

KAPIOLANI Community College

GENERAL CATALOG



Phones: 531-4654/735-3511

620 Pensacola St., Honolulu, Hawaii 96814

81/82



ADMINISTRATION, FACULTY, STAFF, & ADVISORY COMMITTEES

1. University of Hawaii Board of Regents

Shibano, Tom T.; Maui	Chairperson
Fujimoto, Robert M.; Hawaii	Vice Chairperson
Carlson, Carl A. Jr.; Hawaii	
Fujiyama, Wallace S.; Oahu	
Jervis, Gerald A.; Hawaii	
Mizuguchi, Harriet K.; Oahu	
Moriarty, Michael; Hawaii	
Mukai, Stanley Y.; Hawaii	
Oshiro, Ruth; Oahu	
Rosehill, Ambrose J.; Oahu	
Sasaki, Kiyoshi; Kauai	
Shiramizu, Tatsuki	Secretary of the Board

2. UH Central Administration

Matsuda, Fujio; Sc.D.	President
Heenan, David A; Ph.D	Vice President for Academic Affairs
Masumoto, Harold S.; J.D.	Vice President for Administration

3. Office of the Chancellor for Community Colleges

Kim, Dewey H.; M.P.A.	Chancellor for Community Colleges
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4. Kapiolani Community College Administration

Tsunoda, Joyce; Ph.D.	Provost
Nakamoto, Harriet; M.A.	Dean of Instruction
Ohara, Ralph; M.Ed.	Dean of Students
Fry, John; Ph.D.	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 Director of Administrative Services
Snyder, Patricia; B.A.	Acting Administrative Assistant to Provost

5. Kapiolani Community College Faculty and Staff

Agree, Marcia; M.S.	Health Education	Kurata, Amy; M.Ed.	Humanities
Akita, Isaac; M.B.A., CPA	Business Education	Lai, Sandra; B.A.	Institutional Support
Alcon, Emilio; M.Ed.	Business Education	Lamb, M. Gerald; M.S.Ed.	Student Services
Aoki, Josephine; B.S.N.	Health Education	LeBay, E. Louis; M.S.	Natural Science
Aoki, Richard; M.Ed.	Business Education	LeClair, Robert; J.D.	Legal Assistant Program
Aona, Gretchen; M.A.	Humanities	Lee, Mona; M.Ed.	Student Services
Bell, Jerold; M.Ed.	Social Science	Leong, Lydia; M.A.	Admissions & Records
Bornhorst, Karl; B.S.	Business Education	Lester, Len; B.S.	Business Education
Boyne, Thomas; M.S.	Business Education	Lucas, Ruth; M.A.	Humanities
Bretz, Charles; M.F.A.	Humanities	Malecha, Moira; M.S.N.	Health Education
Brodd, Donna; M.S.N.	Health Education	Mann, Robin-Claire; M.A.	Social Science
Bugtong, Estela; M.A.	Health Education	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	McCrath, Michael; M.Ed.	Social Science
Chrape, John; M.Ed.	Business Education	Miyoshi, Kenneth; M.Ed.	Social Science
Christenson, Darlene; B.S.	Health Education	Moikeha, Sanae; Ph.D.	Health Education
Chu, Donald; B.Ed.	Business Education	Molloy, Michael; M.A.	Humanities
Chun, Allene; M.Ed.	Student Services	Morioka, June; M.Ed.	Health Education
Chun, Joe; M.A.	Educational Media Center	Mossman, Richard; (UH)	Food Service
Chung, Kyong Soo; Ph.D.	Natural Science	Mowbray, John; M.A.	Natural Science
Clements, Roland; M.S.	Health Education	Nakamaejo, David; M.Ed.	Business Education
Cronkhite, Donald; B.A.	Business Education	Nakamura, Joyce; M.Ed.	Business Education
Daniels, Charles; M.S.	Natural Science	Nakayama, Harry; B.S.	Health Education
Dattola, Philip; M.A.	Humanities	Narimatsu, Sharon; M.A.	Social Science
Davis, Irmagard; M.S.	Business Education	Nishimoto, Yuriko; Ph.D.	Business Education
Deai, Katherine; M.P.H.	Health Education	Noguchi, Esther; M.Ed.	Humanities
Ditzel, Fred; M.Ed.	Food Service	Nomura, Barbara; M.A.	Student Services
Dowdle, Betty; M.A.	Humanities	Nunes, Haroldine; B.Ed.	Humanities
Embrey, James; M.A.	Humanities	O'Donnell, George; M.Div.	Humanities
Engle, Robert; M.A.	Humanities	Ogoso, Elton; B.A.	Educational Media Center
Fearrien, Robert; M.A.	Humanities	Pang, Loretta; M.Ed.	Humanities
Fujii, Elinore; B.Ed.	Food Service	Perez, Sandra; M.Ed.	Humanities
Fujimoto, Donald; M.A.	Student Services	Pohlod, Harold; M.A.	Business Education
Fukunaga, Jane; M.A.	Social Science	Quensell, Nelda; M.S.	Natural Science
Gantan, Luz; M.Nurs.	Health Education	Rota, Sharon; M.Ed.	Student Services
Garcia, Michael; M.A.	Business Education	Sakamoto, Nancy; B.Ed.	Business Education
Greiner, Robert; M.Ed.	Business Education	Sakuma, Linda; A.S.	Bookstore Manager
Harris, David; M.Ed.	Student Services	Sanderson, Ronald; M.Ed.	Health Education
Harris, Margaret; M.A.	Business Education	Sato, Gladys; M.Ed.	Food Service
Hershinow, Sheldon; Ph.D.	Humanities	Schiess, Walter; Confiserie	
Higa, Kenneth; M.B.A., CPA	Business Education	Ulrich Frehner	Food Service
Higaki, Esther; Ph.D.	Social Science	Shinoki, Amy; M.Ed.	Business Education
Hiltbrand, Ernest; School for Pastry Chef & Confectioner, Switzerland	Food Service	Slatoff, Saul; M.L.S.	Library
Hoe, Arline; M.Ed.	Food Service	Smith, Etta Christine; M.Ed.	Student Services
Holmes, Louise; M.S.	Natural Science	Stanford, Bruce; M.A.	Social Science
Holst, Valerie; M.A.	Humanities	Steffans, Leland; M.S.	Student Services
Ishimoto, Lester; M.Ed.	Student Services	Sugiki, Myron; Elec. Institute	Educational Media Center
Isotani, Van; M.A.	Business Education	Takahashi, Dennis; B.B.A.	Business Office
Jeffries, James; M.A.	Natural Science	Taketa, Iris; M.Ed.	Business Education
Johnson, Mary Ann; B.S.N.	Health Education	Tani, Carolyn; M.Ed.	Health Education
Kabutan, Shigemi; M.A.	Business Education	Tani, Molly; M.A.	Humanities
Kadoguchi, Ann; B.S.	Health Education	Taussig, Bessie; M.B.A., CPA	Business Education
Kalani, Henry; M.B.A.	Business Education	Terry, Alan; B.S.	Health Education
Kalilikane, Andrea; A.S.	Health Education	Tom, Tenny; L.L.M.	Business Education
Kennedy, Lynn; M.S.	Business Education	Tominaga, Hazel; M.A.	Business Education
Kimura, Cynthia; M.Ed.	Student Services	Uehara, Soichi; B.S.	Humanities
Kimura, Robert; M.A.	Business Education	Vashishta, Shirley; M.L.S.	Library
Kina, Kenko; B.B.A.	Food Service	Voyce, Donald; M.S.	Natural Science
Kodama, Linda; M.A.	Natural Science	Wall, Brendan; M.A.	Humanities
Kondo, Thomas; M.A.	Humanities	Watanabe, Alice; B.Ed.	Health Education
		Wiegand, Siegfried; M.Ed.	Food Service
		Yanai, Eleuteria; M.A.	Health Education
		Yoshihara, Elva; B.S.N.	Health Education
		Young, Richard; M.Ed.	Educational Media Center

6. Kapiolani Community College Clerical and Maintenance Staff

Abe, Phyllis	Business Office Account Clerk
Ahinga, Praxcedes	Instructional Services—Clerk-Typist
Akana, Darlene	Educational Media Center—Clerk-Typist
Akana, Francis	Custodial Services—Groundskeeper
Anbe, Ethel	Business Education—Secretary
Aoki, Grace	Bookstore—Cashier
Castillo, Enrique	Custodial Services—Janitor
Chagami, Barbara	Arts & Science—Secretary
Chun, Florence	Provost Office—Secretary
Esona, Agatha	Food Service—Cashier
Fong, Glenn	Custodial Services—Groundskeeper
Giffin, Grace	Library Assistant
Hall, Fred	Administrative Services—Security Officer
Higashi, Carol	Administrative Services—Personnel Clerk
Honnaka, Chiyo	Admissions & Records—Clerk
Kalani, Lenora	Custodian Services—Janitor
Kepilino, Florence	Library Assistant
Kim, Helen	Food Service—Secretary
Klema, Frances	Business Office—Clerk
Kong, Liane	Instructional Services—Clerk-Steno
Kusatsu, Jani	Student Services—Clerk-Steno
Lacayanga, Odetta	Library Assistant
Lee, Grace	Student Services—Clerk-Typist

Lukela, Lillian	Food Service—Cook
Malia, Anson	Custodial Services—Janitor
Matias, Antonio	Custodial Services—Janitor
Matsubara, Nora	Administrative Services—Secretary
Mizuno, Malie	Health Education—Secretary
Murakami, Karen	Arts & Sciences—Clerk-Typist
Nakagawa, Sadako	Business Office—Account Clerk
Nishimura, Grace	Arts & Sciences—Clerk-Typist
Ogino, Karen	Arts & Sciences—Clerk-Steno
Okamura, William	Administrative Services—Security Officer
Okano, Betty	Business Office—Clerk
Saito, Carol-Lynn	Food Service—Clerk-Typist
Salba, Felix	Custodial Services—Janitor
Tanabe, Joy	Instructional Services—Secretary
Tang, Stephanie	Instructional Services—Clerk-Steno
Toledo, Eleanor	Business Education—Clerk-Typist
Uyeno, Gertrude	Student Services Center—Secretary
Vasconcellos, Jeremy	Custodial Services—Janitor
Vergara, Pedro	Custodial Services—Groundskeeper
Vinca, Lourdes	Admissions & Records—Clerk
Watari, Shizuo	Custodial Services—Supervisor
Yamabe, Randall J.	Custodial Services—Groundskeeper
Yamamoto, Hazel	Custodial Services—Janitor
Yamamoto, Verna	Provost Office—Clerk-Typist

7. Kapiolani Community College Advisory Committees

Accounting

Mr. Wayne Arita
V.P. of Finance
Liberty House

Mr. John Fairbank
Public Affairs Officer & Taxpayer Educ.
Coordinator Honolulu District, IRS

Mr. Hubert K. Ishimoto
Partner, Ishimoto, Imamoto & Co., CPAs

Mr. Phillip Kishimori
V.P. of Finance & Amfac Sugar Co.

Mr. David McCoy
Chief, Audit Department
American Security Bank

Mr. Norman Tyau

Mr. Richard F. Yamamoto, CPA

Mr. Allan Yasue, Partner
Coopers & Lybrand, CPAs

Data Processing

Mr. Pat Gilbert
Instructor in Decision Sciences
UH College of Business Administration

Mr. Roy Kanno
Hawaii Data Processing Manager
Dillingham Corp.

Ms. Rene Katto
Corporate Systems Analyst
Theo H. Davies & Co., Ltd.

Ms. Mariko Koga
Data Control Manager
Amfac Inc.

Mr. Robert L. McDowell
Systems Analyst
Arthur Young Co.

Mr. Pete Van Zile
President
Computer Assistance Corp.

Mr. Edward Yee
Sr. Systems Analyst
Hawaiian Telephone Co.

Dental Assisting

Ms. Kathryn Hill, C.D.A., B.G.S.

Dr. Wayne Jenkins

Dr. Ernest Lau, Dentist

Dr. Leland Lee, Dentist

Ms. Ann Riehle, C.D.A.

Ms. Lillian Shibata, C.D.A.
United States Public Health Service—OPC

Food Service and Hospitality Education

Mr. Roy Asato
King-Piikoi Limited

Mr. Garrett Chan, Executive Chef
House of Lono

Mr. Gordy Dambach
Food And Beverage Director
Prince Kuhio Hotel

Ms. Charlene Goodness, Manager
Maile Restaurant

Mr. Richard Hiramoto, State Director
School Food Services, DOE

Mr. Eugene Kaneshiro
Columbia Inn

Mr. Kenny Lum, Manager
Princess Pauahi Coffee Shop Restaurant

Ms. Juliana Lung
Unity House

Mr. Warren Matsunaga, Manager
Kenny's Burger Restaurant

Mr. Leighton Miyakawa, Chef
Chart House Restaurant

Mr. Frank Okimoto, Sous Chef
Kahala Hilton Hotel

Mr. Kenneth Stehouwer
Personnel Department
Spencecliff Corporation

Mr. Kenton Tom
Malia Coffee Shop

Ms. Sharon Wago, Personnel Director
Hyatt Regency Hotel

Ms. Gayle Watanabe, 1980 Outstanding Student
Kapiolani Community College

Mr. Max Wilhelm
Food and Beverage Director
Sheraton Waikiki Hotel

Handicapped Program, Food Service

Mrs. Doris Higa
McKinley High School

Mrs. Doris Hattori
Farrington High School

Mr. Hideo Kanetsuna
Farrington High School

Mrs. Sandra Lakin
Castle High School

Mr. Ronald Uchida
McKinley High School

Legal Assistant

Bernard Bays, Esq.
Carlsmith, Carlsmith, Wichman and Case

Gary Hagerman, Esq.
Hagerman, Lyons and Brandt

David Harris
Kapiolani Community College

Soichi Uehara
Kapiolani Community College

Wanda Ching, Paralegal
Department of Social Services and Housing

Hunter Monson, Paralegal
Legal Aid Society of Hawaii

Richard Miller
U.H. School of Law

David Palmer
General Public

Elwood Mott
Legal Assistant Program Student

Dana Shiraishi
Legal Assistant Program Student

Anne-Lise Eklund
Legal Assistant Program Student

Medical Assisting

Mr. James Chandler
Personnel Management Specialist
Department of Health

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

M. Lou Hefley, M.D.
Straub Clinic and Hospital

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

Lockwood Young, M.D.
Queens Physicians Office

Ms. Rose McIntyre, R.N.
Director of Nurses
The Honolulu Medical Group

Ms. Pam Marshall, R.N.
Director of Nurses
The Fronk Clinic

Eugene Matsuyama, M.D.

Mrs. Melvina Nomura, CMA-A
Hawaii Society of Medical Assistants

Mrs. Janet Okinaga, CMA-ACP, Past President
Hawaii Society of Medical Assistants

Mrs. Dorothy Park, R.N.
Administration Assistant—Nursing Services
The Straub Clinic and Hospital

Ms. Rose Sakamoto, CMA-P, President
Hawaii Society of Medical Assistants

Varian Sloan, M.D.

Student Medical Assistants
Class of 1982 and Class of 1983

Sorrell Waxman, M.D.
Kapiolani-Children's Medical Center

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

Medical Laboratory Technician

Ms. Judith Beurtsch, MT (ASCP), SBB

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

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

L. John Lockett, M.D.
Pathologist
Straub Clinic and Hospital, Inc.

Gladys Nakamura, MT (ASCP)
Chief Technologist
Accupath Laboratories

Mr. Kenneth Sato, MT (ASCP)
Assistant Director of Chemistry
Pathologist Associates Medical Lab

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

Merchandising

Mrs. Rose Ching
Personnel Division
J. C. Penney & Co.

Mr. Ted Mina, President
Investors Mgt. Enterprise

Mr. Elmer Muraoka, A.V.P.
Real Estate Finance

Mrs. Florence Sakai
Training Supervisor
Sears, Roebuck & Co.

Mr. Bert Thomas
Vice President, Marketing
Aloha Airlines

Mr. Alvin Yamada, A.V.P.
First Federal Savings & Loan

Nursing

Ms. Barbara Anderson, R.N.
Assistant Administrator
Kaiser Medical Center

Ms. Jean Barry
Director of Education and Training
Kuakini Medical Center

Ms. Ruth Belmodis
Program Graduate
President, LPNA of Oahu

Ms. Evelyn Cabral, R.N.
Medical Surgical Supervisor
St. Francis Hospital

Ms. Bea Caringer, R.N.
Director of Nursing
Maluhia Hospital

Mr. Fred Haehnlen, Professor
University of Hawaii
Consumer Representative

Ms. Marylou Ikaika
Program Graduate

Ms. Alice Imada, R.N.
Nursing Education Coordinator
Queen's Medical Center

Ms. Donna Kishi, R.N.
Inservice Coordinator
Straub Clinic & Hospital

Ms. Nancy Koge, R.N.
Assistant Director of Nurses
Leahi Hospital

Ms. Roseann Poyzer, R.N.
Administrator
Upjohn Healthcare Services

Ms. Mary Robinson, R.N.
Director of Nursing
Rehabilitation Center

Louise Samuel, L.P.N.
3rd Vice-President, NFLPN
Member, Board of Nursing, State of Hawaii

Ms. Jane Sherwood, R.N.
Director of Patient Services
Kapiolani Children's Medical Center

Ms. Daisey Takayesu, R.N.
Inservice Coordinator
Castle Memorial Hospital

Occupational Therapy Assistant

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

Ms. Shirley Hoe, COTA
Recent Program Graduate
St. Francis Hospital

Mr. Satoru Izutsu, Chairman
International Health Program
School of Public Health
University of Hawaii

Ms. Bernadette Lau, OTR
Chief, Occupational Therapy Department

Ms. Janice Lee, OTR
Occupational Therapy Consultant
Hospital and Medical Facilities Branch
Department of Health

Ms. Susan Messer, OTA
Recent Program Graduate
Department of Health and Family Health Services

Mr. Clifford Miller, Administrator
Ann Pearl Care Home and ICF

Ms. Kathleen Mulledy, COTA
Department of Education

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

Mrs. Marilyn Pappas, Consumer

Mrs. Carol Paul, COTA
Convalescent Center

Ms. Patti Westerhouse
Consultant, Management Skills

Dr. Garrett Yanagi, Administrator
Waimano Training School & Hospital

Radiologic Technology

Mr. Rufino R. Calvan, RT
Department of Radiology
Kuakini Medical Center

Peter R. Clapp, M.D.
Department of Radiology
Kaiser Medical Center

Robert N. De Mauro, M.D.
Medical Director
Department of Radiology
Kapiolani-Children's Medical Center

Mr. Steve Horibata
Union Representative (ILWU-Local 142)

Mr. Calvin M. Ichinose, Administrator
Queen's Medical Center

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

Mr. Eugene Jamison, RT
Department of Radiology
St. Francis Hospital

Mr. Clement Kanhai, RT
Department of Radiology
Straub Hospital

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

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

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

Mr. Ronald Oba, Administrator
Kuakini Medical Center

Ms. Cynthia Orta
Department of Radiology
Queen's Medical Center

Mr. Richard Ross, Administrator
Department of Radiology
Kaiser Medical Center

Mr. Richard Stenson, Administrator
Straub Hospital

Mr. Ben Tuua, RT
Department of Radiology
Kaiser Medical Center

Mr. James Yano, Administrator
St. Francis Hospital

Respiratory Therapy

Ms. Carol Agard, Chief Therapist
Queen's Medical Center

Mr. Christian Andrews, CRTT
President of Hawaii Society for
Respiratory Therapy
Castle Memorial Hospital

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

Ms. Hatsune Araki, Supervisor
Respiratory Therapy/CSD
Kuakini Hospital

Mr. Don R. Ford
American Lung Association of Hawaii

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

Carl Hallenborg, M.D.
Department of Medicine

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

Mr. Ralph Kinnes, Student
c/o Respiratory Therapy Department
Queen's Medical Center

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

Ms. Nancy Mendoza
Chairperson, Coordinator
Respiratory Therapy Department
Straub Clinic & Hospital

Mr. Larry Popplewell, Chief
Respiratory Therapy Department
Castle Memorial Hospital

Mr. James Yano
Administrative Assistant
St. Francis Hospital

Secretarial Science

Ms. Olga Awana
Honolulu Legal Secretaries Association

Liz Butler
Ameron HC & D

Ms. Gail Inouye
Graduate Member

Mr. Vernon Kajiware
Bank of Hawaii

Mr. Yuki Toyama
Department of Education

Ms. Lillian Yamanaka
Secondary School Representative



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 assistant programs in the State. The college currently offers the Associate in Arts degree, Associate in Science degrees and Certificates of Achievement in twenty-two career fields, and a variety of shorter term credit and non-credit training programs.

Student enrollment in Fall, 1980, was approximately 5,000 students, with this figure expected to remain fairly stable over the decade. Students attend classes at their choice of two campus locations—the Pensacola Campus located on a small five-acre site on the corner of Pensacola Street and Kapiolani Boulevard and the Diamond Head Campus, located on a spacious 52-acre site lying between Diamond Head Road and Kilauea Avenue.

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 of Community Colleges. The seventh, Hawaii Community College, is part 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, semi-professional, 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 occupational 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.

Location-Facilities

Pensacola Campus

The Pensacola Campus, bounded by Pensacola Street and Kapiolani Boulevard, is strategically located in a community of educational, recreational, cultural and business institutions and is conveniently served by several bus lines.

Its combination of permanent buildings and temporary portable facilities are arranged on a small five-acre site. Permanent buildings include a two-story business education structure, a food service education facility with a dining room and coffee shop, and a health service education classroom building. A number of small temporary buildings serve as business and counseling offices, classrooms, and student government offices. Only 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 94 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 (WASC). This accreditation was reaffirmed on January, 1980, following a year-long process of institutional self-study and an on-site visitation by a WASC evaluation team.

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.; the Joint Review Committee for Respiratory Therapy Education; 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 page 2 of this catalog.

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 denied the benefit 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:

**Allene Chun, Counselor
Special Student Services
Kapiolani Community College
620 Pensacola Street
Honolulu, Hawaii 96814
Phone: 531-4654, Ext. 139**

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:

**Mary A. Marko
Assistant Librarian
Kapiolani Community College
4303 Diamond Head Road
Honolulu, HI 96816
Phone: 735-3511, Ext. 146**

Notice of Changes

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



FOCUS ON CAREER EDUCATION

In a college-wide effort to put its educational philosophy and goals to work for students, Kapiolani Community College is currently developing and expanding a variety of instructional and student support services all focused on "career education"—the preparation of students for the world of work. These new or expanded career-related programs fall into the following four major categories:

- Career and Personal Development Services
- Cooperative Education
- Competency-Based Education
- Developmental Education

Many of these institutional development activities have received their impetus through the award to the college of federal funds under Title III Developing Institutions (AIDP) and Title VIII Cooperative Education. However, the activities reflect college-wide priorities which will receive continued emphasis even beyond the temporary period of federal funding.

Career and Personal Development Services

Highlighting the college's focus on career education has been the establishment of the Career and Personal Development Center located in Building 867-1 on the Pensacola campus. The Center and its staff are set up to provide the following career-oriented services to students: career counseling, job placement, vocational testing, educational planning and cooperative education. These coordinated activities are designed to assist students in all phases of career awareness, career exploration and career preparation.

A comprehensive Career Information Library including relevant career publications, films, slides and catalogs, is available at the Center for use by students and faculty. *Career Kokua*, a computerized Career Information System containing current data on local occupations, wages and schools is available for student and faculty use.

In addition, each semester the Career and Personal Development Center staff offers study skills, student activities, career decision making, and job placement. These mini-workshops are announced to students through the *Campus Bul-*

letin, *Kapio*, and *The Career Explorer*, a newsletter distributed by the Career Center.

Cooperative Education

Cooperative Education is career-oriented instructional methodology which provides students an opportunity to apply and practice skills and knowledge acquired through formal classroom instruction to realistic work settings in the business world. It is designed to assist students in coordinating classroom studies with related experience in business, industry, or as a volunteer. The college assists in the placement of students in job-training stations to receive work experiences related to their classroom study.

In keeping with the philosophy of the college, Cooperative Education is individualized and centered around the student's need for individual growth, using realistic work experience as a means for reinforcement of classroom learning. Unlike other "work programs," Cooperative Education at Kapiolani is unique because of the close supervision administered by the coordinator and employer and the relevance of work experience matched to the students' occupational goals.

The educational values and personal benefits that students experience in Cooperative Education are great, including: orientation to the world of work, preparation for career goals, development of helpful employment contacts and references, and the opportunity to earn money to defray college expenses.

Cooperative Education opportunities are available for students in the following curriculum areas: Accounting, Clerical, Data Processing, Secretarial Science, Merchandising, Hotel Operations, Food Service, and Liberal Arts. (Refer to page of this catalog for specific course information.) For additional program information, see the Coordinator of Cooperative Education whose office is located in the Career Center.

Competency-Based Education

The major curriculum development activity currently underway at Kapiolani Community College is the establishment of Competency-Based Education (CBE), including: basic skills competencies; liberal arts program competen-

cies; general education competencies for vocational students; occupational program competencies; and college-wide competencies.

Competency-Based Education is a learning strategy that emphasizes the outcomes of learning, rather than the experience of learning or the time spent in learning. In Competency-Based Education, the course and program objectives are stated in terms of the actual abilities that a student should have acquired by the time he or she completes the course or program. Such an approach to education enhances the students' understanding of the relevancy of what he or she is learning in class to his or her chosen career objectives.

By Fall 1982, Competency-Based Education will be established for most programs at Kapiolani Community College. Students should see their department chairman for more information on the CBE curricula in their major program of study.

Developmental Education

Many students enter Kapiolani Community College with inadequate skills to successfully pursue their major programs of study, whether these be liberal arts, allied health, or business education. To better assist students in development of the necessary reading, writing, mathematics, and study skills, an integrated and coordinated system of developmental education services has been initiated by the college.

The three-fold purpose of this Developmental Education Services is:

1. To provide students the opportunity to develop reading, writing, mathematics, and study skills to enable them to succeed in college.
2. To assist students in developing a positive self-concept.
3. To help students select and prepare for entry into an appropriate educational or occupational major.

Components of the college's Developmental Education System include: Basic Studies, Developmental Studies, and Tutorial Services. Students are recommended for these services based upon their reading and math placement test scores, and an evaluation by a counselor or advisor at the time of orientation and registration.



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 "Admission Requirements for Foreign Students.")

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.

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 Regulations

Students who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii regulations in effect at the time they register, must pay nonresident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present satisfactory evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the Office of Admissions and Records.

Generally, adult (over 19) and minor (under 19) students are deemed residents of the State of Hawaii for tuition purposes if the adult students or in the case of minor students, their parents or legal guardians, have resided in and demonstrated the necessary intent to make Hawaii their legal permanent residence at least 12 consecutive months prior for the first day of instruction.

The **criteria** for establishing Hawaii residency are:

- A. Registering to vote in the State of Hawaii
- B. Voting in Hawaii
- C. Filing Hawaii Resident State Income Tax Return

- D. Obtaining a Hawaii Motor Vehicle License
- E. The presence of immediate family in Hawaii
- F. Other such criteria

No single act is sufficient to establish residence in the State of Hawaii. Having registered to vote in the State of Hawaii and filing Hawaii Resident Income Tax Return are probably the two most important considerations for establishing intent. Other legal factors involved in making a residency determination include:

- A. Residency in Hawaii and residency in another place cannot be held simultaneously.
- B. Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.
- C. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- D. The residency of a married person may follow that of his or her spouse.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residence will not be lost solely because of absence from the state while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

Statutory exemptions may be granted to nonresidents under the following circumstances:

- A. Persons who are legal residents of a state or foreign country which permits Hawaii residents to pay the same tuition at its public institutions of higher learning as are paid by its own residents.
- B. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawaii on active duty.
- C. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- D. Employees of the University of Hawaii and their spouses and legal dependents.

Appeal Process

Residency decisions may be appealed by contacting the Office of Admissions and Records for information on how to initiate an appeal **before** students register for classes. Appeals are heard by the Committee on Resident Status only **after** the **resident** tuition is paid.

Misrepresentation

A student or prospective student who intentionally or willfully misrepresents any fact on any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawaii.

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 the Medical Lab Technician Program, the Occupational Therapy Assistant Program, and the Respiratory Therapy Program occurring only in alternate years. Next enrollment for these programs will be in Fall 1983. Further 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 admission 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 your previous schools to Kapiolani's Office of Admission and Records. TRANSCRIPTS ISSUED TO THE APPLICANT CANNOT BE ACCEPTED.)
5. **Take tests at the time assigned.** (Applicants are notified by mail of testing appointments.)
6. **Submit other information, forms, documents** requested by the college.
7. **Submit a completed Health Certification form** to the Health Education Office.

After all required items 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, nonresidents are not likely to be admitted.

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:

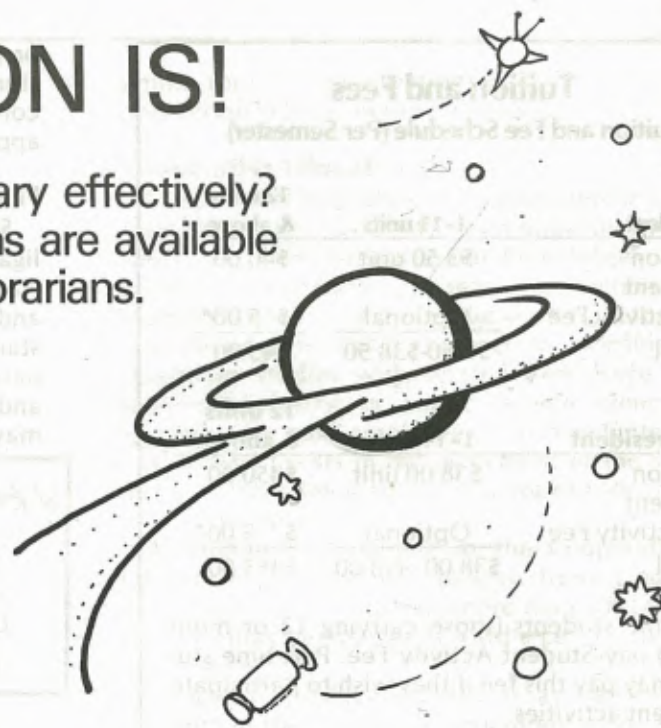
1. **File an application for admission**—The University of Hawaii Common Application Form and a Supplemental Application Form for Consideration for Admission to the Legal Assistant Program for Fall, 1982, must be completed and returned by April 15, 1982, to the Office of Admissions and Records, Kapiolani 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,

WHERE THE INFORMATION IS!

Want to learn how to use the library effectively?
Individual and group instruction sessions are available
by contacting your Reference Librarians.

D. H. Library
Bldg 933
2nd floor

Pensacola Library
Bldg 857
1st floor



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

Kapiolani Community College is authorized under federal law to enroll nonimmigrant alien students. However, 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 nonimmigrant applicants:

1. **Submit a Supplementary Information Form (admissions) 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. Applications and/or requests for scores on this test can be made by writing to Educational Testing Service, Box 592, Princeton, New Jersey, or by contacting the American consulate in your country. HAND-CARRIED 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.

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
1977-1978	4,139	2,986	72.1	629
1978-1979	4,427	2,995	67.6	558
1979-1980	4,328	3,054	70.6	535
1980-1981	4,966	3,323	66.9	*

*Not available at publication deadline.



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 students 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 at the time 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 (complete withdrawal from college).

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 College or any department of the college which are returned for any cause:

Drawn on bank within State or Hawaii	\$5.00
Drawn on bank outside State or Hawaii	\$10.00

Fees for Noncredit Courses

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

Waiver and Refund Policy on Penalty Charges

Penalty charges such as late registration fee and course change fee will not be assessed if it is determined that the student is not responsible for the action causing the charge to be levied. Appeals for waivers of such fees must be made to the Dean of Students. Additionally, students

or parents who believe that individual circumstances warrant exceptions to college policies concerning tuition and fees may present their appeal to the Dean of Students.

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, bounced checks, fines, loans, or outstanding library obligations) may be denied graduation and further registration. Grade reports and 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 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.
3. No refund of the student activity fee in cases of voluntary change from full-time to part-time status after the second week of instruction.

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

- c. No refund if withdrawal is made after the day indicated in the 40% refund column above.

2. For noncredit 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 classified 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 students (12 or more credits)
 - (2) Bonafide residents of Hawaii
 - (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 financial need. Selection is based on students' academic achievement or promise. 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) Maximum of \$2,000 per year

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, 4 percent interest during repayment period, \$90 quarterly repayment



STUDENT AFFAIRS

Student Services

The Kapiolani Student Services Department is comprised of several offices, all of which have as their major objective the support of the student. Student Services is organized to assist the student not only academically but also in the areas of self-assessment of values and career options.

There are four primary locations for student assistance. The three located on the Pensacola campus are: 1) The Student Services Center in Bldg. 851, 2) the Career and Personal Development Center in Bldg. 867, and 3) the Help Center in Bldg. 858. The other Student Services Center is found in Bldg. 926 on the Diamond Head campus. Office hours for all student service operations are 8:00 a.m. to 4:30 p.m., Monday through Friday. Evening counseling is available at Bldg. 867 only, between 4:30 to 7:00 p.m., Monday through Thursday.

Career Guidance

The Career and Personal Development Center (Bldg. 867) is a centralized office which provides the student with comprehensive career guidance support in the form of one-to-one counseling, vocational testing, and a wide variety of career search information materials located in what is called the Career Resources Library. Information on nationwide college programs can also be found here. Career Koku, a computerized Career Information System containing current data on local occupations, is available for student and faculty use. All students should use the facilities of this center to maximize their career exploration.

The Cooperative Education Program and the Job Placement Office, also housed in the Career Center, offer additional opportunities for students to explore various career options through actual on the job experience.

Information Services

One of the Student Services Center's (Bldg. 851) main functions is to provide the student with information on admissions, college procedures, and locations of campus facilities. However, several other materials and services are also available at this counter in the form of campus maps, a lost and found, college forms, and financial assistance applications (FAA). Program information sheets outlining course requirements may be obtained, as well as information about other Kapiolani Community College programs in which a student may be interested.

Counseling

Counselors are available at all four Student Services locations to assist students with educational, personal, and vocational problems and concerns. There are counseling services in the areas of student self-evaluation, selection of vocations, and program planning. In addition to individual and group counseling sessions, a unique Self Advising Materials (SAM) program is available to help students in their second and subsequent semesters selection of courses. This computer generated program enhances the selection of courses to complete graduation requirements in the shortest amount of time. All students should make use of this program each semester.

Testing Service

Placement tests are given to those students who are totally new to college or have not yet completed their English or Math course requirements. These tests are designed to evaluate the student's ability to profit from college-level training and to better assist advisors and students in planning their programs of study. Several vocational tests and interest inventories are also available to the student, upon request, to assist them in narrowing their possible career choices.

Special Student Services

The Special Student Services Office (Help Center) in Bldg. 858 provides assistance to the physically disabled and/or disadvantaged student. It is the primary mission of this office to enable these students to maximize survival skills in both the social and academic world and to help in the achievement of their educational and vocational goals. Educational support services for Special Students include counseling, advising, orientation, academic skills development, and other enrichment programs to help the students maximize their educational potential. Kapiolani Community College's tutorial program for assisting the educationally disadvantaged student has been expanded by the development of a tutorial course which trains enrolled students in this worthwhile area of peer tutoring. All students who qualify for a specific subject area should apply to the Special Student Services Office at the beginning of the semester. There is always a need for tutors.

Employment Placement

Students are assisted in obtaining both part- and full-time employment through the Job Placement Office located in the Career Center, Bldg. 867. Specific employment opportunities will be kept current by a newly computerized system which lists many available off-campus jobs for Kapiolani students. On-campus positions are also available. However, many of these are filled by students who qualify for the College Work Study program. Many other job openings go unfilled, however, so see the Job Placement Office for possible positions which may fit with your schedule of study.

Kapiolani Community College is currently expanding its Cooperative Education Program and many of the listed job opportunities may not only provide you with additional funds, but may also qualify you for extra college credit. Visit the Cooperative Education Program office, also located in the Career Center, for more information on opportunities for earning college credit for your work experience.

Health Service

At the present time Kapiolani Community College has no on-campus health service program. In case of emergency, the student should be referred to the Student Services Center, telephone number 531-4654, ext. 198 (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, babysitting, 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 Veterans Readjustment Benefits Act and the War Orphans 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 in-

- (3) Cancellation privileges for those going into certain fields
- (4) Maximum loan: \$3,000 for the first two years of college
- b. State Higher Education Loan (S.H.E.L.)
 - (1) Full-time student (12 or more credits)
 - (2) Long-term loan, no interest while attending school, 3 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. Guaranteed Student Loan Program (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., 9 percent interest, requires a special application which is available at Financial Aid Office.
- 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 cosigner 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 U.S.A. or Trust Territory. Cambodian, Laotian, and Vietnamese students must provide Form I-94 from the Department of Immigration and Naturalization.

Students who wish to be considered for financial assistance must: submit the Financial Aid Form (FAF) to College Scholarship Service. For further information call or write to the Financial Aids Office of the college.



**HEY YOU!
YES, YOU-COME HERE!**

Read this and spread the word . . .

There's a disease going around—
It's called:

"Job-itis"

But, there is a CURE!!

See: B. NOMURA
PENSACOLA CAMPUS
BLDG. 867, RM. 1
531-4654 X191



**JOB PLACEMENT CENTER
KAPIOLANI COMMUNITY COLLEGE
SATELLITE SERVICE AVAILABLE AT DIAMOND
HEAD CAMPUS IN BLDG 929**

NO APPOINTMENT NECESSARY

**DON'T WAIT,
IT MAY CATCH UP TO
YOU!!!**

formation on V.A. benefits and help in expediting pay and other problems.

Veteran students are required to register only for courses leading to a degree or certificate as outlined in the college catalog. 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 HANDCARRIED 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 catalog requirements regarding academic regulations—These apply to you!!

Veterans are not paid for NC, W, or other non-punitive 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.



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. An entering student will be sent registration information by mail. A student is required to present his or her social security card at registration.

Before each semester begins, the college publishes a class schedule with important registration instructions and lists courses, class hours and location, and instructors.

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 students and the college administration. Students are encouraged to actively participate in the various committees and boards.

Academic Grievance

The Student Senate also administers the academic grievance procedure which allows students a democratic, informal, and direct procedure for resolving problems at all levels of the college administration.

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.

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 who 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
English
Foreign Language
Mathematics

Journalism
Speech
Reading

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 towards 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 in 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.

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 change of registration period.** (Refer to College Calendar.)

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 change of registration period.** (Refer to College Calendar.)

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 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 change of registration period stated in the College Calendar.

Official course withdrawals during the first three weeks of semester will not be noted on the student's record. Courses may be dropped from the fourth to the ninth week of instruction with the consent of the instructor. These drops will be indicated with a "W" in the student's record. After the ninth week, no withdrawals are permitted except for unusual or extenuating circumstances beyond the student's control. These withdrawals require the consent of the Dean of Students. Veteran students must also notify the Veterans' Affairs Counselor and the V.A. of their withdrawal from any courses.

Students who never attend or cease to attend classes without officially withdrawing should be aware that an "F" may be awarded by the instructor. Students should also be aware that some colleges do not look with favor on records with excessive withdrawals. Similar attitudes occur among employers and scholarship grantors.

Complete Withdrawal from College

Students who wish to completely withdraw from the College shall submit the Complete Withdrawal Form to the Office of Admissions and Records by the deadline date set forth in the College Calendar. Students withdrawing completely by the **Last Day to Withdraw Without Penalty** deadline will not have their course registrations noted on their records. Students withdrawing between the fourth and ninth week of instruction and thereafter will have a "W" for each course noted on their records. After the ninth week, withdrawals are not permitted except for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the approval of the Dean of Students.

Students who withdraw and wish to enroll in a subsequent semester must reapply by the specified admissions deadline.

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."

Changes of 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.

No-Show Policy (1981-1982 Academic Year)

Definition: A student who registers for a class but never attends the class is considered a "NO-SHOW."

Should a registered student not attend either:

- The first two sessions of classes which meet two, three, four or five times a week, or
 - the first session of a once-a-week, or modular class,
- the instructor shall officially disenroll the student by reporting to the Department Chairperson on an official droplist form. The Department Chairperson shall tally all such drops to accumulate class openings to be used during late registration and the class change period. After tallying, the Department Chairperson shall forward reports to the Office of Admission and Records.
 - The student should notify the instructor of intent to attend classes when emergencies preclude required attendance as noted above, to avoid being dropped from class.
 - Withdrawal of no-show students initiated by the College will not be recorded on the permanent record card.
 - No automatic tuition refunds will be made for no-shows. The student must request refunds. Refunds will be made according to College's refund schedule. (See Schedule of Courses or Catalog.)

Disappearer Policy

Students who have ceased to attend class and do not officially drop the class are considered "disappears." **Students who have stopped attending class and do not officially drop the class by the deadline date may receive the "F" grade.** A student who has a justifiable reason for temporarily not attending classes must notify the instructor or department chairperson. A student who wishes to drop a class must do so before the deadline date. (See "Change of Registration: Adds and Drops" and "Complete Withdrawal from College.")

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 or three 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 — excellent achievement
- B — above average achievement
- C — average achievement
- D — minimal passing achievement
- F — failure
- CR — credit; used to denote work deserving the credit at "C" level or better for courses taken by the student on CR/NC grading option. Students must specify this option at the time of registration.
- NC — no credit; given to denote minimal achievement or failure under the CR/NC grading option.

Enrollment Symbols

- W — Withdrawal after the first three weeks.
- I — Incomplete; used to indicate that the student has yet to complete all required course work.

The student must initiate the request for an incomplete grade prior to the instructor's submission of final grades. The student should obtain the request form from the Admissions and Records Office, obtain the instructor's signature, and return the form to the Admissions and Records Office by the official "end of the semester" date published in the catalog. The "I" symbol can be given **only** at the time an instructor submits the final class grade sheet.

Students receiving an "I" should consult the instructor to determine the steps for completing the incomplete work. The incomplete work must be made up within the first eight weeks of the following semester or the "I" will be automatically converted to an "F."

When a student completes the required work prior to the deadline, the instructor will initiate a change of grade that takes the completed work into consideration. The "I" makeup grade will be computed in the student's GPA of the semester during which the grade is earned.

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 grade points received by semester hours attempted. If a course in which a "D" or an "F" grade has been received is repeated and a better grade is earned, the new grade shall be used in the grade point computation. Although



the "D" or the "F" grade remains on the student's record, it will not be used in the grade point computation. Grades of "CR" and "NC" are not included in the computation.

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 period specified in the Academic Calendar.

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 op-

tion 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 and complete a Request for Transcript Evaluation form 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 "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 "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 students. 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.



COMMUNITY SERVICES

Introduction

Community Services is the identification, development, delivery, and evaluation of educational activities for the community not offered by the regular instructional units. These activities include:

1. **Community Education:** On and off-campus non-credit courses; off-campus credit courses; workshops; conferences; apprenticeship courses; career upgrading courses; leadership and advocacy training, senior citizen programs. For suggestions or further information contact the Office of Community Services at 735-3127.
2. **Community Development:** Assistance in use of campus facilities; referral source to the community for obtaining on-campus personnel as consultants; providing cultural and other leisure-time activities. For information contact the Office of Community Services.
3. **Community Relations:** Provide public relations services through Newsletters and other public announcements; assist in liaison activities with community organizations; assist and host campus visitors.

Community Education: Non-Credit Program

The college's developing non-credit program serves the educational needs of those students who do not require formal credit. Non-credit offerings include a variety of courses, workshops and short-term training programs offered on-campus, at both the Diamond Head and Pensacola campuses. The college encourages people to share their skills, talents or ideas and to suggest non-credit courses or workshops. The college will try to serve these expressed needs through direct offerings or referral to other more appropriate agencies. For suggestions or further information contact the Office of Community Services at 735-3127.

Of special importance is the college's Senior Citizen Education Program, designed to increase educational opportunities for persons 60 and over in the East Honolulu area.

The senior citizen tuition-free credit or non-credit program seeks to encourage seniors throughout the community to participate in meaningful activities as well as to develop and share their talents with others. Courses, workshops and seminars are also developed in response to academic needs expressed by seniors. The majority of courses are held during the day and in community facilities easily accessible to the students.

Community Education: Off-Campus Credit Program

The offering of the college's credit program in off-campus settings is intended to serve those for whom the on-campus site is inappropriate. This may be students whose work schedule or transportation difficulties prevent on-campus attendance. There are also instances where an off-campus site offers a better learning environment or accessibility to equipment or people not readily available on campus.

Community Education: Career Upgrading and Apprenticeship Program

The Career Upgrading and Apprenticeship programs include job-related skill training for students already employed in industry. These courses are coordinated through either the industry's or union's educational program.

Community Education: Leadership and Advocacy Programs

The college working closely with community organizations and service agencies can develop and offer programs related to improving the general community. Special emphasis is given to meeting the needs of the neighborhood boards, the handicapped, and the elderly.

Community Development: Facilities

Beyond normal class scheduling, Kapiolani Community College makes available to both the college community and the community-at-large nearly all of its facilities. Groups must ordinarily be either college-sponsored or non-profit organizations. Nominal rental fees are charged to outside groups.

To reserve facilities, an organization completes a facilities request form at the Office of Community Services (735-3127). All facilities are reserved on a first-come, first-served basis.

Community Development: Referral Consultation Services

Training and Consultation. The staff of the Office of Community Services and the faculty and staff of the college are available to groups and organizations to conduct training and provide consultation in a variety of specialized subject areas.

Community Relations: Public Relations and Liaison

The Office of Community Services assist with activities designed to disseminate information to the community concerning the college and to assess community needs and interests. The Office publishes special newsletters, brochures, and other publications for distribution to the general public.

A Community and Staff Resource Center is maintained at the Diamond Head Campus (Bldg. 924, Room 102) with software materials on family planning, personal hygiene, leadership techniques, community organization techniques, and personal development. These materials may be borrowed by the general public.

An areawide Advisory Committee has been established to participate in formulating policies and programs for the college.

For more information or a request, contact the Office of Community Services (735-3127).



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.

ter 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, without taking an entrance examination, 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.
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. Manoa accepts no more than 60 semester credits in transfer from a junior or community college.
 - 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.

nity 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. Manoa accepts no more than 60 semester credits in transfer from a junior or community college.
- 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.



Do You Need Career Information?

The CAREER LIBRARY in the Career and Personal Development Center has many free services to help you.

- Career Kokua—Computerized Career Information on Programs of Study and Career Descriptions.
- Microfiche of two and four year colleges.
- Slide tapes on Career Choice, Personal Decision Making, Job Search, etc.
- Career files.
- Interest tests.
- Career Counseling.



LOOK FOR THE BUILDING (867-1) WITH THE COLORED ARROWS NEXT TO PARKING LOT "C"

PHONE 531-4654 EXT 164, 182



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 at outlined 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.

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, page 21.
4. Residency: Final 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 Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. The Dean or Provost may also approve use of credit by examination to meet residency requirements.

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 Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. 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 6 se-

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 to 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 Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. 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, Court Reporting, Receptionist-File Clerk, Payroll and Accounts Clerk, Dining Room Service, Short Order Cookery, Cold Food Pantry, Storeroom Operations, and Data Entry Clerk. Information about these programs is available from the department chairpersons.

mester 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.

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, 140
OCEAN 201
PHYS 100
PHYS 102
SCI 21
SCI 121
SCI 122
SCI 124
SCI 126
ZOO 100
ZOO 101

Group III (3)
Social Sciences
AMST 211
AMST 212
ANTH 150
ANTH 200
BOT 105
ECON 101
ECON 120
ECON 150
ECON 151
GEOG 102
GEOG 151
HD 230
ICS 100
LAW 22

POLSC 110
POLSC 220
POLSC 230
PSY 100
PSY 110
PSY 220
SOC 100, 275
SOC 220
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 100B, C, 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 interrupted. 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)
Certificate of Achievement (30)
Certificate of Completion (15)
Payroll & Accounts Clerk

Data Processing Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Certificate of Completion (7)
Data Entry Clerk

Merchandising Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Sales and Marketing

Secretarial Science Program

Associate in Science Degree (60)
Secretary
Legal Secretary
Certificate of Achievement (30)
Clerical
Stenography—Shorthand
Stenography—Non-Shorthand
Medical Transcription
Word Processing
Certificate of Completion (varies)
Court Reporting
Receptionist-File Clerk

Food Service and Hospitality 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
(Waiter/Waitress)
Storeroom Operations
Short Order Cookery
Cold Food Pantry

Hotel Operations Program

Associate in Science Degree (60)

Health Education

Dental Assisting Program

Certificate of Achievement (40)

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 parenthesis indicates credit hours required for completion of programs.



PROGRAM CURRICULA

Kapiolani Community College is currently in the process of shifting its instructional focus to one of emphasis on the **competencies** which a student should obtain by the time he or she completes a major program of study. Program competencies have been established and are listed below for the following major curricula: Accounting, Data Processing, Food Service, Merchandising, Secretarial Science, Hotel Operations, Nursing, all of the Allied Health Programs and Liberal Arts Program. The remaining program curricula are described in the traditional format; however, competencies will be developed for these programs during the coming year so that eventually all the college's program curricula will be competency-based.

Career ladder options are available in most of the competency-based programs, enabling the student to select among various points of entry from the program. These points of entry correspond to various levels of career opportunities in the major field.

BUSINESS EDUCATION

Accounting Curriculum

Associate in Science Degree (60 Semester Credits)

This curriculum is designed to prepare students for entry-level positions in the accounting profession both in government and private business.

The recommended course offerings per semester is programmed to allow students exiting the program prior to completion to have attained the necessary competencies for entry level clerical positions such as payroll clerk, receivable/payable clerks, and accounting clerk.

Upon completion of the A.S. Degree program, students will have developed the necessary competencies for higher entry level positions such as bookkeepers and semi-professional accountants.

Upon successful completion of the Associate Degree in Accounting program, students should be able to:

- ... Know various business documents and relate its use in the record keeping process.
- ... Operate a 10-key adding machine or electronic calculator to solve practical business problems.
- ... Demonstrate proficiency in the computing, record keeping and reporting of payroll, its related taxes and general excise taxes for the State of Hawaii.
- ... Apply the principles, concepts and practices of record keeping for small service and merchandise entities organized as sole proprietorships.
- ... Apply the principles, concepts and practices of record keeping for partnerships and corporation.
- ... Demonstrate proficiency in the preparation of Federal and State tax returns for individuals and small businesses.
- ... Construct computer programs using BASIC language to solve accounting problems.
- ... Demonstrate an awareness of the legal, social, economic, and technological implications affecting the environment in which business operates.

First Semester	Credits
ACC 24, Principles of Accounting I (or 201)	3
ACC 32, Payroll and Hawaii General Excise Taxes	3
BUS 55, Computational Problems in Business	3
ENG 50, B, C, D Communications Skills	3
BUS 20, (Introduction to Business)	3
	15

Second Semester	Credits
ACC 25, Principles of Accounting II (or 202)	3
ACC 34, Income Tax Preparation	3
BUS 56, Advanced Computational Problems in Business	3
TYPING 20, Beginning Typewriting	3
Elective	3
	15

Third Semester	Credits
ACC 26, Principles of Accounting III	3
ACC 50, Using Computer in Accounting	3
LAW 30, Business Law I	3
General Education	3
Elective	3
	15

Fourth Semester	Credits
ACC 40, Intermediate Accounting	4
* ACC 93V, Cooperation Education	3
General Education	6
Elective	2
	15
TOTAL	60

*Recommend Electives
(Either of the first two electives below may be substituted for the Co-op education requirement for the A.S. degree)

ACC 37, Business Income Taxation	3
ACC 36, Cost Accounting	3
ACC 24L, Introduction Accounting Lab	3

Certificate of Achievement (30 Semester Credits) ACCOUNTING

This curriculum is designed to prepare students for entry positions such as bookkeepers or assistant bookkeepers.

Upon successful completion of the program, the student should be able to:

- ... Know various business documents and relate its use in the record keeping process.
- ... Operate a 10-key adding machine or electronic calculator to solve practical business problems.
- ... Demonstrate proficiency in the computing, record keeping and reporting of payroll, its related taxes and general excise taxes for the State of Hawaii.
- ... Apply the principles, concepts and practices of record keeping for small service and merchandise entities organized as sole proprietorships.
- ... Apply the principles, concepts and practices of record keeping for partnerships and corporations.
- ... Demonstrate proficiency in the preparation of Federal and State tax returns for individuals and small businesses.
- ... Construct computer programs using BASIC language to solve accounting problems.

First Semester	Credits
ACC 24, Principles of Accounting I (or 201)	3
ACC 32, Payroll and Hawaii General Excise Taxes	3
BUS 55, Computational Problems in Business	3
ENG 50, B, C, D Communications Skills	3
	12

Second Semester	Credits
ACC 25, Principles of Accounting II (or 202)	3
* ACC 26, Principles of Accounting III	3
ACC 34, Income Tax Preparation	3
ACC 50, Using Computers in Accounting	3
**Elective	3
BUS 56, Advanced Computational Problems in Business	3
	18
TOTAL	30

*Not required if ACC 202 is taken
**ACC 36 or ACC 37 recommended.

Certificate of Completion (15 Semester Credits) PAYROLL AND ACCOUNTS CLERK

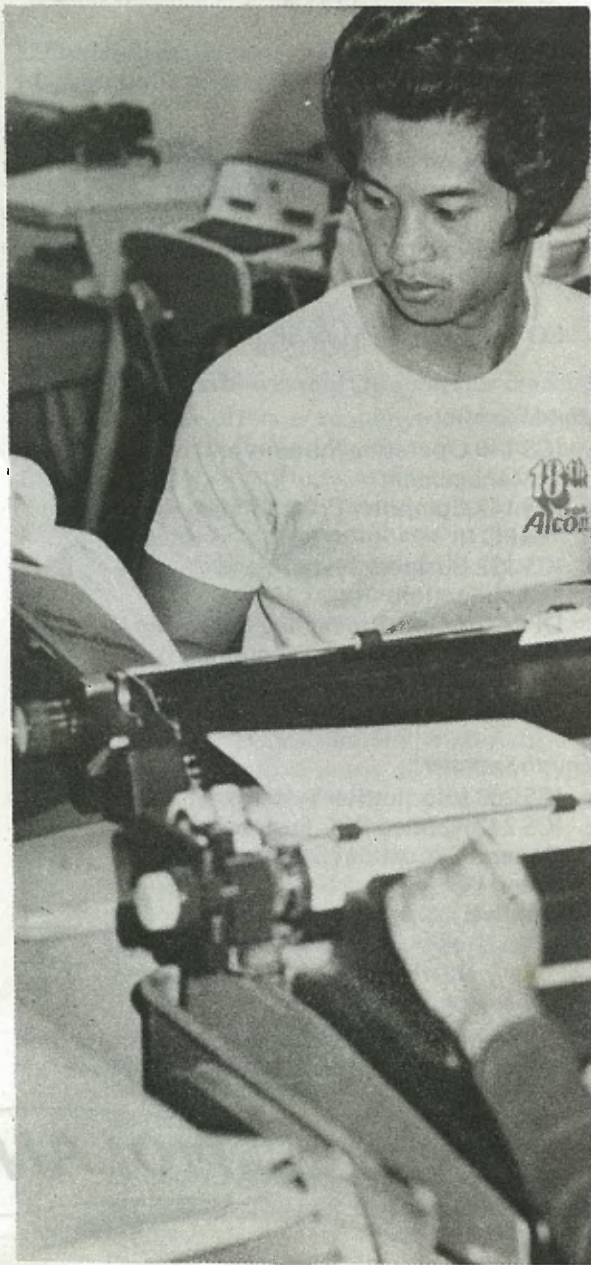
This curriculum is designed to prepare students for entry positions such as payroll or accounts clerk.

Upon successful completion of the program, the student should be able to:

- ... Know various business documents and relate its use in the record keeping process.
- ... Operate a 10-key adding machine or electronic calculator to solve practical business problems.
- ... Demonstrate proficiency in the computing, record keeping and reporting of payroll, its related taxes and general excise taxes for the State of Hawaii.

First Semester	Credits
ACC 24, Principles of Accounting I (or ACC 201)	3
ACC 32, Payroll and Hawaii General Excise Taxes	3
BUS 55, Computational Problems in Business	3
ENG 50, B, C, D Communications Skills	3
TYP 20, Beginning Typewriting (or TYP 25)	3
TOTAL	15

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



Data Processing Curriculum

Students who are interested in pursuing a baccalaureate in Information and Computing Sciences or Management Information Sciences at Manoa or other schools should enroll in general education courses numbered 100 or above.

Associate in Science Degree (60 Credits)

This program is designed for students who are planning a career in the field of data processing. The competency-based curriculum is designed to prepare students for employment in position such as control clerks, computer operators and operator/programmers and to provide basic training for possible advancement to programmer and systems analyst positions.

Upon successful completion of the Associate Degree in Data Processing program the student should be able to:

- ... Demonstrate proficiency in the operation of small and large computer systems by proper handling of the system hardware.
- ... Demonstrate intelligent interaction with the operating system by effective use of the control language and utility programs.
- ... Execute, correctly and efficiently, standard operating procedure instructions.
- ... Operate peripheral equipment efficiently.
- ... Understand computer organization in order to contribute to computer system performance.
- ... Understand business systems in order to determine the validity of computer procedures and outputs.
- ... Demonstrate proficiency in programming business problems in common business languages in both batch and interactive environments.
- ... Understand operating systems and data base concepts.
- ... Apply accounting principles and computer systems concepts to design and implementation of business systems on computers.

First Semester	Credits
ICS 101 Introduction to Data Processing	4
ICS 121 Business Problem Solving	3
DPRO 20B Data Entry Equipment Operation	1
ENG 22 or higher	3
Math 25 or higher	3
	14

Second Semester	Credits
ICS 155 Computer Programming—COBOL	4
ICS 260 Introduction to Computer Science I	3
DPRO 70 Data Processing Internship I	1
Acc 24 Principles of Accounting I (or ACC 201)	3
COMUN 145, SP 51 or SP 151	3
	14

Third Semester	Credits
ICS 140 Operating Systems and Data Management	3
ICS 142 Computer Programming—RPG II	4
ICS 132 Business Systems and Applications	3
DPRO 71 Data Processing Internship II	2
ACC 25 Principles of Accounting II (or ACC 202)	3
	15

Fourth Semester	Credits
ICS 200 Information Systems	3
ICS 242 Applied RPG Systems	4
General Education (Groups II, III and IV)	9
Elective	1
	17
TOTAL	60

Note: Cumulative grade point average of 2.0 or better is required for courses in major field.

COMPUTER OPERATOR

Certificate of Achievement (30 Credits)

This curriculum prepares students for employment as junior computer operators and control clerks. The operation of small business computers is emphasized.

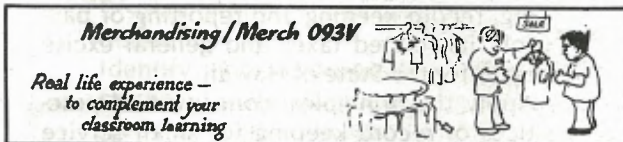
Upon successful completion of the program the student should be able to:

- ... Demonstrate proficiency in the operation of small and large computer systems by proper handling of the system hardware.
- ... Demonstrate intelligent interaction with the operating system by effective use of the control language and utility programs.
- ... Execute, correctly and efficiently, standard operating procedure instructions.
- ... Operate peripheral equipment efficiently.
- ... Understand computer organization in order to contribute to computer system performance.
- ... Understand business systems in order to determine the validity of computer procedures and outputs.

First Semester	Credits
ACC 24 Principles of Accounting I (or ACC 201)	3
ICS 101 Introduction to Data Processing	4
DPRO 20B Data Entry Equipment Operations	1
* Elective	1
MATH 25 or higher	3
ENG 22 or higher	3
	15

Second Semester	Credits
ICS 140 Operating Systems and Data Management	3
DPRO 70 Internship I	1
DPRO 71 Internship II	2
DPRO 72 Computer Operations II	3
ICS 132 Business Systems and Applications	3
* Elective	3
	15
TOTAL	30

- *Recommended Electives
- DPRO 20C Data Entry Project
 - BUS 55 Computational Problems in Business



DATA ENTRY

Certificate of Completion (7 Credits)

(This program will be available in the Spring of 1982)

This curriculum prepares students for employment as data entry clerks. Key punch, direct data entry, and point of order data entry skills are developed.

Upon successful completion of the program, the student should be able to:

- ... Demonstrate proficiency in operation of data entry equipment by keying alpha and numeric data at a keying rate of at least 10,000 strokes per hour.
- ... Display an understanding of data entry concepts by making program cards and by performing basic input and output logging tasks and by recognition or incorrect or inappropriate data.
- ... Demonstrating proficiency by understanding very varied types of formatting.
- ... Demonstrate proficiency in both key verification and sight verification procedures.

DPRO 20B Data Entry Theory	1
DPRO 20C Data Entry Projects	1
TYPW 20B Beginning Typing	1
DPRO 20D Data Entry Job Simulation/Speed	3
DPRO 70 Internship I	1
TOTAL	7

Merchandising Curriculum

Associate in Science Degree (60 Semester Credits) and Certificate of Achievement (30 Semester Credits)

This program is designed for students who are planning for a career in the field of merchandising/marketing. The competency-based curriculum is designed to prepare students for positions such as stock clerk, receiving clerk, salesperson, display person, assistant buyer, and assistant department manager and to provide basic training for possible advancement to management positions. Upon successful completion of the program, the student should be able to:

- ... Demonstrate proficiency in a sales situation involving the preapproach, approach, sales presentation, sales resistance and objections, and closing techniques.
- ... Demonstrate proficiency in applying principles, methods, and procedures to obtain product information for customers, buyers, and sales personnel.
- ... Apply the principles, concepts, and practices of retailing in the operation and management of a retail establishment.
- ... Display a knowledge of the management of price competition, price control, and space allocation in wholesaling.
- ... Understand the function, classification, efficiency, and responsibilities of the wholesale sector.
- ... Apply basic principles, concepts, and practices of marketing to include product selection and development, market research, promotion, channels of distribution, and pricing as they apply in a free enterprise economy.
- ... Manage the application of skills in areas of market research in advertising, selection of media, evaluation and testing of advertising effectiveness, and writing and designing of advertising copy.

First Semester	Credits
MERCH 30, Principles and Methods of Salesmanship	3
MERCH 32, Merchandise Analysis	3
BUS 20, Introduction to Business	3
BUS 55, Computational Problems in Business	3
TYPW 20, Beginning Typing (or TYPW 25)	3
	15

Second Semester	Credits
MERCH 45, Principles of Retailing	3
BUS 56, Advanced Computational Problems in Business	3
BUS 70, Human Relations in Business	3
MERCH 35, Principles of Wholesaling	3
ENG 50 or higher	3
	15
SUBTOTAL	30

Program Exit Point for Certificate of Achievement in Sales & Marketing

Third Semester	Credits
ACC 24, Principles of Accounting I	3
ICS 100, Computer and Its Role in Society	3
MERCH 40, Principles of Marketing	3
General Education Requirement	3
Elective	3
	15

Fourth Semester	Credits
MERCH 20, Advertising & Display	3
General Education Requirement	3
General Education Requirement	3
MGT 18, Introduction to Supervision	3
* MERCH 93V, Cooperative Education	3
	15
TOTAL	60

Program Exit Point for Associate in Science Degree in Merchandising

*This course may be waived for those with prior experience in the merchandising field.



Secretarial Science

In the Secretarial Science programs listed below, students must achieve a final grade average of all typing courses, and of all shorthand courses, which equals a 2.0 or better, in order to be eligible for graduation.

Clerical Programs

RECEPTIONIST-FILE CLERK

Certificate of Completion (15 Semester Credits)

This one-semester program qualifies graduates for entry-level positions as receptionists or file clerks, as well as entry-level clerk typists. Training emphasis is placed on the basic filing and typing tasks, simple machine calculations, and effective telephone-receptionist techniques such as placing and receiving telephone calls, and meeting the public. Competencies are similar to those listed below for the Clerical Certificate of Achievement program.

First Semester	Credits
ENG 10, Basic Writing V, or ENG 50	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Job Interview Techniques	2
* TYPW 30, Intermediate Typewriting	3
** Elective	5
TOTAL	15

* Prerequisite: Typing speed of 35 wpm or more.
 ** Recommended Electives:
 OFPRO 42, Personal Development
 DPRO 20-B, Data Entry Equipment Operator
 DPRO 20-C, Entry Skill Development



CLERICAL

Certificate of Achievement (30 Semester Credits)

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 a rough draft and printed materials, completing business forms and miscellaneous records, filing, operating business machines and duplicators, distributing mail, answering the telephone and meeting the public.

Upon successful completion of this program, the student should be able to:

- ... Type correspondence, records, reports, forms, and miscellaneous material from: typed rough draft, handwritten rough draft, verbal instruction, and verbal dictation at the typewriter.
- ... Proofread and make neat and accurate corrections of all typed material (including originals and copies).
- ... Maintain the currently used filing system, cross-reference documents and prepare cross-reference materials, and maintain index files, "tickler" files, "work in progress" files.
- ... Receive and screen persons who enter the office; manage appointment information.
- ... Perform office functions, such as to keep the reception area in order, operate intercom system, maintain employee information directory.
- ... Maintain office equipment and office inventory of supplies.
- ... Answer incoming and place outgoing telephone calls.
- ... Receive and process incoming mail; prepare outgoing mail.
- ... Perform reprographic services.
- ... Use general reference materials to look up spelling, pronunciation, definition of terms.
- ... Operate various kinds of modern typewriters; 10-key adding machine; and electronic calculators.
- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified; prepare for job interview; participate in a job interview; and follow up on the job interview.

First Semester	Credits
* TYPW 30, Intermediate Typewriting	3
SP 51V, Speech	3
OFPRO 20, Filing	2
ENG 10 or ENG 50	3
OFPRO 30, Telephone and Interview Techniques	2
Elective	2
SUBTOTAL	15

Recommended Electives:

DPRO 20-B, Data Entry Equipment Operator
 DPRO 20-C, Entry Skill Development

Program Exit Point for Certificate of Completion as Receptionist-File Clerk

Second Semester	Credits
OFPRO 22, Duplicating Techniques	2
OFPRO 42, Personal Development	3
OFPRO 40, General Clerical Procedures	4
MATH 01 or BUS 55, Computational Problems in Business	3
Elective	3
TOTAL	30

Program Exit Point for Certificate of Achievement-Clerical

Recommended Electives

TYPW 40, Advance Typewriting

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

* Prerequisite: Typing speed of 35 wpm or more.

Secretarial Programs (Shorthand)

Students in the secretarial programs listed below may take machine shorthand in evening classes instead of handwritten shorthand in day classes.

STENOGRAPHY—SHORTHAND

Certificate of Achievement (30 Semester Credits)

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.

Upon successful completion of this curriculum the student should be able to:

- ... Type multiple copies of general business forms that are pertinent to the specific business from: typed rough draft, handwritten rough draft, verbal instruction, verbal dictation at the typewriter, machine transcription, information compiled and composed at the typewriter, and shorthand note transcription; type or prepare copy for reproduction.
- ... Proofread and make neat and accurate corrections of all typed material.
- ... Maintain the currently used filing system; revise files to keep them current; cross-reference documents and prepare cross-reference materials; maintain index files, "tickler" files, "work in progress" files, and maintain files for shorthand notebooks; establish and setup a filing system; and conform all files and copies of legal documents with originals.
- ... Receive and screen persons who enter the office and manage appointment information.
- ... Perform office functions, such as to keep the reception area in order; operate intercom system; maintain a bulletin board of announcements, news, etc.; maintain employee information directory.
- ... Maintain office equipment; keep equipment current; select equipment, and maintain office inventory of supplies.
- ... Answer incoming and place outgoing

telephone calls; find needed information by using the telephone directory.

- ... Receive and process incoming mail and outgoing mail.
- ... Use general reference materials to look up spelling, pronunciation, and definition of terms.
- ... Operate various kinds of modern typewriters; electronic calculators; and transcribing machines.
- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified; prepare for job interview; participate in and follow up on the job interview.

First Semester	Credits
* TYPW 30, Intermediate Typewriting	3
* TRNSC 24, Self-Directed Dictation and Transcription	2
** SHTHD 30, Intermediate Shorthand	4
ENG 50, Communication Skills	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
SUBTOTAL	16

Program Exit Point for Certificate of Completion as Receptionist-File Clerk (See Note below)

Second Semester	Credits
TYPW 40, Advanced Typewriting	3
ENG 55, Business Communication	3
BUS 55, Computational Problems in Business	3
OFPRO 40, Clerical Office Procedures	(4)
or	
OFPRO 50, Secretarial Procedures	4
Elective	1
TOTAL	30

Program Exit Point for Certificate of Achievement—Stenography

* Prerequisite: Typing speed of 35 wpm or more.
 ** Prerequisite: SHTHD 20 and/or 25 or equivalent.

Note: Students wishing to exit after this first semester of the program may earn the Certificate of Completion.

STENOGRAPHY—NON-SHORTHAND MEDICAL TRANSCRIPTION

Certificate of Achievement (30 semester credits)

The College offers a sequence of courses to prepare students for employment in clinics, hospitals, and doctor's offices as medical transcribers, as well as in entry-level receptionist-file clerk positions. Training emphasis is placed on acquiring general stenographic skills related to the needs of medical transcribers and gaining usage of specialized medical terminology.

Upon successful completion of this program, the student should be able to:

- ... Supervise and/or create needed copies; collate materials; and bind materials.
- ... Operate various kinds of modern typewriters and become proficient in the use of cassette transcription machines.
- ... Accomplish stenographic tasks requiring the use of the most frequently used medical terms/phrases related to the various types of medical record reports and the various specialties of medicine.
- ... Use the basic references most commonly used as aids in medical machine transcription, (medical dictionaries, drug references, instrument catalogs, anatomy texts, etc.).
- ... Use the various formats for typing medical record reports and be able to prepare proficiently the four basic medical record reports.
- ... Demonstrate proficiency in medical ma-

chine transcription from the standpoint of quality and quantity.

- ... Demonstrate a disposition for continued personal growth and understanding of self; to show emotional maturity; and to maintain professional maturity.
- ... Maintain good physical fitness behavior patterns; show good visual poise; select and wear proper office attire; and to maintain good personal hygiene.

First Semester	Credits
BIOL 22, Human Anatomy and Physiology	3
ENG 50, Communication Skills	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
TRNSC 24, Self-Directed Dictation and Transcription	2
TYPW 30, Intermediate Typewriting	3
	15

Second Semester	Credits
BUS 55, Computational Business Problems in Business	3
HLTH 21B, 21C, Introduction to Medical Terminology & Medical Terminology	3
OFPRO 40 or 50, Clerical Office Procedures or Secretarial Procedures	4
TRNSC 45, Medical Transcription	3
Elective	2
	15
TOTAL	30

STENOGRAPHY—NON-SHORTHAND WORD PROCESSING

Certificate of Achievement (30 semester credits)

The College offers a sequence of courses to prepare students for employment in the fast-growing field of word processing as operators of word processing equipment. Training emphasis is placed on acquiring skills in the operation of various kinds of modern typewriters, dictating and transcribing equipment, and word processing machines. Students learn to proofread and revise on the word processing system.

Upon successful completion of this program, the student should be able to:

- ... Demonstrate the operation and proper care of office equipment, including typewriters, dictating and transcribing machines, and word processing units.
- ... Demonstrate the ability to record, play back, and revise on word processing units; apply skills to produce letters, memos, manuscripts, statistical, and columnar materials; store documents on mag cards/discs.
- ... Use reference materials to look up punctuation, spelling, pronunciation, and definition of terms.
- ... Proofread and revise on the word processing equipment by using edited proofreader's marks to type final copy.
- ... Log and file recordings of documents for later use.
- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified, prepare for job interview, participate and follow up on the job interview.

First Semester	Credits
ENG 50, Communication Skills	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
TRNSC 24, Self-Directed Dictation and Transcription	2
TYPW 30, Intermediate Typewriting	3
WPRO 50, Introduction to Word Processing	3
	15

Second Semester	Credits
BUS 55, Computational Business Problems in Business	3
ENG 55, Business Communication	3
OFPRO 40 or 50, Clerical Office Procedures or Secretarial Procedures	4
WPRO 52, Word Processing Center Management	3
Elective	2
	15
TOTAL	30

SECRETARIAL SCIENCE

Associate in Science Degree (60 Semester Credits)

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

Upon successful completion of this program, the student should be able to:

- ... Type general business correspondence and multiple copies of general business forms from: typed rough draft, handwritten rough draft, verbal instruction, verbal dictation at the typewriter, machine transcription; type or prepare copy for reproduction.
- ... Proofread and make neat and accurate corrections of all typed materials (including originals and copies).
- ... Maintain the currently used filing system; revise files to keep them current; cross reference documents and prepare cross-reference materials; maintain index files, "tickler" files, "work in progress" files, and shorthand notebooks files.
- ... Receive and screen persons who enter the office; manage appointment information.
- ... Maintain office equipment; select and keep equipment current; maintain bulletin board of announcements, news, etc., and employee directory.
- ... Answer incoming and place out-going telephone calls; find needed information by using the telephone directory.
- ... Receive and process incoming mail and outgoing mail.
- ... Use general reference materials to look up spelling, pronunciation, and definition of terms (compose, edit, and aid in research).
- ... Operate various kinds of modern typewriters; 10-key adding machine; electronic calculators; and transcribing machines.
- ... Maintain petty cash fund and checking account; handle payment of bills and statements.
- ... Record computer printouts to obtain information to prepare required reports; check source documents against computer printouts for accuracy.
- ... Make travel arrangements; schedule meetings and conferences.
- ... Compose business letters under direct supervision; compose informational reports; compose and/or edit other materials.
- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified; prepare for job interview; participate in and follow up on a job interview.

First Semester	Credits
*TYPW 30, Intermediate Typewriting	3
**TRNSC 24, Self-Directed Dictation and Transcription	2
†SHTHD 30, Intermediate Shorthand	4
ENG 50, Communication Skills	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
	2
SUBTOTAL	16

Program Exit Point for Certificate of Completion as Receptionist-File Clerk (See Note below)

Second Semester	Credits
TYPW 40, Advanced Typewriting	3
SHTHD 40, Advanced Shorthand or SHTHD 42, Executive Shorthand	4
ENG 55, Business Communication	3
BUS 55, Computational Problems in Business	3
OFPRO 21, Records Management	1
	14

Third Semester	Credits
OFPRO 42, Personal Development	3
SP 51V, Oral Communications Techniques	3
ACC 24, Principles of Accounting	3
TRNSC 35, Machine Transcription	3
General Education	3
	15

Fourth Semester

OFPRO 50, Secretarial Procedures	4
OFPRO 93V, Cooperative Education	3
General Education	6
Elective	2
	2
TOTAL	60

Program Exit Point for Associate of Science Degree—Secretarial Science

- *Prerequisite: Typing speed of 35 wpm or more.
- **Prerequisite: SHTHD 20 and/or 25 or equivalent.
- †Prerequisite: TYPW 20 or equivalent.

Note: Students wishing to exit after this first semester of the program may earn the Certificate of Completion.

SECRETARIAL SCIENCE (LEGAL SECRETARY)

Associate in Science Degree (60 Semester Credits)

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.

Upon completion of this program, the student should be able to:

- ... Type and proofread to obtain needed legal and general business correspondence from: typed rough draft, handwritten rough draft, verbal instruction, verbal dictation at the typewriter, machine transcription, information compiled and composed at the typewriter, and shorthand note transcription (telephone dictation, legal reference books and information gathered from other documents in the files).
- ... Proofread and make neat and accurate corrections of all typed materials (including originals and copies).
- ... Type and proofread to obtain specialized legal documents and papers; type civil and criminal court documents and non-court documents (deeds, leases, mortgages, agreements, contracts, notes, etc.); type special court and administration documents, such as probate forms, guardianship forms, dissolution of marriage forms, and others.
- ... Maintain the currently used filing system; revise files to keep them current; cross-reference documents and prepare cross-reference materials; maintain index files, "tickler" files, "work in progress" files, and maintain files for shorthand notebooks; establish and set up a filing system; and conform all files and copies of legal documents with originals.
- ... Receive and screen persons who enter the office; manage appointment information.
- ... Maintain office equipment; select and keep equipment current; maintain bulletin board of announcements, news, etc., and employee directory.
- ... Maintain personal and office inventory of supplies.
- ... Answer incoming and place telephone calls; find needed information by using the telephone directory.
- ... Receive and process incoming mail and outgoing mail.
- ... Use general reference materials to look up spelling, pronunciation, and definition of terms (compose, edit, and aid in research).
- ... Operate various kinds of modern typewriters; the 10-key adding machine; electronic calculators; and the transcribing machines.
- ... Maintain petty cash fund and checking account; handle payment of bills and statements.
- ... Record computer printouts to obtain information to prepare required reports; check source documents against computer printouts for accuracy.
- ... Make travel arrangements; schedule meetings and conferences.
- ... Compose business letters under direct supervision; compose and/or edit other materials.

- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified; prepare for job interview; participate in and follow up on a job interview.

First Semester	Credits
* TYPW 30, Intermediate Typewriting	3
* TRNSC 24, Self-Directed Dictation and Transcription	2
** SHTHD 30, Intermediate Shorthand	4
ENG 50, Communication Skills	3
OFPRO 30, Telephone and Interview Techniques	2
OFPRO 20, Filing	2
TOTAL	16

Program Exit Point for Certificate of Achievement as Receptionist-File Clerk (See Note Below)

Second Semester	Credits
TYPW 40, Advanced Typewriting	3
SHTHD 46, Legal Shorthand	4
ENG 55, Business Communication	3
BUS 55, Computational Problems in Business	3
OFPRO 21, Records Management	1
	14

Third Semester	Credits
OFPRO 42, Personal Development	3
General Education	3
ACC 24, Principles of Accounting	3
OFPRO 51, Legal Office Procedures I	4
LAW 30, Business Law or LAW 22, Law for the Layman	3
	16

Fourth Semester	Credits
OFPRO 93V, Cooperative Education	3
OFPRO 52, Legal Office Procedures II	4
General Education	6
General Education	6
Elective	1
	14
TOTAL	60

Program Exit Point for Associate in Science Degree— Secretarial Science (Legal Secretary)

- *Prerequisite: Typing speed of 35 wpm or more.
- **Prerequisite: SHTHD 20 and/or 25 or equivalent.

Note: Students wishing to exit after this first semester of the program may earn the Certificate of Completion.

COURT REPORTING Certificate of Completion (21 semester credits) An Extended Day Program

This extended day enrichment program is planned to prepare students for positions as Court Reporter I, 125 wpm writing speed; and Court Reporter II, 160 wpm writing speed; as well as for positions as hearings reporters, secretary-reporters, and police reporters. Although this is a machine shorthand program, high-speed writers of manual shorthand systems may enter the speed-building courses and earn the reporter certificate also. Emphasis is placed on acquiring the specialized vocabulary, and writing/transcribing skills required of reporters.

Upon successful completion of this program, the student should be able to:

- ... Perform the basic shorthand functions of a general stenographer or secretary.
- ... Transcribe with 97.5 percent accuracy

- material dictated at speeds ranging from 125 to 160 words per minute.
- ... Proofread and make neat and accurate corrections of transcripts.
- ... Transcribe multiple-voice dictation, jury charge, and legal opinion dictation; citations; voir dire examinations, opening statements and summations, and colloquy; and be able to locate specific portions of testimony for readback.
- ... Mark shorthand tapes appropriately for identification of court examinations, and pass timed transcriptions.
- ... Take dictation at high and sustained speed using a variety of terminology: business, medical, legal; and have an understanding of court and jury procedures.
- ... Use reference materials, forms; and have a working knowledge of court reporting procedures expected of reporters.
- ... Identify job opportunities for which the program has qualified the student.
- ... Pass practice dictation/transcription tests appropriate to the job level to which the student aspires.

Program Requirements	Credits
SHTHD 23, Machine Shorthand & Transcription I	5
SHTHD 33, Machine Shorthand & Transcription II	4
SHTHD 43, Machine Shorthand & Transcription III	4
SHTHD 53, Advanced Machine Shorthand 140-160 wpm	4
SHTHD 63, Advanced Machine Shorthand 160-180 wpm	4
SHTHD 73, Advanced Machine Shorthand 180-225 wpm	4
TOTAL	25

FOOD SERVICE AND HOSPITALITY EDUCATION

Food Service Curriculum Associate in Science Degree (60 Semester Credits)

The Food Service Curriculum is designed to prepare students for entry-level employment in several areas of commercial and institutional food services. These positions may include storekeeper, food and beverage control clerk, food and beverage cashier, host/hostess, bus-help, waithelp, pantry, fry cook, second cook, breakfast cook, dinner cook, baker's helper, and assistant manager. The program is arranged and sequenced to provide students the option of exiting at either one of two career ladder levels.

Upon successful completion of the program, the student should be able to:

- ... Define and apply the essential technical, attitudinal, and conceptual skills and qualities that are necessary for success in food service careers.
- ... Demonstrate familiarity with career opportunities in the hospitality industry, and the functions and interrelationships of the various departments in the organization.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate competence in the various tasks of entry-level occupations in commercial and institutional food preparation.
- ... Demonstrate competence in the tasks of entry-level occupations in the service and presentation of food.
- ... Show understanding of the activities and procedures in purchasing, receiving, storing, and issuing of food and beverage, and other supplies, and to account for these activities in standard records and reports.

First Semester	Credits
HOPER 20, Introduction to the Hospitality Industry	3
FNS 19, Basic Nutrition	1
FSER 23, Menu Planning	1
FSER 30, Storeroom Operations	3
FSER 40, Dining Room Service	6
HLTH 31, First Aid And Safety	1
	15

Second Semester	Credits
ENG 50 BCD, Communication Skills, or ENG 100	3
MATH 54, or BUS 55, Computational Problems in Business	3
FSER 52, Short Order Cooking	7
or	
FSER 54, Cold Food Pantry	7 { 3
BAKE 60, Hotel and Restaurant Baking	4 { 4
General Education Requirement	3
	16

Third Semester	Credits
FSER 70, Advanced Cookery	7
FSER 34, Purchasing and Cost Control	5
General Education Requirement	3
	15

Fourth Semester	Credits
HOPER 60, Management Practices in the Hospitality Industry	3
SP 51V, 151, or COMUN 145	3
General Education Requirement	3
Electives	5
	14
TOTAL	60

Recommended Electives	Credits
JPNSE 50, Basic Japanese for Visitor Industry	3
TYPW 20, Beginning Typewriting	3
FSER 80, Equipment Layout and Design	3
ACC 24, Principles of Accounting I	3
FSER 93V, Cooperative Education	3-4

Certificate of Achievement (35-37 Semester Credits)

Culinary Arts Major

This curriculum is designed to prepare students for entry-level employment in several areas of commercial and institutional food services. These positions may include pantry, fry cook, second cook, breakfast cook, dinner cook and baker's helper.

Upon successful completion of the program, the student should be able to:

- ... Define and apply the essential technical attitudinal and conceptional skills and

qualities that are necessary for success in food service careers.

- ... Demonstrate familiarity with career opportunities in the hospitality industry and the functions and inter-relationships of the various departments in the organization.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate competence in the various tasks of entry-level occupations in commercial and institutional food preparation.

First Semester	Credits
HOPER 20, Introduction to the Hospitality Industry	3
FNS 19, Basic Nutrition	1
FSER 23, Menu Planning	1
MATH 01, Basic Mathematics, or higher	3-4
FSER 52, Short Order Cookery	7
FSER 30, Storeroom Operations	3
	17-18

Second Semester	Credits
FSER 54, Cold Food Pantry	7 { 3
BAKE 60, Hotel and Restaurant Baking	4 { 4
FSER 70, Advanced Cookery	7
SP 51V, COMUN 145, or ENG 10	3-4
	17-18
TOTAL	35-37

Certificate of Achievement (30 Semester Credits) Dining Room Major

This curriculum is designed to prepare students for entry-level employment in hotel and restaurant occupations such as bushelp, wait-help, host/hostess and assistant dining room manager.

Upon successful completion of the program, the student should be able to:

- ... Define and apply the essential technical, attitudinal and conceptual skills and qualities that are necessary for success in food service careers.
- ... Demonstrate familiarity with career opportunities in the hospitality industry and

- the functions and inter-relationships of the various departments in the organization.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate competence in the tasks of entry-level occupations in the service and presentation of food.
- ... Show understanding of the activities and procedures in scheduling and supervising the activities of dining room personnel, and to account for these activities in standard records and reports.

First Semester	Credits
HOPER 20, Introduction to the Hospitality Industry	3
FNS 19, Basic Nutrition	1
FSER 23, Menu Planning	1
FSER 40, Dining Room Service	6
SP 51, 151, or COMUN 145	3
Electives	1
	15

Second Semester	Credits
MATH 01, Basic Mathematics or higher	3-4
FSER 46, Dining Room Supervision	6
MERCH 30, Principles and Methods of Salesmanship	3
Electives	2-3
	15
TOTAL	30

Recommended Electives	Credits
HLTH 31, First Aid and Safety	1
JPNSE 50, Basic Japanese for Visitor Industry	3
TYPW 20, Beginning Typewriting	3
FSER 52, Short Order Cooking	7
FSER 54, Cold Food Pantry	3
BAKE 60, Hotel and Restaurant Baking	4

Certificate of Completion
 Certificate of completion will be awarded upon successful completion of Dining Room Ser-

vices, Storeroom Operations, Short Order Cookery, Cold Food Pantry.

Hotel Operations Curriculum

Associate in Science Degree (60 Semester Credits)

- The Hotel Operations program is designed to prepare students for entry-level employment in several hospitality service occupations. These positions include food and beverage control clerk, food and beverage cashier, reservations clerk, front office clerk/cashier, travel clerk, housekeeper, and other entry-level positions.
- Upon successful completion of the Hotel Operations program, the student will be able to:
- ... Define the work habits, human relations skills and attitudes necessary for successful employment in the occupation of his/her choice.
 - ... Demonstrate familiarity with the career opportunities in the hospitality industry, and the functions and interrelationships of the various departments in the organization.
 - ... Show understanding of the State of Hawaii by identifying points of interest, listing the cultural backgrounds and events in the community, reciting geographic facts of the State, and giving directions to important areas in the State.
 - ... Check work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of furnishings and supplies.
 - ... Show an understanding of the food and beverage operations, service techniques and appropriate work procedures in meeting guest needs.
 - ... Show an understanding of the activities and procedures in purchasing, receiving, storing and issuing food, beverage and other supplies.
 - ... Show an understanding of the activities and procedures in reservations and desk operations in meeting guest needs.
 - ... Demonstrate the knowledge and use of computer terminals in hotel operations.

First and Second Semesters	Credits
HOPER 20, Orientation to the Hospitality Industry	3
BUS 70, Human Relations in Business	3
BUS 55, Computational Problems in Business	3
TYPW 20, Beginning Typewriting (or higher)	3
SP 51, Oral Communication Techniques (or higher)	3
ENG 50 B,C,D Communication Skills (or higher)	3
HOPER 40, Food and Beverage Procedures	3
ACC 24, Principles of Accounting I	3
HOPER 41, Maintenance and Sanitation Procedures	3
ICS 100, Computer and Its Role in Society	3
	30

Third Semester	Credits
HOPER 31, Travel Services	3
HOPER 43, Food and Beverage Control Systems	3
HOPER 45, Front Desk Operations	3
General Education Requirements	6
	15

Fourth Semester	Credits
HOPER 60, Management Practices in the Hospitality Industry	3
HOPER 93V, Cooperative Education	3-4
General Education Requirements	3
* Electives	5-6
	15
TOTAL	60

*Recommended Electives	Credits
HLTH 31, First Aid and Safety	1
MERCH 30, Principles and Methods or Salesmanship	3
JPNSE 50, Basic Japanese for Visitor Industry	3
TYPW 30, Intermediate Typewriting	3
HOPER 97 B,C,D Front Office Machine Accounting	3

LEGAL ASSISTANT

Legal Assistant Curriculum

Associate in Science Degree (60 Semester Credits)

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 analagous 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.

General Education	Credits
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.

Program Requirements	Credits
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

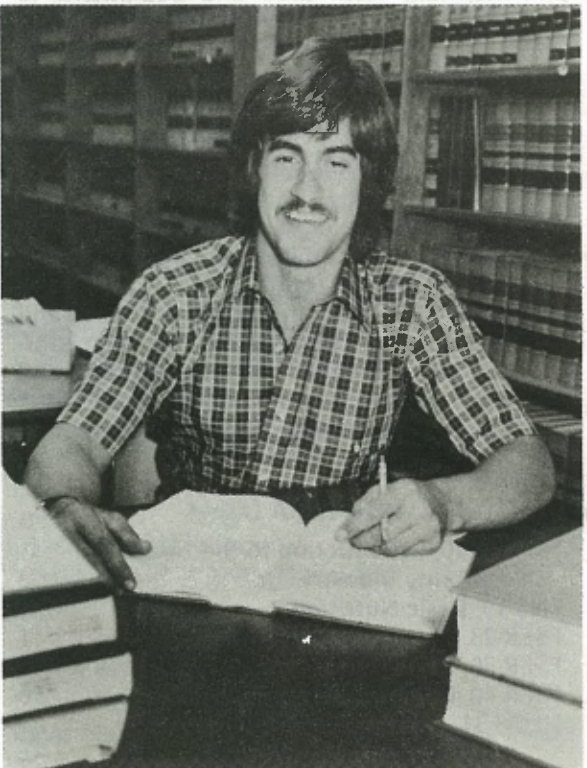
Substantive Law Courses:
 The student is to elect any combination of the courses below sufficient to total 12 hours of credit.

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)	Credits
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.



HEALTH EDUCATION

Dental Assisting Curriculum

Certificate of Achievement (40 Semester Credits)

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

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

Upon satisfactory completion of the Dental Assisting program, students should be able to:

- ... Assist at the chair in diagnostic, operative, surgical, periodontal, preventive, orthodontic, removable and fixed prosthodontics, endodontic and pedodontic procedures.
- ... Assist in the management of medical and dental emergencies and administer basic life support procedures, when indicated.
- ... Perform clinical supportive functions, including preparing and dismissing patients, manipulating dental restorative and impression materials and dental cements, sterilizing instruments and disinfecting equipment, providing postoperative instructions prescribed by the dentist and preparing tray setups.
- ... Expose, process, and mount radiographs of such quality as to be clinically acceptable for diagnostic purposes according to standardized techniques and procedures.
- ... Complete laboratory procedures, including pouring, trimming and polishing study casts, fabricating custom impression trays from preliminary impressions, cleaning and polishing removable appliances, and fabricating temporary restorations.
- ... Perform business office procedures, including telephone management, appointment control, receiving payment for dental services, completing third-party reimbursement forms, maintaining a supply inventory, and maintaining an active recall system.
- ... Exercise sound clinical judgment with awareness of values and attitudes as evidenced by appropriate performance in class, clinical, and laboratory experiences.
- ... Demonstrate communication skills by interacting with patients and colleagues with ease and effectiveness.
- ... Provide oral health instruction including plaque control programs and basic dietary counseling.
- ... Participate effectively in public health programs and continue professional education.
- ... Abide by the professional code of ethics, know and abide by the state laws which are applicable to dentistry.

First Semester	Credits
DENT 20, Orientation to Dental Assisting	2
DENT 22, Bio-Medical Sciences	3
DENT 24, Dental Sciences	3
DENT 26, Dental Restorative Materials	1
DENT 28, Dental Radiography-Bisection of the Angle	2
DENT 30, Chairside Assisting Procedures in General Dentistry	4
MATH 01 or higher	3
	18
Second Semester	
DENT 40, Emergencies in the Dental Office	1
DENT 42, Dental Prosthetic Procedures	2
DENT 44, Chairside Assisting Procedures in Dental Specialities	3
DENT 46, Dental Practice Management	1
DENT 48, Dental Radiography II-Paralleling	2
DENT 50, Clinical Rotations/Seminar	3
DENT 52, Understanding Dental Patients	3
COMUN 10, Basic Communication	3
	18
Summer	
DENT 60, Clinical Rotations II	4
TOTAL	40

Medical Assisting Curriculum

Associate in Science Degree (60 Semester Credits)

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 tests. In addition, students are prepared to perform administrative medical office and business practices and procedures through clinical, laboratory, and classroom learning experiences.

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.

Upon completion of the Medical Assisting Program, the student should be able to:

- ... Function in the professional role of the Medical Assistant under direct supervision of a licensed physician.
- ... Perform clinical patient care skills safely while assisting the physician with examination and treatments.
- ... Assist the physician in appraisal of the health status of patients through the application of the diagnostic concepts and procedures, with prescribed diagnostic tests and restant follow-up care and treatment.
- ... Collect routine laboratory specimens for processing safely and following acceptable procedures.
- ... Perform routine office diagnostic tests and procedures accurately.
- ... Implement effective communication skills both written and oral, verbally and non-verbally, with patients, physicians, and other allied health members.
- ... Recognize ethical and legal responsibilities in patient management and in the physician's practice adhering to legal and governmental safety standards for inpatient care and record maintenance.
- ... Apply the basic concepts of medical economics to analyze and evaluate situations involving the delivery of and payment for medical care services.
- ... Recognize emergency situations and administer emergency first aid and cardiopulmonary resuscitation.
- ... Function and demonstrate professional characteristics expectant of a beginning practicing Medical Assistant.
- ... Function effectively as an allied health team member in the delivery of quality patient care through knowledge and skill as a Medical Assistant.

First Semester (Fall)	Credits
MEDAS 30, Clinical Medical Assisting	4
BIOL 130, Human Anatomy & Physiology	4
BIOL 130L, Anatomy and 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
	16
* HLTH 21C, Medical Terminology	(2)
Second Semester (Spring)	
MEDAS 31, Medical Law, Ethics, & Economics	3
MEDAS 32, Administrative Medical Assisting	4
HLTH 52, Introduction to Study Diseases	3
FNS 19, Basic Nutrition	1
PSY 110, Psychology of Adjustment	3
TYPW 24, Self-Directed Transcription and Dictation	2
TYPW 30B, Intermediate Typewriting I	1
	17
* TYPW 30C, D, Intermediate Typewriting II, III	(2)
* Optional: Recommended for students who have had some required courses.	

Third Semester (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

Fourth Semester (Spring)

MEDAS 41, Medical Assisting Critique	4
MEDAS 42, Internship	8
	12
TOTAL	60

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

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



Medical Laboratory Technician Curriculum

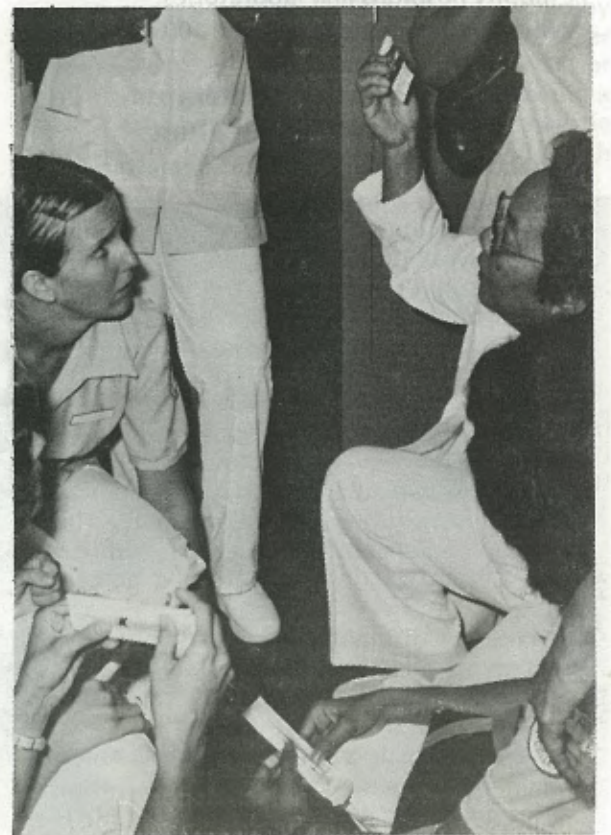
Associate in Science Degree (69 Semester Credits)

This curriculum is designed to prepare students to perform manual and automated laboratory procedures and to operate and maintain laboratory equipment, under the direction of a medical technologist or pathologist.

Graduates of this program will be eligible to write the national examination for MLT (ASCP) given by the American Society of Clinical Pathologists and/or the National examination for CLT given by the American Society for Medical Technology. When certified, the MLT graduate will meet the requirements to become licensed to work in the State of Hawaii as a Medical Laboratory Technician.

Upon completion of the MLT program, the student should be able to:

- ... Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology and Microbiology under the supervision of a Medical Technologist or Pathologist.
- ... Demonstrate technical skills, social behavior and professional awareness incumbent upon a laboratory technician as defined by the American Society for Medical Technology (ASMT) and the American Society of Clinical Pathologists (ASCP).
- ... Effect a transition of information and ex-



periences learned in the MLT program to employment situations and performance on the written examinations conducted by the American Society of Clinical Pathologists (ASCP) and/or the American Society for Medical Technology (ASMT).

- ... Apply systematized problem solving techniques to identify and correct procedural errors, identify instrument malfunctions and seek proper supervisory assistance and verify the accuracy of laboratory results obtained.
- ... Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures.
- ... Perform within the guidelines of the code of ethics of the American Society for Medical Technology (ASMT), the American Society of Clinical Pathologists (ASCP), and the restrictions established by state and local regulatory groups.
- ... Recognize and participate in activities which will provide current knowledge and upgrading of skills in laboratory medicine.

First Semester (Fall)	Credits
CHEM 171, 171L, General Chemistry	5
ENG 100, Expository Writing	3
BIOL 130, Anatomy and Physiology	4
MATH 130 or higher	3
MLT 100, Introduction to the Clinical Laboratory	2
	17

Second Semester (Spring)	Credits
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

* MLT 140, Clinical Laboratory Rotation I (10 weeks, 39 hours a week) 8

Third Semester (fall)	Credits
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

Fourth Semester (Spring)	Credits
* MLT 241, Clinical Laboratory Rotation II (16 weeks, 39 hours a week)	13
TOTAL	69

Note: A grade of "C" or better 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.

**Must be in courses numbered 100 and above.

Occupational Therapy Assistant Curriculum

Associate in Science Degree (65 Semester Credits)

This curriculum is designed to prepare students to work under the supervision of a registered occupational therapist with clients who are in need of activities to increase or maintain their muscle strength, coordination, eating, bathing, dressing and writing skills or individuals who are unable to cope with daily life tasks as a result of injury, illness, the aging process, developmental delays, poverty and and cultural differences. These remediation activities take place in a variety of health care facilities such as hospitals, clinics, rehabilitation centers, public and private schools, nursing homes and home care settings.

Graduates of the Associate in Science degree program are eligible to write the certification examination for the occupational therapy assistant (COTA).

The program is accredited by the American Occupational Therapy Association

This program accepts students on an alternate year basis only. Next enrollment is Fall 1983.

Upon successful completion of the Occupational Therapy Assistant Program, the student should be able to:

- ... Define occupational therapy as a component of total habilitation/rehabilitation to other professionals as well as to the lay public.
- ... Use health terminology correctly.
- ... Extrapolate relevant data about patient/client to assist in evaluation/treatment in an occupational therapy department.
- ... Assist a registered occupational therapist in administering selected and prescribed treatment of patient/clients in hospitals, clinics, nursing homes, school and outpatient programs.
- ... Apply their basic knowledge of the anatomy and physiology of the human body, disease conditions and processes, psychology, mental health concepts and dysfunctional conditions in treatment setting.
- ... Demonstrate a basic awareness of psychological, social and physical needs of patients/clients and demonstrate the ability to use interpersonal relationships to facilitate treatment.
- ... Demonstrate a basic knowledge of normal human growth and development, dysfunctional conditions and needs pertinent to the developmental levels from infancy through aging and apply this to occupational therapy treatment regimes appropriate for each level and role.
- ... Demonstrate basic skills in the activities, modalities and media used in occupational therapy practice and an ability to teach and utilize these skills in patient treatment to individuals or groups.
- ... Adapt activities to meet the problems and needs of the client.
- ... Train patients in life skills (activities of daily living, work, recreation and leisure) and assist a registered occupational therapist as assigned.
- ... Utilize skills in work simplification to help the patient regain or maintain life skills capacity.
- ... Report and record observations of patients/ clients.
- ... Organize, train and supervise volunteers.
- ... Lead activity group using the dynamics of group process.
- ... Plan occupational therapy programs to prevent deterioration of occupational performance.
- ... Function as a constructive member of a patient treatment team.
- ... Demonstrate an understanding of health care systems.
- ... Lobby for a community/professional need in the Hawaii legislative system and understand how they influence the health care services of the Hawaii community.
- ... Display entry level competency in a variety of clinic settings concurrent with academic instruction.
- ... Qualify to sit for the national certification examination for COTA's.

First Semester (Fall)	Credits
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

Second Semester (Spring)	Credits
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 (Group I)	3
**Social Science	3
	16

Third Semester (Fall)

OTA 203, Pediatric Disabling Conditions	3
* OTA 203L, Pediatric Field Work Level I	1
OTA 213, Critique: Field Work Level I	1
OTA 233, Therapeutic Activities: Wood Working and Weaving	2
OTA 253, Therapeutic Interpersonal Skills	3
Quantitative Mathematics (Group I)	3
**Humanities	3
	16

Fourth Semester (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
TOTAL	65

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.

*Clinical courses conducted in affiliated occupational therapy departments.

**Must be in courses numbered 100 and above.

Nurses' Aide Curriculum

Certificate of Completion (8 Semester Credits)

A course designed to prepare Nurses' Aides to work in hospitals, nursing homes, private homes, and clinics. Clinical laboratory and classroom learning experiences are offered.

Upon completion of the Nurses' Aide program, the student should be able to:

- ... Function in the role of the Nurses' Aide as a member of the health care team under the supervision of the LPN, RN, or MD.
- ... Perform basic nursing skills safely.
- ... Perform basic patient care skills safely.
- ... Perform selected therapeutic nursing care safely.
- ... Implement effective communication skills.

Program Requirements:	Credits
NURS 16, Nurses' Aide	8

Practical Nursing Curriculum

Certificate of Achievement (40 Semester Credits)

This curriculum is designed to prepare students with entry level competencies as Practical Nurses. The program consists of planned learning experiences in clinical, laboratory, and classroom settings 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.

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.

Upon completion of the Practical Nursing program, the student should be able to:

- ... Pass the State Board Test Pool Examination for Practical Nursing Licensure.
- ... Function as a member of the Health Care Team under the supervision of the RN and/or MD.
- ... Participate in the planning, implementation, and evaluation of nursing care.
- ... Administer safe nursing care for patients throughout the life cycle.
- ... Identify the legal, ethical, and social responsibilities of the practical nurse.

All students admitted to the Nursing Program must complete a 4 hour Heart Saver CPR course and First Aid Multi-Media Course by the fourth week of Instructions.

First Semester	Credits
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



Radiologic Technology Curriculum

Associate in Science Degree (85 Semester Credits)

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

Satisfactory completion of the requirements for the Associate of Science degree permits the student to take the qualifying examinations of the American Registry of Radiologic Technologists and the Hawaii Board of Radiologic Technology. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Upon completion of the Radiologic Technology Program, the student should be able to:

- ... Demonstrate work habits and behavior appropriate to the radiology profession as described in Directive for Students Training as Radiologic Technologists at the Co-operating Hospital.
- ... Identify all patients in a Radiology Department situation who should be given emergency care according to the standards maintained by the hospitals.
- ... Perform appropriate procedures on any patient requiring emergency care, including external cardiac resuscitation, lung ventilation, and administering oxygen to the standard maintained by the hospital.
- ... Maintain asepsis in all cases of patients requiring an injection or having a contagious disease or operative procedure to the standards maintained by the affiliated hospitals.
- ... Instruct patients by whatever method can best be understood, including interpreter, sign language or demonstration, in what the examination requires, including breathing techniques and what items must be removed from the person which would cause an artifact or obscure possible pathology, in order to obtain a diagnostic radiograph to the standards of the supervising radiologists.
- ... Physically assist or move ambulatory, wheelchair, or gurney patients into each of the required positions for all radiological examinations by using the medically accepted standard of body mechanics methods and without injuring oneself or the patient.
- ... Maintain radiation protection measures during radiographic and fluoroscopic procedures to minimize radiation exposure to oneself and the patient as stated in the National Council on Radiation Protection Measurements Handbook.
- ... Evaluate the diagnosis, the age, and body habitus and select the accurate technical exposure factors to obtain a diagnostic radiograph to the standards of the supervising radiologists.
- ... Take diagnostically acceptable radiographs of any or all parts of the body (anatomy) to the standards of the supervising radiologists.
- ... Store, handle, and process any or all film in standard processing room, using either manual or automatic processing without artifacts to the departmental standards of the affiliated hospitals.

- ... Operate automatic film changers and pressure injectors in a radiographic room equipped for special procedures, to the standards maintained by the special procedures technologist supervisor.
- ... Obtain and prepare patient information for billing and film identification for all radiologic procedures and retrieve such information, including previous radiographs, to the standards maintained by the special procedures technologist supervisor.
- ... Answer correctly 75 percent of the questions on a 250 objective, multiple choice test items administered by the American Registry of Radiologic Technologists.
- ... Answer correctly 75 percent of the questions on a 250 objective, multiple choice test items administered by the Hawaiian Board of Radiologic Technologist.

First Semester (Fall)	Credits
HLTH 20, Introduction to Health Occupations	1
HLTH 21B, Introduction to Medical Terminology	1
HLTH 31, First Aid and Safety	1
Mathematics 100, 130, 140, 205, 206 QM 121, or 122	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

Second Semester (Spring)	
English 100	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

Third Semester (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

Fourth Semester (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

Note: A grade of "C" or better 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.

*Must be in courses numbered 100 and above.

Respiratory Therapy and Respiratory Therapy Technician Curriculum

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

The purpose of this curriculum is to provide clinical, laboratory, and classroom learning experience designed to prepare students with entry-level competencies as respiratory therapists.

The program provides a career ladder in respiratory therapy with two points of exit. Students must decide which exit point they wish to pursue before completion of the first semester of the program. Students exiting with a Certificate of Achievement after 15 months are eligible to take the certificate examinations of the National Board for Respiratory Therapy. 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.

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, its equivalent, or higher is required prior to completion of the program.

This program accepts students on an alternate year basis only. Next enrollment is Fall 1983.

Upon completion of the Associate in Science program in respiratory therapy, the student should be able to:

- ... Perform the entry-level job description of a respiratory therapist in the acute care general hospital wards, cardiopulmonary laboratories, and the intensive care unit.
 - ... Adequately communicate with hospital patients and visitors, and co-workers including allied health personnel, nurses, and physicians.
 - ... Independently, at physician's request, knowledgeably, skillfully, and safely perform the tasks of general therapeutics.
 - ... Independently, at physician's request, knowledgeably, safely, and skillfully perform the tasks of cardiopulmonary laboratory and critical respiratory care.
 - ... Perform the procedures necessary to support an organized approach to the therapeutics described above including evaluation of therapeutic outcomes, charting and recordkeeping, organization of work priorities and maintenance, cleaning, sterilization, and assembly of respiratory therapy equipment.
 - ... State the function of the respiratory therapy department in the hospital, familiarity with the supervisory and administrative tasks of the respiratory therapy technical director, the organizational and professional relationships between herself/himself and the National and State institutions, as well as the community.
 - ... Pass the comprehensive final examination for the respiratory therapy program.
 - ... Appreciate the value of continuing professional education and involvement with the development of the respiratory therapy profession and bettering patient care.
- Upon completion of the Certificate of Achievement program, the student will have achieved the same basic competencies as these listed above except for the following differences:
- ... Perform the entry-level job description of a respiratory therapist technician in the acute care general hospital wards, cardiopulmonary laboratories, and the intensive care unit.
 - ... At the physician's request, safely perform the tasks of the cardiopulmonary laboratory and critical respiratory care but on a more limited basis than does the respiratory therapist.
 - ... Pass the comprehensive final examination for the respiratory therapy technician program.

	Cert. of A.S.		
	Cr.	Ach.	Deg.
First Semester (Fall I)			
*RESP 101, Clinical Prac I	2	X	X
RESP 103, Humidity Therapy	2	X	X
RESP 105, Medical Gas Therapy	3	X	X
HLTH 20, Introduction to Health Occupation	1	X	X
HLTH 21B, Introduction to Medical Terminology	1	X	X
BIOL 130, Anatomy and Physiology	4	X	X
BIOL 130L, Anatomy and Physiology Lab	1	X	X
CHEM 171, General Chemistry	3	X	X
CHEM 171L, General Chemistry Lab		X	X
	19		19
Second Semester (Spring I)			
*RESP 111, Clinical Practice II	4	X	X
RESP 114, Respiratory Care Techniques	3	X	X
RESP 130, Respiratory Therapy Pharmacology	3	X	X
RESP 140, Respiratory Therapy Sciences	3	X	
CHEM 152, Survey Organic and Bioorganic Chemistry	3		
CHEM 152L, Survey Organic and Bioorganic Chemistry Lab	1		X
PHYS 100, Survey of Physics	3		X
PHYS 100L, Survey of Physics Lab	1		X
	13		18

	Cert. of A.S.		
	Cr.	Ach.	Deg.
Summer I			
*RESP 141, Clinical Practice III	3	X	
RESP 145, Emergency Life Support	2	X	X
RESP 150, Cardiopulmonary Anatomy and Physiology	3		X
RESP 180, Pulmonary Function	2		X
	5		7
Third Semester (Fall II)			
*RESP 202, Clinical Practice IV	4	X	X
RESP 203, Advanced Respiratory Therapy Procedures	3	X	
RESP 212, Blood Gas Analysis	3		X
RESP 218, Cardiopulmonary Pathophysiology	3		X
MICRO 130, General Microbiology	3		X
MICRO 140, Microbiology Lab	2		X
English	3	X	X
**General Education requirement (Social Science)	3		X
	10		21
SUBTOTAL			47

Fourth Semester (Spring II)			
*RESP 222, Clinical Practice V	4		X
RESP 225, Critical Care	3		X
RESP 230, Cardiopulmonary Rehabilitation	2		X
RESP 240, Mechanical Ventilation	3		X
RESP 235, Pediatric & Neonatal Respiratory Care	3		X
**General Education requirement (Humanities)	3		X
			18
Summer II			
*RESP 250, Critical Care Practice	3		X
RESP 260, Respiratory Therapy Department Administration	2		X
			5
TOTAL			88

→ **Program Exit Point for Certificate of Achievement as Respiratory Therapist Technician**

→ **Program Exit Point for Associate of Science Degree in Respiratory Therapy**

*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.

Liberal Arts Transfer Program
Associate in Arts Degree (60 Semester Credits)

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.

Upon completion of the Associate in Arts Program, the student should be able to:

- ... Employ those skills in communication, mathematics and historical content essential to further college work.
- ... Show by completion of courses in literature, philosophy or religion and other among the art, history, American studies, ethnic studies, and music courses in the humanities that the student has acquired an understanding of the varying statements of attitudes and values, their expression in various cultures, and an understanding of their usefulness in the improvement of the quality of life.
- ... Follow the steps employed in the scientific method for valid conclusions or demonstrable hypotheses as used in the natural sciences.
- ... Correlate the skills and understanding learned in the physical and biological sciences to produce an awareness of our technological and natural environment.
- ... Gather and filter data, compose and refine conclusions, solutions and alternatives to issues or concerns posed in social sciences courses.
- ... Demonstrate awareness of human experience and theory examined in the social sciences, providing evidence of a basic knowledge of at least two specific social sciences disciplines.
- ... Show, by completion of elective and/or specialized courses, that the student has the educational background necessary for more specialized professional and personal goals.
- ... Make a decision about further course of study in a four-year college, with a capacity to declare a major and select courses directed toward that major, based upon a realistic assessment of personal needs and aspirations.

LIBERAL ARTS	
General Education:	Credits
English 100 (or ESL 100 for foreign students)	3
Math 100, 115 or higher, PHIL 210, QM 121-122, or ICS 112	3
HIST 151-152	6
SP 151 or 251	3
	15
Area Requirements:	
Humanities	9
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	
Group II	
PHIL 100, 200, 201	
REL 150, 151	
Group III	
AMST 201, 202	
ART 101, 270, 280	
MUS 106, 107, 108	
HIST 241, 242, 281, 282	
SSCI 120*, **	
Natural Sciences	10-12
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**, 101L	
MICRO 130	
SCI 121, 121L	
ZOOL 100**, 101, 101L	
Group II	
CHEM 100, 100L, 151, 151L, 152, 152L, 171, 171L	
PHYS 100, 102	
SCI 122, 122L	
Group III	
BIOL 130**, 130L**	
GEOG 101, 101L	
OCEAN 201	
SCI 124, 124L, 126**	

Social Sciences	9
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, 110	
PSY 200**, 220	
SOC 100, 220, 275**	
JOURN 150	
WS130**	
Group II	
SSCI 120*, **	
ECON 101**, 120 or 150, 151	
POLSC 110, 220, 230	
GEOG 102, 151	
Suggested Electives:	15-17
ACC 201-202	
ANTH 235	
ART 100, 105, 107, 108, 113, 114, 115, 116, 207, 213, 223, 243	
QM 121, 122	
COMUN 145	
Cooperative Education	
SSCI 193V-293V	
DANCE 131, 132, 212	
DRAMA 221, 222	
ENG 102, 210	
FR 101-102	
GEOG 269	
HAW 101-102	
HPER 107, 108, 110, 115, 121, 135	
HIST 224	
HUM 100B, C, D	
HUM 150	
JPNSE 101-102, 201-202	
JOURN 205, 207	
MATH 115, 130, 140, 205, 206	
MICRO 140	
MUS 114, 121D, 122D, 125-126, 180, 181-184, 201, 204, 225	
SSCI 100	
SPAN 101-102	
SP 231, 251	
TOTAL	60
*Satisfies either the humanities or social science requirement, not both.	
**Does not fulfill UHM BA 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 sec-

tion having distinctive content such that a student may earn credit towards his or her degree for each section taken.

Example: BMACH 20B
20C
20D

*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.

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.

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 199V, Specialized Group Studies, may be arranged.

Cooperative Education

Cooperative Education is an educational program which provides students an opportunity to apply and practice skills and knowledges acquired through formal classroom instruction to business situations in a realistic working setting. It is designed to assist students to coordinate classroom studies with related experience in business, industry, or public service agencies whether as a paid employee or as a volunteer. The college assists in the placement of the students in jobtraining stations to receive related work experience.

A student participating in the Cooperative Education program may receive from 1 to 4 credits per semester and no more than a total of 8 credits may be counted toward a certificate or A.S. degree.

Cooperative Education 93V is available for students in the following curriculum areas: Accounting/Bookkeeping, Data Processing, Secretarial/Clerical (course listed under Office Procedures), Merchandising, Hotel Operations and Food Service, and Social Science Cooperative Education.

For those students in the Liberal Arts Program, Social Science Cooperative Education 193V is available for students to enroll and receive related work experience whether paid or in volunteer service. Social Science Cooperative Education 293V is available for students who wish to continue or expand their cooperative work experience after completing 193V.

Legal Assistant students may enroll in LAW 193V/293V: Cooperative Education.

ACCOUNTING (ACC)

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.

24L Introductory Accounting Lab (1)

2 hours lab per week

Study, review, and discussion of introductory accounting problems and procedures under the tutelage of accounting instructors. Designed for ACC 24 students desiring individual assistance in accounting course work.

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 And Hawaii General Excise Taxes (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; an introduction to Hawaii general excise and use tax law; emphasis on State and Federal payroll records and forms.

34 Income Tax Preparation (3)

3 hours per week

Prerequisite: ACC 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)

Spring

3 hours per week

Prerequisite: ACC 26

Offered in alternate semesters.

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.

37 Business Income Taxation (3)

Fall

3 hours per week

Prerequisite: ACC 34

Continuation of Federal and Hawaii Income taxes to include return preparation for small businesses, disposals of business property, and tax saving devices.

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 (3)

3 hours per week

Prerequisite: ACC 24, ACC 201 or consent of the instructor

A study of the uses of computers in accounting. Familiarizing accounting majors with computer equipment functions, vocabulary, and accounting applications. Provide computer-oriented experience in processing accounting data.

93V Cooperative Education (1-4)

An educational partnership with the business community whereby a student receives career-related on-the-job training and experiences under the supervision of the college instructor and the business employer. The student receives college credits and a grade for his work experi-

ence. The program objective is to provide current community and business work experience that gives meaning and direction to the student's total educational program. Students should schedule their classes so that either their entire morning or afternoon hours are blocked for work experience. The student's work hours, job placement, and wages are arranged by the employer and the instructor. The course may be repeated for a maximum of 8 credits.

201 Elementary Accounting (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 an 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: Individualism and the American Character (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of English 100.

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: Minority Views of Majority America (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of English 100.

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

Upon successful completion of either American Studies 201 or 202, the student should be able to:

1. Appreciate the interdisciplinary approach to the study of America.
2. Gain a better understanding of his or her own cultural heritage.
3. Develop and defend value judgments.
4. Recognize the importance of historical perspective for understanding various kinds of social problems.
5. Recognize the major themes in literacy works dealing with the American experience.
6. Recognize the importance of empirical data for understanding various kinds of social problems.
7. Appreciate the complexity of American values and identity.
8. Conceive and carry out an independent study project.

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 Crafts: China Painting and Enameling (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of china painting and enameling. Credit cannot count towards major requirements in Art. Cannot be audited.

100C Crafts: Metalsmithing (1)

6 hours lab per week for 5 weeks

An exploration of the craft of metalsmithing. Credit cannot count towards major requirements in art. Course cannot be audited.

100D Crafts: Applied Textile Design (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of applied textile design (i.e., textile silk screening, applique, batik, stenciling). Credit cannot count toward major requirements in art. Cannot be audited.

100E Crafts: Fabricated Textile Design (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of fabricated textile design (i.e., weaving, macrame, crocheting, lace making). Credit cannot count toward major requirements in art. Cannot be audited.

100F Crafts: Stained Glass and Mosaics (1)

6 hours lab per week for 5 weeks

An exploration of the crafts of stained glass and mosaics. Credit cannot count toward major requirements in art. Cannot be audited.

100G Crafts: Paper (1)

6 hours lab per week for 5 weeks

An exploration of the craft of paper (i.e., paper making, papier mache, paper sculpture). 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 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. 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. 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. 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. 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.

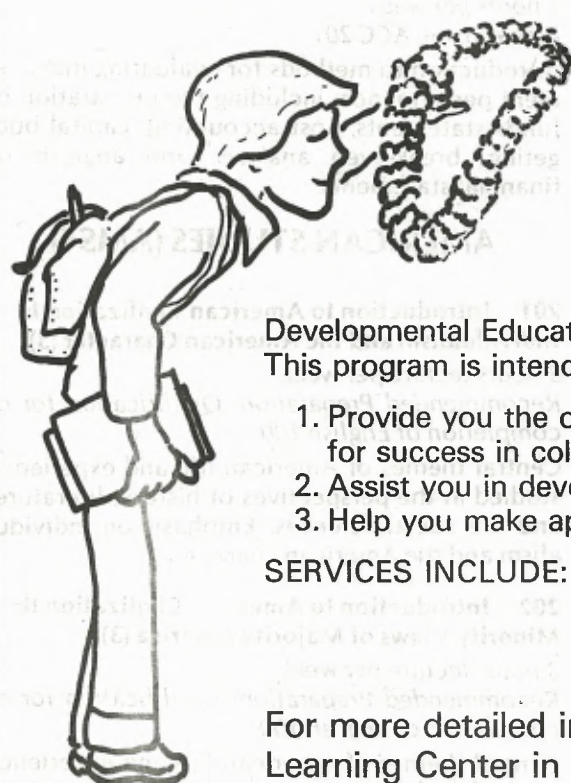
213 Drawing (3)

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.



DEVELOPMENTAL EDUCATION SERVICES

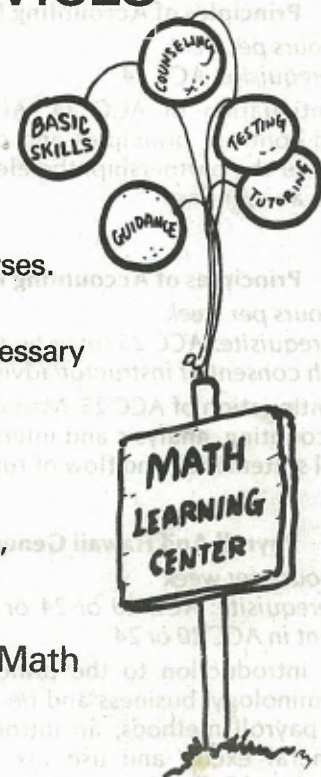
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223 Painting (3)

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)**

1 hour lecture, 9 hours lab per week.

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Demonstrate standard procedures for measuring ingredients used in baked products.
- ... Explain and demonstrate the standards for personal hygiene and good work habits.
- ... Explain and demonstrate the safety precautions and safe handling of all tools and equipment found in the bake shop.
- ... Use standardized recipes.
- ... Convert any standardized recipe to a larger or smaller yield.
- ... Identify and explain the menu and cookery terminology associated with baking.
- ... Explain factors and principles involved in scoring and rating the quality of baked products.
- ... Explain the functions of ingredients common to many baked products.

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 Laboratory (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

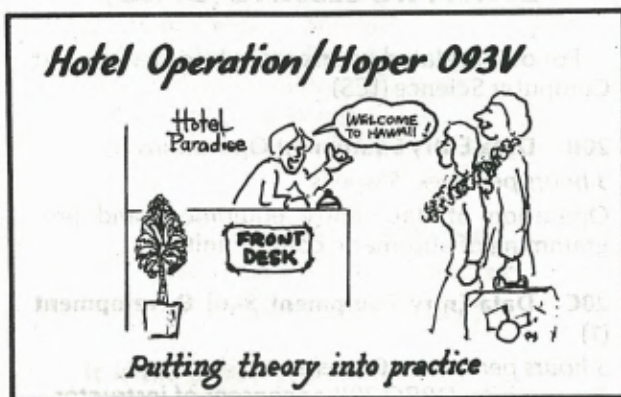
Prerequisites: Credit or registration in BOT 101 required

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

Fundamentals of American business organizations, management, and operations; impact of economic, political, legal and social factors; and exploration of business career opportunities.

25 Starting a Business (3)

3 hours per week

Prerequisite: BUS 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 pre-licensing course provides basic information in the field of real estate including agency, contract, estate, deeds, financing, and leases.

41 Real Estate II (3)

3 hours per week

Prerequisite: BUS 40

This course covers appraisal, land use, math, Hawaii state laws, VA, and FHA. Upon certification, student qualifies for state salesman exam.

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

Basic business math applications to common business and financial problems. Training in computational skills will include use of adding machines and calculators.

56 Advanced Computational Problems in Business (3)

3 hours per week

Prerequisite: BUS 55

Continuation of BUS 55. Advanced computational skills in solving advanced business and financial problems requiring more sophisticated mathematical analysis.

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.

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 of 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 of 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.

CHEMISTRY (CHEM)**100 Chemistry and Man (3)**

3 hours lecture per week

A course covering basic concepts in chemistry utilizing mathematics only where relevant. 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 in exploring concepts and techniques used in monitoring and evaluating the impact of various environmental influences. Other experiments dealing with basic chemistry concepts are also performed.

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 before CHEM 151.

Intended to provide the beginning student with an adequate background in the fundamentals of general 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 Bioorganic Chemistry (3)

3 hours per week

Prerequisite: CHEM 151 or CHEM 171

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

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

3 hours per week

Prerequisite: CHEM 151L, or CHEM 171L, and prior 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 before enrolling in CHEM 171.

Basic principles of chemistry. Introduction to the 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)

10 Basic Communication (3)

3 hours per week

A course designed with emphasis on speaking and writing skills needed on the job. Focus is on informal and task-oriented communication and effective listening.

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.

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.

212 Ancient Hawaiian Dance (1)

3 hours per week

Beginning ancient hula. Performance of repertoire and techniques at elementary level.

DATA PROCESSING (DPRO)

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

20B Data-Entry Equipment Operations (1)

3 hours per week, 5 weeks

Operation of data entry equipment 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 data entry equipment developing speed and accuracy in standard operating procedures.

70 Data Processing Internship I (1)

60 hours per semester

Prerequisite: DPRO 20B and ICS 101 or equivalent experience or consent of department

The student will work in the campus computer center as either a data clerk, quality control

clerk, or keypunch operator. Credit for this course may be received by employment in a comparable position in an off-campus establishment.

71 Data Processing Internship II (2)

4 hours per week

Prerequisite: DPRO 20B, ICS 101, 140

Hands-on training in the campus computer center as a computer operator or supervisor of production.

72 Computer Operations II (3)

1 hour lecture, 6 hours lab per week

Prerequisite: ICS 101

Training in operations of large computer systems, operator's procedures, documentation, and handling of Abends. Lab will be conducted at work stations established with local organizations having large system installations.

93V Cooperative Education (1-4)

Prerequisite: ICS 101 or consent of instructor

An educational partnership with the business community whereby a student receives career-related on-the-job training and experiences under the supervision of the college instructor and the business employer. The program objective is to provide current community and business work experience that gives meaning and direction to the student's total educational program. Students should schedule their classes so that either their entire morning or afternoon hours are blocked for work experience. The student's work hours, job placement, and wages are arranged by the employer and the instructor. The course may be repeated for a maximum of 8 credits.

DENTAL ASSISTING (DENT)

Prerequisite to DENT 20, 22, 24, 26, 28, and 30 is admission into the dental assisting program.

20 Orientation to Dental Assisting (2) Fall

2 hours lecture per week

Provides information to build a complete and knowledgeable foundation for a meaningful career as a dental assistant. Includes the history and organization of dentistry and its allied organizations, dental terminology, certification trends in dentistry and dental assisting and review of dental practice acts.

22 Bio-Medical Science (3) Fall

3 hours lecture per week

A general plan of the body as an integrated whole: cell structure and function, tissues and membranes, skeletal, muscular, digestive, circulatory, respiratory, endocrine and nervous systems. Emphasis on the head and neck regions. Includes microbiology, infectious diseases and controls. An understanding of the basic nutritional concepts and the sources and functions of the nutrients.

24 Dental Sciences (3) Fall

3 hours lecture

Oral embryology and histology. Stages of growth, calcification and eruption of the teeth. Types of teeth, their basic design and function. The supporting structures of the teeth. Oral pathology and the reaction of tissues to injury. Identification of some of the inflammatory diseases of the oral cavity. Origin, effects, uses and dosage of common drugs used in dentistry.

26 Dental Restorative Materials (1) Fall

2 hours lecture/lab per week

The chemical and physical properties of dental restorative materials, manipulative procedures and uses in dentistry. The interaction of restorative materials with the oral environment. Characteristics of amalgam. Polycarboxylate cement system.

28 Dental Radiography—Bisection of the Angle (2) Fall

1 hour lecture, 3 hours lab per week

Basic background of dental radiation and safety measures in the application of the bisection of the angle technique for intraoral films. The x-ray tube and its components, x-ray production, x-ray beam, films, patient management, exposure and processing procedures, the darkroom, common



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errors in technique and in the darkroom, corrective measures. Self-evaluation reports. Mounting and recordkeeping of dental radiographs.

30 Chairside Assisting Procedures in General Dentistry (4) **Fall**

2 hours lecture/6 hours lab per week

Basic principles of chairside assisting; identification, use and maintenance of equipment and instruments; sterilization and disinfection, oral evacuation system; tray setups, charting and the role of dental assistant in the practice of general dentistry. Principles of preventive dentistry.

Prerequisite for all Assisting courses below: Achievement of a grade of "C" or above in each of the first semester Dental Assisting courses.

40 Emergencies in the Dental Office (1) **Spring**

2 hours lecture/lab per week

First aid procedures to handle emergencies in the dental office. Knowledge of the diagnostic and vital signs. Common medical and dental emergencies, signs and symptoms and treatment. Cardiopulmonary resuscitation.

42 Dental Prosthetic Procedures (2) **Spring**

1 hour lecture, 3 hours lab per week

Techniques and dental materials used in laboratory procedures to fabricate crowns, bridges, removal and full dentures. Basic clinical procedures associated with the development of fixed and removable prostheses. General responsibilities in these procedures as they relate to specific fixed and removable prostheses. General responsibilities in these procedures as they relate to specific fixed and removable prothodontic techniques.

44 Chairside Assisting Procedure in Dental Specialities (3) **Spring**

2 hours lecture, 3 hours lab per week

Principles of chairside assisting in endodontic, oral surgery, orthodontic, pedodontic and periodontic procedures. Patient management in the various dental specialties.

46 Dental Practice Management (1) **Spring**

2 hours lecture/lab per week

Dental business office management, office policies, appointment control, patient records and billing, filing, telephone techniques, mail handling, supplies, invoices and inventory control. Banking procedures, dental health insurance, financial arrangement and taxes.

48 Dental Radiology II—Paralleling (2) **Spring**

1 hour lecture, 3 hours lab per week

Application of the basic principle of the paralleling technique for intraoral films. Identification of the advantages and disadvantages of the technique. Common errors which are possible with the paralleling technique and the remedies for the errors. Review of the basics of dental radiography and safety measures covered in DENT 24.

50 Clinical Rotation/Seminar (3) **Spring**

9 hours lab per week

The application of dental assisting skills and knowledge in selected community dental facilities. Assignments will include some of the dental specialties as well as general dentistry. The course consists of four, four-week rotations among the facilities. Students will meet for a one-hour seminar session per week.

52 Understanding Dental Patients (3) **Spring**

3 hours lecture per week

Psychological factors which affect the behavior of dental patients; understanding and accepting dental patients' behavior, anxieties and fears. Dental team relationships among members and providing dental care to patients with special needs. The important role of the dental assistant in providing pro positive dental experiences to patients.

60 Clinical Rotations II (4) **Summer**

40 hours lab per week for five weeks

A continuation of Clinical Rotations—DENT 50. The application of dental assisting skills and knowledge in selected community dental facilities over a five-week period at 40 hours per week, a total of 200 clock hours. A summer course.

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.

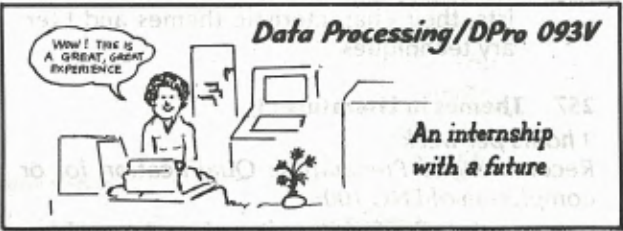
222 Beginning Acting II (3)

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)

45 Principles of Economics (3)

3 hours per week

A study of the structure of the American economy stressing economic forces governing prices, competition and monopoly, and distribution of income.

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.)

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 on 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

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

Literature— General Competencies

For all 200 level literature courses upon successful completion of the course the student should be able to:

- ... consider a work of literature as a reflection of its cultural milieu; to compare that milieu with his or her own.
- ... examine a work of literature from various vantage points.
- ... make basic literary criticisms.
- ... use basic concepts and terminology particular to literary analysis.
- ... recognize major themes in a work of literature; explore their implications and identify their basic assumptions.
- ... analyze structure; understand how form contributes to meaning.
- ... discover an author's literary devices and techniques.
- ... appreciate the artistry of literary works and become better acquainted with writers as artists.

250 Major Works of American Literature (3)

3 hours per week

Recommended preparation: Qualification for or completion of ENG 100.

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

Upon successful completion of the course the student should be able to satisfy the general competencies and the following:

- ... demonstrate knowledge of some major American playwrights, their characteristic themes and dramatic techniques.
- ... demonstrate knowledge of some major American short story writers, their characteristic themes and literary techniques
- ... demonstrate knowledge of some master American poets, their characteristic themes and poetic techniques.

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 Time to 1600 (3)

3 hours per week

Recommended preparation: Qualification for or completion of ENG 100.

A study of internationally recognized works from around the world.

Upon successful completion of the course the student should be able to satisfy the general competencies and the following:

- ... recognize themes and values in world literature that transcend individual cultures.
- ... gain a sense of the unique values and literary traditions of various cultures.

254 World Literature: 1600 to the Present (3)

3 hours per week

Recommended Preparation: Qualification for or completion of ENG 100.

A study of internationally recognized works from around the world.

Upon successful completion of the course the student should be able to satisfy the general competencies and the following:

- ... recognize themes and values in world literature that transcend individual cultures.
- ... gain a sense of the unique values and literary traditions of various cultures.

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

3 hours per week

Recommended Preparation: Qualification for or completion of ENG 100.

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

Upon successful completion of the course the student should be able to satisfy the general competencies and the following:

- ... demonstrate knowledge of some major European short story writers and novelists, their characteristic themes and techniques.
- ... demonstrate knowledge of some major American short story writers and novelists, their characteristic themes and literary techniques.

257 Themes in Literature (3)

3 hours per week

Recommended Preparation: Qualification for or completion of ENG 100.

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."

Upon successful completion of the course the student should be able to satisfy the general competencies and the following:

- ... explain the development of the hero in literature from classical times to the present.
- ... explain the characteristics of the "anti-hero."
- ... identify existential themes in Biblical, classical, romantic, realistic, and "anti-hero" literature.

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 in 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.

Need improvement in READING? VOCABULARY? STUDY SKILLS?



Why not enroll in a reading course that meets your needs?

ENG 007—A BASIC READING COURSE

ENG 021—AN INTERMEDIATE READING COURSE

ENG 102—A COLLEGE READING COURSE

SEE COURSE DESCRIPTIONS PAGES 29 & 30.

ENGLISH AS A SECOND LANGUAGE (ESL)

100 Expository Writing: A Guided Approach (3)

Fall

Prerequisite: A score of 11.5 or higher on the English placement test or a grade of "C" or higher in ENG 022 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

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Identify the six nutrients, their functions, and their common sources.
- ... Name the Basic Four Groups.
- ... Define terminology pertinent to the study of nutrition.
- ... Identify nutritional needs in life cycles.
- ... Plan well balanced diets using foods available and within budgetary limitations.

FOOD SERVICE (FSER)

23 Restaurant Menu Planning (1)

2 hours per week for 8 weeks

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Identify the various types of food service establishments and identify their menu requirements.
- ... Discuss the factors that influence menu planning.
- ... Discuss the physical characteristics of a good menu.
- ... Identify the different types of menus and discuss their advantages and disadvantages.
- ... Explain standardization of recipes.
- ... Explain why planning is important for profitable food operations.

30 Storeroom Operations (3)

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

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Order by standard specifications, all food and supply items in the amounts indicated from menus, standardized recipes, and sales histories.
- ... Receive merchandise by standard specifications, accurately recording the necessary data.
- ... Store correctly all inventory purchases, maintaining maximum security and sanitation.
- ... Distribute merchandise requested by using departments, maintaining proper and accurate records.
- ... Distribute direct purchases by unit price.
- ... Describe the involvement and importance of the well run storeroom departments within the context of the total control system.

34 Food Cost Control (5)

3 hours lecture, 6 hours lab per week

Prerequisite: FSER 30 or concurrent registration

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Maintain accurate records of all food and supplies purchased.
- ... Maintain accurate perpetual inventory records of merchandise.
- ... Compute daily and to-date cost of sales.
- ... Keep accurate records of popularity index and describe production forecasting procedures.
- ... Maintain sales check records.
- ... Prepare accounts payable records.
- ... Prepare accounts receivable records.
- ... Prepare monthly profit and loss statement.

- ... Compute the cost of standardized recipes.
- ... Compute yield tests and prepare reports.

40 Dining Room Services (6)

3 hours lecture, 9 hours lab per week

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Correctly serve guests using tray or gueridon, serving courses properly and with appropriate timing in the following styles of service:
 - Fine dining American
 - Banquet
 - Buffet
 - Arm service
 - French service
- ... Properly serve wine with the meal.
- ... Complete the responsibilities of side-job assignments.
- ... Interact with dining room guests courteously.
- ... Explain common food and menu terms.
- ... Demonstrate appreciation of good dining through good manners, good service, and good food.

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 040 or consent of instructor

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Take telephone reservations and accurately record party requirements.
- ... Assign guests and escort them and seat them at assigned tables.
- ... Supervise waitstaff and busstaff.
- ... Assign job assignments and stations to waitstaff and busstaff.
- ... Prepare order requests for supplies as needed.
- ... Maintain standards of cleanliness, grooming, service and atmosphere.
- ... Enforce safety regulations.

52 Short Order Cookery (7)

4 hour lecture, 9 hours lab per week

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Explain terminologies of kitchen equipment, food items, and preparation techniques used in fry cooks operation.
- ... Operate and maintain the work stations of broiler, griddle, deep fat fry unit, and range top.
- ... Properly handle the knives and hand tools of the trade.
- ... Demonstrate understanding of serving sizes and portion control.

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

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Demonstrate standard procedures for measuring ingredients in the preparation of pantry department menu items.
- ... Properly use and care for all tools and equipment found in the pantry department.
- ... Correctly use standardized recipes and follow portion control standards.
- ... Prepare for service all menu items prepared in the pantry department.

70 Advanced Cookery (7)

4 hours lecture, 9 hours lab per week

Prerequisites: FSER 054, BAKE 60, or FSER 052

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Describe the job analysis of a chef, sous chef, second cook, specialty cook and general cook.
- ... Identify and review the use of the major

commercial equipment such as broiler, range, oven, fryer, grill, mixer, steam cookers.

- ... Efficiently work in any kitchen station, meeting the requirements of speed, accuracy, and sanitation.
- ... Demonstrate skill in preparing soups and sauces in quantities of 2 to 3 gallons within the time unit set by standardized recipes.
- ... Describe the characteristics of seasonings, spices, and herbs.
- ... Demonstrate the thickening properties of thickening agents and liaisons.
- ... Demonstrate skill in the use of dem-glaze and flavor enhancers.
- ... Identify commercial cuts of meats and differentiate the cookery methods for each.

80 Equipment Layout and Design (3)

3 hours per week

Prerequisites: FSER 034 and 070 or consent of instructor

This course is designed for food service majors who, upon successful completion, should be able to:

- ... List the types of commercial food service equipments, tools, utensils, and supplies and describe their uses, care, and maintenance.
- ... List the criteria for equipment selection of mechanical, cooking, serving, refrigeration, and mobile equipment.
- ... Relate the location of equipment with their use, and their placement within the flow of activities.
- ... List the types of materials used for walls and floors.
- ... Describe the steps in planning a layout of a food service facility.
- ... Create a kitchen and dining room floor plan.

86V Food Service Internship (1-4)

2 hours weekly discussion, 15 hours work experience per week

This course is designed for food service majors who, upon successful completion, should be able to:

- ... Explain the organizational chart that shows the School Food Service Manager's position in relation to other personnel.
- ... Explain the layout of the school food service facility in relation to work and material flow, types of storage facilities, equipment commonly used in a school cafeteria, and physical facilities.
- ... Show familiarity to school and cafeteria rules and regulations.
- ... Show familiarity to bargaining unit contracts.
- ... Explain the function and use of the Department of Education School Lunch Handbook.
- ... Explain the use of the School Lunch Services forms that are used on the daily basis and demonstrate familiarity to those used less frequently.
- ... Demonstrate the ability to purchase and receive food in a School Food Service.
- ... Demonstrate familiarity in incorporating the use of Federal Commodities in School Lunch menus.
- ... Explain the types of food services offered through the Department of Education.
- ... Explain the cost control system used in the School Food Service system.
- ... Demonstrate some insight in interpersonal relationship.

93V Cooperative Education (3-4)

An educational partnership with the business community whereby a student receives career-related on-the-job training and experiences under the supervision of the college instructor and the business employer. The student receives college credits and a grade for his work experience. The program objective is to provide current community and business work experience that gives meaning and direction to the student's total educational program. Students should schedule their classes so that either their entire morning or afternoon hours are blocked for work experience. The student's work hours, job placement, and wages are arranged by the employer and the instructor. The course may be repeated for a maximum of 8 credits.

FRENCH (FR)

101 Elementary French (4)

5 hours lecture and laboratory drill

Conversation, laboratory drill, grammar, and 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)

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)

1 hour per week

An overview of the health care delivery system with emphasis on careers in health occupations. A survey of health occupations and current problems in health care will be discussed.

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

Prerequisites: 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 Civilization I (3)

3 hours per week

Recommended preparation: Qualification for or completion of ENG 22, 50 or higher.

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 people of the world.

Upon successful completion of the course the student should be able to:

- ... demonstrate an understanding of historical concepts and information as they relate to contemporary issues and events.
- ... communicate a lucid appraisal of historical data.
- ... arrange chronologically and distinguish the characteristics of world civilizations.
- ... demonstrate knowledge of historic theories such as the role of the 'great person' in history; the effect of ideas upon the process of history, the nature of multiple causes of historical events, the impact of technology on social institutions.
- ... demonstrate a knowledge of the origins and evolution of humanistic concepts.
- ... state the relationship of individuals to their respective societies and value systems.

152 World Civilization II (3)

3 hours per week

Recommended Preparation: Qualification for or completion of ENG 22, 50 or higher.

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.

Upon successful completion of the course the student should be able to satisfy competencies for History 151 and the following:

- ... develop and convincingly support a research paper.

224 History of Hawaii (3)

3 hours per week

Recommended Preparation: Qualification for or completion of English 100.

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

Recommended Preparation: Qualification for or completion of English 100

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

Recommended Preparation: Qualification for or completion of English 100

An interpretive survey of United States history from European settlement to 1865.

282 Introduction to American History II (3)

3 hours per week

Recommended Preparation: Qualification for or completion of English 100

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

Upon successful completion of History 281 and 282, the student should be able to:

1. Explain the origins and development of American political, economic, social and cultural institutions.
2. Understand and evaluate contemporary events and problems in the United States through the awareness of all that which leads to the present.
3. Develop an appreciation of what it means

to be a citizen of the United States, of the privileges and coincident duties and responsibilities that accompany such citizenship.

4. Understand the role of government in the life of the people at different periods of their history.
5. Identify individuals significant in the development of the American government and the major movements inspired by these persons.
6. Show ability for intelligent analysis of information through written and/or questioning and discussion.

HOTEL OPERATIONS (HOPER)

20 Introduction to Hospitality Industry (3)

3 hours per week

An introductory course in the basic knowledge of the food and hospitality industries; identification of manpower needs, career opportunities and essential job qualities and skills; safety and sanitary practices.

31 Travel Services (3)

3 hours per week

Study of the terms, reservation process, ticketing procedures and tour guide services of tour and travel operations.

40 Food and Beverage Procedures (3)

3 hours per week

Study and practice in work attitudes, dining and cocktail services, customer relations, and personal development.

41 Maintenance and Sanitary Procedures (3)

3 hours per week

Study of the organizations and functions of the housekeeping maintenance and engineering departments and their relationships to other departments in a hotel. Also includes purchasing guides, care for furnishings and supplies, inventory controls, and general procedures for the maintenance of clean and safe guest facilities.

43 Food and Beverage Control Systems (3)

3 hours per week

Prerequisites: ACC 24 and BUS 55 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 BUS 55 or consent of instructor

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

60 Management Practices in the Hospitality Industry (3)

3 hours per week

An analysis of management functions and practices in commercial and institutional food and beverage production and service, and hotel and travel operations. Includes study of production planning, department organizing, supervising, and personnel and labor relations.

93V Cooperative Education (3-4)

An educational partnership with the business community whereby a student receives career-related on-the-job training experiences under the supervision of the college instructor and the business employer. The student receives college credits and a grade for his work experience. The program objective is to provide current community and business work experience that gives meaning and direction to the student's total educational program. Students should schedule their classes so that either their entire morning or afternoon hours are blocked for work experience. The student's work hours, job placement, and wages are arranged by the employer and the instructor. The course may be repeated for a maximum of 8 credits.

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)

100B Themes in Humanities: Ethics of Life (3)

3 hours per week

An exploration of creative responses of various cultures to life, with a focus on moral issues. Designed primarily for A.S. degree students.

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. Designed primarily for A.S. degree students.

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. Designed primarily for A.S. degree students.

150 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 nontechnical 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 nonspecialist 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 Data Processing (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: A minimum score of 10.0 on the English placement test or instructor's recommendation.

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

Programming in an interactive computer language, using 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: A minimum score of 100 on the English placement test or instructor's approval.

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

Prerequisites: ICS 101, ACC 24, or 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, 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 lecture

Prerequisite: ICS 101

Concurrent enrollment in DPRO 71V recommended

Basic concepts of computer systems, including components, architecture, data representation, operating system facilities, 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 of problems using the features taught.

155 Computer Programming—COBOL (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 121

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.

160 Introduction to Computer Science I (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Math 24

Introduction to computer science and programming. Experience in writing programs in BASIC language and running them on the computer. Techniques for applying computers in various fields.

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 121.

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

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

265 Data Processing Projects (1-3)

Up to 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. May be taken twice for credit.

JAPANESE (JPNSE)

Prior to registration, students who have taken Japanese in high school or elsewhere will be given a placement examination. Students who successfully pass the placement examination are qualified to apply for credit by examination.

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, JPNSE 101. Kanji is introduced.

121 Elementary Japanese Conversation (3)

3 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)

3 lecture-lab hours per week

Prerequisite: JPNSE 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 JPNSE 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 JPNSE 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.

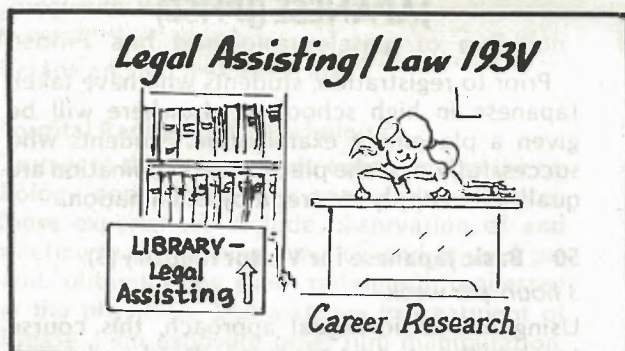
Fundamentals of gathering and writing news and instruction in the rationale underlying professional journalism. Weekly writing assignments for student newspaper required.

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 basics of news editing and headline writing.



LAW (LAW)

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

A short survey of the origin and principles of our American legal system, including the social forces that mold our laws; an overview of the nature of law and justice; and an introductory study of the basic principles of law of our business environment, covering contracts, agency, partnerships, personal property, and corporations.

31 Business Law II (3)

3 hours per week

Prerequisite: LAW 30 is recommended

Continuation of BUS LAW 30; negotiable instruments, sales, real property, wills, trusts and estates.

200 Legal Environment of Business (3)

3 hours per week

Introduction to legal environment in which business operates, with particular attention to principles of law relating to contracts, agency, partnerships, corporations and government regulations. Designed for business students expecting to transfer to a baccalaureate degree program at another institution.

Note: All law courses which follow require approval of the Legal Assistant Program Admissions Committee before any student is permitted to register for the course.

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 prepaid 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

This 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.

200 Legal Environment of Business (See description following LAW 31)**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)

18 Introduction to Supervision (3)

Recommended Preparation: BUS 20

Introduction to Supervision; basic principles, concepts and practices in the management and control of personnel with emphasis on motivating, directing and controlling small groups of workers. Case studies included.

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.



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KAPIOLANI COMMUNITY COLLEGE

Community College System - University of Hawaii

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, roots, 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.

54 Practical Mathematics (3)

3 hours per week

Prerequisite: MATH 01 or satisfactory score on math placement test.

Applied mathematics for vocational programs; review of arithmetic, ratio and proportion, powers and roots, formulas, weights and measures, geometrics, applications, problem solving.

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 QM 121, MATH 130, 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

Elementary probability and statistics including standard deviation, calculations and inferences about means and proportions, normal distributions, linear correlation; for business, economics, computer science, counseling, psychology, sociology, health and sciences.

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, logarithmic and exponential functions.

140 Trigonometry and Analytic Geometry (3)

3 hours per week

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

Functions, plane trigonometry, polar coordinates, conic sections, vectors.

205 Calculus I (3)

3 hours per week

Prerequisite: Satisfactory completion of MATH 140 or equivalent.

Basic concepts, differentiation with applications, and integration.

206 Calculus II (3)

3 hours per week

Prerequisite: Satisfactory completion of MATH 205 or equivalent.

Integrals of trigonometric, exponential, hyperbolic, and logarithmic functions; techniques of integration; Taylor approximations; polar coordinates.

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 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)

23-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.

140L 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 microorganisms 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 advertising—the study of advertiser's response to change; importance of market research; advertising budgets and advertising campaigns; correct usage of selecting advertising media; creativity and production; measuring advertising effectiveness; major retail advertising trends; legal and ethical restraints on advertising; elements of display; and design and arrangement.

30 Principles and Methods of Salesmanship (3)

3 hours per week

An introductory course covering the principles and methods of the nature of selling; importance of prospecting for sale; value of pre-approach; performing a sales presentation; interpreting sales resistance and objectives in the selling process; closing techniques; post-sale strategy; professional selling; and personal aspects of selling. Training in use of cash registers will be included.

32 Merchandise Analysis (3)

3 hours per week

A study of methods and procedures of acquiring, translating, and using merchandise information; correct usage of merchandise knowledge in a sales situation; guarantees, warranties, directions, standards; relationship of promotion and merchandise analysis; the government's role; and stocking procedures and its effects on merchandise analysis.

35 Principles of Wholesaling (3)

3 hours per week

A survey course in the structure of wholesaling; wholesaler's role in the business environment; correct usage of methods in handling shipping documents, shipping procedures and receiving merchandise; concepts and principles of warehousing; financing; and value of customer service.

40 Principles of Marketing (3)

3 hours per week

Prerequisite: BUS 20

An introductory marketing course covering specific facts of marketing; consumer-oriented approach to marketing; consumer goods and industrial goods; channels of distribution; correct usage of methods in market research; basic concepts of retailing, wholesaling, and physical distribution; role of market communication; correct usage of procedures in personal selling; and principles of marketing organization.

45 Principle of Retailing (3)

3 hours per week

An overview of retailing and its place in the free enterprise economic system. This course includes the study of the role of retailing, basic concepts and principles of store location, design and layout; franchising; store organization and supervision; value of the buying function; pricing merchandise; receiving and merchandise handling; merchandise and expense control system; credit; store security; accounting concepts; electronic data processing; and future trends.

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. Emphasis on elements important to fashion creativity and forecasting. Designed to augment the skills of persons in the field of fashion merchandising.

93V Cooperative Education (1-4)

An educational partnership with the business community whereby a student receives career-related on-the-job training and experiences under the supervision of the college instructor and the business employer. The student receives

college credits and a grade for his work experience. The program objective is to provide current community and business work experience that gives meaning and direction to the student's total educational program. Students should schedule their classes so that either their entire morning or afternoon hours are blocked for work experience. The student's work hours, job placement, and wages are arranged by the employer and the instructor. The course may be repeated for a maximum of 8 credits.

MICROBIOLOGY (MICRO)

130 General Microbiology (3)

3 hours per week

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

140 General Microbiology Laboratory (2)

4 hours lecture/lab per week

Prerequisite: Credit or concurrent enrollment in MICRO 130.

General microbiology laboratory is intended primarily for students in respiratory therapy, nursing, and other health fields.

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)

50 Rhythmic Reading (1)

1 ½ hours per week

A programmed learning lab course required of all students who register for any instrument or theory music courses. Must be repeated for additional skills each semester that new music courses are elected. Mandatory CR/NC

106 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.

107 Music in World Culture (3)

3 hours per week

Role of music in societies—ancient and modern, sophisticated and nonsophisticated, Western and non-Western, child and adult. Representative styles and regional characteristics.

108 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.

114 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.

121D Classical Guitar (1)

Basic principles of classical guitar performance. Relevant problems in guitar literature at elementary level. Not applicable towards the humanities requirement. Cannot be audited.

122D Intermediate Classical Guitar (1)

3 hours lab per week

Prerequisite: MUS 121D or consent of instructor

An intermediate level of principles of classical guitar. This is a sequel course to MUS 121D. 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.

180 Aural Perception and Notation (2)

3 hours per week

Prerequisite: MUS 108

Basic concepts of music notation and reading applied to sight-singing and dictation. Recognition of intervals and tonal orientation. For potential music majors with limited background in reading and sight-singing and others interested in learning to read music.

181 Elementary Music Theory I (2)

3 hours per week

Concurrent enrollment: MUS 183

Recommended preparation: MUS 108

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 108, 181, 183

Historic stylistic period, major-minor dominant 7th chord, VII⁷ chords, modulation, nondominant 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 (2)

3 hours per week

Prerequisite: MUS 114 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 to humanities area 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.

225 Second-level Secondary Piano (2)

3 hours lecture/lab per week

Prerequisite: MUS 126 or consent of instructor

Continuation of MUS 125-126; increased emphasis on piano literature up to intermediate level.

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: HLTH 31 or Heart Saver Card; standard first aid card

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)**

Fall I

3 hours lecture per week

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.

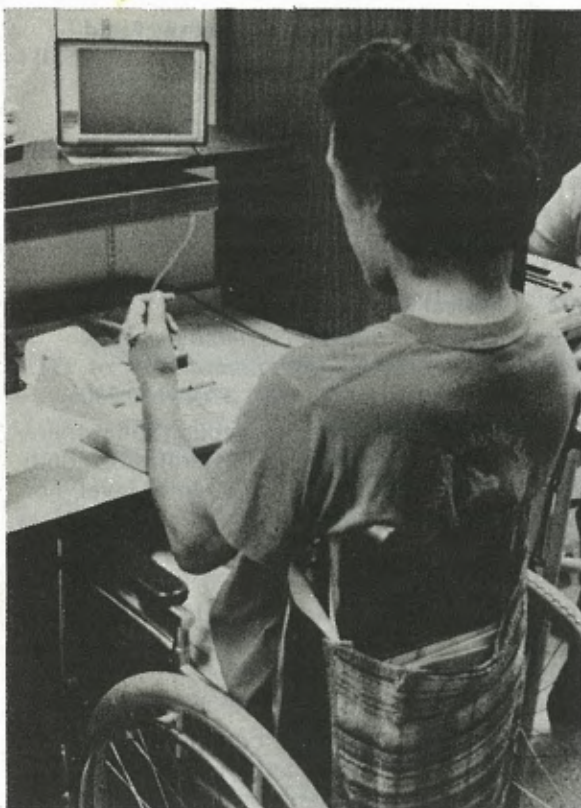
203 Pediatric Disabling Conditions (3)

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.



230L 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 psychosocial dysfunctional conditions throughout the development continuum: personality development, dysfunctional conditions, evaluation and treatment techniques, 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 11 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 Children (2) Spring II

3 hours lecture per week for 11 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 children. 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 therapeutic use of self: evaluation of verbal and non-verbal behavior and its influence on therapeutic relationships; communication techniques; planning, leading, and reporting of therapeutic activity groups for the full scope of dysfunctional conditions.

254 OT in Comprehensive Community Health (2) Spring II

3 hours lecture per week for 11 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

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

OFFICE PROCEDURES (OFPRO)

20 Filing (2)

2 hours per week

Upon successful completion of this course, the student should be able to:

- ... process and file records accurately according to the alphabetic, numeric, geographic, and subject systems.

21 Records Management (1)

1 hour per week

Prerequisite: OFPRO 20

Upon successful completion of this course, the student should be able to:

- ... demonstrate a working knowledge of records management procedures enabling ease of entry to positions requiring such skills.

22 Duplicating Techniques (2)

3 hours per week

Prerequisite: TYPW 20

Upon successful completion of this course, the student should be able to:

- ... demonstrate proficiency in preparing fluid and stencil masters for duplication.
- ... develop the ability to proofread master copy and make necessary corrections.
- ... reproduce mailable copies for distribution.

25 Applied Office Services (2)

5 hours per week

Prerequisite: Consent of instructor

Upon successful completion of this course, the student should be able to:

- ... demonstrate the ability to utilize and apply effectively, learned clerical/secretarial skills in performing assigned tasks and responsibilities in the various faculty/staff offices to which assigned.

30 Telephone and Interview Techniques (2)

2 hours per week

Upon successful completion of this course, the student should be able to:

- ... demonstrate a pleasant telephone personality.
- ... demonstrate efficient use of the telephone.
- ... identify the basic telephone services and equipment.
- ... seek employment actively and effectively.

40 Clerical Office Procedures (4)

6 hours per week

Prerequisite: TYPW 30 or concurrent enrollment

Upon successful completion of this course, the student should be able to:

- ... demonstrate the ability to solve office-type problems by adapting and applying past learning.
- ... demonstrate an understanding and appreciation of the office worker's role in the total system of a business office.
- ... assess personal strengths and weaknesses in order to secure a satisfactory job commensurate with ones abilities.
- ... make a wise job choice as a result of a job market study and the assessment of personal interest and qualifications.
- ... function in an efficient and business like manner.

42 Personal Development (3)

3 hours per week

Upon successful completion of this course, the student should be able to:

- ... plan an appropriate wardrobe.
- ... demonstrate a knowledge of the correct techniques of personal grooming, posture, and figure improvement.
- ... use conversational techniques, improved voice and diction.
- ... practice the niceties of social and business etiquette.

50 Secretarial Procedures (4)

6 hours per week

Prerequisite: TYPW 40 or SHTHD 40 or concurrent enrollment

Upon successful completion of this course, the student should be able to:

- ... demonstrate efficiency and skill in planning, organizing, and relating to an immediate supervisor as a professional secretary.
- ... develop creativity in accomplishing office tasks.
- ... initiate simple management decisions.
- ... develop skills in verbal and written communications common in the business office.

51 Legal Secretarial Procedures I (4)

6 hours per week

Prerequisite: LAW 22, 30, or consent of instructor

Upon successful completion of this course, the student should be able to:

- ... understand the duties of the legal office worker.
- ... perform such duties in a simulated office and demonstrate an understanding of noncourt documents.
- ... master legal terminology related to real estate, business organizations, wills, estate planning, and probate, and procedures regarding such transactions.
- ... cope with human relations problems that may occur in the office.

52 Legal Secretarial Procedures II (4)

6 hours per week

Prerequisite: LAW 22, 30, or consent of instructor

Upon successful completion of this course, the student should be able to:

- ... compose and type letters for the attorney's signature.
- ... apply principles of preparing legal documents.
- ... identify the functions of the various courts.
- ... identify the basic procedures involved in all kinds of litigation.
- ... define legal terminology involved in litigation.
- ... type documents in connection with family court cases.

93V Cooperative Education (1-4)

Upon successful completion of this course, the student should be able to:

- ... obtain a better understanding of the world of work and how selected courses correlate with the work experience.
- ... develop a greater sense of responsibility.
- ... acquire more independent judgement.
- ... grow in maturity and develop greater skill in human relations practices.

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.

Registration in PHYS 100L is optional.

Introduction to physics, concepts and developments of classical physics.

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 hours per week

Prerequisite: Satisfactory completion of MATH 25 or its equivalent.

Introduction to physics, concepts and philosophies of modern physics.

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.

PSYCHOLOGY (PSY)

100 Survey of Psychology (3)

An introduction to psychology to acquaint the student with the basic concepts, principles and theories of human and animal behavior. Basically lecture presentation with the use of numerous audiovisual materials supplemented with student conducted experiments and activities.

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 from immediate space through dwelling, neighborhood, community, city, religion, nation, continent, planet. The study of how humans affect the environment which affects humans.

220 Developmental Psychology (3)

3 hours per week

Emphasis on the emotional, mental, physical and social development of the person from infancy, through adulthood, to old age and death.



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 130. (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. Students may not earn credit for this and MATH 205. (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.

100L Radiologic Technique Laboratory (1) Spring

3 hours lab per week

Prerequisites: RAD 110, 110L, 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) Spring

3 hours lecture per week

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

Prerequisites: RAD 200, 210, BIOL 130
Corequisites: RAD 220, 230L, 241, 249

A study of special Radiographic procedures including the proper use of equipment, contrast media, patient care general indications, contraindications, technique, positioning, anatomy and physiology. Procedures studied included cardiovascular, G.U., thermography and tomography will also be covered.

230L Special Radiographic Procedures Laboratory (1) Spring
3 hours lab per week

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

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

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

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 treatment of disease. Film exposure time, film manipulation, and the finished radiography are critically studied. Throughout the two academic years and interim summer, certain approved radiographs must be completed. These, by location, include radiographs of extremities, gastrointestinal tract, urinary tract (intravenous and retrograde pyelograms, urethograms), skull (sinuses, facial bones, mandible), spine, pelvis (hip-nailing), shoulder, thoracic cage and cavity (lungs, heart, and sternum).

140 Hospital Radiographic Technique (6) Fall

Practice in positioning, radiographic technique and film critique in the Radiology Department of a cooperating hospital. Emphasis will be placed on examinations of the chest, abdomen, upper extremity, shoulder girdle, lower extremity, hip joint and pelvic girdle.

141 Hospital Radiographic Technique (6) Spring

Continuation of RAD 140 with emphasis placed upon radiographic examination of the skull, facial bones, spine and bony thorax.

142 Hospital Radiographic Technique (6) Summer

Continuation of RAD 141 with emphasis placed upon cranium and bedside radiography of the chest, abdomen and skeletal system.

240 Hospital Radiographic Technique (6) Fall

Continuation of RAD 142 with emphasis placed upon radiographic examinations using contrast media of the Gastrointestinal and Urinary system. Experience in Pediatric radiography will be obtained.

241 Hospital Radiographic Technique (6) Spring

Continuation of RAD 240 with emphasis placed upon special radiographic examinations and imaging techniques studied in RAD 230 and 230L.

242 Hospital Radiographic Technique (6) Summer

Continuation of RAD 241 with emphasis placed upon experiences in radiotherapy, nuclear medicine and operating room examinations.

***270V Advanced Radiologic Technology I (1-6) Fall**

Prerequisites: Graduate of an Approved school of radiologic technology or consent of instructor

An accelerated refresher course designed for the radiologic technologist who is a graduate of an approved school of radiologic technology. Emphasizes individualized and group instruction in a variety of areas and topics such as: positioning, technique, anatomy and physiology, pathology, physics, ethics and terminology. This course may serve as registry or licensing test review and may be repeated for a maximum of six (6) credits. Approved by the American Society of Radiographic Technologists for evidence of continuing education points.

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

Prerequisites: Graduate of an approved hospital school of radiologic technology, proof of current registration with the American Registry of Radiologic Technologists or licensure by the Hawaii Board of Radiologic Technology, 3 credits of 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.

RESPIRATORY THERAPY (RESP)

101 Clinical Practice I (2)

3 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. Mandatory CR/NC grading.

103 Humidity Therapy (2)

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.

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. Mandatory CR/NC grading.

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: SP 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. Mandatory CR/NC grading.

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.

Earn credit toward
your degree

Accounting I
Acc 093V



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. Mandatory CR/NC grading.

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 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. General pathophysiology is covered as germane to the respiratory therapist.

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. Mandatory CR/NC grading.

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, patients 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

Corequisites: 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. Mandatory CR/NC grading.

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 Ecology, Man and Technology (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 Ecology, Man and Technology 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)

Manual (Handwritten) Shorthand

20 Beginning Theory/Dictation/Transcription (5)

6 hours per week in class

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

Upon successful completion of this course, the student should be able to:

- ... demonstrate a firm knowledge of Gregg shorthand theory by reading from shorthand notes and writing shorthand with accurate automatic responses.
- ... take dictation at 50 words a minute on familiar material with 95 percent accuracy.

25 Skill Development Shorthand (4)

6 hours per week in class

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

Upon successful completion of this course, the student should be able to:

- ... read and write shorthand outlines fluently.
- ... transcribe from shorthand notes.
- ... take new material dictation at 60 words per minute for three minutes.

30 Intermediate Shorthand (4)

6 hours per week

Prerequisites: SHTHD 20 or 25 or equivalent, TYPW 20 or equivalent, TRNSC 24 or concurrent enrollment

Upon successful completion of this course, the student should be able to:

- ... read and write shorthand outlines fluently and accurately.
- ... apply rules of punctuation, capitalization, number and word usage in the transcription process.
- ... correlate English, shorthand, and type-writing skills into the transcription skill.
- ... take dictation at 80 words per minute for three minutes.

40 Advance Shorthand (4)

6 hours per week

Prerequisite: SHTHD 30 or equivalent

Upon successful completion of this course, the student should be able to:

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- ... demonstrate knowledge of employable skills, and attitudes that enable satisfactory job placement in the secretarial field.
- ... write shorthand at 100 words per minute for three minutes.
- ... demonstrate the ability to construct shorthand outlines under the stress of dictation.
- ... produce mailable letters under the stress of time.
- ... demonstrate competency in the basic elements of transcription: English usage, grammar, capitalization, punctuation, spelling, word division, letter styles, and word usage.

42 Executive Shorthand (4)

6 hours per week

Prerequisite: SHTHD 30 or equivalent

Upon successful completion of this course, the student should be able to:

- ... take with ease the dictation of a rapid dictator.
- ... use the necessary skills to report the deliberations of boards of directors.
- ... take notes in meetings and conferences of executives.
- ... demonstrate shorthand proficiency in writing the most commonly used business terminology.

46 Legal Shorthand (4)

6 hours per week

Prerequisite: SHTHD 30 or equivalent

Upon successful completion of this course, the student should be able to:

- ... transcribe legal material given in office style.
- ... take dictation at high speed, which should be 20 wpm above the rate attained in the previous course.
- ... use the terminology of legal instruments and documents.

Machine Shorthand Courses

23 Machine Shorthand and Transcription, I (5)

6 hours per week

Upon successful completion of this course, the student should be able to:

- ... read and write machine shorthand and demonstrate a firm knowledge of theory.
- ... demonstrate a broadened shorthand and English vocabulary and knowledge of spelling, word usage, sentence structure, and punctuation.
- ... take shorthand dictation at a minimum of 60 words per minute on familiar materials.

33 Machine Shorthand and Transcription, II (4)

6 hours per week

Prerequisite: SHTHD 23 or equivalent

Upon successful completion of this course, the student should be able to:

- ... read and write machine shorthand fluently and accurately.
- ... apply rules of punctuation, capitalization, and numbers.
- ... correlate English, shorthand, and type-writing skills.
- ... take dictation at a rate of 80-100 words per minute.

43 Machine Shorthand and Transcription, III (4)

6 hours per week

Prerequisite: SHTHD 33 or equivalent

Upon successful completion of this course, the student should be able to:

- ... read and write machine shorthand fluently and accurately.
- ... apply rules of punctuation, capitalization, and numbers.
- ... correlate English, shorthand, and type-writing skills.
- ... write shorthand at a speed of 100-120 words per minute.

53 Advanced Machine Shorthand (4)

6 hours per week

Prerequisite: SHTHD 43 or equivalent

Upon successful completion of this course, the student should be able to:

- ... demonstrate mastery of the stenograph machine in taking verbatim dictation of

material found in court proceedings, testimony, and jury charge.

- ... read shorthand notes fluently and readily and transcribe shorthand notes accurately and present them in appropriate styles within a given time frame.
- ... demonstrate familiarity and competence in the usage of business, legal and medical terminology.
- ... take verbatim dictation at a rate of 140-160 words per minute on 5-minute timings.
- ... transcribe material in acceptable layouts with 97.5 percent accuracy, within a 90-minute time frame.

63 Advanced Machine Shorthand (4)

6 hours per week

Prerequisite: SHTHD 53

Upon successful completion of this course, the student should be able to:

- ... demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charge.
- ... read shorthand notes fluently and readily and transcribe shorthand notes accurately and present them in appropriate styles within a given time frame.
- ... demonstrate familiarity and competence in the usage of business, legal and medical terminology.
- ... transcribe material in acceptable layouts with 97.5 percent accuracy, within a 90-minute time frame.

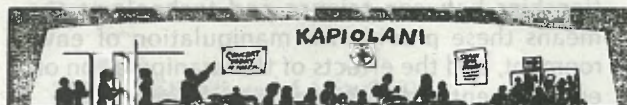
73 Advanced Machine Shorthand (4)

6 hours per week

Prerequisite: SHTHD 63

Upon successful completion of this course, the student should be able to:

- ... demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charge.
- ... read shorthand notes fluently and readily and transcribe shorthand notes accurately and present them in appropriate styles within a given time frame.
- ... demonstrate familiarity and competence in the usage of business, legal and medical terminology.
- ... take verbatim dictation at a rate of 180-225 words per minute on 5-minute timings.
- ... transcribe material in acceptable layouts with 97.5 percent accuracy, within a 90-minute time frame.



SOCIAL SCIENCES (SSCI)

21 Introduction to the Social Sciences I (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)

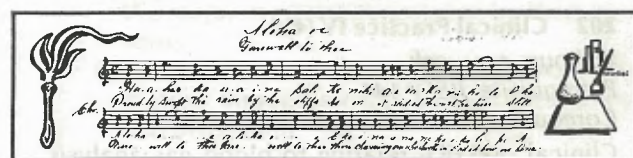
2 hours lecture, 1 hour discussion session per week

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 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

Participation in interpersonal communication activities involving: 1) parliamentary procedure, 2) group discussion, 3) non-verbal communication. Emphasis on speech communication. Offers student a modular unit option.

151 Personal and Public Speech (3)

3 hours per week

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

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

Practice in speech composition and delivery with consideration of the various aspects of public address. Emphasis on critical thinking, reasoning, support and evaluation.

TRANSCRIPTION (TRNSC)

24 Self-Directed Dictation and Transcription (2)

Group sessions and open lab hours in Learning Center

Prerequisite: TYPW 20 or equivalent

Upon successful completion of this course, the student should be able to:

- ... demonstrate proficiency in operating dictating-transcribing equipment.
- ... transcribe new (not analyzed) material.

35 Machine Transcription (3)

3 hours per week in class

Prerequisite: TRNSC 24 or equivalent

Upon successful completion of this course, the student should be able to:

- ... demonstrate the ability to set up the transcribing unit and to operate the machine efficiently.
- ... demonstrate the ability to transcribe from dictated material and to edit whenever errors are detected.
- ... demonstrate the ability to produce mailable copy by developing appropriate work habits and attitudes.

45 Medical Transcription (3)

3 hours per week in class

Prerequisite: TRNSC 24 or equivalent

Upon successful completion of this course, the student should be able to:

- ... attain a predetermined level of competency in medical transcription.
- ... qualify for an initial position in a clinic, hospital, or doctor's office.
- ... identify a variety of new careers, once the student has become proficient as a medical transcriptionist.

TYPEWRITING (TYPW)

20 Beginning Typewriting (3)

20B Beginning Typewriting I (1)

20C Beginning Typewriting II (1)

20D Beginning Typewriting III (1)

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

Upon successful completion of this course, the student should be able to:

- ... demonstrate keyboard mastery and proper use of machine parts with correct typewriting techniques.
- ... type personal and business letters with envelopes and carbon copies; manuscripts with footnotes, outlines; and tabulated material from typewritten, handwritten, and rough-draft material.

25 Skill-Development Typewriting (3)

Upon successful completion of this course, the student should be able to:

- ... demonstrate keyboard mastery of the alphabet, numbers, and symbols on a typewriter.
- ... type personal and business letters with carbons, manuscripts with footnotes; and tabulated material centered from both typewritten and handwritten or rough-draft material.

30 Intermediate Typewriting (3)

30B Intermediate Typewriting I (1)

30C Intermediate Typewriting II (1)

30D Intermediate Typewriting III (1)

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

Prerequisite: TYPW 20 or equivalent

Upon successful completion of this course, the student should be able to:

- ... demonstrate proficiency in the mastery of the keyboard by increasing typing speed and improving accuracy.
- ... upgrade production skill level in typing letters, memos, reports, manuscripts, tables, rough-draft materials, and various type of forms used in businesses.

40 Advanced Typewriting (3)

Prerequisite: TYPW 30 or equivalent

Upon successful completion of this course, the student should be able to:

- ... Touch type complete sentences and paragraphs for a specified period of time at the employment level with speed and accuracy.
- ... produce a reasonable quantity and quality of business letters with envelopes, tables, manuscripts, common business forms, technical and professional reports, legal documents, government correspondence from semi-arranged or unarranged rough draft and/or script copy.
- ... prepare multiple copies with carbon paper.
- ... compose simple business letters and interoffice memorandum at the typewriter.
- ... file all typed materials with ease and facility.
- ... proofread all typed work with such care as necessary to find any errors made and identify them as "correctable" or "not correctable".
- ... take reasonable care of one's typewriter, organize one's work station, and conduct oneself with a businesslike attitude.
- ... demonstrate a knowledge of personal habits normally expected of an office worker.

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.

WORD PROCESSING (WPRO)

50 Introduction to Word Processing (3)

5 hours per week

Prerequisite: Approval by Secretarial Science Department chairman

Upon successful completion of this course, the student should be able to:

- ... demonstrate the mastery and proper use of the power typewriter.
- ... demonstrate the ability to record on magnetic card/diskette personal and business letters with envelopes and carbon copies; memos, manuscripts with footnotes; outlines, and statistical tables from typewritten, handwritten, and rough-draft material.
- ... demonstrate the ability to operate the machine transcriber.

52 Word Processing Center Management (3)

5 hours per week

Prerequisite: Approval by Secretarial Science Department chairman

Upon successful completion of this course, the student should be able to:

- ... use the power typewriter to produce work in the campus Word Processing Center.
- ... transcribe dictation documents on the Dictaphone recording unit.



ZOOLOGY (ZOO)

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 ZOO 101L optional

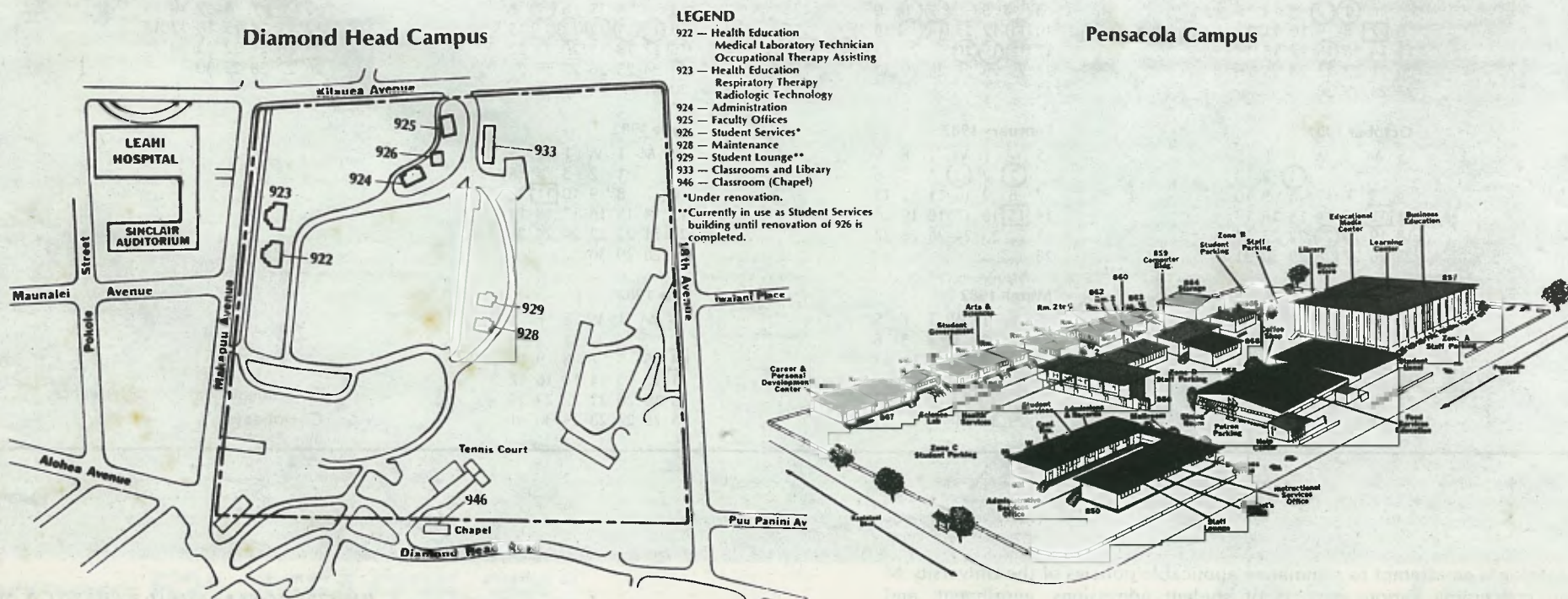
Introduction to zoology for nonscience majors. Living animals, their structure, reproduction, and ecology with emphasis on their relationship to other living organisms and the environment.

101L Principles of Zoology Laboratory (1)

3 hours lab per week

Prerequisite: Credit or registration in ZOO 101 required

Lab observations and experiments illustrating basic principles of animal biology.



1981-82 ACADEMIC CALENDAR

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FALL SEMESTER 1981

August 17, Monday	FACULTY REPORT FOR DUTY
August 19, Wednesday	REGISTRATION (DAY, EVENING)
August 20, Thursday	REGISTRATION (DAY)
August 21, Friday	Holiday, Admission Day
August 24, Monday	REGISTRATION (DAY)
August 25, Tuesday	REGISTRATION (DAY)
August 27, Thursday	FIRST DAY OF INSTRUCTION
August 27-September 2	
Thursday-Wednesday	CREDIT BY EXAMINATION PERIOD
September 2-4, Wed-Fri	CHANGE IN REGISTRATION
	LATE REGISTRATION PERIOD
September 7, Monday	Holiday, Labor Day
September 16, Wednesday	LAST DAY TO WITHDRAW WITHOUT GRADE PENALTY
October 1, Thursday	LAST DAY TO APPLY FOR FALL GRADUATION
October 12, Monday	Holiday, Discoverers' Day
October 21, Wednesday	LAST DAY TO REMOVE INCOMPLETE GRADES FOR SPRING 1981
October 28, Wednesday	LAST DAY FOR ALL WITHDRAWALS
November 11, Wednesday	Holiday, Veterans' Day
November 26-27, Thurs-Fri	Thanksgiving Recess
December 16, Wednesday	LAST DAY OF INSTRUCTION
December 17-22, Thurs-Tues	FINAL EXAMINATION PERIOD
December 23, Wednesday	GRADES DUE
	END OF FALL SEMESTER

SPRING SEMESTER 1982

January 6, Wednesday	REGISTRATION (DAY, EVENING)
January 7, Thursday	REGISTRATION (DAY)
January 8, Friday	REGISTRATION (DAY)
January 11, Monday	REGISTRATION (DAY)
January 14, Thursday	FIRST DAY OF INSTRUCTION
January 14-20, Thurs-Wed	CREDIT BY EXAMINATION PERIOD
January 20-22, Wed-Fri	CHANGE IN REGISTRATION PERIOD
	LATE REGISTRATION PERIOD
February 1, Monday	LAST DAY TO APPLY FOR SPRING GRADUATION
February 3, Wednesday	LAST DAY TO WITHDRAW WITHOUT GRADE PENALTY
February 15, Monday	Holiday, Presidents' Day
March 10, Wednesday	LAST DAY TO REMOVE INCOMPLETE GRADES FOR FALL 1981
March 17, Wednesday	LAST DAY FOR ALL WITHDRAWALS
March 22-26, Monday-Friday	SPRING RECESS
March 26, Friday	Holiday, Kuhio Day
April 9, Friday	Holiday, Good Friday
May 7, Friday	LAST DAY OF INSTRUCTION
May 10-13, Monday-Thursday	FINAL EXAMINATION PERIOD
May 14, Friday	GRADES DUE
	END OF SPRING SEMESTER
May 15, Saturday	COMMENCEMENT
May 16, Sunday	FACULTY LAST DAY

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○ Academic dates of significance.
□ Holidays.

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 special fees.

ILLUSTRATIONS & LAYOUT: RICHARD C. K. YOUNG
PHOTOGRAPHS: ELTON Y. OGOSO
TYPESETTING: THE UNIVERSITY PRESS OF HAWAII
PRINTING: HAWAII HOCHI, LTD.