus have earlier deadlines. In addition students should familiarize themselves with the articulation policy in effect among the community colleges, the Hilo, West Oahu, and Manoa campuses.



UH-Manoa Transfer Policy

The following conditions of transfer are effective:

1. 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.
 - b. Students originally accepted at Manoa who elect to begin at a community college need not complete 24 credits before transferring to Manoa, but they must meet the GPA required of Manoa students for continued registration.
 - c. Students on academic suspension from Manoa who choose to attend a community college for college transfer work must earn at the community college a minimum GPA of 2.0 in order to return to Manoa. Students should be aware that if they sit out the suspension semester, they can return to Manoa automatically; but if they choose to attend a community college, they are subject to the 2.0 requirement in college level courses.
 - d. Students dismissed from Manoa who attend a community college may return to Manoa only by application to the appropriate Manoa college. This same procedure is followed by dismissed students who do not attend school.
2. Credit Transfer
Credit for courses numbered 1-99 will be transferred from Kapiolani Community College only upon approval of the receiving institution.
 - a. Credit 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.
3. Grade Point Transfer
Manoa Campus will not include community college GPA in the Manoa Campus's cumulative GPA.

DEGREE AND CERTIFICATE PROGRAMS

Degrees and Certificates Offered

The college offers the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), Certificate of Achievement, and Certificate of Completion. These degrees and certificates differ in the number and type of courses required for completion and in the length of time required to fulfill all requirements. Some students may not wish to pursue a certificate or a degree at all but select their courses of study according to their own personal interests or occupational needs.

However, the two degrees that the college offers — the Associate in Arts and the Associate in Science — share a requirement for completion of basic course requirements intended to satisfy common goals in general education adopted by the college.

Graduation Requirements

Associate in Arts (A.A.) Degree

The Associate in Arts degree is awarded to students who complete a minimum of 60 units of credits as outlined in the requirements below. The Associate in Arts degree program is also referred to as the Liberal Arts Program and is designed to prepare students for transfer to a four-year university or college.

Only courses numbered 100 and above are applicable toward the degree, and credits may be applied only once to an A.A. degree in the University of Hawaii system.

The requirements for the Associate in Arts degree are:

1. Required credit hours: 60
2. Minimum grade point average: 2.0. Some programs may have additional scholarship requirements.
3. Course selection: As described under the Liberal Arts Program, pg. 20.
4. Residency: At least 12 credit hours toward the degree must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost.* The Dean or Provost may also approve use of credit by examination to meet residency requirements at their discretion.

Associate in Science (A.S.) Degree

The Associate in Science degree is awarded to students successfully completing a two-year program of vocational-technical courses and related general education courses. The purpose of the A.S. program is to prepare students for gainful employment. In addition, courses in the legal assistant program and some allied health courses are transferable to baccalaureate programs in applied fields.

The requirements for the Associate in Science degree are:

1. Required credit hours: 60 to 65, unless external requirements exceed this number.
2. Minimum grade-point average: 2.0, although specific programs may require a higher GPA.
3. Minimum general education requirements: See below and check program requirements in your major area.
4. Courses required by major program.
5. Electives as needed to meet total credit hour requirements.
6. Residency: Final 12 credit hours in major must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost.* The Dean or Provost may also approve use of credit by examination to meet residency requirements at their discretion.

Minimum General Education Requirements

A minimum of 15 semester hours of general education is required which shall include a minimum of 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, and 3 semester hours in courses under Group IV.

Certificate of Achievement

A Certificate of Achievement is a credential awarded to students who successfully complete a program of vocational-technical courses leading to an occupational skill.

The requirements for a Certificate of Achievement are:

1. Required credit hours: 24-25, unless external requirements exceed this number.
2. Minimum grade point average: 2.0
3. General education: Students must meet proficiency requirements in communications and mathematics. Requirements may be met by an acceptable score on a proficiency examination or by successful completion of courses specified by the college or program in:
English or Speech 3 semester hours
Mathematics 3 semester hours
4. Residency: Final 12 credits in major must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost.* The Dean or Provost may also approve use of credit by examination to meet residency requirements at their discretion.

Certificate of Completion

A Certificate of Completion is a credential awarded to students who successfully complete certain occupational courses or course sequences specified by the college. Programs are designed primarily for students who need short-term training or job upgrading. The required number of credit hours shall not exceed 23.

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

Group I* (6)

Communication (3)

COMUN 145
ENG 21
ENG 22
ENG 50 (including all modules)
ENG 100
ENG 102
SP 51V
SP 151
SP 251

Quantitative Mathematics (3)

BUS 55
MATH 24
MATH 25
MATH 27
MATH 35
MATH 100
MATH 115
MATH 130
MATH 140
MATH 205
MATH 206
PHIL 210
QM 121
QM 122

Group II (3)

Natural Sciences

BIOL 20
BIOL 22
BIOL 130
BOT 100
BOT 101
CHEM 100
CHEM 151
CHEM 152
CHEM 171
GEOG 101
MICRO 130
OCEAN 201
PHYS 100
PHYS 102
SCI 21
SCI 121
SCI 122
SCI 124
SCI 126
ZOOL 100
ZOOL 101

Group III (3)

Social Sciences

AMST 211
AMST 212
ANTH 150
ANTH 200
BOT 105
ECON 18
ECON 101
ECON 120
ECON 150
GEOG 102
GEOG 151
HD 230
HIST 224
IS 105
LAW 22
POLSC 110
POLSC 220
POLSC 230
PSY 100
PSY 100B
PSY 100C
PSY 110
SOC 100, 275
SSCI 21
SSCI 100
SSCI 120**

Group IV (3)

Humanities

AMST 201
AMST 202
DRAMA 101
ENG 25
ENG 250
ENG 252
ENG 253
ENG 254
ENG 255
ENG 257
HIST (all courses)
HUM 100C/D
HUM 150
PHIL 100
PHIL 200
PHIL 201
REL 150
REL 151
REL 200
REL 201
SSCI 120**

*Check program requirements in your major area.

**Satisfies either the Social Science or Humanities requirement, but not both.

Application for Graduation

Students must apply for graduation by October 1 for the fall semester, by February 1 for the spring semester, and by June 1 for the summer session.

Students may apply for the degree or certificate only in their **declared** major area.

Students must meet a set of requirements for graduation as stated in the catalog either at the time of entry or any subsequent catalog if enrollment is not broken. Requirements from different catalogs may not be used interchangeably.

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

Summary of Degree and Certificate Programs

Business Education

Accounting Program

Associate in Science Degree (60)

Clerical Program

Certificate of Achievement
Bookkeeping Major (30)
General Clerical Major (30)
Stenography Major (34)

Data Processing/Operations Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Certificate of Completion (varies)
Data Entry Clerk
Quality Control Clerk
Computer Operator

Mid-Management Program

Associate in Science Degree (60)
Hotel Operations Major
Merchandising Major

Sales & Marketing

Certificate of Achievement (30)

Sales & Cashier Training

Certificate of Completion (5)

Secretarial Science Program

Associate in Science Degree (60)

Food Service Education

Food Service Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Culinary Arts Major
Dining Room Major
Certificate of Completion (varies)
Dining Room Service
Cold Food Pantry
Short Order Cooking
Storeroom Operations
Waiter/Waitress

Health Education

Dental Assisting Program

Certificate of Achievement (32)

Medical Assisting Program

Associate in Science Degree (60)

Medical Laboratory Technician Program

Associate in Science Degree (69)

Nurses' Aide Program

Certificate of Completion (8)

Occupational Therapy Assistant Program

Associate in Science Degree (65)

Practical Nursing Program

Certificate of Achievement (40)

Radiologic Technology Program

Associate in Science Degree (85)

Respiratory Therapy Program

Associate in Science Degree (88)

Certificate of Achievement (47)

Legal Assistant

Legal Assistant Program

Associate in Science Degree (60)

Liberal Arts

Liberal Arts Program

Associate in Arts Degree (60)

Note: Numbers in parentheses indicates credit hours required for completion of programs.

*The Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution.

PROGRAM CURRICULA

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, 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 the offices requiring skills in business, mathematics, bookkeeping, accounting, payroll computation, typing, and the operation of business machines.

Basic Requirements:	Semester Hours
ENG 22 or higher (Group I)	3
BUS 55, Computational Problems in Business, or MATH 24 or higher (Group I)	3
General Education requirements: one from each of Groups II, III, IV	9
Major Requirements:	
ACC 24, Principles of Accounting I	3
ACC 25, Principles of Accounting II	3
ACC 26, Principles of Accounting III	3
ACC 32, Payroll Accounting	3
ACC 34, Income Tax	3
ACC 36, Cost Accounting	3
ACC 40, Intermediate Accounting	4
BMACH 20B, Ten-Key Adder	1
BMACH 20C, Electronic Calculator	1
ACC 50, Using Computers in Accounting or ICS 100, The Computer and Its Role In Society	2-3
BUS 20, Introduction to Business	3
LAW 30, Business Law I	3
TYPW 20, Beginning Typewriting (or 20B, C, D)	3
Electives	10-9
TOTAL	60

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

Clerical Curriculum

Certificate of Achievement

Bookkeeping (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
*ENG 10, Basic Writing V	4
MATH 24, Elementary Algebra I	3
ACC 24, Principles of Accounting I	3
ACC 25, Principles of Accounting II	3
ACC 32, Payroll Accounting	3
BMACH 20B, Ten-Key Adder	1
BMACH 20C, Electronic Calculator	1
BUS 20, Introduction to Business	3
OFPRO 20B, Filing	2
TYPW 25, Skill Development Typewriting	2
Electives	5
TOTAL	30

*This requirement may be waived depending on level of placement test results.

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



General Clerical (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 from rough drafts and printed material, cutting stencils, completing business forms and miscellaneous records, filing, operating business machines and duplicators, distributing mail, answering telephone, and meeting the public.

Requirements:	Semester Hours
English	3-4
Math	3-4
Speech	3
BMACH 20B, Ten-Key Adder	1
BMACH 20C, Electronic Calculator	1
*TYPW 20, Beginning Typewriting (or 20B, C, D)	3
TYPW 30, Intermediate Typewriting (or 30B, C, D)	3
OFPRO 20B, Filing	2
OFPRO 40, Clerical Office Procedures	4
Electives	7-5
TOTAL	30

Recommended Electives:

OFPRO 42, Personal Development	3
TYPW 40, Advanced Typewriting	3

Also, DPRO 20B, Data-Entry Equipment Operation and 20C, Data-Entry Equipment Skill Development, are recommended for those interested in key-punch operator positions.

*This requirement may be waived upon satisfactory completion of Typing 30.

Note: A grade-point average of 2.0 must be maintained in all typing courses.

Stenography (34 Semester Hours)

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

Requirements:	Semester Hours
ENG 50, Communication Skills	3
ENG 55, Business Communication	3
SP 51V, Oral Communication Techniques	3
ACC 24, Principles of Accounting I	3
BMACH 20C, Electronic Calculator	1
BUS 55, Computational Problems in Business	3
OFPRO 20B, Filing	2
OFPRO 40, Clerical Office Procedures or OFPRO 50, Secretarial Procedures	4
SHTHD 30, Intermediate Shorthand	4
*TYPW 24, Self-Directed Dictation and Transcription	2
*TYPW 30, Intermediate Typewriting	3
TYPW 40, Advanced Typewriting	3
TOTAL	34

*Prerequisite: Typing speed of 35 wpm or more.

Recommended Electives:

BUS 20, Introduction to Business	3
ICS 100, The Computer and Its Role In Society	3
MERCH 30, Principles of Salesmanship	3
OFPRO 20C, Records Management	1
OFPRO 42, Personal Development	3
OFPRO 93V, Cooperative Education	4

Note: A grade-point average of 2.0 must be maintained in all shorthand and typing courses.

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 Information and Computer Science or Management Information Systems at Manoa are urged to enroll in general education courses numbered 100 and above.

Basic Requirements:	Semester Hours
ENG 22 or higher (Group I)	3
MATH 25 or higher (Group I)	3
(If placement test results so indicate, QM 121 is recommended)	
General Education Requirements: one course from each of Groups II, III, and IV	9
SP 51V or COMUN 145	3

Major Requirements:

ICS 101, Introduction to Computer Science I	4
DPRO 70V, Data Processing Internship	1
DPRO 20C, Data-Entry Equipment Skill Development	1
ICS 121, Business Problem Solving	3
ICS 140, Operating Systems and Data Management	3
DPRO 71V, Data Processing Internship	1
ACC 24, Principles of Accounting I, or ACC 201, Elementary Accounting I	3
ICS 132, Business Systems and Applications	3
ICS 142, Computer Programming—RPG II	4
ACC 25, Principles of Accounting II, or ACC 202, Elementary Accounting II	3
ICS 155, Introductory Computer Methods in COBOL	4
ICS 242, Applied RPG Systems	4
ICS 200, Information Systems	3
ICS 260, Introduction to Computer Science II	3

Electives

TOTAL 60

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.

Requirements:	Semester Hours
DPRO 20C, Data-Entry Skill Development	1
BMACH 20B, Ten-Key Adder	1
ICS 101, Introduction to Computer Science I	4
ICS 140, Operating Systems and Data Management	3
DPRO 70V, Data Processing Internship	1
DPRO 71V, Data Processing Internship	1
ACC 24, Principles of Accounting I	3
ENG 22 or higher	3
MATH 24 or higher	3
Electives	10
TOTAL	30

Note: Speech 51V, Oral Communication Techniques, is recommended as an elective.



Certificate of Completion (varies)

A certificate will be awarded for Data Entry Clerk, Quality Control Clerk, 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 are taught are given below:

Skills	Courses
Data Entry Clerk:	
Basic Typewriting	TYPW 20
Key Punching	DPRO 20B, C
Basic Data Processing	
Concepts	ICS 100 or 101
Familiarity with Ten-Key Adders	BMACH 20B or DPRO 70V
Quality Control Clerk:	
Basic Typewriting	TYPW 20
Key Punching	DPRO 20 or 70V
Basic Data Processing	
Concepts	ICS 100 or 101
Ten-Key Adding Machine or Familiarity with Encoders	BMACH 20B or DPRO 70V
Basic Accounting	ACC 20 or 24
Computer Operator:	
Survey of Data Processing	ICS 101
Computer Concepts	ICS 100 or 101
Operation of Computer	DPRO 71V
Basic Job Control Language	ICS 140
Basic Programming	ICS 101 or 121
Basic Concepts of Operating Systems	ICS 140

Mid-Management Curriculum

Associate in Science Degree (60 Semester Hours)

The mid-management curriculum is designed to prepare students for entry-level 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: In addition to entry-level employment, students will also be prepared for employment as assistant division, department, or section supervisor; as assistants to buyers, sales managers, and purchasing agents.

Hotel Operations Mid-Management: Students will be prepared for employment in semi-skilled and entry-level positions in various hotel and hospitality areas, with training that should enable them to make rapid advancement to supervisory level.

Basic Requirements:	Semester Hours
ENG — must be higher than 10 (See Group I)	3
SP 51V or higher	3
BUS 55, Computational Problems in Business	3
General Education Requirements (See Groups II, III, and IV)	9
Mid-Management Core Requirements:	
ACC 24, Principles of Accounting I	3
BUS 20, Introduction to Business	3
ICS 100, The Computer and Its Role in Society	3
BUS 70, Human Relations in Business	3
MGT 20, Introduction to Management	3
TYPW 20, Beginning Typewriting (or 20B, C, D)	3
Major Requirements (see below)	16-21
Electives	8-9
TOTAL	60

Hotel Operations

Major Requirements:	Semester Hours
HOPER 20, Orientation to Hospitality Industry	3
HOPER 42, Housekeeping Procedures	3
HOPER 43, Food and Beverage Control Systems	3
HOPER 45, Front Desk Operations	3
Cooperative Education	4
TOTAL	16

Merchandising

Major Requirements:	Semester Hours
MERCH 20, Advertising and Display	3
MERCH 30, Principles and Methods of Salesmanship	3
MERCH 32, Merchandise Analysis	3
MERCH 35, Principles of Wholesaling	3
MERCH 40, Principles of Marketing	3
MERCH 45, Principles of Retailing	3
BMACH 20, Business Machines (20B, C, D)	3
TOTAL	21



Sales and Marketing

Certificate of Achievement (30 Semester Hours)

The Sales and Marketing program consists of courses in merchandising totaling 30 semester credit hours. It is designed to prepare students for sales jobs and careers such as salesclerks, receiving clerks, stock clerks, merchandise checkers or markers, inventory clerks, delivery persons, courtesy clerks, counter clerks, packagers, and cashiers in retail or wholesale areas. Students are trained in fundamental business procedures, salesmanship, advertising promotions and display, merchandise analysis, and human relations in business.

Requirements:	Semester Hours
ENG 10, Basic Writing V or SP 51V, Oral Communication Techniques	4-3
MATH 1, Basic Mathematics	3
BMACH 20, Business Machines (or 20B, C, D)	3
MERCH 20, Advertising and Display	3
MERCH 30, Principles and Methods of Salesmanship	3
MERCH 32, Merchandise Analysis	3
BUS 70, Human Relations in Business	3
Electives	8-9
TOTAL	30

Sales and Cashier Training

Certificate of Completion (5 Semester Hours)

Requirements:	Semester Hours
MERCH 30, Principles and Methods of Salesmanship	3
BMACH 30, Cash Register	2
TOTAL	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
ENG 50, Communications Skills, or higher	3
Speech	3
BUS 55, Computational Problems in Business, or MATH 24 or higher	3
See Groups II*, III, and IV for other General Education requirements	9
*BIOL 22 or 130 recommended for Medical Secretary	18
Core Requirements:	
ACC 24, Principles of Accounting	3
ENG 55, Business Communications	3
OFPRO 20B, Filing	2
OFPRO 20C, Records Management	1
*SHTHD 30, Intermediate Shorthand	4
**TYPW 24, Self-Directed Dictation and Transcription	2
**TYPW 30, Intermediate Shorthand	4
TYPW 40, Advanced Typing	3
Prerequisite: SHTHD 20 and/or 25 or equivalent	2-0
Prerequisite: Typing speed of 35 wpm or more	19-22
Major Option Requirements (See next column)	19-22
Electives	2-0
TOTAL	60

Note: A grade-point average of 2.0 must be maintained in all shorthand and typing courses.

Secretary

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

Major Requirements:	Semester Hours
BMACH 20B, Ten-Key Adder	1
BMACH 20C, Electronic Calculator	1
TYPW 40, Advanced Typewriting	3
OFPRO 42, Personal Development	3
OFPRO 50, Secretarial Procedures	4
SHTHD 40, Advanced Shorthand	4
OFPRO 93V, Cooperative Education	3
TOTAL	19

Recommended Electives:

BUS 20, Introduction to Business	3
BUS 70, Human Relations in Business	3
LAW 22, Law for the Layman	3
LAW 30, Business Law I	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
BMACH 20B, Ten-Key Adder	1
LAW 30, Business Law I; or LAW 22, Law for the Layman	3
OFPRO 42, Personal Development	3
OFPRO 51, Legal Secretarial Procedures I	4
OFPRO 52, Legal Secretarial Procedures II	4
SHTHD 46, Legal Shorthand	4
OFPRO 93V, Cooperative Education	3
TOTAL	22

Recommended Electives:

BUS 70, Human Relations in Business	3
LAW 31, Business Law II	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
BMACH 20C, Electronic Calculator	1
HLTH 21B, Introduction to Medical Terminology	1
MEDAS 31, Medical Law, Ethics, and Economics	3
OFPRO 42, Personal Development	3
OFPRO 50, Secretarial Procedures; or MEDAS 32, Administrative Medical Office Procedures	4
SHTHD 45, Medical Shorthand	4
OFPRO 93V, Cooperative Education	3
TOTAL	19

Recommended Electives:

ACC 32, Payroll Accounting	2
BUS 70, Human Relations in Business	3



FOOD SERVICE EDUCATION

Food Service Curriculum

Associate in Science Degree (60 Semester Hours)

This curriculum is designed to prepare students for successful entry into the food service industry and to provide basic training necessary for advancement as cooks, chefs, managers, supervisors and assistant managers of food service restaurants, hotels, public schools, institutions, clubs and hospitals.

Basic Requirements:	Semester Hours
ENG 50B, C, D, Communication Skills, or higher	3
MATH 24, Elementary Algebra I, or higher or BUS 55, Computational Problems in Business	3
General Education requirements: one from each of Groups II, III, IV	9
Major Requirements:	
FSER 20, Introduction to Food Service	2
FNS 19, Basic Nutrition	1
FSER 23, Menu Planning	1
FSER 30, Storeroom Operations	3
FSER 40, Dining Room Service	6
FSER 52, Short Order Cookery	4
FSER 60, Intermediate Cookery	3
or	
FSER 54, Cold Food Pantry	3
BAKE 60, Hotel and Restaurant Baking	4
FSER 34, Purchasing and Cost Control	5
FSER 70, Advanced Cookery	7
HLTH 31, First Aid and Safety	1
FSER 80, Equipment Layout and Design	3
FSER 82, Food Service Management	4
Electives	5
TOTAL	60

Certificate of Achievement (30 Semester Hours)

Culinary Arts (General Cook) Major

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

Basic Requirements:	Semester Hours
Speech or ENG 10 or higher	3
MATH 01, Basic Mathematics, or higher	3
Major Requirements:	
FSER 20, Introduction to Food Service	2
FNS 19, Basic Nutrition	1
FSER 23, Menu Planning	1
FSER 30, Storeroom Operations	3
FSER 52, Short Order Cookery	4
FSER 60, Intermediate Cookery	3
or	
FSER 54, Cold Food Pantry	3
BAKE 60, Hotel and Restaurant Baking	4
FSER 70, Advanced Cookery	7
Electives	3
TOTAL	30

Dining Room Major

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

Requirements:	Semester Hours
Speech	3
MATH 01, Basic Mathematics, or higher	3
Major Requirements:	
FSER 20, Introduction to Food Service	2
FSER 23, Menu Planning	1
FNS 19, Basic Nutrition	1
FSER 40, Dining Room Service	6
FSER 46, Dining Room Supervision	6
MERCH 30, Principles and Methods of Salesmanship	3
Electives	5
TOTAL	30

Certificate of Completion

For information on Certificate of Completion programs in Food Service Education, please contact the department chairperson.

HEALTH EDUCATION

Dental Assisting Curriculum

Certificate of Achievement (32 Semester Hours)

This accredited curriculum is designed to prepare students for employment in private dental offices, hospitals out-patients 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.

This curriculum has been accredited by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs of the American Dental Association.

Requirements:	Semester Hours
Fall:	
DENT 20, Dental Assisting I	2
DENT 22, Dental Assisting II	3
DENT 24, Dental Assisting III	5
DENT 28, Dental Assisting IV	2
BIOL 22, Human Anatomy and Physiology	3
	15
Spring:	
DENT 36, Dental Prosthetic Procedures	1
DENT 37, Clinical Rotations	5
DENT 38, Clinical Discussions	2
DENT 39, Understanding the Dental Patient	2
DENT 40, Emergencies in the Dental Office	1
Mathematics	3
Speech or Communication	3
	17
TOTAL	32

Note: A grade of "C" or better must be maintained in all dental assisting courses in order for student to continue in the program.

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 outpatient clinics with patient care as well as with routine office laboratory and diagnostic examinations, and medical office and business practices and procedures.

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

Requirements:	Semester Hours
First Year	
Fall:	
MEDAS 30, Clinical Medical Assisting	4
BIOL 130, Human Anatomy & Physiology	4
BIOL 130L, Anatomy & Physiology Laboratory	1
TYPW 20, Beginning Typewriting or equivalent	3
MATH 24, Elementary Algebra I, or above (100 or above recommended)	3
HLTH 21B, Introduction to Medical Terminology	1
*HLTH 21C, Medical Terminology	(2)
	16
Spring:	
MEDAS 31, Medical Law, Ethics, & Economics	3
MEDAS 32, Administrative Medical Assisting	4
HLTH 52, Introduction to Medical Science	3
FNS 19, Basic Nutrition	1
PSY 110, Psychology of Adjustment	3
TYPW 24, Self-Directed Transcription & Dictation	2
TYPW 30B, Intermediate Typewriting I	1
*TYPW30C, D, Intermediate Typewriting II, III	(2)
	17

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

Second Year

Fall:	
MEDAS 40, Medical Assisting Laboratory Procedures	4
ENG 100, Expository Writing	3
HLTH 30, Pharmacology for the Health Practitioner	3
HLTH 31, First Aid and Safety	1
HUM 100 or above	3
Elective (Speech or Communication recommended)	1
	15
Spring:	
MEDAS 41, Medical Assisting Critique	4
MEDAS 42, Internship	8
	12
TOTAL	60

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

Medical Laboratory Technician Curriculum

Associate in Science Degree (69 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 be eligible to take the national examination to become certified MLT (ASCP) given by the American Society of Clinical Pathologists. When certified, the MLT graduate will meet the requirements to become licensed to work in the State of Hawaii as a medical laboratory technician.

It is recommended that the interested student take high school chemistry and a minimum of two years of high school algebra or college chemistry and math before acceptance to the MLT program. Additional mathematics and other science courses are encouraged.

Requirements:	Semester Hours
First Year	
Fall:	
CHEM 171, 171 General Chemistry	5
ENG 100, Expository Writing	3
BIOL 130, Anatomy and Physiology	4
MATH 120 or higher	3
MLT 100, Introduction to the Clinical Laboratory	2
	17
Spring:	
CHEM 152, 152L, Survey of Organic and Bioorganic Chemistry	4
MLT 102, Clinical Laboratory Theory	4
MLT 102L, Clinical Laboratory Technique	2
MLT 104, Immunology	2
MLT 104L, Immunology Laboratory	2
Humanities	3
	17
Summer:	
*MLT 140, Clinical Laboratory Rotation I (10 weeks, 39 hours a week)	8
Second Year	
Fall:	
MLT 201, Clinical Biochemistry	4
MLT 201L, Clinical Biochemistry Laboratory	2
MLT 204, Clinical Microbiology	3
MLT 204L, Clinical Microbiology Laboratory	2
Social Sciences	3
	14
Spring:	
*MLT 241, Clinical Laboratory Rotation II (16 weeks, 39 hours a week)	13
TOTAL	69

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

*Clinical courses conducted in affiliated community hospitals and laboratories.

Nurses' Aide Curriculum

Certificate of Completion (8 Semester Hours)

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

<i>Requirements:</i>	<i>Semester Hours</i>
NURS 16, Nurses' Aide	8

Occupational Therapy Assistant Curriculum

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.

Graduates of the Associate in Science degree program are eligible to write the certification examination for the occupational therapy assistant. The program is accredited by the American Occupational Therapy Association.

<i>Requirements:</i>	<i>Semester Hours</i>
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First Year

Fall	
OTA 101, Introduction to Occupational Therapy	3
*OTA 101L, Survey of Occupational Therapy Field Work Level I	1
OTA 111, Critique: Field Work Level I	1
OTA 121, Therapeutic Activities: Minor Crafts	2
HD 230, Survey of Human Growth and Development	3
HLTH 21B, Medical Terminology	1
BIOL 130, Anatomy and Physiology	4
BIOL 130L, Anatomy and Physiology Lab	1
	16
Spring	
OTA 102, Physical Dysfunction	3
*OTA 102L, Physical Dysfunction: Field Work Level I	1
OTA 112, Critique: Field Work Level I	1
OTA 122, Therapeutic Activities: Leather and Ceramics	2
OTA 132, Life Skills Lab I	2
HLTH 31, First Aid and Safety	1
**English, Speech, or Communications	3
**Social Science	3
	16

Second Year

Fall	
OTA 203, Pediatric Disabling Conditions	3
*OTA 203L, Pediatric Field Work Level I	1
OTA 213, Critique: Field Work Level I	1
OTA 223, Therapeutic Activities: Wood Working and Weaving	2
OTA 253, Therapeutic Interpersonal Skills	3
Mathematics	3
**Humanities	3
	16
Spring	
OTA 204, Psychosocial Dysfunction	3
*OTA 204L, Psychosocial Dysfunction Field Work Level I	1
OTA 214, Critique: Field Work Level I	1
OTA 234, Life Skills Lab II	2
OTA 244, Play/Leisure Skills for the Older Citizen	2
OTA 254, OT in Comprehensive Community Health	2
*OTA 260, Field Work Level II	3
	14
*OTA 261, Field Work Level II	3
	17
	65

TOTAL 65

*Clinical courses conducted in affiliated occupational therapy departments.

**Must be in courses numbered 100 and above.

Note: A grade of "C" or better must be maintained in all required courses in order for the student to continue in the OTA program.

Practical Nursing Curriculum

Certificate of Achievement (40 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. The program is fully accredited by the Board of Nursing, State of Hawaii.

<i>Requirements:</i>	<i>Semester Hours</i>
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First Semester

NURS 20, Practical Nursing	13
NURS 28, Personal and Vocational Relationships	1
BIOL 22, Human Anatomy and Physiology	3
	17

Second Semester

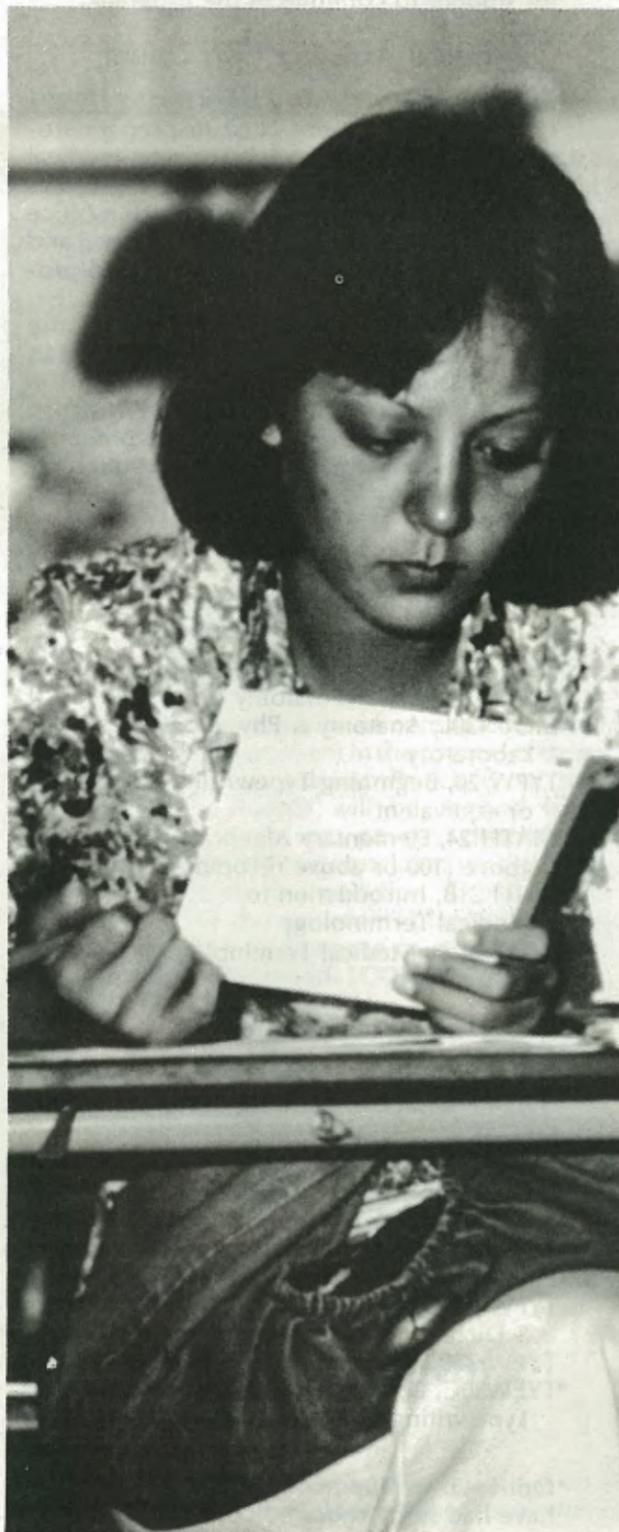
NURS 22, Practical Nursing II	14
HD 22, Human Growth and Development	3
	17

Third Semester

NURS 26B, Maternity Nursing	3
NURS 26C, Child Nursing	3
	6

TOTAL 40

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.



Radiological Technology Curriculum

Associate in Science Degree (85 Semester Hours)

This curriculum includes a combination of subject matter and experience 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. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

<i>Requirements</i>	<i>Semester Hours</i>
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First Year

Fall	
HLTH 20, Introduction to Health Occupations	1
HLTH 21B, Introduction to Medical Terminology	1
HLTH 31, First Aid and Safety	1
*Mathematics	3
BIOL 130, Anatomy and Physiology	4
RAD 100, Introduction to Radiologic Technology	3
RAD 100L, Introduction to Radiologic Technology Lab	1
RAD 140, Hospital Radiologic Technique	6
	20
Spring	
*English	3
RAD 110, Radiologic Techniques	3
RAD 110L, Radiologic Techniques Lab	1
RAD 120, Radiologic Physics	3
RAD 141, Hospital Radiographic Technique	6
RAD 149, Radiographic Film Critique I	1
	17

Summer: 11 weeks

RAD 150, Radiographic Film Critique II	2
RAD 142, Hospital Radiographic Technique	6
	8

Second Year

Fall	
*Social Science	3
RAD 200, Advanced Radiologic Positioning	3
RAD 200L, Advanced Radiologic Positioning Lab	1
RAD 210, Advanced Radiographic Technique	3
RAD 240, Hospital Radiographic Technique	6
RAD 248, Radiographic Film Critique III	1
	17
Spring	
*Humanities	3
RAD 220, Departmental Administration	1
RAD 230, Special Radiographic Procedures	3
RAD 230L, Special Radiographic Procedures Lab	1
RAD 241, Hospital Radiographic Technique	6
RAD 249, Radiographic Film Critique IV	1
	15

Summer: 11 weeks

RAD 250, Radiotherapy and Nuclear Medicine	2
RAD 242, Hospital Radiographic Technique	6
	8

TOTAL 85

*Must be in courses numbered 100 and above.

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

All courses in radiologic technology may be transferable to institutions offering baccalaureate degrees in radiologic technology. At the present time, the University of Hawaii does not have such a program. Information about transferring to a baccalaureate program in radiologic technology is available from program faculty.

Respiratory Therapy and Respiratory Therapy Technician Curricula

Associate in Science Degree (88 Semester Hours) and Certificate of Achievement (47 Semester Hours)

The respiratory therapy program provides a career ladder in respiratory therapy with two points of exits. Students exiting with a Certificate of Achievement after 15 months are eligible to take the certification examinations of the National Board for Respiratory Therapy. The students receiving the Associate in Science degree after 24 months are eligible to take the registry examinations of the National Board for Respiratory Therapy. These two levels correspond with the job description of the respiratory therapy technician and the respiratory therapist respectively. This curriculum provides a combination of classroom subjects and clinical experience designed to prepare a person for safe use of therapeutic and diagnostic procedures and equipment in clinical settings with the supervision of a qualified physician.

It is recommended that the interested persons take high school chemistry and two years of high school algebra or college chemistry and math before entering the respiratory therapy program. Additional mathematics and science courses are encouraged. Math 27, Intermediate Algebra, or its equivalent is required prior to completion of the program.

Students must decide which exit point they wish to pursue before completion of the first semester of the program.

Requirements:

		Resp.	
		Sem. Hrs.	Tch. Thr.
Fall I			
*RESP 101, Clinical Prac I	2	X	X
RESP 103, Humidity Therapy	3	X	X
RESP 105, Medical Gas Therapy	3	X	X
HLTH 20, Intro to Hlth Occ	1	X	X
HLTH 21B, Intro to Med Term	1	X	X
BIOL 130, Anatomy and Physiology	4	X	X
BIOL 130L, Anatomy and Physiology Lab	1	X	X
CHEM 151, Elem Sur of Chem	3	X	X
CHEM 151L, Sur of Chem Lab	1	X	X
	19	19	

Spring I

*RESP 111, Clinical Prac II	4	X	X
RESP 114, Resp Care Tech	3	X	X
RESP 130, Resp Ther Pharm	3	X	X
RESP 140, Resp Ther Sci	3	X	
CHEM 152, Sur Org and Bio Chem	3		X
CHEM 152L, Sur Org and Bio Chem Lab	1		X
PHYS 100, Sur of Physics	3		X
PHYS 100L, Sur of Physics Lab	1		X
	13	18	

Summer I

*RESP 141, Clinical Prac III	3	X	
RESP 145, Emergency Life Support	2	X	X
RESP 150, Cardiopul Anat and Phys	3		X
RESP 180, Pulmonary Function	2		X
	5	7	

Fall II

*RESP 202, Clinical Prac IV	4	X	X
RESP 203, Adv Resp Ther Proc	3	X	
RESP 212, Blood Gas Analysis	3		X
RESP 218, Cardiopul Patho	3		X
MICRO 130, Gen Micro	3		X
MICRO 140, Micro Lab	2		X
**English	3	X	X
**General Education requirement (Soc Sc)	3		X
	10	21	
TOTAL		47	

Spring II

*RESP 222, Clinical Prac V	4		X
RESP 225, Critical Care	3		X
RESP 230, Cardiopul Rehab	2		X
RESP 240, Mech Vent	3		X
RESP 235, Ped/Neon Resp Care	3		X
**General Education requirement (Hum)	3		X
		18	

Summer II

*RESP 250, Crit Care Prac	3		X
RESP 260, Resp Ther Dept Adm	2		X
			5
TOTAL			88

*Clinical experience in affiliated community hospitals.

**Must be in courses numbered 100 or higher.

Note: A grade of "C" or above must be maintained in all respiratory therapy courses in order to remain in the 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, with 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 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.

The American Bar Association has reviewed the Program and has granted it accreditation indicating that the program is in compliance with program guidelines that have been established by the American Bar Association.

Basic Requirements:	Semester Hours
English (English 100 recommended)	3
Social Sciences	3
Humanities	3
Mathematics	3
Natural Sciences	3
	15

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

Department Requirements:

Required Core Courses:

LAW 101, The Hawaii Legal System	3
LAW 102, Legal Research	3
LAW 201, Law Office Management	3
LAW 202, Legal Interviewing, Counseling and Negotiating	3
LAW 203, Legal Writing	3
	15

Substantive Law Courses:

The student is to elect any combination of the courses below sufficient to total 12 hours of credit.

LAW 104, Civil Investigation	3
LAW 111, Litigation (highly recommended)	3
LAW 121, Law of Business Organizations	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, Employment Related Law	3
LAW 171, Consumer Law	3
LAW 176, Criminal Law	3
LAW 181, Legal Rights of the Disadvantaged	3
LAW 250, Advanced Legal Topics	
(B) Advanced Investigation	3
(C) Advanced Litigation	3
(D) Advanced Law of Business Organizations	3
(E) Advanced Taxation	3
(F) Advanced Real Property Law	3
(G) Advanced Tort and Insurance Law	3
(H) Advanced Family Law	3
(I) Advanced Estate Planning and Probate	3
(J) Advanced Public Sector Law	3
(K) Advanced Employment Related Law	3
(M) Advanced Consumer Law	3
(N) Advanced Criminal Law	3
	12

Cooperative Education (Field Placement)

Three hours of cooperative education is required for graduation.

LAW 193V, Cooperative Education	1-3
LAW 293V, Cooperative Education	1-3
	3

Electives from Other Departments

15

TOTAL 60

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

LIBERAL ARTS

Liberal Arts (Transfer) Curriculum

Associate in Arts Degree (60 Semester Hours)

This program is designed to prepare students for transfer to a baccalaureate degree program at a four-year college or university. The requirements listed below are the requirements for the Associate in Arts degree at Kapiolani Community College. Students should note that baccalaureate degree requirements at the University of Hawaii, Manoa, may differ so please see your academic advisors for details.

Basic Requirements:	Semester Hours
English 100 (or ESL 100 for foreign students)	3
MATH 100 (or higher), PHIL 210, QM 121-122, or ICS 112	3
HIST 151-152	6
SP 151 or 251 or COMUN 145	3
	15

Area Requirements:

Humanities

Three semester courses with at least one from each of the three groups below.

Group I

DRAMA 101
ENGLISH 250, 252, 253, 254, 255, 257
(all modules of each sequence)

Group II

PHIL 100, 200, 201
REL 150, 151

Group III

AMST 201, 202
ART 101, 270, 280
MUS 160, 170, 180
HIST 241, 242, 281, 282

*SSCI 120

Natural Sciences

Three semester courses including at least one four-credit laboratory science. At least one course each must be chosen from both Group A (biological sciences) and Group B (physical sciences).

Group I

BOT 100, 101, 101L
MICRO 130
SCI 121, 121L
ZOO 100, 101, 101L

Group II

CHEM 100, 101L, 151, 151L, 152, 152L, 171, 171L
PHYS 100, 102
SCI 122, 122L

Group III

BIOL 130
GEOG 101, 101L
OCEAN 201
SCI 124, 124L

Social Sciences

Three semester courses including at least one from each of the two groups below.

Group I

AMST 211, 212
ANTH 150, 200
BOT 105
PSY 100, 100B, 100C, 110
PSY 200**
SOC 100, 200, 275**
JOURN 150
WS 130**

Group II

SSCI 120*, **
COMUN 263C**
ECON 101**, 120 or 150, 151
POLSC 110, 220, 230, 294, 295
GEOG 102, 151



Special Requirements and Electives:

ACC 201-202
ANTH 235
ART 100, 105, 107, 108, 113, 114, 115, 116, 207, 213, 223, 243
QM 121, 122
Cooperative Education
SSCI 193V-293V (Includes Cooperative Education—paid; and Community Service Practicum—voluntary)
DANCE 131, 132
DRAMA 221, 222
ENG 102, 210
FR 101-102
GEOG 269
HAW 101-102
HPER 107, 108, 110, 115, 121
HIST 224B, C, D
HUM 100
IS 105
JPNSE 101-102, 201-202
JOURN 205, 207
MATH 115, 130, 140, 205, 206
MUS 102, 115, 116, 121C, 125-126, 181, 182, 201, 204
SSCI 100
SPAN 101-102
SP 231, 251

TOTAL 60

*Satisfies either the humanities or social science requirement, not both.

**Does not fulfill UHM Arts & Sciences core requirements.



DESCRIPTION OF COURSES

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

Credit

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

Course Numbering

A course shall be designated by an abbreviated alpha which stands for the subject-content or discipline of the course followed by a number. The number indicates:

- 1- 10 Courses not generally applicable toward associate degrees. These courses may, however, count toward certificates.**
- 11- 99 Courses which meet requirements for Associate in Science degrees and Certificates of Achievement and Completion.
- 100-299 Courses which meet requirements for all associate degrees and certificates and which are transferable toward baccalaureate programs offered by the University of Hawaii.

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). All other suffixes (B through K, M through U, and W through Z) are used to designate sections of a course, each section having distinctive content such that a student earn credit toward his or her degree for each section taken.

Example: BMACH 20B
20C
20D

Foreign Language Courses

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.

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 Language Arts Department Chairman. Kapiolani's regulations adhere to the policy statements of European Languages and East Asian Languages at the UH-Manoa Campus.

*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.

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. Individual Study 299V in any subject area may be arranged 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 Studies, may be arranged.

Cooperative Education

Cooperative education for the liberal arts student is the merging of the resources of the cooperating employer with 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 or her 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. All courses are designated by alpha code SSCI. The letter V following the course number stands for variable credit. The number of credits the student earns depends on the number of hours he or she 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 Cooperative Education credits are transferable as elective credits. Students desiring to enroll in either a Community Service Practicum or a Cooperative Education course must obtain permission from the course instructor/coordinator. This may be done at the advising section during registration. If the student is unable to be placed in a work station or the student's work is unsatisfactory once placed, he or she may be asked to withdraw from the course after due consultation with the student and the coordinator.

Opportunities in cooperative education are also available in many of the college's vocational programs. These opportunities are listed as courses numbered 93V under the specific vocational course area. Students should see the appropriate chairperson for additional information.

ACCOUNTING (ACC)

20 Introduction to Accounting (3)

3 hours per week

An introductory course covering the fundamentals of accounting for service and merchandising enterprises operated as sole proprietorships. Students will also be introduced to the ways various businesses and agencies use accounting information on a daily basis. Required for certain certificate programs, for business majors whose math placement scores do not qualify them to begin at the ACC 24 level, and recommended for anyone who desires an introductory survey course in accounting.

24 Principles of Accounting I (3)

3 hours per week

Prerequisite: Satisfactory performance on math placement test or satisfactory completion of MATH 01

A basic course designed for students in accounting. This course is also open to students in other areas of business. Double-entry procedures in analyzing, recording, and summarizing transaction, and the preparation of financial statements for a service business or merchandising business proprietorship.

25 Principles of Accounting II (3)

3 hours per week

Prerequisite: ACC 24

Continuation of ACC 24. Accounting systems and controls, principles and concepts, accounting for the partnership, the elements of corporation accounting.

26 Principles of Accounting III (3)

3 hours per week

Prerequisite: ACC 25 (may be taken concurrently with consent of instructor/advisor)

Continuation of ACC 25. Manufacturing and cost accounting, analysis and interpretation of financial statements, and flow of funds.

32 Payroll Accounting (3)

3 hours per week

Prerequisite: ACC 20 or 24 or concurrent enrollment in ACC 20 or 24

An introduction to the principles, procedures, terminology, business and personal applications of payroll methods. Emphasis on State and Federal payroll records and forms.

34 Income Tax Preparation (3)

3 hours per week

Prerequisite: ACC 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.

36 Cost Accounting (3)

3 hours per week

Prerequisite: ACC 26

An introduction to the principles and procedures of cost accounting, including a study of job order and process cost systems, manufacturing costs controls, and variance analysis.

40 Intermediate Accounting (4)

5 hours per week

Prerequisite: ACC 26 (may be taken concurrently with consent of instructor/advisor)

Advanced theory with emphasis on general accounting: the accounting process, balance sheet, income statement, valuation for working capital, plant and equipment and long-term liabilities.

50 Using Computers in Accounting (2)

1 hour lecture, 2 hours lecture/lab

Prerequisite: ACC 20, ACC 24 or consent of the instructor

Problem solving in accounting using computers. Concepts and applications of the computer will be studied, as well as those accounting concepts necessary to solve the problems.



93V Cooperative Education (1-4)

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 discussions and scheduled personal conferences relevant to student's work experience. 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. May be repeated for credit.

201 Elementary Accounting I (3)

3 hours per week

Prerequisite: Satisfactory performance on math placement test or satisfactory completion of MATH 01

Introduction to accounting theory and methods used to record and report financial information; study of methods used to measure the assets, liabilities, and ownership equity of business organizations.

202 Elementary Accounting II (3)

3 hours per week

Prerequisite: ACC 201

Introduction to methods for evaluating management performance, including the preparation of funds statements, cost accounting, capital budgeting, break-even analysis, and analysis of financial statements.

AMERICAN STUDIES (AMST)

201 Introduction to American Civilization I (3)

3 hours lecture per week

Central themes of American life and experience studied in the perspectives of history, literature, and the social sciences. Emphasis on individualism and the American character.

202 Introduction to American Civilization II (3)

3 hours lecture per week

Central themes of American life and experience studied in the perspectives of history, literature, and the social sciences. Emphasis on majority views of majority America.

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.

212 Contemporary American Issues II (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 Human Adaptations (Introduction to Anthropology) (3)

3 hours per week

Human variation, physical and cultural, examined for its possible survival under particular conditions from prehistoric times to present. How various ways of life and physical characteristics are adaptive or maladaptive.

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.

235 Introduction to Pacific Island Peoples: Adventures in Paradise (3)

3 hours per week

A comparison of selected Pacific island cultures in Polynesia, Micronesia, and Melanesia including the traditional Hawaiian culture.

ART (ART)

100B Ceramics and Macrame (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of ceramics and macrame. Credit cannot count towards major requirements in art. Cannot be audited.

100C Jewelry (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of silversmithing and enameling. Credit cannot count towards major requirements in art. Cannot be audited.

100D Textile Crafts (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. Cannot be audited.

101 Introduction to the Visual Arts (3)

3 hours per week

Nature of visual art and its expression in various forms. Lectures and 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 nonart majors. Lectures and projects. Credit cannot count towards major requirements in art. Cannot be audited.

107 Elementary Studio — Photography (3)

6 hours per week

Studio experience mainly for nonart majors. Lectures and projects. Credit cannot count towards major requirements in art. Student must have own camera with adjustable speed and aperture setting. Cannot be audited.

108 Elementary Studio — Drawing and Painting (3)

6 hours per week

Studio experience mainly for nonart majors. Lectures and projects. Credit cannot count towards major requirements in art. Cannot be audited.

113 Foundation Studio "A" (3)

6 hours per week

Recommended Preparation: ART 101 (may be taken concurrently)

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. Cannot be audited.

114 Foundation Studio "B" (3)

6 hours per week

Recommended Preparation: ART 101 (may be taken concurrently)

Emphasis on light: environmental, general intensity, value range, sources, chiaroscuro, pattern, principles of color. Problems in two or three dimensions involving drawing, painting, sculpture, and design. Recommended to be taken concurrently with ART 116. Cannot be audited.

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 situations. Recommended to be taken concurrently with ART 113. Cannot be audited.

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. Cannot be audited.

207 Photography Studio I (3)

6 hours per week

Prerequisite: 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. Cannot be audited.

213 Drawing (3) - To be offered spring, 1980

6 hours per week

Prerequisites: ART 101 and ART 113

Recommended Preparation: ART 114, 115, and 116 and/or consent of instructor

Development of the following ideas: emphasis on two-dimensional visualization and rendering of form, spaces, and ideas through a variety of approaches and media.

223 Painting (3)

9 hours per week

Prerequisite: ART 101

Corequisites: ART 113, 114, 115, 116 or permission of instructor

An introductory painting course exploring traditional and experimental techniques and ideas about painting.

243 Beginning Ceramics (3)

6 hours per week

Prerequisite: ART 101

Introduction to ceramic forms using hand building techniques, surface treatment, and glaze techniques. Cannot be audited.

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 (3)

3 hours per week; offered spring semester only

Recommended Preparation: ART 101 (may be taken concurrently)

Major developments in the arts of India, China, Japan, Korea, and Southeast Asia. A chronological and comparative study.

BAKING (BAKE)

60 Hotel and Restaurant Baking (4)

2 hours lecture, 6 hours lab per week

Study of hotel and restaurant baking, including description of ingredients, scaling, formulas. Students produce yeast products, quick breads, cakes, cookies, pies and pastries. Students also participate in cake decorating and in production of other confectionery products for consumption in food service establishments.

BIOLOGY (BIOL)

20 Beginning Biology (3)

3 hours per week

A nonlaboratory 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 nonlaboratory course designed for students with no previous work in chemistry or physics.

130 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.

130L Anatomy and Physiology Lab (1)

3 hours per week

Credit or concurrent enrollment in BIOL 130 preferred

Gross and microscopic anatomy of the human body with special emphasis upon the skeleton, muscles, heart and blood vessels, and the nervous system.

BOTANY (BOT)

100 Introduction to the Plants of Hawaii (3)

3 hours per week

An introductory course on the identification, ecology, and usage of common native and introduced trees, shrubs, vines, and flowers.

101 General Botany (3)

3 hours lecture per week

Registration in BOT 101L optional

Growth, functions and evolution of plants; their relations to the environment and particularly to man and his activities. Designed for nonscience majors.

101L General Botany Laboratory (1)

3 hours lab per week

Prerequisite: Credit or registration in BOT 101 required

Lab observations and experiments illustrating basic principles of plant biology.

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. (Satisfies Group I, Social Science requirement.)

BUSINESS (BUS)

20 Introduction to Business (3)

3 hours per week

An overview examination of the external environment in which a business operates or is a factor, as well as the many internal elements of an individual business establishment.

25 Starting a Business (3)

3 hours per week

Prerequisite: BUS 20, MGT 20

A practical approach to small business management in planning, organizing, controlling, operating, and closing of a business establishment.

40 Real Estate I (3)

3 hours per week

This introductory course provides basic information in the field of real estate including the Pittsburgh and Hawaii Land Reform Laws.

41 Real Estate II (3)

3 hours per week

Prerequisite: BUS 40

This course covers the elements of real estate sales from the standpoint of the seller, the salesman, and the broker.

44 Survey of Investment (3)

3 hours per week

Prerequisite: Consent of instructor

The principles of investment are approached from the viewpoint of the consumer and a business firm.

50 Principles of Insurance (3)

3 hours per week

Prerequisite: Consent of instructor

A foundation course covering the principles and practices of insurance.

55 Computational Problems in Business (3)

3 hours per week

Prerequisite: Satisfactory score on placement test or MATH 01

A course to develop critical thinking and understanding of mathematical application to practical business problems.

70 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.

BUSINESS MACHINES (BMACH)

20B Ten-Key Adder (1)

An introductory module to develop fundamental skills in the operation of the ten- (10-) key adding machine, to acquaint students with the fundamental operation or such machine, and to develop entry-level skill for employment.

20C Electronic Calculator (1)

An introductory module to develop fundamental skills in the operation of an electric or electronic calculator, to acquaint the student with the fundamental operation or such machine, and to develop entry-level skill for employment.

20D Business Machines Application (1)

Prerequisite: Either BMACH 20B or 20C

A module to provide practical application of business machine skills obtained from BMACH 20B and/or 20C. Business problems using addition, subtraction, multiplication, and division arithmetic skills in the level of percentage application are used to maintain and develop further manipulative business machine skills.

30 Cash Register (2)

2 hours per week

Basic fundamentals of operating various cash register machines including handling checks, cash and credit sales, making adjustments, and closing daily receipts. Also includes principles and techniques involved in gift wrapping and proper use of the telephone.

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 the individual and his or her 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 nonscience major.

100L Chemistry and Man Lab (1)

3 hours per week

Prerequisite: Credit or registration in CHEM 100

Experiments are performed which apply material covered in the lecture 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 27. It is strongly recommended that the student take MATH 130 and another physical science course, such as SCI 122, before CHEM 151.

Intended to provide the beginning student with a nonrigorous, 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 covered in lecture.

152 Survey of Organic and Biorganic Chemistry (3)

3 hours per week

Prerequisite: CHEM 151 or CHEM 171

Structure, nomenclature, properties, reactions of organic compounds emphasizing those of practical importance in related fields.

152L Survey of Organic and Biorganic Chemistry Laboratory (1)

3 hours per week

Prerequisite: CHEM 151L, CHEM 171L, or credit or registration in CHEM 152

Techniques of preparation, purification, identification of organic compounds.

171 General Chemistry (4)

4 hours lecture per week

Prerequisite: Two years of high school algebra or MATH 27, one year of plane geometry, and 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. High school chemistry does not exempt a student from taking the placement exam). It is strongly recommended that a student complete MATH 130 and a physical science course, such as SCI 122 before enrolling in CHEM 171.

Introduction to the basic principles of chemistry, including electronic structure, chemical bonding, solutions, kinetics, equilibrium, phases, and energy changes in matter. Normally this course is followed by CHEM 172, 172L, and 273, 273L.

171L General Chemistry Laboratory (1)

3 hours of lab per week

Prerequisite: Credit or registration in CHEM 171

Laboratory experiments illustrating fundamental principles of chemistry covered in lecture.

COMMUNICATIONS (COMUN)

145 Interpersonal Communication (3)

3 lecture hours per week

Prerequisite: Satisfactory score on 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.

263C Broadcasting Laboratory (Television) (4)

4 hours per week

An introduction to the medium of television. The elements of production and their uses and capabilities are explored. Analysis of the program produced and familiarization with commercial programming are covered. Actual participation and contribution to any television program being produced by a public and/or commercial television station is highly recommended, but voluntary.

DANCE (DANCE)

131 Modern Dance (3)

4½ hours lab per week

An introduction to basic technical skills in movement, rhythm, basic coordination, and creative processes.

132 Modern Dance (3)

4½ hours lab per week

Prerequisite: DANCE 131

A continuation and development of 131. Introduction to basic technical skills and processes.

DATA PROCESSING (DPRO)*

*For other courses, see Information and Computer Science (ICS)

20B Data-Entry Equipment Operations (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

Prerequisite: DPRO 20B or consent of instructor

Practice and exercise on the key-punch machine to develop speed and accuracy in standard operating procedures.

70V 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 or her work will be thoroughly supervised and evaluated by his or her peers and instructors. Credit for this course may be received by employment in a comparable position in an off-campus establishment.

71V Data Processing Internship (1)

60 hours per semester

Continuation of DPRO 70V with student employed as a quality control clerk work scheduler, programmer trainee, or equipment operator.

DENTAL ASSISTING (DENT)

Prerequisite to DENT 20, 22, and 28 is admission into the dental assisting program.

20 Dental Assisting I (2) Fall

1 hour lecture per week, 2 hours lecture-lab per week

Orientation to dental assisting. Includes dental terminology, history and organization of dentistry and its allied organizations; dental practice acts; certification and ethics. Also includes instruction relative to dental business office management.

22 Dental Assisting II (3) Fall

3 hours lecture per week

Study of the origin and structure of oral tissues. Head and neck anatomy. Basic and general science related to dentistry. Oral pathology. Drugs and medicaments commonly used in dentistry. Sterilization methods and procedures. Patient education in principles and techniques of dental health practices. The effects of nutrition on dental health and general health.

24 Dental Assisting III (5) Fall

2 hours lecture, 9 hours lab per week

Basic principles of chairside assisting in four-handed dentistry including the use and care of the operatory and equipment, identification, use and care of instruments, passing and retrieving instruments, oral evacuation, charting, tray setups for various procedures, and assisting with anesthetics. The physical and chemical properties of dental materials and their uses in dentistry.

28 Dental Assisting IV (2) Fall

1 hour lecture, 3 hours lab per week

Knowledge in the techniques of dental radiography and the protection techniques in the use of dental x-ray equipment. Basic knowledge in the application of radiography in the dental office.

36 Dental Prosthetic Procedures (1) Spring

1 hour lecture per week

Prerequisites: Grade of "C" or better in DENT 20, 22, 24, and 28

Techniques and materials used in dental laboratory procedures to fabricate crowns, bridges, removable and full dentures.

37 Clinical Rotations (5) Spring

15 hours per week

Prerequisites: Grade of "C" or better in DENT 20, 22, 24, and 28

Supervised application of knowledge and skills in selected community dental agencies and offices; rotational assignments throughout the year.

38 Clinical Discussions (2) Spring

2 hours critique

Prerequisite: Grade of "C" or better in DENT 20, 22, 24, and 28

Critique of clinical affiliation assignments and experiences.

39 Understanding the Dental Patient (2) Spring

2 hours per week

Prerequisite: Grade of "C" or better in DENT 20, 22, 24, and 28

The role of the dental assistant in understanding and accepting patient behavior; the art of helping the dental patient; the importance of communication skills; special dental patients and situations.

40 Emergencies in the Dental Office (1) Spring

1 hour per week

Prerequisite: Grade of "C" or better in DENT 20, 22, 24, and 28

First aid emergency procedures in the dental office, including a knowledge of the diagnostic signs. A survey of some types of medical and dental emergencies and their treatment. Cardiopulmonary resuscitation.

DRAMA (DRAMA)

101 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.

221 Beginning Acting I (3)

3 hours per week

Regular attendance mandatory

A course designed to teach the beginner to use his or her voice, speech, posture, and movement creatively and to analyze and appreciate dramatic literature. Skill exercises and a wide variety of dramatic literature used for study. Cannot be audited.

222 Beginning Acting II (3)

4 class hours per week, lab

Regular attendance mandatory

Prerequisite: Drama 221 or consent of instructor

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. Cannot be audited.

ECONOMICS (ECON)

18 Consumer Economics (3)

3 hours per week

Teaches consumer strategies for consumer protection by analyzing the complexities of consumption in typical situations confronting the young adult and continuing throughout his life.

101 Consumer Economics (3)

3 hours per week

Analyzes the theoretical and practical aspects of consumer behavior as individuals are confronted with the problem of allocating their own scarce resources in the most efficient manner possible under conditions of perfect and imperfect information. Specific topics to be critically examined include the economics of advertising and its influence on rational behavior, consumer credit, career choice, home purchase and mortgages, insurance, investments, and estate planning.

120 Introduction to Economics (3)

3 hours per week

A one-semester course for nonmajors 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 ECON 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, and corporations. (May receive credit for ECON 150 or 120, **not both**).

151 Principles of Economics (3)

3 hours per week

Analysis of the pricing system under conditions of competition and monopoly with an emphasis on the roles and behavior of consumers, business, labor, and government in the process of commodity and factor pricing. Principles of microeconomics analysis will be applied to contemporary issues, e.g., poverty, discrimination, government and business, labor unions, energy, and environmental pollution. Strongly recommended for those students planning to pursue further work in business or economics. (May receive credit for both ECON 151 and 120.)

EDUCATION (ED)

18V Tutorials (1-3)

An educational experience in tutoring which gives 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 or her own self-image and his or her own potential, and at the same time help another person realize his or her potential for greater growth.

ENGLISH (ENG)

7 Basic Reading IV (4)

5 hours per week

Prerequisite: A grade equivalent of 6.0 on the English placement test or teacher recommendation.

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

10 Basic Writing V (4)

5 hours per week

Prerequisite: A grade equivalent of 7.0 on the English placement test or teacher recommendation.

A course designed to help the student improve his or her 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.

21 Intermediate Reading (3)

3 hours per week

Prerequisite: A grade equivalent of 8.7 on the English placement test or teacher recommendation.

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

22 Introduction to Expository Writing (3)

3 hours per week

Prerequisite: A grade equivalent of 10.0 in the English placement test or successful completion of ENG 10.

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.

25 Reading for Pleasure (3)

3 hours per week

A course offering opportunities for enjoying the literary experience. Not a skills course. Students will read and discuss selected works of popular and light fiction.

50 Communications Skills

3 hours per week, 1 credit for each module

Prerequisite: A grade equivalent of 10.0 on the English placement test or successful completion of ENG 10 or ENG 21

ENG 50B 1 credit Principles of Writing

ENG 50C 1 credit Business Writing

ENG 50D 1 credit Vocabulary Building

ENG 50E 1 credit Punctuation and Word

Study

ENG 50F 1 credit Reading and Vocabulary

Improvement I

ENG 50G 1 credit Reading and Vocabulary

Improvement II

ENG 50H 1 credit Sentence Structure

ENG 50I 1 credit Listening and Note Taking

ENG 50J 1 credit Special Writing

55 Business Communications (3)

3 hours per week

Prerequisite: Successful completion of ENG 22 or ENG 50

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.

100 Expository Writing (3)

3 hours per week

Prerequisite: A grade equivalent of 11.5 or higher on the English placement test or a grade of "C" or higher in ENG 22

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

102 College Reading Skills (3)

3 hours per week

Prerequisite: A grade equivalent of 12.2 or higher on the English placement test or teacher recommendation.

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

210 Writing Term Papers (3)

3 hours per week

Prerequisite: A grade of "C" or better in ENG 100 or 170

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

250 Major Works of American Literature (3)

3 hours per week

The study of major American plays, short stories, and poetry from 1800 to the present.

252 Major Works of British Literature (3)

3 hours per week

A study of form and content of selected British short stories, major British plays, and major British poetry since 1800.

253 World Literature: Classical Times to 1600 (3)

3 hours per week

A study of internationally recognized works from around the world.

254 World Literature: 1600 to the Present (3)

3 hours per week

study of internationally recognized works from around the world.

255 Types of Literature: European and American Short Stories and Novels (3)

3 hours per week

A study of form and content of selected European and American short stories and novels.

257 Themes in Literature (3)

3 hours per week

A study of: 1) the hero as treated in classical, romantic, and realistic world literature; 2) existential themes or coloration in various types of literature from the Old Testament to contemporary poetry; and 3) selections from major works of 20th Century world literature dealing, in particular, with the "anti-hero".

ENGLISH LANGUAGE INSTITUTE (ELI)**002 Speech for Non-Native Speakers (3)**

Required for all students in the ELI program; other students may take course if referred by their instructors.

A course designed 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. Also, includes practice in using idiomatic English conversation.

004 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.

ENGLISH AS A SECOND LANGUAGE (ESL)**100 Expository Writing: A Guided Approach (3)**

Prerequisite: A score of 11.5 or higher on the English placement test or a grade of "C" or higher in ENG 22 or teacher recommendation.

Critical reading and extensive practice in expository writing.

FOOD AND NUTRITIONAL SCIENCE (FNS)**19 Basic Nutrition (1)**

2 hours per week for 8 weeks

Relationship of food and nutrition to health. Nutrients for good nutrition — functions, sources, requirements, and use by the body.

FOOD SERVICE (FSER)**20 Introduction to Food Services (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.

23 Menu Planning (1)

2 hours per week for 8 weeks

Study of the factors of a well-planned menu, including design, format, cost procurement, personnel, equipment, clientele, and merchandising.

30 Storeroom Operations (3)

2 hours lecture, 4 hours lab per week or 3 hours lecture per week

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 dish machine operation and general maintenance of equipment.

34 Purchasing and Cost Control (5)

3 hours lecture, 6 hours lab per week

Prerequisite: FSER 30 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.

40 Dining Room Services (6)

3 hours lecture, 9 hours lab per week

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

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

46 Dining Room Supervision (6)

3 hours lecture, 9 hours lab per week

Prerequisite: FSER 40 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.

52 Short Order Cookery (4)

1 hour lecture, 9 hours lab per week

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.

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

54 Cold Food Pantry (3)

1 hour lecture, 6 hours lab per week

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

60 Intermediate Cookery (3)

1 hour lecture, 6 hours lab per week

Principles and skills in basic preparation of soups, sauces, starches, and vegetable cookery for coffee shop and cafeteria.

70 Advanced Cookery (7)

4 hours lecture, 9 hours lab per week

Prerequisites: FSER 54, BAKE 60, or FSER 52, 60 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.

80 Equipment Layout and Design (3)

3 hours per week

Prerequisites: FSER 34 and 70 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.

82 Food Service Management (4)

4 hours lecture per week

Prerequisites: FSER 40 and 70 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.

86V Food Service Internship (1-4)

2 hours weekly discussion, 15 hours work experience 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.

93V 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.

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 FR 101

A continuation of Elementary French, FR 101.

GEOGRAPHY (GEOG)**101 Man's Natural Environment (3)**

3 hours lecture per week

Survey of 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 lab per week

Examination and interpretation of the natural environment through the use of globes, maps, and special exhibits. Emphasis 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, and political conditions.

151 Geography and Contemporary Society (3)

3 hours per week

Examines the problems of population, economic development, and environmental quality on both a world-wide and a local level.

269 Geography of Honolulu

3 hours per week

This course will explore the Honolulu metropolitan area in terms of its unique physical and social character and the spatial patterns and processes that are shaping it.

HAWAIIAN (HAW)**101 Elementary Hawaiian (4)**

5 hours per week

Study of basic structures of the Hawaiian language with emphasis on listening, speaking, reading, and writing.

102 Elementary Hawaiian (4)

5 hours per week

Prerequisite: Satisfactory completion of HAW 101 or satisfactory score on the Language Placement Test

A continuation of Elementary Hawaiian, HAW 101.

HEALTH (HLTH)

20 Introduction to Health Occupations (1)

4 hours per week for 4 weeks

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. Includes the ethical and legal responsibilities of health workers.

21B 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.

21C Medical Terminology (2)

1 hour lecture, 3 hours lab per week

Prerequisite: HLTH 21B, BIOL 22 or 130 or equivalent, or consent of instructor

Designed to provide the student with a broad working knowledge of medical terminology involving all systems of the body and including supplementary terms applicable to specialty areas of medicine and selected paramedical fields.

30 Pharmacology for the Health Practitioner (3)

3 hours per week

Metric and apothecary systems of weights and measures. Application of fundamental mathematical procedures used in pharmacology. Scope of pharmacology, definitions, drug standards, drug legislation; includes drug action, classification, and specific uses of drugs. Procedures in drug administration, including safety factor, hospital policies, and charting are discussed.

31 First Aid Safety (1)

4 hours per week for 4 weeks

Information for application to healthful daily living with emphasis on the prevention of accidents and first aid care. Includes cardiopulmonary resuscitation.

52 Introduction to the Study of Diseases (3)

3 hours lecture per week

Prerequisite: BIOL 22 or 130, or HLTH 21B or 21C, or consent of instructor

A survey of diseases providing information as to the causes of diseases and injury and the pathological processes to the human body; the body's response and the methods of external control in the treatment and/or spread of disease.

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

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

103 Basic Swimming (1)

2 hours lab per week

Swimming instruction at the beginning, advanced beginning, and intermediate levels of skill.

107 Tennis: Beginning (1)

2 hours lab per week

Rules, etiquette, grip, forehand and backhand strokes, serving, volleying, singles and doubles play.

108 Tennis: Advanced (1)

2 hours lab per week

Prerequisite: Beginning tennis or its equivalent recommended or by arrangement with instructor

Instruction in advanced tennis skills and knowledge for students with a background in the basic fundamentals of the game. Includes competitive strategy, problems in rules, officiating, elements of tournament play.

110 Golf: Beginning (1)

2 hours lab per week

Rules, etiquette, grip, stance, drive, normal iron shots, approach shots, putting.

115 Bowling (1)

2 hours lab per week

Rules, etiquette, arm swing, approach execution, scoring, spare pickups. Students pay charge for use of alley.

121 Paddle Tennis (1)

2 hours lab per week

Rules, methods of play, grip, forehand and backhand strokes, serving, volleying, singles and doubles play.

135 Volleyball (1)

2 hours lab per week

Designed to develop and/or improve the student's basic skills in volleyball, such as the serve, bump, set, pass, spike, and block.

HISTORY (HIST)

151 World Civilizations (3)

3 hours per week

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

152 World 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.

224 History of Hawaii: (3)

3 hours per week

The economic, political, and social history of Hawaii from the pre-European era to the present focusing on ancient Hawaiian civilization, the period of the monarchy and the impact of the outside world, and Hawaii under American influence.

241 Civilizations 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 time 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 European settlement 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.

HOTEL OPERATIONS (HOPER)

20 Orientation to the Hospitality Industry (3)

3 hours per week

Develops an awareness and an appreciation of the hospitality industry and some of the opportunities available.

42 Housekeeping Procedures (3)

3 hours per week

Provides an overview of the fundamentals of housekeeping management in the lodging and institutional housekeeping field.

43 Food and Beverage Control Systems (3)

3 hours per week

Prerequisites: ACC 24 and HOPER 20 or consent of instructor

Study of basic food and beverage control systems used in the food industry.

45 Front Desk Operations (3)

3 hours per week

Prerequisites: ACC 24 and HOPER 20 or consent of instructor

Introduces front office principles required in today's lodging operations.

93V Cooperative Education (1-4)

Prerequisite: Consent of the program coordinator

A cooperative educational program between business and college, which integrates classroom learning with supervised practical experience.

HUMAN DEVELOPMENT (HD)

22 Human Growth and Development (3)

3 hours per week

Principles of human growth and development throughout the life span.

230 Survey of Human Growth and Development (3)

3 hours per week

Survey of human growth, development, and behavior from conception to death. Includes adjustments necessary for the individual during his or her life continuum.

HUMANITIES (HUM)

100C Themes in Humanities: Esthetics for a Working Environment (3)

3 hours per week

An exploration of creative responses of various cultures to life with an emphasis on the use of esthetic values in a business setting.

100D Themes in Humanities: Creative Leisure (3)

3 hours per week

An exploration of creative responses to living through a variety of experiences, activities, and cultural perspectives.

150 A Survey of the Arts and Their Values (3)

3 hours per week

An emphasis on how human beings express their values, beliefs, and thoughts about the world they live in through the different art forms. Class sessions include viewing films, listening to recordings, viewing slides, and group discussions. Outside activities include attending concerts and/or recitals and attending art exhibitions and/or plays. No prerequisites.

INFORMATION + COMPUTER SCIENCE (ICS)

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. (Also satisfies the Social Science requirement for A.S. degree programs.)

101 Introduction to Computer Science I (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: A minimum score of 10.0 on the English Placement Test or teacher recommendation, and concurrent enrollment in DPRO 70V
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.

112 Conversations With the Computer (3)

2 hours lecture, 3 hours Learning Center per week

Prerequisite: MATH 25 or satisfactory score on placement test

A course in learning to program a computer using an interactive computer language. Each student will use the computer as a tool in problem solving. A first course in programming designed for students who have not previously studied computer language. (Satisfies the Associate in Arts requirement for mathematics.)

121 Business Problem Solving (3)

3 hours lecture

Prerequisite: ICS 101

Computer programming concepts with emphasis on problem analysis, algorithm building, block diagramming, and documentation. Second half of course will be directed towards reinforcing these concepts by coding sample problems in the COBOL language.

132 Business Systems and Applications (3)

3 hours per week

Prerequisite: ICS 101, ACC 24, and ACC 201

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. It is recommended that this course be taken in the student's third semester.

140 Operating Systems and Data Management (3)

3 hours per week

Prerequisite: ICS 101

Concurrent enrollment in DPRO 71V

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 (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 101

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.

151 Introductory Computer Methods in 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.

155 Introductory Computer Methods in COBOL (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 231

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.

200 Information Systems (3)

3 hours lecture per week

Prerequisite: ICS 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 flow charting.

242 Applied RPG Systems (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 142

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.

260 Introduction to Computer Science II (3)

3 hours lecture per week

Prerequisites: Completion of ICS 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 systems utility programs and libraries in OS environment. Planning and selecting components. Introduction to data communications concepts, including teleprocessing and interactive time sharing.

265 Data Processing Projects (3)

100 hours per semester

1 hour lecture per week

Prerequisite: Consent of instructor

Selected students will be given a business oriented programming and/or systems project to complete under the supervision of an instructor.

INTERDISCIPLINARY STUDIES (IS)**105 Career Explorations (2)**

2 hours lecture per week

Exploration of career decision-making process. Students will be assisted to evaluate their interests, abilities, personal characteristics, achievements, and other factors related to career choice. Career and occupational opportunities and the necessary skills required will be explored. Planning will also include the process that deals with the practical aspects of conducting a successful job search.

JAPANESE (JPNSE)**50 Basic Japanese for Visitor Industry (3)**

3 hours per week

Using the audio-lingual approach, this course teaches the student to comprehend and speak Japanese. It is specially designed for those students planning to work in the visitor industry and for those who wish to speak Japanese without obtaining the mastery of conversational Japanese. It also provides an orientation to Japanese culture to aid in understanding the Japanese visitor 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, JPNS 101.

121 Elementary Japanese Conversation (3)

5 lecture-lab hours per week

Prerequisite: Consent of instructor

Spoken Japanese designed to develop proficiency in understanding and speaking skills. Emphasis on practical conversation ability. For nonmajors.

122 Elementary Japanese Conversation (3)

5 lecture-lab hours per week

Prerequisite: JPNS 121 or consent of instructor

Spoken Japanese designed to develop proficiency in understanding and speaking skills. Emphasis on practical conversation ability. For nonmajors.

201 Intermediate Japanese (4)

5 hours lecture and laboratory drill

Prerequisite: Satisfactory score on the language placement test or completion of JPNS 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 JPNS 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 social science requirement.)

205 Newswriting (3)

3 hours per week

Prerequisite: A score of 11.5 or higher on the English placement test or the successful completion of ENG 22.

Fundamentals of gathering and writing news and instruction in the rationale underlying professional journalism. Weekly writing assignments for student newspaper required.

207 Advanced Newswriting and Editing (3)

3 hours lecture, 1 hour lab per week

Prerequisite: JOURN 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 or she covers his or her beat. Students also will work on the basis of news editing and headline writing.

LAW* (LAW)

*All law courses numbered 100 and above require approval of the Legal Assistant Program Admissions Committee before any student is permitted to register for the course. 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.

30 Business Law I (3)

3 hours per week

An introductory study of the basic laws of sole proprietorship. 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, agency, partnership and corporation including the law of bankruptcy after an overview of the nature of law and justice.

31 Business Law II (3)

3 hours per week

Prerequisite: LAW 30 is recommended

Another course covering laws of our business environment not covered in LAW 30.

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.

104 Civil Investigation (3)

3 hours per week

The course places emphasis on the numerous ways legal assistants can assist attorneys in investigation in Hawaii. It is designed to familiarize the students with basic investigation techniques, and gathering of evidence that will be admissible in the courts.

111 Litigation (3)

3 hours per week

Prerequisites: 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 Law of Business Organizations (3)

3 hours per week

This course is designed to acquaint the student 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

This 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 Employment Related 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 Legal 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.

201 Law Office Management (3)

3 hours per week

Prerequisite: LAW 101

This course trains the legal assistant in the major postulates of effective law office management. Major emphasis is placed upon the organizational theories of management, including the principles of personnel administration and analysis of employee benefits, hiring, training, and turnover. Additionally, the course stresses the evolving management concept of delegation of work to the lowest paid employee capable of handling the particular work assignment. Students are trained in the theory of maximizing operating economies through utilization of computers and other machines. The course is grounded upon the principle of modern human relations management in the law office, in which the law office is structured to meet fully the needs of the client.

202 Legal Interviewing, Counseling and Negotiating (3)

3 hours per week

This course is designed to train the legal assistant in various aspects of legal interviewing, counseling and negotiating. Role playing and video taping are utilized to simulate law office situations. Through analysis of specific legal problems, students will gain skills in using various approaches to the interviewing, counseling and negotiating process in the law office context.

203 Legal Writing (3)

3 hours per week

Prerequisite: LAW 102

This course trains the student in proper language and forms for the drafting of legal documents and memoranda.

250 Advanced Legal Topics (3)

3 hours per week

Prerequisite: Satisfactory completion of corresponding 100 level course

Each semester an advanced legal topic course is offered, the selection of which is determined primarily by student demand. Each course is a directed reading, writing and research course which allows the student to pursue a specialized knowledge and more advanced training in that specific topic.

Sections of LAW 250: Advanced Legal Topics

250B: Advanced Investigation

250C: Advanced Litigation

250D: Advanced Law of Business Organizations

250E: Advanced Taxation

250F: Advanced Real Property Law

250G: Advanced Tort and Insurance Law

250H: Advanced Family Law

250I: Advanced Estate Planning and Probate

250J: Advanced Public Sector Law

250K: Advanced Employment Related Law

250M: Advanced Consumer Law

250N: Advanced Criminal Law

193V Cooperative Education (1-3)

293V

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 course instructor.

MANAGEMENT (MGT)**20 Introduction to 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.

24 Personnel Management Relations (3)

3 hours per week

Prerequisites: BUS 20 and MGT 20

Introduction to principles, organizations, and techniques of personnel administration.

MATHEMATICS (MATH)**01 Basic Mathematics (4)**

4 hours per week

A developmental course to help the student improve competence in, and understanding of, the fundamental numerical processes involving whole numbers, fractions, decimals, percents, mensuration, problem-solving and simple equations.

24 Elementary Algebra I (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 01

A first semester of beginning algebra. Designed to develop mathematical skills in computation and problem-solving with emphasis on understanding and applying mathematical processes. Topics include signed numbers, powers and roots, algebraic expressions, equations, ratio and proportion, and word problems.

25 Elementary Algebra II (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 24

A second semester in beginning algebra. Continuation of MATH 24 to include exponents and radicals, special products and factorizations, algebraic fractions, relations, functions and graphs, systems of linear equations, ratio, proportion and variation, and quadratic equations.

27 Intermediate Algebra (3)

3 hours per week

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

An intermediate algebra course. Includes a brief review of topics in elementary algebra with expanded discussion on exponents, radicals, polynomials, relations, functions, graphing and linear systems of equations and inequalities.

35 Geometry (3)

3 hours per week

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

100 Survey of Mathematics (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or excellent performance in MATH 24, or satisfactory performance in MATH 25

Selected topics designed to acquaint nonspecialists with examples of mathematical reasoning. NOT ACCEPTABLE AS A PREREQUISITE to BAS 121, MATH 120, OR ANY OTHER ABOVE 100 MATHEMATICS COURSE.

115 Statistics (3)

3 hours per week

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

130 College Algebra (3)

3 hours per week

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

Functions, polynomials, systems of linear equations, absolute values, logarithms, and exponentials.

140 Trigonometry and Analytic Geometry (3)

3 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 130

Inverse functions, plane trigonometry, polar coordinates, conic section, vectors.

205 Calculus I (4)

4 hours per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 140

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 MATH 205

Exponential, logarithmic and hyperbolic functions; techniques of integration.

MEDICAL ASSISTING (MEDAS)**30 Clinical Medical Assisting (4) Fall**

2 hours lecture, 6 hours lab per week

Prerequisite: Admission to the medical assisting program or consent of instructor

Designed to assist the medical assistant to carry out all phases of patient care in the physicians' 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 Administrative Medical Assisting (4) Spring

2 hours lecture, 6 hours lab per week

Prerequisite: TYPW 20 or 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. Clinical experiences are provided in physician's offices and clinics.

40 Medical Assisting Laboratory Procedures (4) Fall

2 hours lecture, 6 hours lab per week

Prerequisite: MEDAS 30

Basic diagnostic concepts and procedures commonly used in physicians' 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 Medical Assisting Critique (4) Spring

4 hours per week

Prerequisites: MEDAS 30, 31, 32, and 40

An advanced course, taken concurrently with MEDAS 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

Prerequisites: MEDAS 30, 31, 32, and 40

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 TECHNICIAN (MLT)**100 Introduction to the Clinical Laboratory (2)**

2 3-hour laboratories per week

An introduction to clinical laboratory organization, basic laboratory instrumentation, and patient relations. Emphasis on relationships of general chemistry to laboratory testing.

102 Clinical Laboratory Theory (4) Spring

4 hours lecture per week

*Prerequisites: MLT 100, BIOL 130, CHEM 171, 171L; or consent of instructor**Corequisite: MLT 102L, credit or concurrent registration in CHEM 152, 152L*

Theoretical and clinical laboratory aspects of hematology, and routine testing in all laboratory miscellaneous topics.

102L Clinical Laboratory Techniques (2) Spring

2 3-hour labs per week

*Prerequisite: Same as MLT 102**Corequisite: MLT 102; credit or concurrent registration in CHEM 152, 152L*

Techniques learned in coagulation studies, calibration curves, developing skills in performing complete blood counts, other hematology procedures, and urinalysis. Quality control procedures.

104 Immunology (2) Spring

2 hours lecture per week

*Prerequisites: MLT 100, BIOL 130, CHEM 171, 171L; or consent of instructor**Corequisite: MLT 104L, credit or concurrent registration in CHEM 152, 152L*

Principles of immunology and immunohematology.

104L Immunology Laboratory (2) Spring

2 3-hour labs per week

*Prerequisite: Same as MLT 104**Corequisite: MLT 104; credit or concurrent registration in CHEM 152, 152L*

Application of principles of immunology with clinical application in serology and immunohematology. Quality control procedures.

140 Clinical Laboratory Rotation I (8) Summer

39 hours per week for 10 weeks

Prerequisites: MLT 100, 102, 102L, 104, 104L, CHEM 152, 152L, 171, 171L

Clinical rotation in affiliated community laboratories.

201 Clinical Biochemistry (4) Fall

4 hours lecture per week

*Prerequisite: MLT 140**Corequisite: MLT 201L*

Clinical biochemistry for MLTs. Principles of clinical biochemistry with relationships to physiology, laboratory procedures, and pathology.

201L Clinical Biochemistry Laboratory (2) Fall

2 3-hour labs per week

*Prerequisite: MLT 140**Corequisite: MLT 201*

Clinical biochemistry for MLTs. Clinical biochemical principles and test procedures performed on physiological materials using manual and basic automated methods. Quality control procedures.

204 Clinical Microbiology (3) Fall

3 hours lecture per week

*Prerequisite: MLT 140**Corequisite: MLT 204L*

Clinical microbiology for MLTs. Characteristics of pathogenic micro-organisms and parasites and their relationship to human disease. Methods used in the identification of pathogenic micro-organisms and parasites.

204L Clinical Microbiology Laboratory (2) Fall

2 3-hour labs

*Prerequisite: MLT 140**Corequisite: MLT 204*

Diagnostic microbiology for MLTs. Collection and handling of clinical specimens. Laboratory techniques of isolation and identification in medical microbiology and parasitology. Quality control procedures.

241 Clinical Laboratory Rotation II (13) Spring

39 hours laboratory per week

Prerequisites: MLT 201, 201L, 204, 204L

Clinical experiences in affiliated community laboratories.

MERCHANDISING (MERCH)**20 Advertising and Display (3)**

3 hours per week

An introductory course in the preparation and use of advertising methods, promotion and display work in marketing.

30 Principles and Methods of Salesmanship (3)

3 hours per week

A course covering the principles of selling from the seller's perspective.

32 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 customers, sales and advertising personnel.

35 Principles of Wholesaling (3)

3 hours per week

An introduction course covering the principles and practices of wholesale distribution. Instruction covers classification, efficiency, and responsibilities in the wholesale sector, management of price competition, price control, space allocation, management science, and the future of wholesaling.

40 Principles of Marketing (3)

3 hours per week

Prerequisite: BUS 20, MGT 20

A study of the principles and practices of marketing including margins and costs, functions, channels of distribution, organization of marketing departments, research, brand policy, prices, and social regulation of marketing.

45 Principle of Retailing (3)

3 hours per week

A course covering the principles and practices of retailing and the operation and management of various types of retail establishments.

50 Fashion Merchandising (3)

3 hours per week

History of costume, evolution, and trends of fashion and the dynamics of fashion impact on our society will be examined. Elements important to fashion creativity and forecasting will be emphasized. Designed to augment the skills of persons in the field of fashion merchandising.

93V Cooperative Education (1-4)

Prerequisite: Consent of the program coordinator

A cooperative educational program between business and college which integrates classroom learning with supervised practical experience

MICROBIOLOGY (MICRO)

130 General Microbiology (3)

3 hours per week

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

MILITARY SCIENCE (MS)

Students enrolled at Kapiolani Community College may enroll in military science courses at the Manoa campus as concurrent students. Interested students should contact the Manoa campus Military Science Department for further information.

MUSIC (MUS)

102 College Chorus (2)

3 hours per week

Rehearsal and performance of classical, popular, and Polynesian/ethnic choral literature. Open to all students. Previous choral experience not required. Course includes some elementary Hawaiian chant and dance. Extracurricular concert attendance required. May be repeated for credit. Not applicable towards the humanities requirement.

115 First Level Piano I and II (1-1)

116

3 hours lab per week

Elementary study of piano as a performance field, including application of music theory to problems in improvising, harmonizing, creating accompaniments, transposing, and sight-reading at the keyboard. This is a two-semester sequence.

121C Classical Guitar (1)

Prerequisite: Consent of instructor

Basic principles of classical guitar performance. Relevant problems in guitar literature at elementary level. Cannot be audited.

122C Intermediate Classical Guitar (1)

3 hours lab per week

Prerequisite: MUS 121C or consent of instructor

An intermediate level of principles of classical guitar. This is a sequel course to MUS 121C. Relevant problems in the literature of the guitar. Cannot be audited.

125 Elementary Piano (2)

3 hours lab per week

Basic principles of piano performance. Relevant problems in piano literature at elementary level. Not applicable towards the humanities requirement. MUS 125-126 must be taken in sequence. Cannot be audited.

126 Elementary Piano II (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.

160 Introduction to Music Literature (3)

3 hours per week

Traces music literature through each of the great time periods — Medieval, Renaissance, Baroque, classic, romantic and contemporary. From each period, several compositions are examined from a listener's point of view so that they may be identified by theme, form, or style period.

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

For students without prior training. Basic theory: scale building, intervals, chord analysis, melodic analysis, melodic and rhythmic dictation, beginning harmony, jazz notation, transposition. Beginning steps in learning to read and write music based on Western (occidental) concepts.

181 Elementary Music Theory I (2)

3 hours per week

Concurrent enrollment: MUS 183

Recommended preparation: MUS 180

Varieties of notation, scales, modes, intervals, key, tonality, melodic and harmonic analysis. Instrumental and vocal writing practices, chorale, and other four-part voice leading and harmonic progression.

182 Elementary Music Theory II (2)

3 hours per week

Concurrent enrollment: MUS 184

Recommended preparation: MUS 180, 181, 183

Historic stylistic period, major-minor dominant 7th chord, VII⁷ chords, modulation, non-dominant 7th chords, secondary dominants, two- and three-part form, American popular song form, blues, boogie, and jazz forms.

183 Aural-Training I (1)

3 hours lecture/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)

3 hours lecture/lab per week

Ear-training, sight-singing, and keyboard exercises. Must be taken concurrently with MUS 182. Cannot be audited.

201 Vocal Ensemble (1)

3 hours per week

Prerequisite: MUS 102 or consent of instructor

Rehearsal and performance of classical, popular, and Polynesian/ethnic choral literature. Course includes some Hawaiian chant and dance. May be repeated for credit. Not applicable towards humanities requirement.

204 Stage Band (1)

Prerequisites: 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.

266 History of Western Music (3)

3 hours lecture per week

Prerequisite: MUS 182 or consent of instructor; knowledge of basic theory

Development of Western music from 1750 to the present: styles, schools, composers.

NURSING (NURS)

16 Nurses' Aide (8)

Fall, Spring

Short-term course - 8 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 Certificates of Completion.

20 Practical Nursing I (13)

8 hours lecture, 15 hours clinical per week

Prerequisite: Admission to the practical nursing program

Corequisite: NURS 28, credit or registration in BIOL 22 or 130

Introduction to basic nursing theories and skills. Concepts related to the nurse/patient relationship, pharmacology, nutrition, mental health, and rehabilitation are included in the course. Application of knowledge in patient care situations under supervision of faculty.

22 Practical Nursing II (14)

8 hours lecture, 18 hours clinical per week

Prerequisites: NURS 20, 28, and BIOL 22 with grades of "C" or above

Corequisite: Credit or registration in HD 22 or equivalent

Theories and skills necessary for the care of patients with medical, surgical, and emotional disturbances. Knowledge and skills from NURS 20, NURS 28, and BIOL 22 are an integral part of the course. Application of knowledge in patient care situations including administration of medications under supervision of faculty.

26B Maternity Nursing (3)

6 hours lecture, 18 hours clinical per week for 4 weeks

Prerequisites: NURS 20, 22, 28, BIOL 22, HD 22 with grades of "C" or above

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

26C Child Nursing (3)

6 hours lecture, 18 hours clinical per week for 4 weeks

Prerequisites: NURS 20, 22, 28, BIOL 22, HD 22

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

28 Personal and Vocational Relationships (1)

1 hour lecture per week

Prerequisite: 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.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

101 Introduction to Occupational Therapy (3)

3 hours lecture per week

Fall I

Prerequisite: Admission to the OTA program

Introduction to the occupational therapy profession: history, theory, organization, administration, practice. The role and scope of occupational therapy in relation to other health professions and health care delivery systems.

101L Survey of Occupational Therapy Field Work (1)

Fall I

4 hours lab per week

Prerequisite: Admission to the OTA program

Field trips to and participation in selected community occupational therapy programs integrated with OTA 101 content. Supervised by registered occupational therapists and instructor.

102 Physical Dysfunction (3)

Spring I

2 hours lecture, 2 hours lecture/lab per week

Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, BIOL 130L, HD 230

Theories and techniques of occupational therapy for physical dysfunction conditions, conditions of physical dysfunction mental level, normal kinesiology, use of activities and media as applied in occupational therapy practice.

102L Physical Dysfunction: Field Work Level I (1) Spring I

4 hours lab per week

Prerequisites: Same as OTA 102

Participation in selected community occupational therapy programs applying OTA 102 content in a patient treatment setting. Supervised by registered occupational therapists and instructor.

111 Critique: Field Work Level I (1) Fall I

1 hour lecture per week

Prerequisite: Admission to the OTA program

Discussion of field trips and field work 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.

112 Critique: Field Work Level I (1) Spring I

1 hour per week

Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, BIOL 130L, HD 230

Discussion of field trips and field work 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.

121 Therapeutic Activities: Minor Crafts (2) Fall I

1 hour lecture, 3 hours lab per week

Prerequisite: Admission to the OTA program

Introduction to the therapeutic use of activity in occupational therapy, activity theory, teaching techniques, activity gradation, materials and procedures in minor craft activities.

122 Therapeutic Activities: Leather and Ceramics (2) Spring I

1 hour lecture, 3 hours lab per week

Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, BIOL 130L

Basic skills in leather and ceramics and their application in occupational therapy. Emphasis upon materials, process, equipment, tools, storage, maintenance. Therapeutic application of these modalities and necessary adaptations as applied to major dysfunctional categories.

132 Life Skills Laboratory I (2) Spring I

1 hour lecture, 3 hours lab per week

Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, BIOL 130L, HD 230

Identification of Life Skills from infancy through aging with emphasis on the use of techniques and devices used in Activities of Daily Living and transfer. Includes techniques of teaching, task analysis as applied in occupational therapy practice.

203 Pediatric Disabling Conditions (3) Fall II

2 hours lecture, 2 hours lecture/lab per week

Prerequisite: Satisfactory completion of first year of OTA program

Theories and techniques of occupational therapy for disabling conditions commonly found in childhood. The study of the physical/psychological and socioeconomic causes of these conditions with emphasis on evaluation and treatment techniques, self-care, use of activities and modalities as applied in occupational therapy practice.

203L Pediatrics: Field Work Level I (1) Fall II

4 hours lab per week

Prerequisite: Satisfactory completion of first year of OTA program

Participation in selected community occupational therapy programs applying OTA 203 content in a patient treatment setting supervised by registered occupational therapists and instructor.

204 Psychosocial Dysfunction (3) Spring II

3 hours lecture, 3 hours lecture/lab per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

Theories and techniques of occupational therapy for disabling conditions commonly found in childhood. The study of the physical/psychological and socioeconomic causes of these conditions with emphasis on evaluation and treatment techniques, self-care, use of activities and modalities as applied in occupational therapy practice.

204L Psychosocial Dysfunction: Field Work Level (1) Spring II

6 hours lab per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

Participation in selected community occupational therapy programs applying OTA 204 content in a patient treatment setting supervised by registered occupational therapists and instructor.

213 Critique: Field Work Level I(1) Fall II

1 hour per week

Prerequisite: Satisfactory completion of first year of OTA program

Discussion of field trips and field work 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.

214 Critique: Field Work Level I (1) Spring II

1½ hours per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

Discussion of field trips and field work 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.

223 Therapeutic Activities: Wood and Weaving (2) Fall II

1 hour lecture, 3 hours lab per week

Prerequisite: Satisfactory completion of first year of OTA program

Basic skills in weaving and woodworking and their application in occupational therapy. Emphasis on materials, process, equipment, tools, storage, maintenance; therapeutic application of these modalities and necessary adaptations as applied to major dysfunctional categories.

234 Life Skills Laboratory II (2) Spring II

1½ hours lecture, 4½ hours lab per week for 2 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

Identification of life skills from infancy through aging with emphasis on the theories and fabrication of splints and other adaptive equipment; work simplification and prevocational exploration. Includes techniques of teaching and task and a motor analysis as applied in occupational therapy practice.

244 Play/Leisure Skills for the Older Citizens (2) Spring II

3 hours lecture per week for 2 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

The role of the COTA in the community and health care systems play/leisure programs for older citizens. Duties and responsibilities in plan include programs to meet the sociophysical need of the well community as well as the hospitalized citizen. Appraisal of administrative needs and community resources.

253 Therapeutic Interpersonal Skills (3) Fall II

3 hours lecture

Prerequisite: Satisfactory completion of first year of OTA program

Interpersonal skills and use of group dynamics in occupational therapy practice. Includes the therapeutic use of self: evaluation of verbal and nonverbal behavior and its influence on therapeutic relationships; communication techniques; planning, leading, and reporting of therapeutic activity groups for the full scope of dysfunctional conditions.

254 OT in Comprehensive Community Health (2) Spring II

3 hours lecture per week for 2 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

The role of occupational therapy in comprehensive community health through the study of health care delivery systems; principles of prevention; health care advocacy; influence of values, attitudes, and belief systems on health programs.

260 Occupational Therapy Field Work Level II (3) Spring II

40 hours per week for last 4 weeks of spring semester

Prerequisite: Completion of academic OTA program

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

261 Occupational Therapy Field Work Level II (3) Summer II

40 hours per week for 4 weeks

Prerequisite: Completion of academic OTA program

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. It is strongly recommended that the student take a physical science course such as SCI 122 before enrolling in this course.

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 human. Ecology and the natural resources of the ocean are other topics discussed.

OFFICE PROCEDURES (OFPRO)

20B Filing (2)

2 hours per week

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.

20C Records Management (1)

1 hour per week

Prerequisite: OFPRO 20B

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

22 Duplicating Techniques (2)

3 hours per week

Prerequisite: TYPW 20

Fluid and stencil duplicating; typing spirit masters and stencils; operating the duplicators.

25 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 Clerical Office 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.

42 Personal Development (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: TYPW 40 or SHTHD 40 or concurrent enrollment

A culminating course in secretarial science to develop an understanding of office procedures, work organization, interrelationship of departments, and production of office work. Production level techniques, responsibilities common to secretarial work and administrative problems are emphasized.

51 Legal Secretarial Procedures I (4)

6 hours per week

Prerequisite: LAW 22, 30, or consent of instructor

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 noncourt documents.

52 Legal Secretarial Procedures II (4)

6 hours per week

Prerequisite: LAW 22, 30, 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 advanced secretarial procedures, including the preparation and handling of pleadings and forms.

93V Cooperative Education (1-4)

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. May be repeated for credit.

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 nonmajors.

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.

100L Survey of Physics Laboratory (1)

3 lab hours per week

Prerequisite: Credit or registration in PHYS 100

Simple experiments in basic concepts of physics.

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)

110 Introduction to Political Science (3)

3 hours per week

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

220 Introduction to World Politics (3)

3 hours per week

Prerequisite: POLSC 110 or permission of instructor

Recommended preparation: ENG 100 or equivalent

An introduction to the nature of international state systems, the roles of nations, international organizations, and international law in the continuing struggle for power and order among nations.

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.

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.

PSYCHOLOGY (PSY)

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

100 Survey of Psychology (3)

3 hours per week

Basically lecture presentation with the use of numerous audiovisual 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 audiovisual activities covering the basic elements of psychology. These learning experiences are available at any time the Learning Resource Center is open and the students are ready. Also, 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

Understanding, evaluating, and improving adjustment — ideas and techniques concerning behavior change and personal growth. (Intended for nonmajors and does not meet psychology major requirement.)

200 Environmental Psychology (3)

3 hours per week

Recommended preparation: ENG 100 or equivalent

The psychological study of human environment relations, where environment is considered to include the range for immediate space through dwelling, neighborhood, community, city, region, nation, continent, planet. The study of how humans affect the environment and how the environment which affects humans.

QUANTITATIVE METHODS (QM)

121 Mathematics for Decision Making I (3)

3 hours per week

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

Applications of mathematics to business and economics; algebraic operations, exponents, sets, relations, functions, linear equations, inequalities, matrix operations. Students may not earn credit for this and MATH 140. (Cross-listed as DS 121 in UH-Manoa catalogue.)

122 Mathematics for Decision Making II (3)

3 hours per week

Prerequisite: Satisfactory completion of QM 121

Applications of mathematics to business and economics; graphs, limits, continuity, derivatives, partials, integrals. (Cross-listed as DS 122 in UH-Manoa catalogue.)

RADIOLOGIC TECHNOLOGY (RAD)

100 Introduction to Radiologic Technology (3) Fall

3 hours lecture per week

Prerequisite: Admission to the radiologic technology program

Corequisites: RAD 100L and 140

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

100L Introduction to Radiologic Technology Laboratory (1) Fall

3 hours laboratory per week

Prerequisite: Admission to the radiologic technology program

Corequisites: RAD 100 and 140

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

Prerequisites: RAD 100, 100L, 140

Corequisites: RAD 110L, 141, 149

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

110L Radiologic Technique Laboratory (1) Spring

3 hours laboratory per week

Prerequisites: RAD 100, 100L, 140

Corequisites: RAD 110, 141, 149

Continuation of RAD 100L. The student will produce radiographs of the skull, facial bones, spine, bony thorax, and soft tissue of the chest.

120 Radiological Physics (3) Spring

3 hours lecture per week

Prerequisites: RAD 100, 100L, 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 Radiographic Film Critique I (1) Spring

1 hour lecture per week

Prerequisites: RAD 100, 100L, 140

Corequisites: RAD 110, 110L,

Problems seminar; general radiographic technique with critiques of films taken in RAD 141.

150 Radiographic Film Critique II (2) Summer

3 hours lecture per week for 11 weeks

Prerequisites: RAD 110, 110L, 120, 141, 149

Corequisite: RAD 142

General radiographic technique with critique of films taken in RAD 142.

200 Advanced Radiologic Positioning (3) Fall

3 hours lecture per week

Prerequisites: RAD 142, 150

Corequisites: RAD 200L, 210, 240, 248

Advanced radiographic positioning of the osseous system.

200L Advanced Radiologic Positioning Laboratory (1) Fall

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 210, 240, 248

Laboratory experiences in construction of technique charts in advanced anatomy and positioning of the osseous system; procedures involving the use of contrast media.

210 Advanced Radiologic Technique (3)

3 hours lecture per week

Spring

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 200L, 240, 248

Advanced principles of radiographic exposure, procedures using contrast materials, 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

Spring

Prerequisites: RAD 200, 210, BIOL 130

Corequisites: RAD 220, 230L, 241, 249

Special radiographic procedures including intraoral radiography.

230L Special Radiographic Procedures Laboratory (1) Spring

3 hours laboratory per week

Spring

Prerequisites: RAD 200, 210, BIOL 130

Corequisites: RAD 220, 230, 241, 249

Laboratory experiences in techniques and instrumentation of specialized radiographic procedures.

248 Radiographic Film Critique III (1) Fall

1 hour lecture per week

Fall

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 200L, 210, 240

Problems seminar; advanced film critique stressing procedures using contrast material; pediatric radiography.

249 Radiographic Film Critique IV (1) Spring

1 hour lecture per week

Spring

Prerequisites: RAD 200, 200L, 210, 240, 248

Corequisites: RAD 230, 230L, 241

Problems seminar; advanced film critique stressing films made during special procedures.

250 Radiotherapy and Nuclear Medicine (2) Summer

3 hours lecture per week for 11 weeks

Summer

Prerequisites: RAD 220, 230, 230L, 241, 249

Corequisite: RAD 242

Theories and principles relating to radiation therapy and nuclear medicine.

Hospital Radiographic Technique

Courses in this area provide experience in the radiology department of a cooperating hospital. These experiences include observation of and practice in positioning the sick and injured patient, obtaining the exact radiograph requested by the physician, and assisting in the treatment of disease. Film exposure time, film manipulation, and the finished radiography are critically studied. Throughout the two academic years and interim summer, certain approved radiographs must be completed. These, by location, include radiographs of extremities, gastrointestinal tract, urinary tract (intravenous and retrograde pyelograms, urethrograms), skull (sinuses, facial bones, mandible), spine, pelvis (hip-nailing), shoulder, thoracic cage and cavity (lungs, heart, and sternum).

140 Hospital Radiographic Technique (6-6)

141

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**

Summer practice in radiographic technique and film critique.

240 Hospital Radiographic Technique (6-6)

241

Fall, Spring

Practice in advanced radiographic technique and film critique.

242 Hospital Radiographic Technique (6) Summer**Summer**

Summer practice in advanced radiographic technique and film critique.

270V Advanced Radiologic Technology I (1-6) Fall*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. Approved by the American Society of Radiographic Technologists for evidence of continuing education points.

***280 Advanced Radiologic Technology II (3) Spring**

3 hours lecture

Spring

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 RAD 270V 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. Approved by the American Society of Radiographic Technologists for evidence of continuing education points.

*These courses are for continuing education, and are not intended for regular students.

RELIGION (REL)**150 Introduction to the 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.

101 Clinical Practice I (2)

8 hours per week

Prerequisite: Admission to the respiratory therapy program

Corequisites: RESP 103, 105

Clinical practice relating to establishment of professional identity, medical gas therapy, and humidity therapy.

103 Humidity Therapy (3)

3 hours lecture per week

Prerequisite: Admission to the respiratory therapy program

Corequisite: RESP 101

Emphasis on aerosol therapy and concepts basic to humidity therapy including: nursing skills, professional ethics, infection control, and endotracheal suction.

105 Medical Gas Therapy (3)

3 hours lecture per week

Prerequisite: Admission to the respiratory therapy program

Corequisites: RESP 101, CHEM 151

This course is an in-depth study of the administration of oxygen and other medical gases. Basic concepts as well as procedures for safe, knowledgeable treatment of patients with medical gases.

RESPIRATORY THERAPY (RESP)**111 Clinical Practice II (4)**

16 hours per week

Prerequisite: RESP 101

Corequisites: RESP 114, 130

Clinical practice relating to bedside techniques and aerosolized drug administration.

114 Respiratory Care Technique (3)

3 hours lecture per week

Corequisite: RESP 111

IPPB therapy, incentive spirometry, chest physiotherapy, assessment of respiratory status, case studies.

130 Respiratory Therapy Pharmacology (3)

3 hours lecture per week

Prerequisite: CHEM 151

Corequisite: RESP 111

Introduction to pharmacology, in-depth study of cardiorespiratory drugs, overview of commonly used drugs.

140 Respiratory Therapy Sciences (3)

3 hours lecture per week

Prerequisites: RESP 111, CHEM 151

Selected topics from organic chemistry, physiological chemistry, microbiology, cardiopulmonary anatomy and physiology, and medical instrumentation designed for the respiratory therapy technician.

141 Clinical Practice III (4)

32 hours per week for 8 weeks

Prerequisites: RESP 111, 114, and 130

Clinical practice relating to the skills and job description of the respiratory therapy technician.

145 Emergency Life Support (2)

8 hours lecture/lab per week for 8 weeks

Prerequisites: AHA, BCLS Certification; instructor's consent

Cardiopulmonary resuscitation, basic life support instructor's course advanced life support concepts and laboratory practice.

150 Cardiopulmonary Anatomy and Physiology (3)

6 hours lecture per week for 8 weeks

Prerequisites: CHEM 152, BIOL 130, instructor's consent

An examination of the detailed anatomy and physiology of respiration and circulation; emphasis on physiological processes and measurement.

180 Pulmonary Function (2)

8 hours lecture/lab per week for 8 weeks

Corequisite: RESP 150

In-depth study of pulmonary function laboratory procedures, complete pulmonary function studies, special procedures, instrumentation and evaluation of results.

202 Clinical Practice IV (4)

16 hours per week

Prerequisite: RESP 141

Corequisite: RESP 203

Clinical practice relating to blood gas analysis, pulmonary function studies, introduction to critical respiratory care.

203 Advanced Respiratory Therapy Procedures (3)

3 hours lecture per week

Prerequisites: RESP 141, instructor's consent

Overview and introduction of blood gas analysis, pulmonary function, respiratory intensive care, and cardiopulmonary pathophysiology designed for respiratory therapy technicians.

212 Blood Gas Analysis (3)

3 hours lecture per week

Prerequisite: RESP 150

Corequisite: RESP 202

This course provides information for safe, knowledgeable blood sampling, blood gas analysis, and calculations and interpretation of blood analysis results.

218 Cardiopulmonary Pathophysiology (3)

3 hours lecture per week

Prerequisites: RESP 150, 180

This course includes an introduction to disease processes while extensively examining respiratory and circulatory diseases and their relationship to therapeutics.

222 Clinical Practice V (4)

16 hours per week

Prerequisite: RESP 202

Clinical practice relating to the respiratory therapist's role in the care of critically ill and dying patients.

225 Critical Care (3)

3 hours lecture per week

Corequisite: RESP 222

In-depth study of critical care medicine, management of patients with mechanical ventilation, patient monitoring, hyperbaric medicine, endotracheal intubation, and professional ethics.

230 Cardiopulmonary Rehabilitation (2)

2 hours lecture per week

Prerequisite: RESP 218

This course provides training in the philosophy and procedures of respiratory and cardiac rehabilitation including breathing retraining, cardiac stress testing, and other lifestyle changes of patients with chronic or acute cardiopulmonary disease.

235 Pediatric and Neonatal Respiratory Care (3)

3 hours lecture per week

Corequisite: RESP 222

This course provides training in the specialized aspects of pediatric and neonatal respiratory care including anatomy and physiology, pathophysiology, specialized therapeutics, procedures, and equipment.

240 Mechanical Ventilation (3)

6 hours lecture/lab per week

Corequisite: RESP 222, 225

Emphasis is on the operation, maintenance, function, analysis, troubleshooting, and cleaning of artificial mechanical ventilators.

250 Critical Care Practice (3)

32 hours per week for 8 weeks

Prerequisite: RESP 222

Clinical practice requiring mastery of terminal objectives (entry-level skills as a respiratory therapist) for respiratory intensive care procedures.

260 Respiratory Therapy Department Administration (2)

4 hours lecture per week for 8 weeks

Corequisite: RESP 250

A survey of supervisory, management, and administrative techniques involved in the operation of a respiratory therapy department.

SCIENCE (SCI)**21 Environmental Science (3)**

3 hours per week

An introduction to environmental sciences. A course designed to give the student a basic, integrated understanding of his or her environment — our planet. Topics are chosen from the scientific disciplines of biology, geology, meteorology, and chemistry. The course is specifically designed for nonliberal arts majors.

121 Introduction to Science: Biological Sciences (3)

3 hours lecture per week

Registration in SCI 121L optional

Characteristics of science and interaction of society with science; illustrated by topics from biological science.

121L Biological Sciences Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 121

Lab experiments illustrating topics in the biological sciences.

122 Introduction to Science: Physical Science (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 25 or its equivalent

Registration in SCI 122L optional

Characteristics of science and of the physical environment; topics from the physical sciences.

122L Physical Science Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 122

Lab experiments illustrating topics in the physical sciences.

124 Technology, Ecology, and Man (3)

3 hours lecture per week

Registration in SCI 124L optional

Individual'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.

124L Technology, Ecology, and Man Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 124

Lab experiments and projects illustrating topics of human ecology.

126 Earth Science (3)

3 hours per week

A broad survey of disciplines of the physical sciences. Examines the fields of meteorology, geology, oceanography, and astronomy and the interplay among them.

SHORTHAND (SHTHD)**20 Beginning Theory/Dictation/Transcription (5)**

6 hours per week in class

Prerequisites or concurrent enrollment in: TYPW 20, ENG 50, TYPW 24

A beginning course in shorthand principles and theory, with emphasis on reading, writing, spelling, and introduction to dictation and transcription of familiar material.

25 Skill Development Shorthand (3)

5 hours per week in class

Prerequisites: SHTHD 20 or equivalent, TYPW 20 or equivalent, TYPW 24 or concurrent enrollment, ENG 50 or concurrent enrollment.

For students who have had a course in beginning shorthand. Intensive review of shorthand theory and application of this knowledge in developing writing skills at 60 words a minute on new material. Emphasis on producing mailable transcripts.

30 Intermediate Shorthand (4)

6 hours per week

Prerequisites: SHTHD 20 or 25 or equivalent, TYPW 20 or equivalent, TYPW 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 on producing mailable transcripts.

40 Advanced Shorthand (4)

6 hours per week

Prerequisite: SHTHD 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: SHTHD 30 or equivalent

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: SHTHD 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: SHTHD 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 (SSCI)**21 Introduction to the Social Sciences (3)**

3 hours lecture per week

Exploration of contemporary social problems and issues as articulated by the various social science disciplines emphasizing political science, sociology, economics, and psychology.

100 Human Potentials (3)

3 hours per week (nonclassroom 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 capabilities, strengths, talents, and abilities of which they are yet unaware or not utilized. The goals for the course are: achieving self-directions, self-motivation, empathetic regard for others, and building of self-esteem. It also deals with conflict identification and resolution and lifestyle planning through group interaction.

120 Hawaii's People (3)

2 hours lecture, 1 hour discussion session per week

History and sociology of immigration, adaptation process of major immigrant groups, labor problems, urbanization, political and economic strategies. Satisfies either the social science or humanities requirement, not both. See A.A. or A.S. degree requirements.

193V Community Service Practicum (2-4) 293V

Community service practicum credits may be earned in SSCI with unpaid, volunteer work stations in the field of SSCI. Permission of coordinator required to register in this course. Refer to section under "Cooperative Education" for details or see coordinator.

193V Cooperative Education (1-4) 293V

Cooperative Education credits may be earned in SSCI with paid work stations in the field of SSCI. Permission of coordinator required to register in this course. Refer to section under "Cooperative Education" for details or see coordinator.

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 basic processes of social interaction and those factors which effect social change.

220 Marriage and 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. (Formerly SOC 210)

275 Introduction to Sociological Inquiry (3)

3 hours per week

An introduction to some basic concepts, methods, and analytic techniques used in sociology. This course will examine the most common types of research techniques on human behavior: experimentation, survey research, and field research. A required course for all students majoring in sociology at the University of Hawaii, Manoa.

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 SPAN 101
Continuation of SPAN 101.

SPEECH (SP)**51V Oral Communication Techniques (1-3)**

3 hours per week for 5 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 Personal and Public Speech (3)

3 hours per week

Prerequisite: Satisfactory rating on the speech screening test

A course designed to help students with the oral communication activities identified as vital to a person's career and to his role in life. The course focuses on vital principles and skills pertaining to the three forms of oral communications: 1) interviewing, 2) group or conference discussion, and 3) personal presentations to larger audiences.

231 Interpretive Reading (3)

3 hours per week

Prerequisite: Satisfactory rating on the speech screening test

Principles of interpretive reading. Practice in textual analysis and in transmitting intellectual and aesthetic content of literature.

251 Principles of Effective 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 I (1)*

20C *Beginning Typewriting II (1)*

20D *Beginning Typewriting III (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.

Note: Beginning typewriting may be taken as one 3-credit course (TYPW 20) or as three individualized 1-credit courses (TYPW 20B, C, D.)

24 Self-Directed Dictation and Transcription (2)

Group sessions and open lab hours in Learning Center

Prerequisite: TYPW 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 Intermediate Typewriting (3)

5 hours per week in class

OR

30B *Intermediate Typewriting I (1)*

30C *Intermediate Typewriting II (1)*

30D *Intermediate Typewriting III (1)*

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

Prerequisite: TYPW 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.

Note: Intermediate typewriting may be taken as one 3-credit course (TYPW 30) or as three individualized 1-credit courses (TYPW 30B, C, D.)

35 Machine Transcription (3)

5 hours per week in class

Prerequisite: TYPW 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.

40 Advanced Typewriting (3)

5 hours per week in class

Prerequisite: TYPW 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.

50 Introduction to Word Processing (3)

5 hours per week

Prerequisite: Approval by Secretarial Science Department chairman

An introductory course including word processing concepts, development of power typewriter skills and reinforcement of communication skills using the machine transcriber. Students will work and observe in the campus word processing center.

52 Word Processing Center Management (3)

5 hours per week

Prerequisite: Approval by Secretarial Science Department chairman

As interns, students become involved in decision making, problem solving, planning, and operating the word processing center. The concepts of word processing are expanded upon to give students a view of systems management procedures. Students attend weekly seminars and assist as correspondence secretaries and quality control clerks completing work generated on campus.

WOMEN'S STUDIES (WS)**130 Introduction to Women's Studies (3)**

3 hours per week

The role of women in contemporary society and the historical determinants.

ZOOLOGY (ZOOL)**100 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 (3)

3 hours lecture per week

Registration in ZOOL 101L optional

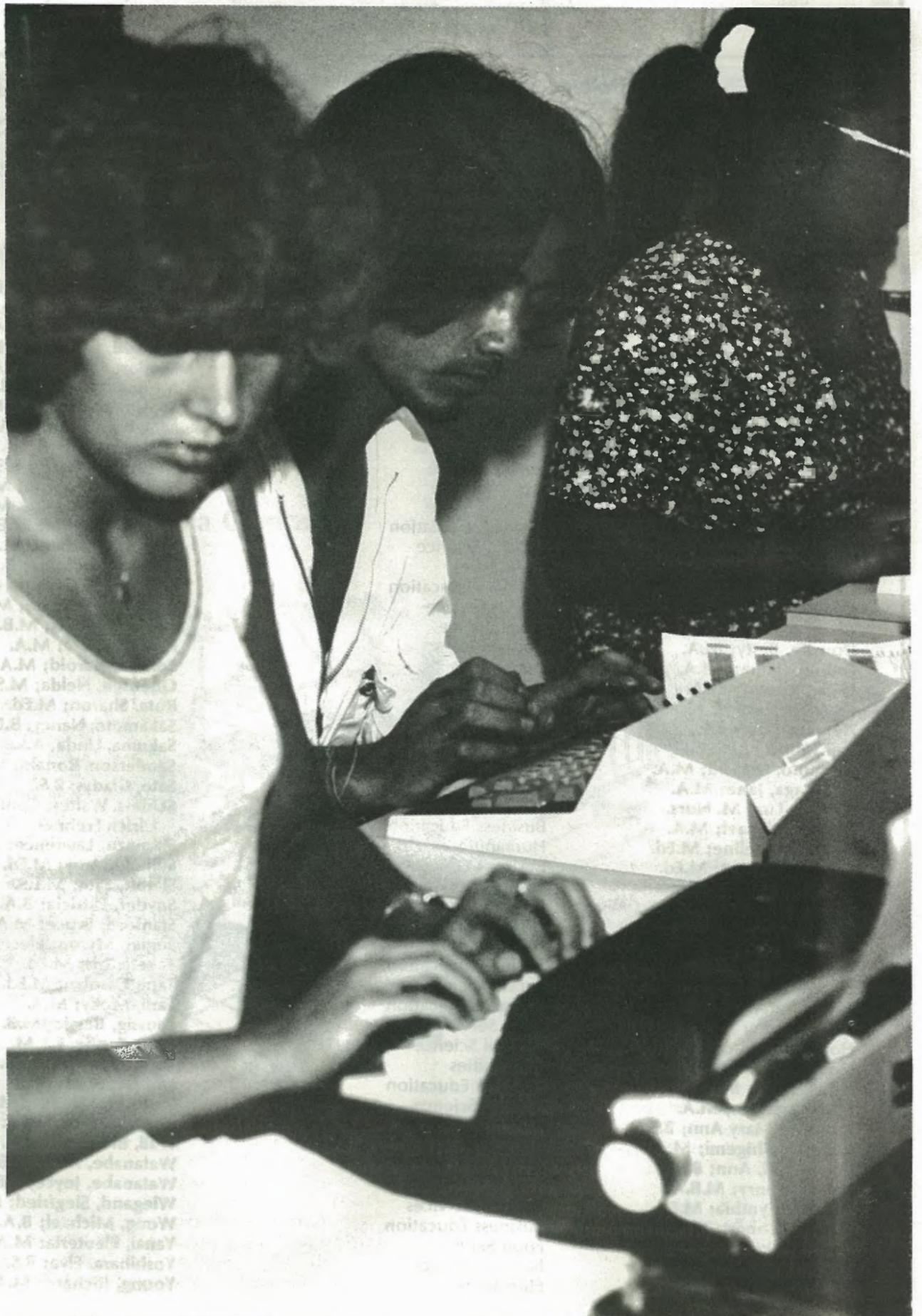
Introduction to zoology for nonscience majors. Living animals, their structure, reproduction, and ecology, with emphasis on their relationship to other living organisms and the environment.

101L Principles of Zoology Laboratory (1)

3 hours lab per week

Prerequisite: Credit or registration in ZOOL 101 required

Lab observations and experiments illustrating basic principles of animal biology.



ADMINISTRATION, FACULTY, STAFF, AND ADVISORY COMMITTEES

1. University of Hawaii Board of Regents

Rosehill, Ambrose; Oahu Chairperson
 Fujiyama, Wallace S.; Oahu Vice-Chairperson
 Carlson, Carl Jr.; Hawaii
 Chung, Anna; Oahu
 Mossman, Bradley; Oahu
 Leithead, Scott; Oahu
 Mizuguchi, Harriet; Oahu
 Oshiro, Ruth; Oahu
 Sasaki, Kiyoshi; Kauai
 Shibano, Tom T.; Maui
 Takeyama, Roy Secretary of the Board

2. UH Central Administration

Matsuda, Fujio; Sc.D. President
 Long, Durward; Ph.D. Vice President for Academic Affairs
 Masumoto, Harold S.; J.D. Director of Administration
 Sumida, Kenji; M.B.A. Director of Finance

3. Office of the Chancellor for Community Colleges

Mookini, Edwin; Ph.D. Chancellor

4. Kapiolani Community College Administration

Tsunoda, Joyce; Ph.D. Provost
 Nakamoto, Harriet; M.A. Dean of Instruction
 Ohara, Ralph; M.Ed. Dean of Students
 Higa, George; B.A. Director of Administrative Services
 Kalani, Henry; M.B.A. Director of Community Services
 Nakamura, Irene; M.Ed. Assistant Dean of Instruction
 Richards, Leon; Ph.D. Assistant Dean of Instruction
 Oka, Robert; B.B.A. Acting Administrative Assistant to Provost
 Wong, Michael, B.A. Fiscal and Personnel Officer

5. Kapiolani Community College Faculty and Staff

Akita, Isaac; M.B.A.	Business Education	Kurata, Amy; M.Ed.	Humanities
Alcon, Emilio; M.Ed.	Business Education	Lamb, Gerald; M.S.Ed.	Coordinator, Career & Personnel Development
Andersen, Gretchen; M.A.	Humanities	LeBay, E. Louis; M.S.	Natural Science
Aoki, Josephine; B.S.N.	Health Service	LeClair, Robert; J.D.	Legal Assistant Program
Aoki, Richard; M.Ed.	Business Education	Leong, Lydia; M.A.	Coordinator, Admissions & Records
Bell, Jerold; M.Ed.	Social Science	Lester, Len; B.S.	Business Education
Bornhorst, Karl; B.S.	Business Education	Lucas, Ruth; M.A.	Humanities
Boyne, Thomas; M.S.	Business Education	Lum, Lorraine; M.A.	Student Services
Bretz, Charles; M.F.A.	Humanities	Mann, Robin-Claire; M.A.	Social Science
Brodd, Donna; M.S.N.	Health Service	Marko, Mary; M.L.S.	Library
Chinen, Robert; Culinary Institute of America	Food Service	Matsumura, Isao; M.Ed.	Student Services
Chock, Karen; M.A.T.	Natural Science	Matsunaga, Patsy; Ph.D.	Health Service
Chrabe, John; M.Ed.	Business Education	McCraith, Michael; M.Ed.	Social Science
Chu, Donald; B.Ed.	Business Education	Miyoshi, Kenneth; M.Ed.	Social Science
Chun, Joe; M.A.	Coordinator, Educational Media Center	Molloy, Michael; M.A.	Humanities
Chung, Kyong Soo; Ph.D.	Natural Science	Morioka, June; M.Ed.	Health Service
Clements, Roland; M.S.	Health Service	Mossman, Richard; (UH)	Food Service
Corrigan, Carolyn; M.A.	Social Science	Mowbray, John; M.A.	Natural Science
Cramer, Nancy; B.S.	Health Service	Nakamura, Joyce; M.Ed.	Business Education
Cronkhite, Donald; B.A.	Business Education	Nakayama, Harry; B.S.	Health Service
Daniels, Charles; M.S.	Natural Science	Narimatsu, Sharon; M.A.	Social Science
Dattola, Philip; M.A.	Humanities	Nishimoto, Yuriko; M.A.	Business Education
Davis, Irmagard; M.S.	Business Education	Noguchi, Esther; M.Ed.	Humanities
Deai, Katherine; M.P.H.	Health Service	Nomura, Barbara; M.A.	Student Services
Ditzel, Fred; M.Ed.	Food Service	Nunes, Haroldine; B.Ed.	Humanities
Dowdle, Betty; M.A.	Humanities	O'Donnell, George; M.Divinity	Humanities
Embrey, James; M.A.	Humanities	Pang, Hong Kwun; M.Ed.	Humanities
Engle, Robert; M.A.	Humanities	Peppin, Robert; M.B.A.	Business Education
Fearrien, Robert; M.A.	Humanities	Perez, Sandra; M.A.	Humanities
Fleming, Jane; B.S.	Health Service	Pohlod, Harold; M.A.	Business Education
Fujii, Elinore; B.Ed.	Food Service	Quensell, Nelda; M.S.	Natural Science
Fujimoto, Donald; M.A.	Coordinator, Student Activities	Rota, Sharon; M.Ed.	Student Services
Fukunaga, Jane; M.A.	Social Science	Sakamoto, Nancy; B.Ed.	Business Education
Gantan, Luz; M. Nurs.	Health Service	Sakuma, Linda; A.S.	Bookstore Manager
Garcia, Michael; M.A.	Business Education	Sanderson, Ronald; M.Ed.	Health Service
Grant, Emmeline; M.Ed.	Humanities	Sato, Gladys; B.S.	Food Service
Greiner, Robert; M.Ed.	Business Education	Schiess, Walter; Confiserie Ulrich Frehner	Food Service
Harris, David; M.Ed.	Student Services	Shimazu, Lawrence; M.A.	Business Education
Harris, Margaret; M.A.	Business Education	Shinoki, Amy; M.Ed.	Business Education
Hershinow, Sheldon; Ph.D.	Humanities	Slatoff, Saul; M.L.S.	Library
Hicks, Loretta; M.Ed.	Humanities	Snyder, Patricia; B.A.	Instructional Services
Higa, Kenneth, M.B.A.	Business Education	Stanford, Bruce; M.A.	Social Science
Higaki, Esther; M.Ed.	Social Science	Sugiki, Myron; Elec. Institute	Educational Media Center
Higashino, Doreen; B.S.	Business Education	Taketa, Iris; M.Ed.	Business Education
Hoe, Arline,; M.Ed.	Food Service	Tani, Carolyn; M.Ed.	Health Service
Holmes, Louise; M.S.	Natural Science	Tani, Molly; M.A.	Humanities
Holst, Valerie; M.A.	Humanities	Taussig, Bessie; M.B.A.	Business Education
Isotani, Van; M.A.	Business Education	Tom, Tenny; L.L.M.	Business Education
Jeffryes, James; M.A.	Natural Science	Tominaga, Hazel; M.A.	Business Education
Johnson, Mary Ann; B.S.N.	Natural Science	Uehara, Soichi; B.S.	Humanities
Kabutan, Shigemi; M.A.	Business Education	Vashishta, Shirley; M.L.S.	Library
Kadoguchi, Ann; B.S.	Health Service	Voyce, Donald; M.S.	Natural Science
Kalani, Henry; M.B.A.	Business Education	Wall, Brendan; M.A.	Humanities
Kimura, Cynthia; M.Ed.	Student Services	Watanabe, Alice; B.Ed.	Health Service
Kimura, Robert; M.A.	Business Education	Watanabe, Joyce; B.Ed.	Business Education
Kina, Kenko; B.B.A.	Food Service	Wiegand, Siegfried; M.Ed.	Food Service
Kodama, Linda, M.A.	Natural Science	Wong, Michael; B.A.	Business Office
Kondo, Thomas; M.A.	Humanities	Yanai, Eleuteria; M.A.	Health Service
		Yoshihara, Elva; B.S.N.	Health Service
		Young, Richard; M.A.	Educational Media Center

6. Kapiolani Community College Clerical and Maintenance Staff

Ahinga, Praxedes
Akana, Darlene

Anbe, Ethel
Aoki, Grace
Castillo, Enrique
Chagami, Barbara
Chun, Florence
Esona, Agatha
Fong, Glenn
Giffin, Grace
Higashi, Carol
Honnaka, Chiyo
Kepilino, Florence
Kim, Helen
Klema, Frances
Lacayanga, Odetta
LeNora, Kalani
Lukela, Lillian
Malai, Anson
Matias, Antonio
Matsubara, Nora

Instructional Services - Clerk-Typist
Educational Media Center -
Clerk-Typist
Business Education - Secretary
Bookstore - Cashier
Custodial Services - Janitor
Instructional Services - Secretary
Provost Office - Secretary
Food Service Education - Cashier
Custodial Services - Groundskeeper
Library Assistant
Administrative Services - Personnel Clerk
Admissions & Records - Clerk
Library Assistant
Food Service Education - Secretary
Business Office - Clerk
Library Assistant
Custodial Services - Janitor
Food Service Education - Cook
Custodial Services - Janitor
Custodial Services - Janitor
Administrative Services - Secretary

Matsuzaki, Mona
Morisaki, Joy
Murakami, Karen
Nakagawa, Sadako
Nii, June
Oda, Patricia
Ogino, Karen
Okano, Betty
Salba, Felix
Takahashi, Dennis
Takashima, Cay
Takata, Joyce
Tanabe, Joy
Toledo, Eleanor
Tom, Elena
Uten, Stanley
Uyeno, Gertrude
Vasconcellos, Jeremy
Vea, Genevieve
Vergara, Pedro
Watari, Shizuo
Yamabe, Randall J.
Yamaguchi, Tsunemitsu
Yamamoto, Hazel

Admissions & Records - Clerk-Steno
Instructional Services - Clerk-Steno
Arts & Sciences - Clerk-Typist
Business Office - Account Clerk
Provost Office - Clerk-Typist
Student Services Center - Clerk-Typist
Arts & Sciences - Clerk-Steno
Business Office - Clerk
Custodial Services - Janitor
Business Office - Account Clerk
Arts & Sciences - Typist
Admissions & Records - Clerk-Typist
Instructional Services - Secretary
Business Education - Clerk-Typist
Student Services Center - Clerk-Steno
Custodial Services - Janitor
Student Services Center - Secretary
Custodial Services - Janitor
Food Service Education - Clerk-Typist
Custodial Services - Groundskeeper
Custodial Services - Supervisor
Custodial Services - Groundskeeper
Custodial Services - Janitor
Custodial Services - Janitor

7. Kapiolani Community College Advisory Committees

Accounting/Data Processing

Mr. Wayne Arita
Liberty House
Mr. S.E. Cole
IBM Corporation
Ms. Anna Lee Jones
Maui Divers of Hawaii, Ltd
Ms. Edith Lamb
Lear-Seigler, Inc.
Ms. Elias Mathews
Dept. of Accounting & General Services
Mr. David McCoy
American Security Bank
Mr. Charles Speake
Management Information Consultants
Mr. Robert Venard
Peat Marwick Mitchell & Co. CPA
Mr. Ed Yee
Hawaiian Telephone

Food Service Education

Eddie Agpaoa, Sous Chef
Miramar Hotel
Donald Cronkhite
HOPER Instructor
Kapiolani Community College
Gordy Dambach, Executive Chef
Sheraton Waikiki Hotel
Chuck Gee
Dean of Travel Industry Management
University of Hawaii
Nani Higashino
HOPER Instructor
Kapiolani Community College
Aileen Keliikuloa
Assistant Controller
Ala Moana Hotel
Warren Matsunaga, Manager
Kenny's Burger House
Kam Shopping Center
Kenny Lum, Consultant
Frank Okimoto, Sous Chef
Kahala Hilton Hotel
Richard Rodby
Kemoo Farms
Terry Teruya, Chef
Outrigger Canoe Clubhouse
Rolf Walter, Chef
Hale Koa Hotel
Max Wilhelm
Food and Beverage Director
Sherton Waikiki Hotel
Martin Wyss (Alternate)
Kahala Hilton Hotel
Doris Gauff
Roy Asato
Wisteria Restaurant
Eugene Kaneshiro
Columbia Inn
Kenton Tom
Wailana Coffee Shop
Sharon Wago, Personnel Manager
Hemmeter Center, Hyatt Regency

Legal Assistant

Bernard Bays, Esq.
Carlsmith, Carlsmith, Wichman and Case
Paul Lynch, Esq.
Case, Kay Clause and Lynch
Gary Hagerman, Esq.
Hagerman, Lyons and Brandt
Lorraine Lum
Kapiolani Community College
Soichi Uehara
Kapiolani Community College
Wanda Ching, Paralegal
Damon, Shigekane, Key and Char
Darney Proudfoot, Paralegal
The Divorce Clinic
A.L. McGlaun
Law Office Administrator
Richard Miller
U.H. School of Law
David Palmer
General Public
Kathleen Garcia
LAP Student
Ellen Mann
LAP Student
Nadine Ando
LAP Student - Alternate
Angela Deur
LAP Student - Alternate
Isa-Lei Iuli
LAP Student - Alternate
Russell Kim
LAP Student - Alternate

Business Administration

Mr. Ted Mina, President
Ingel, Mina, & Europa
Mr. Elmer Muraoka, Assistant Vice President
Real Estate Finance
Mrs. Florence Sakai, Training Supervisor
Sears, Roebuck & Co.
Mr. Alvin Yamada, Assistant Vice President
First Federal Savings & Loan

Dental Assisting

Ms. Angelina Faraon
C.D.A.
Dr. James H. Greene, Jr., Dental Director
Chief, Dental Service
United States Public Health Service
Ms. Yoko Kawashima
C.D.A.
Dr. Edward Maehara
Kahala Office Center
Ms. Lillian Shibata, C.D.A.
United States Public Health Service
Dr. Russel Tabata

Handicapped Program, Food Service

Mrs. Ann Bowers
McKinley High School
Mrs. Doris Hattori
Farrington High School
Mrs. Phyllis Hee
Kaimuki High School
Mr. Hideo Kanetsuna
Farrington High School
Mrs. Sandra Lakin
Castle High School
Mr. Ronald Uchida
McKinley High School



Medical Assisting

Mr. James Chandler
Personnel Management Specialist
Department of Health

Mrs. Gladys Ching, R.N.
Outpatient Operations
Kaiser Medical Center

Mr. Janis Cimdins, Director
Personnel and Industrial Relations
The Honolulu Medical Group

Lou Hefley, M.D.
Straub Clinic and Hospital

Mr. Tom Leineweber, Assistant Director
Hawaii Medical Association
Assistant Executive Secretary
Honolulu County Medical Society

Gail Li, M.D.

Eugene Matsuyama, M.D.

Mrs. Melvina Nomura, CMA-A

Mrs. Janet Okinaga, CMA-ACP
Hawaii Association of Medical Assistants

Mrs. Dorothy Park, R.N.
Assistant Administrator - Nursing Services
Straub Clinic and Hospital

Ms. Denise Sakaguchi, SMA
President, Class of 1980

Varian Sloan, M.D.

Sorrell Waxman, M.D.

Mr. Jon Won, Executive Director
Hawaii Medical Association
Executive Secretary
Honolulu County Medical Society

Medical Laboratory Technician

Betty J. Bell, Administrator
G.N. Wilcox Memorial Hospital and Health Center

Mavis M. Cabatu, MLT (ASCP), MT (HEW)
Hilo Medical Laboratory, Inc.

Abraham L. Choy, Administrator
Leahi Hospital

George W. Chu, Ph.D.
Professor Emeritus in Microbiology
University of Hawaii

Edith Eckstein, MT (ASCP)
Education Coordinator
Tripler Army Medical Center

Grace Kagawa, MT (ASCP)
Chief Technologist
Straub Clinic and Hospital, Inc.

L. John Lockett, M.D.
Medical Director, MLT Program
Pathologist
Straub Clinic and Hospital

Sanae Moikeha, Ph.D.
Provost
Maui Community College

Kenneth Sato, MT (ASCP)
Assistant Director of Chemistry
Pathology Associates Medical Laboratory

Herbert Seville MLT (ASCP)
Kaiser Punawai Clinic Laboratory

Patricia Taylor, MT (ASCP)
Chairperson, Medical Technology
University of Hawaii

Secretarial Science

Ms. Mary Funke, President
Damon, Shigekane, Key & Char

Mr. Vernon Kajiwara
Bank of Hawaii

Mrs. Beatrice Sugimoto, Secretary
University of Hawaii

Mr. Yuki Toyama
Department of Education

Mrs. Lillian Yamanaka, Chairman
McKinley High School

Mrs. Jo-Ann Young, President
Ilikai Hotel

Nursing

Barbara Anderson, RN
Assistant Administrator
Kaiser Medical Center

Evelyn Cabral, RN
Medical Surgical Supervisor
St. Francis Hospital

Bea Caringer, RN
Director of Nursing
Maluhia Hospital

Henrietta Gates, LPN
Program Graduate
President, LPNA of Oahu

Nancy Koge, RN
Assistant Director of Nurses
Leahi Hospital

Mary Lou Ikaika, LPN
Program Graduate

Alice Imada, RN
Nursing Education Coordinator
Queen's Medical Center

Prudence Kusano, RN
Nurse Coordinator
Straub Clinic and Hospital

Betty Merryman, RN
Inservice Coordinator
Kuakini Medical Center

Roseann Poyzer, RN
Administrator
Upjohn Healthcare Services

Mary Robinson, RN
Medical Personnel Pool

Louise Samuel, LPN
3rd Vice President, NFLPN
Member, Bd. of Nursing, State of Hawaii

Jane Sherwood, RN
Director of Patient Services
Kapiolani Children's Medical Center

Daisey Takayesu, RN
Inservice Coordinator
Castle Memorial Hospital

Occupational Therapy Assistant

Esther Castle, OTR
Chief, Occupational Therapy Department
Queen's Medical Center

Jean L. Chang, OTR Consultant
Division of Program Services
Department of Health

William Golden
Professor of Public Health
School of Public Health, University of Hawaii

John Hayakawa
Professor of Public Health
School of Public Health, University of Hawaii

Shirley Hoe, OTA
Recent Program Graduate

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

Susan Messer, OTA
Recent Program Graduate

Kathleen Mulledy, COTA
Department of Education

Allan C. Oglesby, M.D.
Chief, Children's Health Services Division
Department of Health

Carol Paul, COTA
Convalescent Center

Stanley Snodgrass, Administrator
Convalescent Center of Honolulu

Dr. Garrett Yanagi, Administrator
Waimano Training School and Hospital

Radiologic Technology

Rufino R. Calvan, R.T.
Department of Radiology
Kuakini Medical Center

Peter R. Clapp, M.D.
Department of Radiology
Kaiser Foundation Hospital

Robert N. Di Mauro, M.D.
Medical Director
St. Francis Hospital

Steve Horibata, Union Representative
(ILWU) Local 142

Calvin M. Ichinose, Administrator
Queen's Medical Center

Nobuyuki Iinuma, Representative
Hawaii Society of Radiology Technologists

Donald Ikeda, M.D.
Department of Radiology
Kuakini Medical Center

Eugene Jamison, R.T.
Department of Radiology
St. Francis Hospital

Clem Kanhai, R.T.
Department of Radiology
Straub Hospital

Grover J. Liese, M.D.
Department of Radiology
Queen's Medical Center

Michael Linderman, Administrator
Kaiser Foundation Hospital

Robert L. May, M.D.
Department of Radiology
Straub Hospital

Richard D. Moore, M.D.
Department of Radiology
St. Francis Hospital

Ronald Oba, Administrator
Kuakini Medical Center

Cynthia Orta
Department of Radiology
Queen's Medical Center

Richard Stenson, Administrator
Straub Clinic and Hospital

Ben Tuua, R.T.
Department of Radiology
Kaiser Foundation Hospital

James Yano, Administrator
St. Francis Hospital

President
Radiology Technology Club

Respiratory Therapy

Mrs. Eleanore Apo, Chief Therapist
Respiratory Therapy
St. Francis Hospital

Miss Hatsune Araki, Supervisor
Respiratory Therapy/CSD
Kuakini Hospital

Mr. Don Ford, Executive Director
American Lung Association of Hawaii

Dr. Jerome Grossman, Professor
School of Public Health, University of Hawaii

Carl Hallenborg, M.D.
C.D.R.I.
University of California Medical Center

Mrs. Marjorie Kim, Chief
Respiratory Therapy
Kapiolani Children's Medical Center

Judy McDanal, M.D.
Medical Director, Respiratory Therapy
Queen's Medical Center

Mrs. Nancy Mendoza, Chairperson & Coordinator
Respirator Therapy Department
Straub Clinic and Hospital

Marlene Moniz
c/o A.P.P.S.
Kapiolani Children's Medical Center

Larry Popplewell, Chief
Respiratory Therapy
Castle Memorial Hospital

Mr. James Yano, Assistant Administrator
St. Francis Hospital

Mr. Clarence Yee
Radiologic Technology Student

