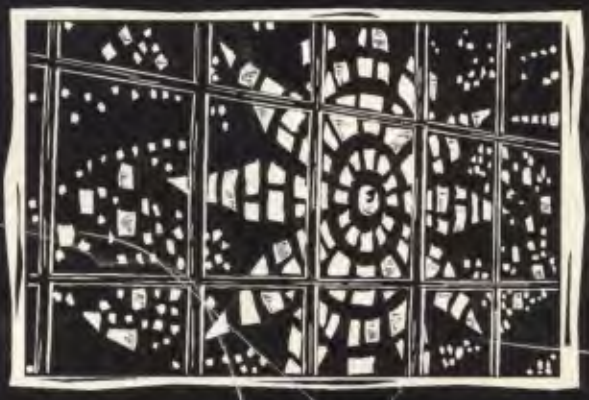
KAPI'OLANI COMMUNITY COLLEGE

General Catalog *1994-1995*

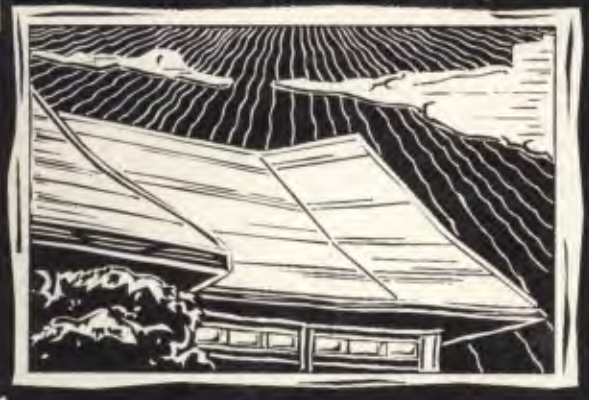
4303 Diamond Head Road Honolulu, Hawai'i 96816

Keeping a touch of nature



within our campus.

Campus structures stand strong,



proud, and solid like the mountains.

Countless steps carry us to our goals;

flowing and unyielding like the waterfall.

1994 – 1995
ACADEMIC CALENDAR

FALL SEMESTER 1994

Aug 12, Fri ..... Registration*
Aug 15-16, Mon-Tues ..... Registration*
Aug 15, Mon ..... Faculty Report for Duty
Aug 18, Thu ..... Change in or Late Registration*
Aug 22-23, Mon-Tues ..... Change in
..... or Late Registration*
Aug 25-26, Thurs-Fri Change in or Late Registration*
Aug 18, Thurs ..... General Faculty/Staff Meeting
Aug 19, Fri ..... Admissions Day (Holiday)
Aug 22, Mon ..... First Day of Instruction
Aug 26, Fri ..... Last Day to Add Classes
Sept 5, Mon ..... Labor Day (Holiday)
Sept 9, Fri ..... Last Day of Erase Period
Sept 30, Fri ..... Last Day to Apply and
..... Register for Credit by Examination
Oct 14, Fri ..... Last Day to Remove Incompletes
..... from Spring and Summer, 1994
Oct 17, Mon Last Day to Applyfor Fall Graduation
Oct 21, Fri ..... Last Day for All Withdrawals
Nov 8, Tues ..... Election Day (Holiday)
Nov 11, Fri ..... Veterans' Day (Holiday)
Nov 24-25, Thurs-Fri ..... Thanksgiving Recess
Nov 26, Sat ..... Instruction Resumes
Dec 9, Fri ..... Last Day of Instruction
Dec 10-15, Sat-Thurs ..... Final Examinations
Dec 16, Fri ..... Grades Due

END OF FALL SEMESTER

*Refer to the Schedule of Courses and Registration Information booklet for specific dates and information on registration.

The Hawaiian proverbs quoted in the catalog were selected by Glen Grant from Mary Kawena Pukui's 'Ōlelo No'eau: Hawaiian Proverbs & Poetical Sayings (Bishop Musem Press, Honolulu, 1983).

Cover: Kyle Hamane
Title page photo: Moriso Teraoka
Graphics: Tommy Leong
Editor: Mike Munger
Production: Wini Au, Chris Mok, Bryan Sekiguchi
Narrative Passages: Glen Grant
Photographs: Kapi'olani Community College
students and staff
Printing: Hawai'i Hochi

SPRING SEMESTER 1995

Jan 4-5, Wed-Thurs ..... Registration*
Jan 9, Mon ..... Change in or Late Registration*
Jan 11-13, Wed-Fri Change in or Late Registration*
Jan 17, Tues ..... Change in or Late Registration*
Jan 10, Tues ..... General Faculty/Staff Meeting
Jan 11, Wed ..... First Day of Instruction
Jan 16, Mon .. Martin Luther King, Jr. Day (Holiday)
Jan 17, Tues ..... Last Day to Add Classes
Jan 31, Tues ..... Last Day of Erase Period
Feb 20, Mon ..... Presidents' Day (Holiday)
Feb 21, Tues ..... Last Day to Apply and
..... Register for Credit by Examination
Mar 3, Fri ..... Non-instructional Day
Mar 7, Tues ..... Last Day to Remove Incompletes
..... from Fall 1994
Mar 14, Tues ..... Last Day for all Withdrawals
Mar 15, Wed ..... Last Day to Apply
..... for Spring Graduation
Mar 27-31, Mon-Fri ..... Spring Recess
Mar 27, Mon ..... Prince Jonah Kūhiō
..... Kalanianaole Day (Holiday)
Apr 14, Fri ..... Good Friday (Holiday)
Apr 15-16, Sat-Sun ..... Non-instructional Days
May 5, Fri ..... Last Day of Instruction
May 6-11, Sat-Thu ..... Final Examination Period
May 12, Fri ..... Grades Due
May 12, Fri ..... Commencement
May 14, Sun ..... Faculty Last Duty Day

END OF SPRING SEMESTER

DISCLAIMER

This catalog provides general information about Kapi'olani Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necesssarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

University of Hawai'i

Kapi'olani Community College

General Catalog

1994–1995

3404 Diamond Head Road
Honolulu, Hawai'i 96816

Table of Contents

Kapi'olani Community College

BE A PART OF OUR HERITAGE AND DREAM

Photo by Ken Hillyard

OUR HERITAGE

Nani Lē'ahi, he maka no Kahiki.
Beautiful Lē'ahi, object of the eyes from Kahiki.

The beauty and drama of Lē'ahi or Diamond Head has always enticed the imagination of visitors to Hawai'i. A new landmark has emerged upon the land nestled in the shadow of Lē'ahi, the graceful campus of Kapi'olani Community College. An open-door college that provides academic and vocational education to anyone 18 years or older, Kapi'olani Community College understands that Hawai'i's past must be respected and perpetuated as we step into the future.

Be a part of our heritage of land. The campus blends into the red earth landscape with buildings designed to complement the environment. Hawaiian flora has been planted to enrich the beauty of the campus and enhance the peacefulness conducive to learning. Our buildings are named after the verdant trees and plants of Old Hawai'i.

Be a part of our heritage of people. The ancient Hawaiian people once lived and worshipped on this land. Within their heiau (temples) and halau (schools), skills and wisdom were for hundreds of years passed from generation to generation. It is fitting that this blessed earth should now house a college where palapala (learning) should be perpetuated.

Be a part of our heritage which is our name. Julia Kapi'olani Napela-Kapu-o-Kaka'e was an ali'i or chieftess who was beloved by her people as Queen Kapi'olani. She and her husband, King Kalākaua, reigned during the turbulent years of 1874 to 1891. These were difficult years for the Hawaiian people as diseases and cultural shock reduced the population to less than 45,000. As King Kalākaua struggled to revive cultural pride and political autonomy for Hawaiians, Queen Kapi'olani dedicated herself to preserving her race. Actively soliciting funds for the care of Hawaiian children and women who could not afford modern medicines, she was instrumental in founding Queen Kapi'olani's Hospital in 1890. Nearly a century later, Kapi'olani Women's and Children's Medical Center serves the Pacific basin as a major medical facility.

Kulia I Ka Nu'u, Strive for the Highest, was the motto she adopted for her royal seal. With pride and responsibility, Kapi'olani Community College has assumed the Queen's name and motto. Our challenge is to preserve and perpetuate that heritage of excellence.

Photo by Ken Hillyard

OUR DREAM

He'elele ka moe na ke kanaka.
A dream is a bearer of messages to man.

Kapi'olani Community College looks to the future. With the growth of the campus, faculty, staff, and administrators are excited by dreams and aspirations of what this college may become to the people of Hawai'i. A community college is dedicated to being a place of learning and service that cuts across differences of race, age, sex, social background, or educational preparation. Kapi'olani Community College's commitment, then, is to uplift and enrich the knowledge and opportunities of our ever-changing Island society.

Be a part of our dream to provide you with an outstanding education. If you are eager to pursue a career in business, nursing, food service, or hospitality, Kapi'olani Community College offers a two-year program that gets you started in the right direction. Our Allied Health, Emergency Medical Services, and Legal Assistant programs are the only ones of their kind offered in Hawai'i. If you are planning to pursue a bachelor's degree, consider the advantages of enrolling in the liberal arts pre-baccalaureate curricula and some of the vocational education curricula leading to an Associate in Arts degree.

Be a part of our dream to enhance your learning environment. At Kapi'olani Community College, the graceful courtyards, scenic vistas, and modern classrooms are ideal for study. Our learning centers are equipped with the finest audiovisual and microcomputer facilities. Campus activities range from the International Festival to music and drama productions, literary readings, clubs, and culinary demonstrations. Classes are small and the instruction personal and immediate. Our faculty is diverse, innovative, and recognized for its research and excellence in teaching.

Be a part of our dream to expand our services to the community with innovative new programs. In the next decades the excitement at Kapi'olani Community College will be contagious as we reach out to businesses, visitor industry personnel, families, senior citizens, and anyone interested in culture and the arts, history, computer literacy, or self-growth. If you always thought college was only for young students, Kapi'olani Community College will revolutionize your idea of school.

Our dreams can become your reality. We invite you to join us as we step towards the 21st century.

Our Commitment to Your Education

E lawe i ke a'o a malama, a e 'oi mau ka na'auao.
He who takes his teachings and applies them increases his knowledge.

Kapi'olani Community College is committed to making your educational experience challenging, informative, useful, and geared to your needs. Learning is more than information; it is the process by which you acquire the tools so that you can apply your knowledge wisely and successfully. During your college experience, you will be strengthened in five important skills that comprise the college's institutional emphases:

Effective Writing

The ability to communicate your thoughts effectively in written language is an invaluable tool that will find lifetime application regardless of your future career goals. Writing Across the Curriculum (WAC) is a Kapi'olani Community College emphasis that offers a variety of experiences for encouraging your growth in writing, including courses in which you are expected to write intensively with the direct assistance of your instructors, and writing for college publications such as Kapi'o, Ka Nani, and the Diamond Journal. The Learning Assistance Centers offer assistance in organizing your ideas and developing themes. Instructors are always ready to provide help, comments, and direction as you strengthen your technique, style, and confidence.

Critical Thinking

Critical thinking is the foundation of your success. Learning how to reason, solve problems, make decisions, and think creatively are among the most important skills you can acquire from a college education. The Thinking and Reasoning Emphasis (TRE) is Kapi'olani Community College's commitment to providing you the best, most modern techniques of intelligence building. The purpose of the TRE Project is to assist students in the further development of thinking skills through planned educational experiences in all campus settings. In the classroom and laboratory, in counseling, occupational, and clinical settings, and in the library and Learning Assistance Center, the college will encourage independent thought, self-reliance, and the freedom of creative expression.

Modern Computing

The revolution of technology is upon us and Kapi'olani Community College is ready to help you grasp the Age of the Computer. Computing Across the Curriculum is a college emphasis on providing broad based computer literacy at a variety of levels. Students in the data processing programs receive technical training at a professional level. In courses throughout the curriculum, students are encouraged to make functional use of computers and understand the applications and implications of modern informational processing. The Computing Center contains IBM-AS400, Macintosh, and PC microcomputers as well as PLATO terminals.

Cross-Cultural Understanding

Hawai'i is a multi-cultural society and Kapi'olani Community College recognizes the need for an education that embraces cross-cultural perspectives. The Kapi'olani Asian/Pacific Emphasis (KAPE) is a curriculum-wide effort to stimulate cultural understanding through comparative studies of American, Pacific Island, and Asian societies. Special workshops, student activities, language courses, and multi-cultural studies will provide you with an ability to communicate and function in our multi-ethnic island community and in an ever more interdependent world.

Mathematical Reasoning

The ability to understand basic mathematical ideas and perform mathematical computations is critical to success to today's world. To participate as a contributing citizen and to find employment in modern vocations and professions, mathematics is essential. Special workshops aimed at increasing your "math confidence" are available throughout the year. The learning assistance centers have tutors and computer based programs to help with math skills development. Counselors and instructors will help you to find the appropriate sources for the mathematics development that you need to succeed.

The College and its Policies

Ma ka hana ka 'ike.
In working one learns.

Introduction

Knowledge in ancient Hawai'i was gained through discipline, working, observation of nature, and an abiding respect for spirit, earth, and life. Human beings demonstrated wisdom and skills, not through how much they said they knew, but through their actions and deeds.

Kapi'olani Community College understands the importance of learning through doing, of providing meaningful experiences that uplift and improve the quality of life and opportunity open to every individual. As an open-door, community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature.

The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Allied Health, Emergency Medical Services, and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Community Services offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, historical and cultural interpretations of Hawai'i, and a growing senior citizen program.

The campus of Kapi'olani Community College is located on a scenic 52-acre site near the historic landmark of Diamond Head Crater.

Kapi'olani Community College is one of seven community colleges in the University of Hawai'i system, a multi-campus system of higher education serving the State of Hawai'i. Also included in the system are the UH-Mānoa, University of Hawai'i at Hilo, University of Hawai'i-West O'ahu, and the Employment Training Center. These institutions are all governed by the Board of Regents and the President of the University of Hawai'i is the chief officer for the system.

The seven Community Colleges and the Employment Training Center are under the overall supervision of the Chancellor for Community Colleges. Each Community College has its own Provost and administrative officers.

History

In 1957, Kapi'olani Technical School was formed by consolidating programs in Hotel and Restaurant, Practical Nursing, and Business Education. It was a technical, post-secondary school administered by the Territorial Department of Public Instruction which was later renamed the State Department of Education.

The technical school was transferred to the University of Hawai'i system in 1965 and established as Kapi'olani Community College. Since this change, the College has expanded its occupational program offerings and added a liberal arts program in which students may undertake course work leading toward a four-year baccalaureate degree program and a community services program offering short non-credit courses.

Educational Philosophy

Kapi'olani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. To fulfill this goal, the College continually seeks to offer innovative programs based on a variety of teaching methods to encourage students to *kulia i ka nu'u* — strive for the highest.

The College also responds to the needs of the community, identifying current interests or trends and providing programs that enrich public education. The College maintains close ties with business, government, and social institutions and utilizes community resources and representatives in curriculum planning and development.

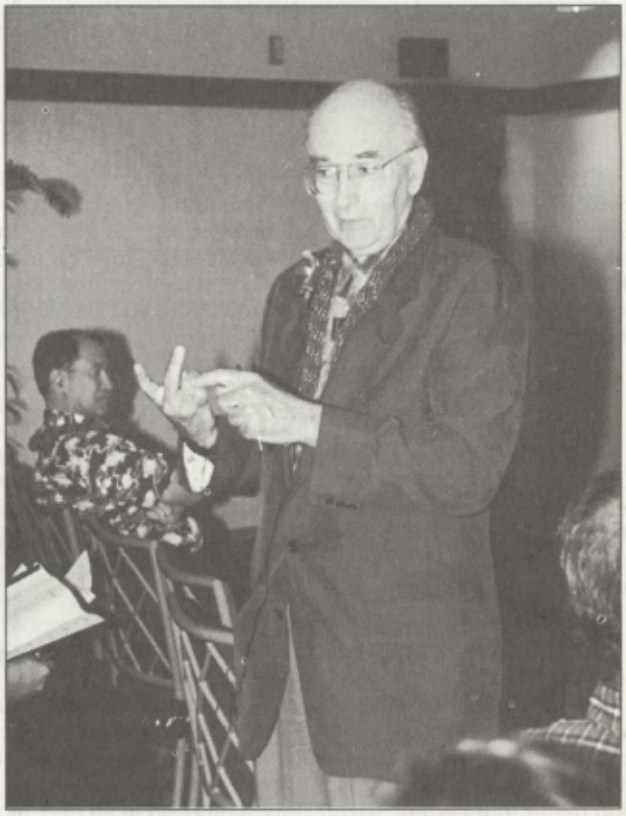


Photo by Moriso Teraoka

Dr. Philip Kotler, S.C. Johnson Distinguished Professor of International Marketing, J.L. Kellogg Graduate School of Management at Northwestern University, discusses strategies to attract visitors. Kotler's lectures to executives in the visitor industry, faculty, and students were part of the Kitaro Watanabe Tourism Training series, made possible by an endowment by Watanabe and the Azabu Group to support visitor training programs at KCC.

In appreciation of the need for community exchange and expertise, the College has invited a number of community leaders in business, industry, and the professions to advise its staff in keeping curricula and requirements current. Consultations with these leaders relate to course content, selection of training equipment, employment needs, and evaluation of the effectiveness of different programs.

Advisory committees are formed as new needs and programs are identified. Current advisory committee members are listed elsewhere in this catalog.

Accreditation

Kapi'olani Community College is accredited by the Western Association of Schools and Colleges (WASC).

Special accreditation has been granted by the Board of Nursing, State of Hawai'i; the National Accrediting Agency for Clinical Laboratory Sciences; 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, Inc.; the American Occupational Therapy Association; the American Physical Therapy Association; the Joint/Review Committee for Respiratory Therapy Education; and American Bar Association approval for Legal Assistant Program.

Educational Rights and Privacy 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 University of Hawai'i Kapi'olani Community College are hereby notified of the following:

1. It is the policy of Kapi'olani Community College 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 Kapi'olani Community College 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 Kapi'olani Community College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Dean of Student Services, Kapi'olani Community College.
4. Directory Information. Students are advised that certain personally identifiable information is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College's discretion without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
   a) Name of student.
   b) Local address and zip code maintained in the campus locator printout.
   c) Local telephone number maintained in the campus locator printout.
   d) Major field of study.
   e) Educational level (e.g., freshman, sophomore, etc.)
   f) Fact of participation in officially recognized activities and sports.
   g) Weight and height of members of athletic teams.
   h) Dates of attendance.
   i) Degrees and awards received.

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 the Registration and Records Office which of the above items are not to be disclosed without prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him or her without the prior written consent of the son, daughter, or spouse.

Notice to Students with Disabilities

In compliance with requirements relating to nondiscrimination on the basis of the disability (Section 504, Rehabilitation Act of 1973, rules effective June 3, 1977), Kapi'olani Community College prohibits discrimination on the basis of disability and assures qualified students with disabilities access to all programs of the College.

Copies of Kapi'olani Community College's procedures for resolution of discriminatory complaints may be obtained from the Office of the Dean of Student Services. Support services and auxiliary aids are offered through the Special Student Services Office. For further information please call or visit:

Mary Joan Haverly or Jonna Zane, Counselors
'Ilima 104
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, Hawai'i 96816
Phone: 734-9552

University Policy on Non-discrimination and Affirmative Action

The University of Hawai'i is an Equal Opportunity/ Affirmative Action Employer. It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessari-

Photo by Raymond Yuen

Students experience the problems physically challenged students deal with at a noon hour workshop sponsored by the Special Student Services Office and Alpha Kappa Psi honor society members.

ly limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I - IV of the Americans with Disabilities Act (ADA)P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs. In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Students, employees, or applicants for admission or employment who believe that they have been discriminated on the basis of race, sex, age, religion, color, ancestry, physical handicap, marital status, veteran's status, or arrest and court record may file a complaint with the Personnel Officer/EEO Coordinator, Sandra Uyeno, (734-9575), 'Ilima 208. She will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

Individuals designated to coordinate the community college's nondiscrimination and affirmative action programs are:

Rg Logiakis
Education matters: 956-3865
Peggy S. Hong
Employment matters: 956-3874
Mary Perreira
EEO/AA: 956-4650.
Office of the Senior Vice President and
Chancellor for Community Colleges
2327 Dole Street
Honolulu, Hawai'i 96822

Ralph Ohara
Education and Civil Rights matters: 734-9522
Sandra Uyeno
Employment matters: 734-9575
Kapi'olani Community College
4303 Diamond Head Road
Honolulu, Hawai'i 96816

Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education Regional Office, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099

Academic Regulations

Pa'a'ia iho i ka hoe uli i 'ole e īkāi ke ko'a.
Hold the steering paddle steady to keep from striking the rock.

Introduction

Rules were an intricate part of ancient Hawaiian life so as to preserve balance. Knowing the academic regulations of Kapi'olani Community College will help you stay on a steady, speedy course to the completion of your educational goals.

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 fewer semester hours.

Audited classes and credit by exam will not be counted in the determination of a student's full-time or part-time enrollment status.

For registration purposes, students are also classified in another way, as follows:

First Time Student: A student attending a post-secondary institution (beyond high school) for the first time.

Continuing Student: A student who has registered for credit at Kapi'olani Community College during the previous semester (excluding summer session) and has not withdrawn completely.

Photo by Moriso Teraoka

At registration, a student checks the bulletin board to see which courses are still open.

Returning Student: A student who was last enrolled at Kapi'olani Community College and is returning to the College after an absence of one or more semesters.

Transfer Student: A student who was last enrolled in another academic institution of post-secondary nature with acceptable credits.

Continuing Education Student: A student at Kapi'olani Community College who is taking a non-credit course through the Office of Community Services.

Course Registration and Withdrawals Other Changes

Registration

Registration dates are listed in the College Calendar and Schedule of Classes. Before each semester begins, the College publishes a class schedule with important registration instructions which lists courses, class hours, locations, and instructors.

Orientation, Placement Tests, and Academic Advising

Kapi'olani has an Early Registration program (STAR) for new students which allows for joint orientation, advising, and registration. Session dates for this program are assigned on a "first to be accepted-first to register" basis.

Students who are returning to the college or transferring from another college are also invited to attend these specially scheduled sessions. Orientation sessions provide students with an introduction to the college. Specific information concerning registration procedures and academic counseling is provided by counselors and faculty advisors.

Placement test sessions are scheduled throughout the year. The placement tests measure Math and English skills and are required for enrollment in Math and English courses.

Credit 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 the Dean of Student Services or an academic counselor.

An international student holding an F-1 visa is required to carry at least 15 semester hours each semester and complete his or her program of study according to the period specified on the I-20 form. Students on an F-1 visa should contact the international student advisor upon enrollment at the college.

Concurrent Registration

Students at one campus within the University of Hawai'i 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 semes-

ter. Students who are academically suspended or dismissed at the second campus are not eligible to enroll concurrently.

Students must obtain an Application for Concurrent Registration Form (signed by their advisor) from their home campus. At Kapi'olani Community College, this form is available at the Career and Personal Development Center. Students must file this form and an 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. Information on tuition and fees can be obtained from the advisors.

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. See also the policy on Late Registration in the "Financial Information" section.

Courses may be added only during the change of registration period stated in the College Calendar or prior to the first class session for modular classes that begin during the semester.

Official course withdrawals during the first three weeks of the 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. Modular courses may be dropped up to one week after the midpoint of the course. These withdrawals 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 Student Services. Veteran students must also notify the veterans' certification clerk of their withdrawal from any courses.

Students who never attend or cease to attend classes without officially withdrawing should be aware that a grade of "F" must be submitted by the instructor.

Complete Withdrawal from College

Students who wish to withdraw from the College completely shall submit the Complete Withdrawal Form signed by their advisor to the Office of Registration and Records by the deadline date set forth in the College Calendar. Students withdrawing completely by the last day of erase period 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 permitted only for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the approval of the Dean of Student Services.

Students who withdraw from all of their courses 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. Course - specific attendance policies will be found in the syllabus. 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 and who do not initiate an official change of registration to drop the course must be graded with an "F." (See also Disappearer Policy.)

Photo by Bryan Sekiguchi

Students register for placement tests. Placement tests are required for enrollment in math and English courses.

Changes of Personal Data

Changes of personal data, such as residence or mailing address, should submitted to the Office of Registration and Records. To ensure receipt of grade reports and other college mailings, all changes of address should be submitted on a timely basis.

Changes of Program of Study

Students wishing to change their major to any program other than a Health Education or Legal Assistant program may do so by submitting a completed Change of Major form to the Office of Registration and Records. The form is available at the Counseling Office or Office of Registration and Records and requires the approval signature of an academic advisor.

Students should consult the Office of Admissions and Information Services for procedures for applying to the Allied Health, Nursing, Emergency Medical Services, and Legal Assistant programs.

When changing majors, students must meet all requirements for the new major as stated in the catalog at the time the major is changed.

Disappearer Policy

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

Credits and Grades

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

Students are included on the Dean's List when they earn a 3.5 or better grade point average with 15 or more credits accumulated, (based on letter grades), over Fall and/or Spring and/or Summer semester(s). This list is published once a year at the end of summer. (Excluded are remedial courses ENG 9V, 10V; ESL 1, 2, 3, 4; and MATH 1.)

Credits

A credit (also called a semester hour or credit hour) is given to a student for satisfactory work accomplished during one hour per week of classroom lecture instruction. For a combination Lecture/ Lab class, a credit is given for two hours of instruction per week. Credits vary for laboratory or clinical field work required in addition to the basic classroom instruction. Such work may carry credit (usually three hours in laboratory, three or four hours in clinical, or field work for one credit) or it may carry no additional credit. The normal division of time for classroom instruction and preparation is two hours of preparatory work for one hour in the classroom. Thus, in a three-credit course, the class usually meets three hours a week and the student is expected to spend six hours in preparation of assignments. Some classes offer a variable number of credits.

Credit Time Limits

There will be no time limit for courses that fulfill a student's Associate of Arts degree requirements or that fulfill a student's general education requirement for any Associate of Science degree or certificate program. However, the department in which the student is pursuing an Associate of Science degree or certificate may decide that certain required courses that were taken in the past must be retaken. If there is any question regarding the retaking of a course to meet degree requirements, the decision of therespective department chair shall be final.

Credit/No Credit Option

Students may choose to take courses on a credit/no-credit basis, provided that 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.

A student must obtain counselor approval and specify this grading option at the time of registration, or process a change of registration during the erase period. A student choosing this grade option will receive a CR or NC grade. Credit is awarded for a CR grade, but CR and NC grades are not included in the calculation of a grade point average.

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

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

Auditing Courses

A student may audit classes upon securing the approval of the instructor or department chair on the registration or change of registration form.

An auditor attends classes as a listener. The auditor 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. Auditors will receive an enrollment symbol of "AU" for the course. All changes must be submitted to the Office of Registration and Records within the erase period. (Refer to College Calendar.)

Regular tuition and fees are paid by a student who audits a class.

Grades

The following grading system is used at Kapi'olani 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 achieve ment or failure under the CR/NC grading option.

Photo by Raymond Yuen

The stairwell provides a quiet place to review for a quiz.

Enrollment Symbols

AU Audited class.

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 with the instructor prior to the instructor's submission of final grades. The "Request for Grade of Incomplete" form must be completed and submitted to the Office of Registration and Records with the instructor's final grade sheet. The "I" symbol can be given only at the time an instructor submits the final class grade sheet.

Students receiving an "I" should consult with the instructor to determine the steps for completing the incomplete work. Incomplete work must be made up within the first eight weeks of the following semester or the "I" will be automatically converted to "F" or other alternate, previously submitted grade.

When a student completes required work prior to the deadline, the instructor will initiate a change of grade that takes the completed work into consideration.

Grade Point Averages (GPA)

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

A 4 grade points per credit

B 3 grade points per credit

C 2 grade points per credit

D 1 grade point per credit

F 0 grade point per credit

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

Repetition of Courses

Students may repeat college courses in which a grade lower than a "C" was received. The credit will be allowed once for a course, but students will receive the higher grade and grade points. 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. Permission to repeat selected courses may be subject to specific program requirements. 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.

Grade Reports

Grades are mailed to the student at the end of each semester and Summer session to the student's local address of record.

Probation, Suspension, and Dismissal

Academic Probation

Any student earning less that a cumulative 2.0 grade point average will be placed on academic probation. Only grades of "A" through "F" will be computed in the student's grade point average. A student on academic probation who subsequently achieves a cumulative 2.0 or higher grade point average will be removed from probation status.

Academic Suspension

A student on academic probation who fails to achieve at least a 2.0 grade point average for courses undertaken during the probationary semester shall be suspended for one semester. 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 the 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 after returning to the College and must comply with the conditions set forth for probationary students. The student will continue on probation as long as the cumulative grade point average remains below 2.0. Failure to achieve at least a 2.0 grade point average for courses undertaken during a probationary semester following suspension 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 term GPA of at least 2.0 in a probationary semester following suspension. However, a student dismissed at the end of the spring semester is eligible to attend the summer session immediately following the spring semester. If the student raises the cumulative GPA to 2.0 or higher at the end of the Summer session, the dismissal will be rescinded.

Notice of Changes

The College 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.

Admission Information

I ku ka makemake e hele mai, hele no me ka malo'elo'e.
If the wish to come arises, walk firmly.

Introduction

Kapi'olani Community College is an open-door college that welcomes any person18 years of age or older to join its educational programs. The following admission requirements and regulations will assist you in understanding the procedures for enrollment.

Eligibility

Any person 18 years of age or older who wants to benefit from instruction at Kapi'olani Community College is eligible for admission. There are, however, special requirements for the following applicants:

1. Those applying for Health Programs. (Refer to section entitled "Special Admission Requirements and Procedures for Allied Health/Nursing/Emergency Medical Services Programs.")
2. Those applying for the Legal Assistant Program. (Refer to section entitled "Special Admission Requirements for Legal Assistant Program.")
3. International Students. (Refer to section entitled "Special Admission Requirements for International Students.")

General Admissions Requirements

The University of Hawai'i Common Admission Application form and pertinent instructions are available at the Office of Admissions and Information Services or in the counseling offices of any high school in Hawai'i.

1. File an application for admission with the Office of Admissions and Information Services at Kapi'olani Community College.
2. File the residency information form included in the application.
3. Submit other information, forms, and/or documents, as requested by the College.

Application Deadlines

A completed application form and all other requested forms and/or documents must be submitted to the Office of Admissions and Information Services by July 1 for Fall semester, November 15 for the Spring semester, or April 15 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 have earlier closing deadlines are the Legal Assistant, Nursing, Emergency Medical Services, and all Allied Health Programs. (Refer to sections on special requirements for those programs.)

Acceptance

After the required 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. They will not be duplicated for or returned to the applicant.

Residency Regulations

Students other than statutory exempt individuals who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and 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 until presentation of 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 residency officer in the Office of Admissions and Information Services, 'Ilima 106, 734-9559.

Definition of Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for **tuition purposes** if the student (18 or older), or the student (under 18) and his or her parents or legal guardian have:

1. Demonstrated intent to permanently reside in Hawai'i (see below for indicia);
2. Been **physically present** in Hawai'i for the 12 consecutive months prior to the first day of instruction and subsequent to the demonstration of intent to make Hawai'i his or her legal residency; and,
3. The student, whether adult or minor, has not been claimed as a dependent for tax purposes by the student's parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i the place of legal residency, the following indicia apply:

1. Registering to vote in the State of Hawai'i.
2. Filing Hawai'i Resident State Personal Income Tax Return.

Other indicia, such as permanent employment or the leasing of a dwelling in Hawai'i may apply, but no single act is sufficient to establish residency in the State of Hawai'i.

Other legal factors involved in making a residency determination include:

1. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawai'i the permanent residence. While residence will be lost if it is interrupted during the 12 months immediately preceding the residence determination date, resident status derived from two or more successive sources may be combined to compute the 12-month period.
2. Residency in Hawai'i and residency in another

place cannot be held simultaneously.

3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. The residency of a married person may follow that of the spouse.
6. Residency status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency 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

Non-residents may be allowed to pay resident tuition if they qualify as one of the following:

1. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
2. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
3. Employees of the University of Hawai'i and their spouses and legal dependents.

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 Hawai'i.

Appeal Process

Residency decisions may be appealed by contacting the residency officer in the Admissions and Information Services Office, 'Ilima 106, 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.

Health Requirements for Registration

In compliance with public health regulations, all students prior to enrollment must show evidence that they are free of active tuberculosis.

All international students must also demonstrate proof of enrollment in a health and accident insurance program before any such student may be permitted to enroll. The intent of this requirement is to protect foreign students against the high cost of unanticipated health care expenses resulting from accidents or illness.

Kapi'olani Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Special Admission Requirements and Procedures for Allied Health, Emergency Medical Services, and Nursing Programs

Enrollment is limited in each of the Allied Health, Nursing, and Emergency Medical Services programs. Priority in filling these programs is given to qualified Hawaii residents.

In addition to the "General Admissions Requirements," an "Application for Selective Admission Programs" is available at the Office of Admissions and Information Services and must be submitted for each semester's application. Notification of acceptance is sent by mail. See information on "All Admitted Applicants" for information on health examinations and liability insurance.

Admission to the Adult Residential Care Home, Dental Assisting, Medical Assisting, Nurses' Aide Training, Phlebotomy, and Registered Nursing programs is open each semester. Admission to the Diagnostic Medical Sonography, Emergency Medical Technician, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, and Respiratory Care programs is open each Fall semester. Admission to the Mobile Intensive Care Technician program occurs each Spring semester.

Further information regarding specific admission and application requirements for Allied Health, Emergency Medical Services, and Nursing may be obtained from the Office of Admissions and Information Services.

Application Period

December 1 to April 1 for Fall admission and June 1 to November 15 for Spring admission. **(Registered Nursing Program: December 1 to February 1 for Fall and June 1 to September 1 for Spring.)** During this period, testing, orientation, submission of required certification (high school transcript, college transcripts, graduation certificates), and requested residency documentation must be accomplished. Applicants should make every effort to apply early in the application period and to meet the testing and orientation dates assigned. It is the applicant's responsibility to have transcripts sent directly to the Office of Admissions and Information Services from each high school and college attended. Hand carried or FAX transcripts will **not** be accepted.

Applicants who apply after the deadline or who complete other requirements (e.g., submission of transcripts, testing, orientation and requested residency documentation) after the deadline, will be considered for acceptance on a space available basis only. All students must submit the Application for Selective Admission Form as well.

Acceptance Review

All applicants whose required materials are received by the deadline and who meet requirements will be considered for admission to specific programs requested until quota is reached. **Students on academic probation at the College will not be considered for selection to these programs.**

Acceptance Period

Letters of acceptance or non-acceptance to the desired program will be sent by late May or early June.

Admitted Health Program Applicants

All those admitted must:

1. Submit a satisfactory health clearance form and TB clearance to the departmental office by departmental deadline.
2. Purchase and show evidence of professional liability insurance to the program director/department chair prior to registration.

All documents and transcripts submitted become the property of the College. They will not be returned to the applicant.

Nurses' Aide Program

The Nurses' Aide program is offered two times (two eight-week sessions) each semester. Applicants are selected on a first-qualified, first-selected basis by placement test scores and attendance at an orientation session. Notification of acceptance is sent by mail. One session of Long Term Care/Home Health Aide (NURS 9) and Nurse Assistant (NURS 16) may be taught at the Leeward Community College Education Center at the Waianae Mall. Acceptance for the session is on a first qualified, first accepted basis, including submission of a Waianae Health Academy application. Phone 696-3155 for more information about this session.

Dental Assisting
Medical Assisting
Medical Lab Technician
Occupational Therapy Assistant
Phlebotomy
Radiologic Technology

Acceptance into Dental Assisting, Medical Assisting, Medical Lab Technician, Occupational Therapy Assistant, Phlebotomy, and Radiologic Technology programs is on a first-qualified, first-accepted basis by placement test scores and attendance at an orientation session.

Practical Nursing Program

Admission to the Practical Nursing program is based on total qualifying scores in rank order, highest to lowest. Total qualifying score is based on the following criteria:

1. High school graduation or GED.
2. Math and reading scores or credit in specific courses.
3. College GPA if more than 12 credits have been taken, or high school GPA if less than 12 credits of college work. Students on academic probation at Kapi'olani Community College will not be considered for selection. Official transcripts must be received by April 30; FAX copies are **not** accepted.

Physical Therapist Assistant

Admission to the Physical Therapist Assistant (PTA) program is based on satisfactory completion of all first year required courses, college grade point average, attendance at a program information session, and minimum 16 hour clinical observation. If there are more qualified applicants than available positions, interviews will be scheduled.

Official transcripts must be received by April 30. (FAX not accepted.)

Respiratory Care

Admission to the Respiratory Care program is based on a best qualified, competitive selection of students. The criteria for selection include:

1. High school graduation or equivalency.
2. Completion of prerequisite courses.
3. GPA for required math and science courses.
4. English and Math placement test scores.
5. Attendance at a program information and orientation session.

The specific prerequisite course requirements for admission and the Respiratory program curriculum are currently undergoing revision. Please contact the program director at 734-9243 for information.

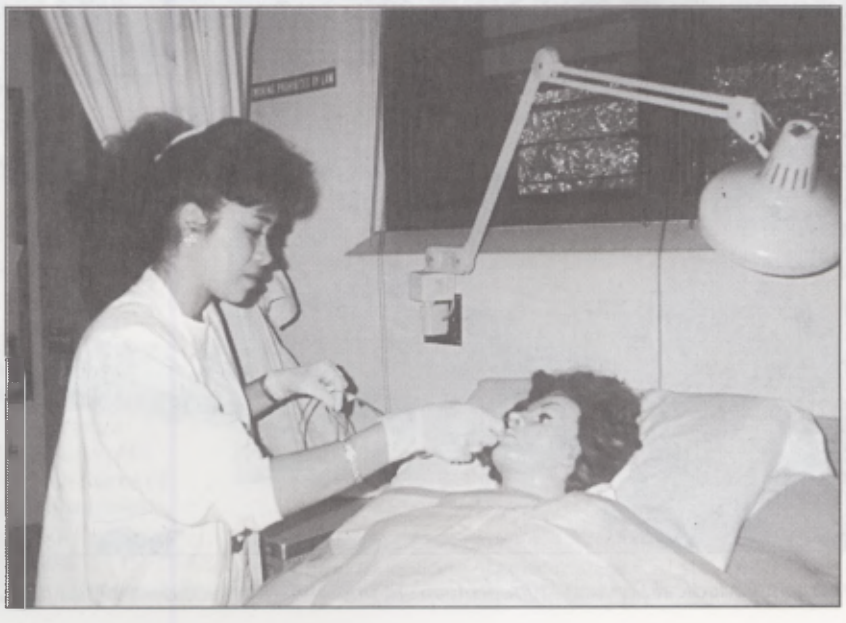
Registered Nursing

Minimum requirements for admission to the Registered Nursing (Associate Degree in Nursing) program are based on satisfactory completion of specified prerequisite support courses, high school graduation or GED certification, cumulative grade point average of 2.0 or higher for all courses taken at Kapi'olani Community College, GPA of 2.5 in prerequisite support courses and a National League of Nursing pre-admission examination score of 95 within the past three years. Selection is on a "best qualified" basis using the following criteria:

1. Grade point average for pre-requisite and co-requisite support courses.
2. National League of Nursing Pre-Admission Examination score.
3. Co-requisite support courses completed before the application deadline.

Special application deadlines for the Registered Nursing program are:

Fall semester entry: December 1 – February 1
Spring semester entry: June 1 - September 1.



A student in the Associate Degree Nursing program practices inserting an NG tube. The rigorous program graduates about 80 each semester. Pass rate on the National Council Licensure Examination–Registered Nurse has been consistently high.

Emergency Medical Technician Mobile Intensive Care Technician

Admission to the Emergency Medical Technician Program and Mobile Intensive Care Technician Program is based on total qualifying scores in rank order — highest to lowest - until admission quota is reached.

Total qualifying scores for the Emergency Medical Technician Program are based on the following criteria:

1. EMS Supplemental Application Form.
2. Math and reading placement test scores.
3. High school graduation or GED.
4. College GPA if 12 or more credits taken.
5. Prior completion of College Anatomy and Physiology, English, and Math courses. College courses must be taken within the last 5 years with grades of "C" or above.
6. Current First Aid and CPR certificates.
7. Letters of reference.
8. Prior work experience in the health field (within the last 5 years).
9. Interview scores. Interviews will be scheduled for applicants with highest total qualifying scores until admission quota is reached.

The deadline for applications to the Mobile Intensive Care Technician Program is October 1. Acceptance review period is November 1-November 30. The total qualifying scores for the Mobile Intensive Care Technician Program are based on the following criteria:

1. EMS Supplemental Application Form.
2. Math, reading, and EMT knowledge exam scores.
3. High school graduation or GED.
4. College GPA if 12 or more credits taken.
5. Prior completion of College Anatomy and Physiology, English, and Math courses. College courses must be taken within the last five years with grades of "C" or above.
6. Current BCLS or ACLS provider or BCLS instructor cards.
7. Letters of reference.
8. Grade for EMT-A course.
9. Prior work experience as an EMT-A (within the last 5 years).
10. Interview scores.

Special Admission Requirements for Legal Assistant Program

Those persons interested in applying to the Legal Assistant program should contact the Office of Admissions and Information Services for information.

To be considered for admission to the program, the applicant must complete the following requirements **by April 1:**

1. File an application for admission. All applicants for the Legal Assistant program must complete an "Application for Selective Admission Programs" form in the Office of Admissions and Information Services.
2. New students to the College must also complete a "Common Application" form.
3. Complete a "Supplemental Application" form for the Legal Assistant program.
4. Submit high school and college transcript. The applicant should request his or her high school and college to forward directly to the Office of Admissions and Information Services a copy of official transcripts of high school and any college course work attempted by April 1. Transcripts issued to the applicant or FAXed cannot be accepted.
5. Complete the testing requirement by attending the

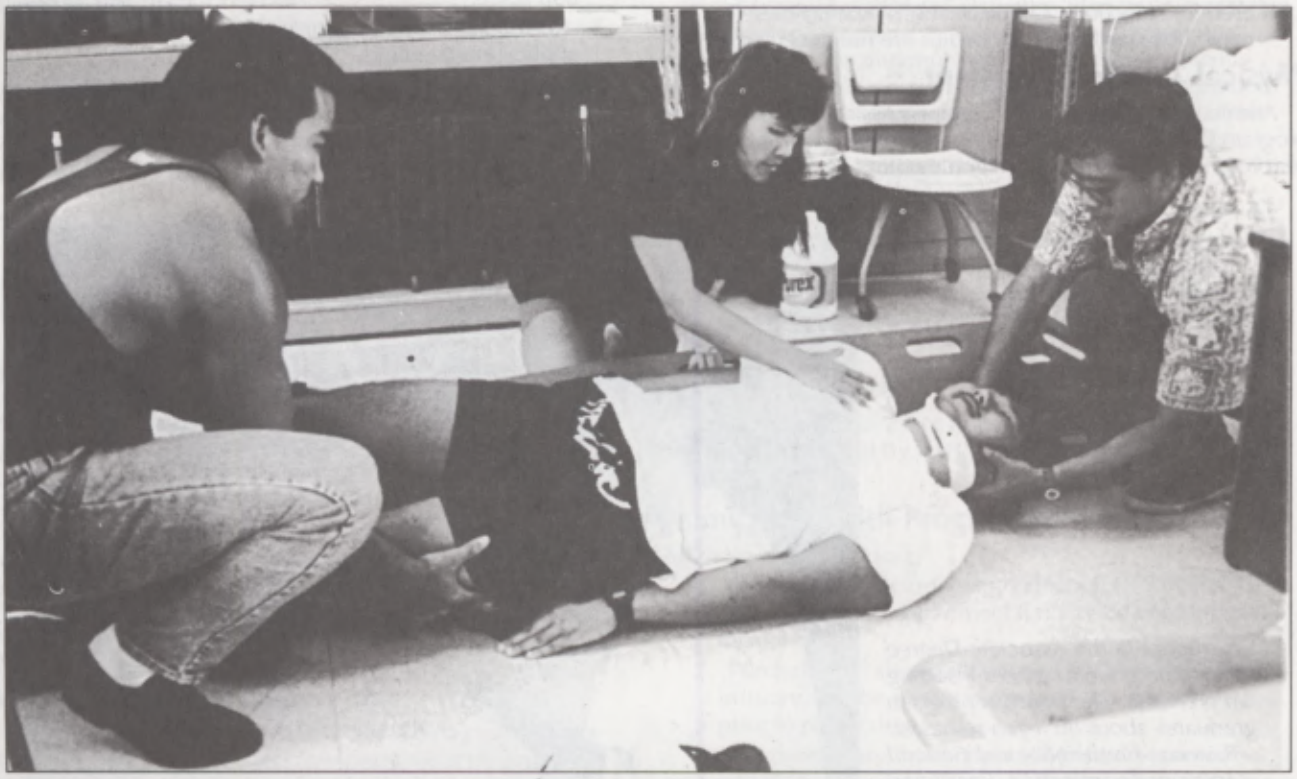


Photo by Raymond Yuen

Emergency Medical Services students learn to immobilize an accident victim for transport.

test date assigned by the Office of Admissions and Information Services.

Since the admissions process involves a screening test and a Supplemental Application Form, it is recommended that the applicant begin the admissions process early in order to complete all the requirements by the deadline date of April 1. Applicants will be notified by mail of their acceptance by June 15.

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. They will not be returned to the applicant

Special Admission Requirements for International Students

Kapi'olani Community College is authorized under federal law to enroll non-immigrant alien students. 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 Kapi'olani Community College. Kapi'olani Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

General Admissions Requirements, as well as the following special requirements, must be met by non-immigrant applicants:

1. Submit a Supplementary Information Form (admissions) for Foreign Applicants.
2. Have official test results on the Test of English as a Foreign Language (TOEFL) sent directly to Kapi'olani Community College. Applications and/or requests for scores on this test can be made by writing to TOEFL Registration Office, P.O. Box 6151, Princeton, New Jersey, 08541-6151 or by contacting the American consulate in your country. Hand-carried test results will not be accepted by the Office of Admissions and Information Services.
3. Submit high school and college transcripts. Evidence of academic achievement equivalent to an American high school education of 12 years is necessary. The international applicant must request his or her high school and college to forward directly to the Office of Admissions and Information Services a complete and certified English translation of the secondary school/college record. Transcripts that are issued to the applicant will not be accepted.
4. Submit an Affidavit of Financial Support guaranteeing that no financial assistance will be needed and no employment will be required. Living expenses: housing, food, etc., are approximately $17,300 per year.
5. 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 verifying no active tuberculosis. Evidence of good health by a doctor and a United States official is at the student's expense. All international students must demonstrate proof of enrollment in a health and accident insurance plan before they will be allowed to register. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

All of the above must be received by the Office of Admissions and Information Services by the following dates:

Fall Semester-July 1
Spring Semester-November 1

Students are advised, however, to send all required materials as early as possible.

Applicants will be notified by mail of their acceptance or nonacceptance. Accepted applicants will be sent an INS-20 form. The applicant is responsible to see that all of the previous requirements have been met, as the College does not send reminders.

International students must also enroll for a minimum of 15 semester hours of study each semester, and satisfactory progress must be made.

All documents and transcripts submitted become the property of the College. They will not be returned to the applicant.

Accepted international students should contact the International Student Advisor in 'Ilima 103 regarding orientation, advising, and counseling.

Early Admissions Program

High school seniors may apply to enroll in the Early Admissions Program at Kapi'olani Community College and earn college credits while in high school. Enrollment is limited on a space available basis to one or two courses 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. Generally students accepted into the program have a GPA that indicates a high possibility of college level success and have exhausted present high school electives in their field of interest. An Early Admissions Program application, including a copy of the student's high school transcript, must be completed and filed at the Office of Admissions and Information Services for each semester of enrollment attesting to these requirements.

Photo by Pat Myers

International students point out home on the globe at a welcoming reception. Approximately 150 students from various countries study at KCC each year.

Financial Information

He mai' a ua pa' a ke ko' o.
A banana tree well supported by props.

Introduction

Students sometimes need support to assist them in budgeting for their education. The tuition, fees, and financial assistance programs at Kapi'olani Community College are detailed below.

Tuition and Fee Schedule (Per Semester)

Tuition and fees subject to change.

Resident	1 - 11 units	12 units & above
Tuition	$20.00/unit	$240.00
Student Activity Fee	50¢-$5.00*	$5.00
Publication Fee	$5.00	$5.00
Total	$25.50-$230	$250.00

Nonresident	1 - 11 units	12 units & above
Tuition	$122.00 unit	$1460.00
Student Activity Fee	50¢-$5.00	$5.00
Publication Fee	$5.00	$5.00
Total	$127.50-$1352.00	$1470.00

**Part-time students pay 50¢ a credit up to $5.00 for Student Activity Fee.*

Tuition Payments

For registration to be official, all fees must be paid in full at the time of registration. University of Hawai' i policy forbids deferred payment of tuition. Tuition and fees are subject to change.

Late Registration Fee

A $2.00 fee for late registration is charged when a student registers during the late registration period or after.

Course-Change Fee

For students substituting, adding and/or deleting courses(s)/credit(s), a fee of $1.00 is charged each time a Change of Registration is processed. This fee does not apply when a student withdraws from all courses (complete withdrawal from college).

Graduation Fee

A $5.00 fee is payable at the time an application for graduation is submitted. The fee is not refundable but is applicable to the next application if graduation is denied.

Rental of Cap and Gown

Caps and Gowns may be rented at the bookstore two weeks prior to graduation.

Transcript Fee

No fee is charged for a transcript to be sent to another college within the University of Hawai'i system. A $1.00 fee is charged for a transcript that is to be sent outside of the University of Hawai'i system.

Fees for Dishonored Checks

A $7.50 service charge will be assessed for each check made out to Kapi'olani Community College or any department of the college that is returned for any cause.

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 the 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 Student Services. 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 Student Services.

Financial Obligations to the University

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i", promulgated by the Board of Regents, is on file in the Office of Student Services.

Refund Policy: Regular Academic Semester

In the event a student initiates a complete withdrawal from the College before the fifth week of instruction, or changes from full-time to part-time status, 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 is made within the first two week of instruction.
3. 40% refund if complete withdrawal or change in status made within the third and fourth weeks of instruction.
4. No refund if complete withdrawal or change in status 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, 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 Student Services:

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, 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 or change in status.

If a student is changed from non-resident to resident tuition rate after tuition and fees have been paid for the semester, a refund of the difference between the two rates will be made. No refund of the difference will be made for courses from which the student has already withdrawn.

Student Activity Fee and Publication 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.

Refund Policy: Modular Classes and Summer Session

1. For credit courses:
   - 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
   - 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 Length	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
11 week	1st-6th day	7th–11th day
12 week	1st-6th day	7th–12th day
13 week	1st-7th day	8th–13th day
14 week	1st-7th day	8th–14th day
15 week	1st-8th day	9th–15th day

   - No refund if withdrawal is made after the day indicated in the 40% refund column above.
2. For noncredit courses or workshops:
   - 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.
   - 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 Aid Programs

Classified students may qualify for financial assistance if under an approved method of calculation their college costs are greater than the amount of money they could reasonably contribute to their education. Students must maintain satisfactory academic progress to continue to be eligible for financial aid programs. The Financial Aid staff on campus will develop a "package" of financial aid for such students consisting of one or more of the types of assistance listed below.

Financial aid applicants must be citizens, nationals or permanent residents of the U.S.A., Northern Marianas, Trust Territories, or Marshall Islands (except for applicants fo Pacific-Asian Scholarships).

Students who wish to be considered for financial assistance must submit the Free Application for Federal Student Aid (FAFSA) to College Scholarship Service. For further information call or write to the Financial Aid Office of the College, 734-9536.

1. Scholarships/Grants

a. Hawai'i Student Incentive Grant (H.S.I.G.). Covers the cost of tuition for resident students. Recipients must also be eligible for a Pell Grant. At least half-time enrollment (6 or more credits) is required, with priority given to full-time students (12 or more credits).

b. Tuition Waivers. Covers the cost of tuition. Recipients are selected by the college on the basis of need, merit, or service. At least half-time enrollment is required. Priority is given to full-time students and Hawai'i residents.

c. Pell Grant. Federal grants for low-income students that require no repayment.

d. Supplemental Educational Opportunity Grant (S.E.O.G.). Provides supplemental financial assistance to low income students who qualify for Pell Grants and requires no repayment.

e. Pacific-Asian Scholarship. Covers the cost of tuition for full-time continuing students from Asian and Pacific areas with demonstrated academic excellence. Priority given to foreign students from Pacific and Asian jurisdictions. (FAFSA is not required.)

f. Hemenway Scholarship. Private scholarship funds available to undergraduate Hawai'i residents with character and qualities indicative of good citizenship.

g. Ruth E. Black Scholarship. Private scholarship funds with awarding priority to Hawai'i residents who are sons and daughters of engineers, contractors, and construction workers or who are pursuing construction-related fields of study.

h. Kūlia I Ka Nu'u. Provides tuition waivers for native Hawaiian students who have at least 6 credits enrollment as a classified major and minimum GPA of 2.0. Selection is based on financial need or major in Education or Hawaiian, or Trio project participant.

i. Some vocational and liberal arts programs have scholarships. Check with the program office.

2. Loans

a. Carl Perkins Loan Program (formerly National Direct

Student Loan). A long-term loan program.
- At least half-time enrollment (6 or more credits) required.
- No interest while attending school, 5 percent interest during repayment period, $90 minimum quarterly repayment.

• Cancellation privileges for those entering certain fields.
- Maximum loan: $4,500 for the first two years of college.

b. State Higher Education Loan (S.H.E.L.). A long-term loan program for full-time resident students.
- Full-time student (12 or more credits).
- Long-term loan, no interest while attending school, 3 per-cent interest during repayment period, $45 minimum quarterly repayment.
- Maximum loan: $4,500 for the first two years of college.

c. Stafford Loans (formerly Guaranteed Student Loans). Loans from private lenders, such as banks and credit unions.
- At least half-time student (6 or more credits).
- Loan obtained directly from private lenders not to exceed 9% interest. Requires a special application which is available at the Financial Aid Office.
- Long-term loan, no interest while attending school, $50 monthly repayment minimum.
- Maximum loan: $2,625 per year.

d. Parent's Loan for Undergraduate Students (PLUS Loans). Long-term loans from private lenders, such as banks and credit unions.
- For parents of dependent undergraduates.
- Interest accrues during periods of enrollment, variable rate not to exceed 12%.

e. Supplemental Loans for Students (SLS Loans). Long-term loans from private lenders such as banks and credit unions.
- For students not eligible for a Stafford Loan.
- Interest accrues during periods of enrollment, variable rate not to exceed 12%.

f. Short-Term Emergency Loan.
- At least half-time student (6 or more credits).
- No interest, must be repaid within 60 days.
- Financially responsible cosigner necessary.
- Maximum loan: $100.

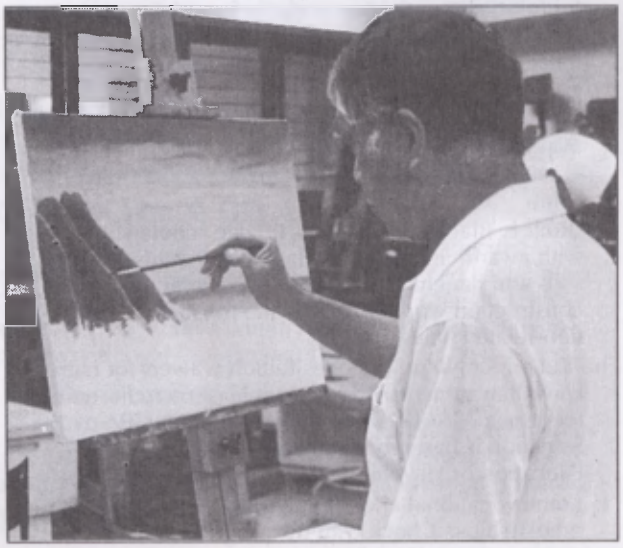


Photo by Raymond Yuen

The Fine Arts offerings at KCC attract many senior citizens.

3. Employment

a. College Work Study Program. Provides part-time employment on campus.
- At least half-time student (6 or more credits).
- On-campus employment during academic year and vacation periods.
- Student may earn only up to ceiling amount as established by the Financial Aid Office.

b. Non-Federal Work Study Employment.
- On campus employment during academic year and vacation periods.
- Priority given to students with demonstrated financial need.

Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do shall be ineligible to receive Federal Title IV student financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, College Work Study, Carl Perkins Loan Program loans, Stafford Loans, and State Student Incentive Grants.

This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered.

The group of affected males includes citizens and non-citizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Marshall Islands or the permanent residents of the Trust Territory of the Pacific Islands (Palau). For further information, contact the Financial Aid Office at 734-9536.

Senior Citizen Tuition Exemption Program

Senior citizens may attend any institution of the University of Hawai'i 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 Hawai'i 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.

All financial aid programs are subject to change due to legislative action. For additional information, contact the Financial Aid Office, 734-9536.

Student Affairs

He pāo'o ka i'a a'ohe kāheka lehei'ole 'ia.
There is no sea pool that a pāo'o does not leap into.

Introduction

An active person is found everywhere, the Hawaiian proverb says, an adage especially appropriate at Kapi'olani Community College where student services, activities, and special programs have expanded along with the Diamond Head campus.

Student Services

The Student Services Offices are concerned with every aspect of student life. There are various locations for student assistance. (1) Registration and Records, and Financial Aids Offices in 'Ilima 102; (2) Career and Personal Development Center in 'Ilima 103; (3) Office of Admissions and Information Services in 'Ilima 106; (4) Student Activities Center in 'Ōhi'a 101; and (5) Special Student Services in 'Ilima 104. Office hours for all student service operations are 8:00 a.m. to 4:30 p.m., Monday through Friday. Evening counseling is available on Tuesday and Wednesday evenings from 4:30 to 7:30 in "Ilima 103.

Admissions and Information Services

One of the functions of Student Services is to provide students with information on admissions, college procedures and campus resources. Students may also obtain program information sheets outlining course requirements as well as information about other college programs from the Office of Admissions and Information Services, 'Ilima 106.

Career and Personal Development Services

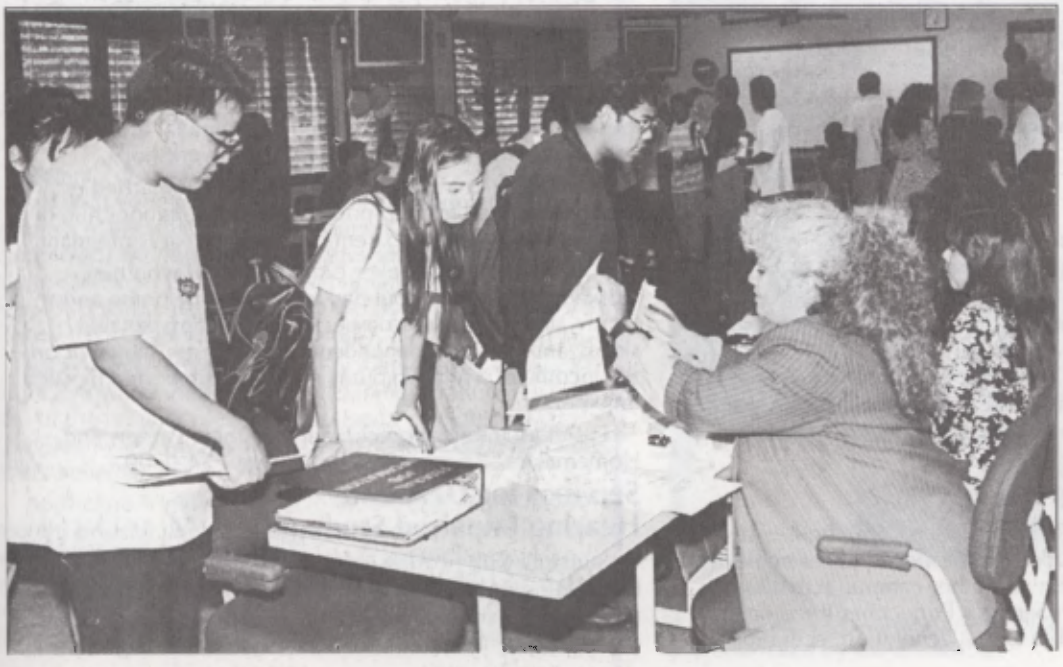
The Career and Personal Development Center in 'Ilima 103 provides career counseling, academic advising, vocational testing, and off-campus job placement. These coordinated activities are designed to assist students in the various phases of academic development, career awareness, career exploration, and career preparation.
The Center also houses a Career Library which includes the following career resource materials for student and faculty use:

1. Career Kokua, a computerized Career Information System containing current data on local occupations, wages, and schools.
2. College catalog guides.
3. Career exploration, job search, and personal development resource materials.

Students are encouraged to visit the Career and Personal Development Center during their first semester at the College and to make frequent use of the services throughout their years at the College as well.

Counseling Service

Counselors are available to assist prospective as well as enrolled students with educational, personal, and career concerns. Counseling services are available in the areas of self-evaluation, selection of vocations, and academic planning. Vocational tests and interest inventories are also available to the students, upon request, to assist them in narrowing possible career choices. In addition to individual and group counseling sessions, a computer-assisted advising program, Gradvise, is available to help students in their second and subsequent semesters' selection of courses. Gradvise focuses on the selection of courses to complete graduation requirements in the shortest amount of time and provides other helpful advice.



A Job Fair, sponsored by the Career and Personal Development Center, brought approximately 25 companies to campus to provide information on job openings and requirements.

Photo by Bryan Sekiguchi

Physically challenged students get a first-hand look at the city's new accessible buses equipped with hydraulic lifts. The demonstrations on campus were arranged by the Special Student Services Office, which also provides other support services like tutoring, mobility aides and readers.

Photo by Moriso Teraoka

Testing Service

Placement tests are given to those students who are new to college or have not yet completed their English or Math course requirements. All students must obtain placement test scores prior to entry into English, Mathematics, and other selected courses. Refer to the Description of Courses section in this catalog for specific information. These tests are designed to evaluate the student's ability to benefit from college-level training and to better assist students and their advisors in planning the student's program of study. Testing arrangements may be made at Admissions and Informations Services, 'Ilima 106.

Special arrangements can be provided to disabled students for taking Placement tests. Students needing special arrangements should call the Special Student Services Office, 734-9552, at least a week ahead of the testing date.

Developmental Education Services

For those students who enter the College with insufficient skill development to pursue their major programs of study, the College offers courses with a focus on the development of necessary reading, writing, mathematics, and study skills. The College seeks:

1. To provide students the opportunity to develop reading, writing, mathematics, and study skills that 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.

The College has three Learning Assistance Centers where tutorial services and the AIMS Program (a computer managed basic skills program) are provided. Students are recommended for these services based upon their reading and math placement test scores, and an evaluation by a counselor, advisor, or instructor at the time of orientation and registration.

Special Student Services

The Special Student Services Office (SSSO) houses several programs to help students with special needs achieve equal access to instruction and other campus activities. The Trio Student Support Services Project has three counselors exclusively available to first generation, economically disadvantaged, and minority students with physical or learning disabilities. Pili Aloha, a joint project with Diamond Head Mental Health Clinic and the Division of Vocational Rehabilitation, provides a counselor to assist students who are coping with psychiatric disorders. Deaf and hard of hearing students have a specific counselor fluent in American Sign Language.

All SSSO counselors offer academic advising, personal and career counseling, and financial aid information. The SSSO counseling staff also will assist students to obtain the services of readers, notetakers, scribes, sign language interpreters, as well as other instructional and classroom accommodations as appropriate. Campus maps showing the locations of ramps, restrooms, elevators, and handicapped parking are available at the SSSO. TDD locations are shown on the camps map at the end of the catalog.

To learn more about Special Student Services at Kapi'olani Community College, drop by the SSSO in 'Ilima 104 or call 734-9552 and ask to speak with a counselor.

Single Parents and Homemakers Program

This program is federally funded to assist eligible single parents and displaced homemakers to gain marketable skills through vocational education. Services include academic, career, and personal counseling, referral networks, career/life planning seminars, financial aid, child care information, and self-development workshops.

A single parent is an individual who is unmarried or legally separated from a spouse; and has a minor child or children for which the parent has custody; or is pregnant.

A displaced homemaker is an individual who has worked primarily without pay to care for the home and family, and for that reason has diminished marketable skills; and has been dependent on public assistance or on the income of a relative but is no longer supported by such income.

For more information contact the Single Parents and Homemakers' Program in 'Ilima 103 at 734-9500.

Services for Deaf and Hearing Impaired Students

Students with hearing impairments may receive the following support services: admissions, orientation, and registration assistance; academic, personal, and career counseling by a counselor who uses American Sign Lan-

guage; interpreters for any credit or non-credit class, workshop, or campus activity; notetakers; and tutors.

Special classes in basic Math and English are offered as needed to deaf students who use American Sign Language.

Any student who has a hearing impairment and can benefit from support services is eligible for assistance.

Hearing Impaired individuals desiring information may contact the Collegeby using the Telecommunication Device for the Deaf (TDD) relay service at 643-8833. TDD locations are on the campus map.

For more information, call the Special Student Services Offices at 734-9552 V/TT, 'Ilima 104.

Employment Placement

The Job Placement Office in 'Ilima 103 provides a valuable link in the partnership between the college and the business community.

The staff assists current students and alumni in preparing for and securing relevant positions through resumé and interview skills workshops. Employment opportunities are kept current by a computerized system which lists many available off-campus jobs for Kapi'olani students. A referral service is also provided. On-campus positions are also available through the Financial Aid Office in 'Ilima 102. Many of these are filled by students who qualify for the College Work Study program.

Veterans' Services

The College is approved for veteran's 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' certification clerk located in the Registration and Records Office in 'Ilima 102 prior to registration for assistance regarding V.A. benefits and help in expediting pay and resolving problems.

Veteran students are required to register for courses leading to a degree or certificate as outlined in this catalog. Veteran students must graduate within the credit limits established for the program of study. Liberal arts majors are not allowed to take courses numbered below 100 unless required to do so as a prerequisite for other courses. No recipient of veterans' benefits will be authorized to take more elective courses than the 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 transcripts directly to Kapi'olani Community College for possible transfer credit. No hand-carried or FAXed transcripts will be accepted.

Each V.A. recipient must notify the veterans' certification clerk when initiating changes in registration (regardless of the number of credits involved), changes in major, complete withdrawals, and any other transaction that may affect benefits.

Applicants for advanced pay should apply at least 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. This means that the veteran must pay the tuition from personal funds and must present the fee receipt from the Business Office to the veterans' certification clerk.

In order to get continuous pay between semesters, veterans must notify the veterans' certification clerk of their intent to enroll in the next semester at least one month before the end of the current semester. Failure to do so will mean a delay in their pay for the next semester. If veterans attend Spring semester, skip Summer, and return in Fall, they must notify the veterans' certification clerk, or they will not receive benefits.

Veterans who do not maintain the College's academic standards may jeopardize the privilege of receiving their benefits. They should familiarize themselves with the academic regulations published in the catalog.

Veterans are not paid for "NC," "W," or other nonpunitive grades. Receiving a nonpunitive grade may result in money being owed back to the VA. Further information is available from the veteran's certification clerk in 'Ilima 102.

Health Service

Kapi'olani Community College does not offer health services. In case of emergency, call 9-911.

Medical Insurance

Applications for college medical insurance plans are available at the Student Activities office in 'Ōhi'a 101 and Career and Personal Development Center in 'Ilima 103.

Books, Supplies, and Uniforms

The cost of books and supplies is approximately $250.00 per semester for a full-time student. When uniforms are required in certain programs, it is the responsibility of the student to provide them. Students in programs for professions in health services and food services which require particular uniforms should observe the guidelines set forth by their department.

Food

Meals are served in 'Ohelo 209 and 210, Tuesday through Friday. Lunch is 11:30 A.M. to 1:00 P.M., dinner

Photo by Moriso Teraoka

A student browses through some of the general reference books stocked by the Bookstore.

5:45 P.M. to 8:00 P.M. Reservations are required, 734-9488 or 734-9489 between 9:00 A.M. to 11:00 A.M. and 4:00 P.M. to 6:00 P.M.

The cafeteria in ʻŌhiʻa serves from 7:00 A.M. to 6:00 P.M., Monday through Thursday (4:00 P.M. on Friday, 2:00 P.M. in summer). A coffee shop, The Bistro, is also in ʻOhiʻa and open Tuesday through Friday from 11:00 A.M to 1:00 P.M..

Housing

Kapiʻolani Community College does not offer housing services. Offers for living arrangements are posted on bulletin boards. Arrangements are made directly with landlords.

Security

Campus security is in effect 24 hours a day, seven days a week. The office is located at ʻIlima 204, 734-9542.

Transportation

Students are encouraged to use the city bus. Routes #3 and #58 have stops at the College and route #14 has stops on Pahoa Ave.

Parking

There is no charge for parking, but free permits are required for certain lots. 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 in the security office.

Bookstore

The bookstore, located in the ʻŌhiʻa Bldg., carries all textbooks and essential school supplies used by the College. The bookstore is open from 8 a.m. to 3:30 p.m., Monday through Friday.

Childcare

The Kapiʻolani Community College ʻAlani Child Care Center provides care for children of students, faculty, and staff members. The Center enrolls children, ages two to five. Hours are 7:30 a.m. to 5:30 p.m., year round. For information on how to apply, cost, and available openings, call the Alani Child Care Center at 734-9394.

Lost and Found

Lost and Found queries should be directed to ʻŌhiʻa 101, 734-9576.

Student Regulations

Student conduct at Kapiʻolani Community College is defined in the Board of Regents' Statement on Rights and Responsibilities of the University of Hawaiʻi Community.

Student Conduct Code

The University of Hawaiʻi, Kapiʻolani Community College, has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH/Kapiʻolani Community College, students place themselves under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct. Copies of the Student Conduct Code are available at the Office of the Dean of Student Services.

Academic Dishonesty, Cheating, and Plagiarism

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or "dry-labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Financial Obligations to the University

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawaii," promulgated by the Board of Regents, is on file in the Office of the Dean of Student Services, ʻIlima 205.

Lethal Weapons

Firearms, spear guns, bows and arrows, and any other lethal weapons are prohibited on campus except with specific prior permission of the Provost.

Illicit Drugs and Alcohol

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a

complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

Campus sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State law. Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Kapi'olani Community College campus are available in the Office of Dean of Student Services, 'Ilima 105, and the Office of the Chancellor for Community Colleges.

Smoking

In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Grievances

The process of addressing allegations of misconduct or acts of discrimination is described in the procedures for *Handling Impermissible Behavior and the Academic Grievance Procedures CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination.*

A concerned student must first attempt to resolve the grievance on an informal level with the faculty member. Should the grievance not be resolved at this level, the student then asks the appropriate department chairperson to review the case. If a satisfactory solution is not reached, appeal to the Office of Dean of Instruction may be made. If no satisfactory solution is still not reached, the student has the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the Academic Grievance Committee are final within the University.

The KCC team trounced other Hawai'i colleges, including UH Mānoa to win the Hawai'i College Bowl championship and represent the state at the regionals in California.

Student publications provide many writing opportunities for students.

Copies of the academic grievance procedures are available in the Office of the Dean of Student Services, 'Ilima 205. Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education , Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, 415-556-7035.

Co-Curricular Student Activities

Student Congress

All students maintaining a GPA of 2.0 or better automatically become regular voting members of the Student Congress. Elections are held each Spring for the offices of Chair, Vice-Chair, and Secretary. In addition, individual members are elected to represent each student organization and an equal number "at large."

The Student Congress is the official channel between students and the College administration.

Board of Student Activities

The Board of Student Activities oversees the co-curricular student activities program at the College. The mission of the program is to complement the academic program and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, service, recreational, and governance programs. The primary focus of the program is "Learning by Doing."

Students are encouraged to participate in all aspects of the student activities program. Programs available include: student clubs, concerts, health fairs, book exchange, social events, and recreational sports. Interested students may obtain more information at the Student Activities office in ʻIhiʻa 101.

Board of Publications

The Board of Student Publications publishes: the *Kapi'o*, the weekly student newspaper; the *Diamond Journal*, a magazine of essays written as class assignments; *Ka Nani*, a literary and art magazine; *Full Circle*, a magazine for returning students; *Horizons*, a journal of Asian-Pacific writing; *Writers in Paradise*, a journal of academic prose; and yearbooks for various programs. It also sponsors readings to encourage student writers. The publications are supported by student publications fees. Students interested in submitting articles and/or in participating in these publications should inquire at the Kapi'o Office in Lama 119.

The Centers of Learning

Ka waihona o ka na'auao
The Repository of Learning

For the Hawaiians, the repositories of learning were those men and women who were blessed with wisdom. Kapi'olani Community offers its own style of learniing centers - modern, technically innovative facilities that provide students with resource materials, tutorial assistance, audio visual aids and microcomputers. Students are encouraged to take advantage of the following facilities:

COMPUTING CENTER

To familiarize and expose the general student population to the use of computers and software, the College makes available Macintosh and IBM PC microcomputers as well as PLATO terminals. Qualified personnel staff the Computing Center located in the 'Iliahi Building.

EDUCATIONAL MEDIA CENTER

The Educational Media Center provides campus-wide access to instructional technology. Through consultations, workshops and activities, the EMC encourages faculty and staff to develop innovative uses for new and emerging technologies that facilitate learning. The Center is located in the Naio Building and provides assistance for television production, distance learning, graphics reprography, tape reproductions, computer software development, electronic maintenanceandaudiovisual resources. The staff welcomes any questions concerning services, as effectiveness of the operation is depenndent upon instructional needs of faculty, staff and students.

LEARNING ASSISTANCE CENTERS

To encourage student succcess, the college offers supplementary instruction beyond the classroom and laboratory. Because of the diverse abilities and schedulles of its student body, the College has recognized a need to provide learning and enrichment centers where students can be more proactive about their learning. There are three learning centers, each offering appropriate services todifferent content areas at the College.

The Learning Assistance Center - Located in 'Iliahi 228, the largest of all threc Centers. The Center offers supplementary assistance to classroom instruction in reading, writing and mathematics. Tutors are available to proofread papers as well as to reinforce problem-solving skills in math and business education courses. In responding to the wide range of student needs, the Center also provides aural-visual aids for independent and self-paced learning in several fields of study.

Health and Natural Science Learning Assistance Center— Students at the HNS-LAC receive instructional, supplemental and remedial help for natural science courses and the health programs. Located in Koki'o 202, the HNS-LAC provides capable tutors for assistance in most science and health courses. A laserdisc/computer system with software for biology and chemistry also supports instruction outside the classroom.

Business Education Learning Assistance Center - The BE-LAC, which is located in Kopiko 101, provides typewriters and machine transcribers especially for students taking Office Administration and Technology courses. Inaddition, audio tapes are available to supplement classroom instruction.

LIBRARY

The library is located in the Lama Building. Library materials include books, periodicals, reference materials, video tapes and general and special collections. Services include reserve reading, reference assistance, group study rooms, photocopiers, A/V alcove and continuous CNN newscasts. The library's services and materials are available to students, faculty and off-campus borrowers. Students and faculty also have borrowing privileges at other libraries in the UH system. The library's CARL online catalog provides access to the UH-Mānoa and UH-Hilo libraries and to many other resources online.

Right: Learning Assistance Center tutors provide help with math, writing and language skills.

Photo by Ken Hillyard

Special Programs

Pi'au a kau i ka nu'u.
Ascend and stand on a place of honor.

Honors Program

Introduction

The Honors Program at Kapi'olani Community College is designed for high achieving students who desire a creative learning environment that is personal, challenging, and enriching. The Program, which is an integral part of the College's curriculum, provides students with an opportunity to interact in close educational partnership with other high achieving students and Honors faculty.

The Honors Program welcomes students, regardless of age or background, from any major, continuing or returning, full or part time, A.A. or A.S. Degree program. A student may enter the Honors Program by fulfilling the requirements in one of the following areas. In all cases, the student must provide proof (official transcripts) to the Honors Education Coordinator.

Policies

I. Upon entering Kapi'olani Community College, a student would have to fulfill two of the following:
   1. Graduation with a GPA of 3.5 or better from high school.
   2. Placement in English 100 and Math 27/100.
   3. Or, an ACT score of 23 or a SAT composite score of 1000.

II. A continuing student at Kapi'olani Community College must fulfill all of the following criteria:
   1. Completed 12 credits at Kapi'olani Community College in courses that fulfill the requirements of his or her selected program before applying for the Honors Program.
   2. Maintain an accumulated GPA of 3.5 for courses in his or her selected program, with no grades lower than a "C".
   3. Be currently enrolled at Kapi'olani Community College for six credits.

III. OR, a continuing student must fulfill all of the following:
   1. Completed 24 credits at Kapi'olani Community College in courses that fulfill the requirements of his or her selected program before applying for the Honors Program.
   2. Submit transcripts which reflect timely academic progress, with the last nine credits completed in one semester reflecting a GPA of 3.5 for courses in his or her program, and with no grades lower than a "C".
   3. Maintain a total accumulated GPA no lower than 3.5 for courses in his or her program, with no grades lower than a "C".
   4. Be currently enrolled at Kapi'olani Community College for six credits.

All applicants should:
   1. Submit a completed Honors Program application form (Forms are available from the Honors Education Coordinator, Learning Assistance Center, 'Iliahi 228E)
   2. Submit two recommendation forms from previous instructors, professors, high school teachers, or counselors attesting to his or her academic ability, talents, and potential. (Forms are available from the Honors Education Coordinator, Learning Assistance Center, 'Iliahi 228E)
   3. Submit copies of his or her most recent high school or college transcripts to the Honors Education Coordinator.
   4. Submit a two-page (typed, double spaced) essay discussing his or her personal rationale for entering the Program, the possible gains as a participant in the Program, and his or her possible contributions to the Program.

Honors Program Distinctions

Distinctions will be cited in the commencement program and on academic transcripts upon the awarding of a degree or cirtificate. The following policies and procedure apply.

A. Type of Distinctions:
   1. "Kapi'olani Scholar with Honors" - printed next to the degree or certificate on the transcript.
      Criteria: Successful completion (B or better) of two Honors courses and 3.5 or above cumulative GPA. The two Honors courses must apply to the degree or certificate awarded.
   2. "Honors Program Participant" - printed in the general comment section of the transcript.
      Criteria: Successful completion (B or better) of two Honors courses and a 3.0 - 3.49 cumulative GPA. The two Honors courses must apply to the degree or certificate awarded.

   Note: Students who complete two Honors courses but have a cumulative GPA of less than 3.0 will not have Honors comments on their transcript.

B. Multiple Degrees or Certificates:
   Students who are awarded simultaneous or additional degrees/certificates may be designated Kapi'olani Scholar, with Honors next to each degree or certificate for which the distinction critera cited above have been met. An "Honors Program Participant" comment will appear on a transcript only once.

C. Procdure to Report Honors Program Distinctions:
   1. The student will file a form notifying the Honors Coordinator of his or her graduation status. A request form must be submitted for each degree/certificate for which Honors Program Distinction is sought.
   2. The coordinator will determine the student's eligibility for the Honors Program Distinction.
   3. The coordinator will submit names of students who meet the Honors Program Distinction criteria and the degree or certificate to which it applies to the Registrar and to the coordinator of the commencement program.

For further information, contact the Honors Education

Coordinator in the Learning Assistance Center, 'Iliahi 228E at 734-9370.

Credit by Examination

Definition

1. College Board Advance Placement Program and College Level Examination Program (CLEP).

For these credit by examination programs, registered students may submit an official transcript to the Office of Registration and Records and complete a Request for Transcript Evaluation form.

2. Kapi'olani Community College Credit by Examination.

A registered student who presents evidence that through experience or training he or she has attained the equivalent of a course at Kapi'olani Community College may apply for credit by examination during the first six weeks of the semester (or first two weeks for modular or summer classes.) There are some courses which may not be challenged through this process and each course may be challenged only once. Credits earned through credit by examination are not counted in the student's enrollment for full or part-time status and may not be used to meet the last 12-credit residency requirement of the chosen major (unless the 12 credit residency requirement is waived by the Dean of Instruction).

Procedure

Contact the Chairperson of the Instructional Department offering the challenged course. If the department allows credit by examination for the course, request the Application for Credit by Examination form. Complete the form and obtain the Department Chairperson's signature of approval. Determine the time when the examination will be administered.

Register for the credit-by-exam course at the Office of Registration and Records during the first six weeks of the semester or first two weeks for summer or modular classes..

Pay any additional fees at the Business Office. Full-time students will not be assessed additional tuition.

Present the current (pink) course schedule/fee slip to the department at the scheduled time for the examination as verification of the enrollment and payment for the credit by exam.

The department will submit the examination grade to the Office of Registration and Records and will inform the student of the examination grade.

Phi Theta Kappa/Alpha Kappa Psi

Phi Theta Kappa is the International Honor Society of the Two-Year College which has recognized and promoted scholastic achievement among community, technical, and junior college students since 1918. The Alpha Kappa Psi Chapter at Kapi'olani Community College began in 1985 and continues to identify and bring together students with excellent academic records in all majors and from all degree programs. The following criteria are required for membership:

1. Be enrolled in a two-year college.
2. Have at least 12 credit hours of course work leading to an Associate Degree.
3. Have achieved a cumulative grade point average of 3.5.
4. Have established academic excellence as judged by the college faculty.

Photo by Ken Hillyard

Phi Kappa Psi honor society members trick or treat for UNICEF in the school cafeteria.

5. Be of good moral character and possess recognized qualities of citizenship.

Contact the Honors Education Coordinator in the Learning Assistance Center, 'Iliahi 228E, at 734-9370 for additional information.

Sigma Delta Mu

Sigma Delta Mu is the National Honor Society for Hispanic Studies for two year colleges. The motto of SDM is "Plus Ultra," which means "to go beyond."

Members of the society endeavor to "go beyond" by achieving academic excellence in the study of the Spanish language, art, and literature. To become an active member, a student must be enrolled in the second semester or higher of Spanish. He or she must have a GPA of 3.0 in Spanish and a minimum overall GPA average of 2.75.

Courses Taken Elsewhere

1. Special Credit Information and Programs.
   a) American Council on Education Guide to Educational Credit for Training Program.
   b) Hawai'i Guide to Crediting Noncollegiate-Sponsored Learning.
   c) Independent Study.

For these special credit programs, registered students may submit an official transcript to the Office of Registration and Records and complete a Request for Transcript Evaluation form.

2. Articulation with High Schools

The Credit-by-Articulation Program provides an opportunity for Hawai'i Department of Education high school students enrolling at Hawai'i's community colleges to receive college credit for certain high school courses in Business Education. Students must apply to and be accepted to the College and declare a major. Then they should review program requirements with the articulation representative. An official high school transcript should be sent to the Office of Registration and Records and a Request for Transcript Evaluation form completed. Students will be notified of acceptance of the credits.

Credits by articulation will be granted to students who have completed equivalent high school courses with an "B" grade within five years of the request for credit. These credits will be processed as advanced placement credits and will not reflect a letter grade on the College transcript. There will be no charge for credits awarded by articulation.

3. Higher Educational Institutions

Students transferring from another institution may be allowed credit(s) for previous training. Grades received for transferable courses are not computed as part of their grade point average. Students must have transcripts of previous work sent directly to the Office of Registration and Records by the institution previously attended and then must complete a Request for Transcript Evaluation Form at the Office of Registration and Records. The final 12 credits applicable to any degree or certificate must be earned at Kapi'olani Community College.

College Credit Equivalency Program

Kapi'olani Community College recognizes that there are experiences outside the classroom that can provide college-level competency. Students with such life experiences may choose to validate their expertise through a number of evaluation procedures.

Credit options provided through the College Credit Equivalency Program (CCEP) fall into three broad categories: Examinations, Course Evaluations, and Portfolio Documentation of Experiential Learning. Options within these categories are explained below.

Portfolio Documentation of Experiential Learning (LEAP)

The Life/Learning Experience Assessment Program (LEAP) offers a viable option for students to earn college credit.

LEAP essentially awards college credits to students who can prove and document their life/learning experiences as being equivalent to the stated course competencies set by the College. Through a review process, if students can successfully prove that their experiences are equal to College standards, they are exempt from taking those courses which they have satisfied through LEAP.

For more information and questions regarding this program, call the LEAP coordinator in the Learning Assistance Center at 734-9450.

Policies Governing College Credit Equivalency Programs

1. Credit evaluations of all types are available only to students currently registered at the College.
2. Letter grades will not be granted for credits awarded through these programs. A note of CR will be used and will not be calculated into the GPA. This will be followed by a notation of the credit process used, such as "Credit by Exam." Except for Kapi'olani Community College credit-by-exam, transcript recording of these credits will be done after a student has completed 12 credits or two consecutive semesters at the College.
3. These credits may not be used to meet the last 12 credit residency requirement of the chosen major unless residency is waived by the Dean of Instructiont.
4. Credit will be granted only toward a student's declared major and may require re-evaluation should a student change his or her major.
5. Credit may be granted for both electives and courses required for a major. Individual departments determine which courses or credits are appropriate for these programs and how many credits will be accepted through these procedures.
6. Credit awards are Kapi'olani Community College credits and may not be accepted by other institutions if the student should transfer.
7. Documentation of alternative learning experiences older than ten years, or any period of time designated by a department, will require review of currency of subject matter.
8. Evaluation resources such as the ACE guides will be consulted, but the College reserves the right to reject recommendations from such sources.
9. The number of credits awarded for alternative learning experiences will be determined by:
   - the extent to which the student's achievements are comparable to competencies outlined for existing course work required in the degree or certificate program;
   - the extent to which the competencies a student has mastered are comparable to the college-wide and/

or associate degree level competency statements;
- the scope and depth of the student's achievements evaluated against established criteria, such as minimum test scores or recommended number and level of credit award.

Cooperative Internship Education

Cooperative Internship Education integrates academic study with periods of planned and evaluated work experience related to the students' educational objectives. Students receive academic credit and may or may not receive financial remuneration from their employers. The general objectives of Cooperative Internship Education are:

1. To provide students with planned and evaluated work experiences which will enhance the integration of theory learned in the classroom with the practical aspects of the work situation.
2. To provide students with planned and evaluated work experiences such as learning how to work, selecting appropriate career goals, learning to work with others.
3. Development of helpful employment contacts and references.
4. Opportunity to earn money to defray College expenses.

The College assists in the placement of students in job training stations.

Curriculum	Course
Accounting	ACC 93V
Office Administration/ Technology	OAT 93V
Sales and Marketing	SMKT 93V
Legal Assistant	LAW 193V, 293V
Hotel Operations	FSHE 193, 293

Students receive academic credit, from two to four credits per semester, and may or may not receive financial remuneration from their employers. No more than a total of eight credits may be counted toward a Certificate or Associate Degree. Credits are awarded as follows:

Seminar: 1 hour/week for 1 credit

Planned and evaluated cooperative work experience: 3 hours/week for 1 credit

For additional program information, see the appropriate department chairperson.

Independent Study

Opportunity is afforded in each of the areas in which credit courses are offered for individual and specialized group study. Individual study 299V in any subject area may be arranged by consulting with an appropriate instructor and by the completion of forms obtained from the department chairperson. Likewise, when a number of students are interested in the pursuit of a similar topic special sections of a 199V, Specialized Group Studies, may be arranged through similar procedures.

The purpose of Individual and Specialized Group Study is to offer students an opportunity to participate in the design and selection of learning experiences geared to their own interests, aptitudes, and desired outcomes.

Individual and Specialized Group Study should be appropriate to the student's program of study and related to the existing College curriculum. Individual and Specialized Group Study may not be in a catalog-listed course.

The Specialized Group Study arrangement should not be more than six students without special authorization by the Dean of Instruction and should not be used as a substitute for cancelled class(es).

Registration for Independent Study is not permitted during the regular registration period; this period should be used to formulate and write the study proposal in consultation with the instructor. Registration will not be permitted without the approved application and study proposal. Procedures to apply for Independent Study are on the application form, which is available at the academic department office.

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 Kapi'olani Community College must take a placement test prior to enrollment. Placement tests are available in Lama 101.

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 Chairperson. Kapi'olani's regulations adhere to the policy statements regarding European Languages and East Asian Languages at the UH-Mānoa Campus.

Photo by Moriso Teraoka

Foreign language study is enhanced by culture clubs. Here a member of the Korean club performs during the annual International Festival at KCC.

Community Services

He waiwai nui ka lōkāhi.
Unity is a precious possession.

Introduction

At Kapi'olani Community College, lifelong learning is an approach and way of thinking that threads through departments and programs. The Office of Community Services is a leader in the lifelong learning movement, offering courses, customized training and special programs that attract both the career-oriented and leisure learner.

The U.S. Department of Labor estimates that by the year 2000, a worker will change careers three times and change jobs at least seven. There is and will continue to be a strong need to train and retrain workers as technology and the needs of society change with increasing speed. It is not realistic to think that today's students can be trained in skills and offered knowledge that will serve a lifetime in the workforce.

While the majority of students enrolled in the Office of Community Services courses are career-oriented, there are many who attend for personal development and enrichment reasons. A goal of this department is to provide a forum for cultural activities, new ideas, and special programs highlighting the natural and cultural beauty that surrounds us.

The Office of Community Services offers to the public a wide array of seminars, workshops, and non-credit courses designed to meet the needs of Hawai'i's employers in both the private and public sectors. Customized training programs are also provided to address the special demands of specific organizations. High quality, professional training opportunities and leisure classes are provided through several programs which include:

American Sign Language Interpreter Education

Attempting to address the serious lack of qualified sign language interpreters in Hawai'i, this program offers a variety of non-credit courses in American Sign Language and interpreting. Courses are also offered for working interpreters to upgrade and enhance their skills.

Business Management

Geared toward providing training for Oahu's private and public sector workforce, this program offers courses in supervisory skills, communication, estate planning, professional development, marketing and entrepreneurship. Other programs focus on accessibility standards, design and construction standards and workplace environment.

Computer Education

An extensive selection of short courses is continuously offered in word processing, spreadsheets, database management, desktop publishing, and other state-of-the-art microcomputer programs. The non-credit computer training facility is an excellent setting for "hands-on" education with personalized instruction. Kapi'olani Community College has been designated an official AutoCAD training center and Novell Technology Institute Affiliate.

Culinary, Ethnic, and Fine Arts

Expanding public programs enriching the cultural life of the community are underway at Kapi'olani Community College. Non-credit courses in fine arts, recreation, language, and local cuisine are available.

Diamond Head Focus

A free program offered to the community on Thursday evenings, Diamond Head Focus highlights a variety of topics of interest to Hawai'i's citizens.

Elderhostel

Elderhostel is a program created specifically for adults 60 years of age or older. It is an educational program for those who want to continue to expand their horizons and to develop new interests - a program for older citizens on the move, not just in terms of travel but in terms of intellectual activity as well. Elderhostel Programs are available in all 50 states, and over 35 foreign countries. People sign up for the programs, travel to the state or country of their choice and stay in dormitories or hotels for a period of one week to four weeks, depending on the program, and study and subject of their choice at a college or university. Scholarships are available for local people, giving them the opportunity to interact with people from around the world.

Healthtrack

Today's emphasis on health and wellness is reflected in this program's diverse offerings. Classes range from Dancing for Fun and Fitness to Medical Terminology. Aimed at meeting the community's diverse health education needs, courses for self improvement, stress relief, skill building and professional development are offered. The Healthtrack program also offers customized training in health

Chef George Mavrothalassitis of La Mer Restaurant, assisted by KCC Chef Ed Fernandez, explains how to make bouillabaise at a Community Services workshop.

promotion and para-professional skills for business and industry.

Humanities

Explore the perspective from ancient and modern wisdom through a diverse selection of classes offered for personal growth and development. This diversity is reflected in such classes as What Is Islam?, Shakespeare's Women, Painting Like a Pro, Writing for Romance and How To Be Funny For Money.

International Programs

One of the most successful and significant developments in the area of international education at Kapi'olani Community College has been the growth of cross-cultural programs where students in Asia, the Pacific and Hawaii are involved in student exchange programs. Each summer Kansai University, Kansai High School, and Ryukyu University send college students to KCC to attend "English As A Second Language" courses and accompanying cultural and social activities. The culinary training facilities at KCC have been utilized for the past 25 years by a number of cooking schools from Japan. Providing Japanese students between the ages of 14 and 21 with first-class educational opportunities in American cuisine, the classes offer Japanese students culinary experience in an American setting. Japanese culinary schools participating in this program include: Nagoya Cooking Academy, Sakimura Culinary School, Yokosuka Culinary Institute, Kobe Kokusai School, Ehime Gakuen, and RKC Professional Cooking School. KCC's non-credit foreign student programs strive to promote international relationships that will strengthen Asian-American-Hawaii awareness through personal experience.

Interpret Hawai'i

Offering a wide array of courses, travel adventures, performances and tours, Interpret Hawai'i programs focus on the Islands' precious heritage. Interpretative Walking Tours give residents and visitors the opportunity to step back into Hawai'i's past and experience history.

Japanese Business, Language, and Culture

This rapidly expanding program of classes focuses on all aspects of Japanese culture. Language classes are available for all ability levels from introductory to advanced. Business courses focus on the cultural aspects of entertaining, doing business, and developing relationships. Cultural programs include ikebana, tea ceremony, gift wrapping class, and karaoke.

Program of Importing and Exporting

In today's global marketplace, importing and exporting is a growing field for entrepreneurs looking to expand markets for their goods and services. Courses focus on techniques, troubleshooting, and tactics for success.

Real Estate

Designated as a continuing education provider by the Hawai'i Real Estate Commission, Community Services provides courses in real estate law and ethics, contracts, finance, landlord and tenant codes, investment analysis, and property management.

Senior Citizens

Hawai'i residents who are sixty years and older participate in Senior Exploration classes to stimulate and enrich their minds and bodies. Classes for seniors include Lava, Tuff and Ash, Write From the Heart, Street Dancing, Computers, The Artistic Heritage of Japan are offered.

TraveLearn

TraveLearn is committed to serving sophisticated travelers who want to go beyond the "seeing" and "doing" of most commercial tour programs. Kapi'olani Community College is one of 80 colleges and universities across the nation which offer this unique study tour. For administrators, educators, and the community, TraveLearn offers educational tours that promote professional development and personal enrichment through on-site lectures, seminars, and field excursions. Participants can travel to China, Eastern Europe, Egypt, Ireland, and other countries in the company of knowledgeable, articulate, and enthusiastic professionals who discuss the history, culture, and current issues facing the people of those countries.

Visitor Industry Training

The visitor industry component of Community Services conducts professional development activities for housekeepers and culinary personnel seeking to upgrade their skills and work toward professional certificates and designations. A series of classes offered throughout the year enable full-time employees the opportunity to complete courses and receive designations within a one to two year time frame.

The Gallaudet University Regional Center

The Gallaudet University Regional Center was established at Kapi'olani Community College in 1988 in cooperation with Gallaudet University. As an educational institution and resource center that serves deaf and hard-of-hearing people around the world, Gallaudet provides a full range of academic, research, and public service programs. The Regional Center in Hawai'i serves deaf and hard-of-hearing persons, their families and friends, and professionals in the field by offering a broad variety of continuing education programs, informational resources, and videotape and assistive listening devices lending library.

For more information on any of these programs, please call the Office of Community Services at 734-9211.

Photo by Bryan Sekiguchi

Present for the dedication of the Charles and Elizabeth Tanaka Conference and Meeting rooms of the Gallaudet Regional Center in the Manono Building was I. King Jordan, the first deaf president of Gallaudet University. Next to him are the Tanakas, whose gift of property valued at $850,000 was the largest donation ever given KCC.

Summary of Degrees and Certificates

He pūko'a kani 'āina.
A coral reef that grows into an island.

Allied Health Department

Dental Assisting Curriculum
- Certificate of Completion (16)

Diagnostic Medical Sonography Curriculum
- Advanced Certificate of Achievement (33)

Medical Assisting Curriculum
- Associate in Science Degree (63-66)
- Certificate of Achievement (41)
- Certificate of Completion
  - Community Health Worker (17)

Medical Laboratory Technician Curriculum
- Associate in Science Degree (69)
- Certificate of Completion
  - Phlebotomy (5)

Occupational Therapy Assistant Curriculum
- Associate in Science Degree (66)

Physical Therapist Assistant Curriculum
- Associate in Science Degree (68)

Radiologic Technology Curriculum
- Associate in Science Degree (85)

Respiratory Care Curriculum
- Associate in Science Degree (96-102)

Business Education Department

Accounting Curriculum
- Associate in Science Degree (60)
- Certificate of Achievement (30)
- Certificate of Completion
  - Payroll and Accounts Clerk (15)

Data Processing Curriculum
- Associate in Science Degree (60)
- Certificate of Achievement (30)
- Certificate of Completion
  - Programming Fundamentals (12)
  - Network Technical Training (12)

Sales and Marketing Curriculum
- Associate in Science Degree (60)
- Certificate of Achievement (30)
- Certificate of Completion
  - Entrepreneurship (18)

Office Administration and Technology Curriculum
- Associate in Science Degrees with specializations in:
  - Office Administration-General (62)
  - Office Administration-Legal (70-72)
- Certificates of Achievement
  - Medical Transcription (43)
  - Stenography (43-45)
  - Word Processing (40)
- Advanced Certificates of Completion
  - Administrative-General (15)
  - Administrative-Legal (15)
- Certificates of Completion
  - Clerical (29)
  - Court Reporting (28)

Emergency Medical Services Department

Emergency Medical Technician Curriculum
- Certificate of Completion (18)

Mobile Intensive Care Technician Curriculum
- Associate in Science Degree (72)

Food Service and Hospitality Education Department

Food Service Curriculum
- Associate in Science Degrees with specializations in:
  - Culinary Arts (70)
  - Patisserie (60-62)
  - School (61-63)
  - Health Care (62-64)
- Certificate of Achievement
  - Culinary Arts (51)
- Certificates of Completion
  - Culinary Arts (17)
  - Dining Room Service (16)
  - Patisserie (18)

Hotel Operations Curriculum
- Associate in Science Degree (65)
- Certificate of Completion (16)

Legal Assistant Department

Legal Assistant Curriculum
- Associate in Science Degree (60)

Liberal Arts Department

Liberal Arts Curriculum
- Associate in Arts Degree (60)

Nursing Department

Adult Residential Care Home Curriculum
- Certificate of Completion (3)

Nurses'Aide Curriculum
- Certificate of Completion (8)

Long Term Care/Home Health Nurses' Aide Curriculum
- Certificate of Completion (4)

Practical Nursing Curriculum
- Certificate of Achievement (41)

Associate Degree Nursing Curriculum
- Associate in Science Degree (74)

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

Degree and Certificate Programs

Competencies and Degrees

Competency-Based Education

Competency-Based education emphasizes the outcomes of learning, rather than the experience of 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 they complete the course or program. Such an approach helps the student to understand the relevance of what they are learning in class to a chosen career.

Competency-Based education helps to clarify the outcomes of instructional programs and courses by: (1) improving communication with students, with the general public including employers, and among the faculty and staff; and (2) improving the internal and external assessment of programs to determine the effectiveness of the College's training.

In addition, the established program and course competencies serve as the reference for the development of alternative modes of learning.

Programmatic competencies are shown in the section on curricula; course competencies are shown in the course descriptions.

General College Competencies

Individuals who begin, in a small way, carefully taking the steps needed to reach their goal, gain steadily until they become firmly established. Your college education is the same process of steady development to the successful completion of your educational goals.

Kapi'olani Community College provides a framework for student achievement of competence, emphasizing communicative ability and critical thinking. The framework consists of diverse disciplines which, in combination, help each student to establish constructive personal and social relationships and foster intellectual growth. Competence is characterized by the ability to make conscious and informed use of knowledge, skills, and attitudes relevant to a particular situation. Each program in the College is oriented to the following eight competency areas:

1. Computation and communication abilities
2. Values for living
3. Quality of life as affected by technology and science
4. Awareness of the dynamics in contemporary issues
5. Problem-solving and decision-making abilities
6. Responsiveness to the arts and humanities
7. Career choices and life-long learning
8. Study in a selected program

Degrees and Certificates Offered

The College offers the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), Certificate of Achievement (C.A.), and Certificate of Completion (C.C.). These degrees and certificates differ in the numbers and types of courses 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

Application For Graduation

Applications for an Associate of Arts Degree, Associate of Science Degree or Certificate of Achievement may be obtained at the Office of Registration and Records. Students must submit the graduation application by October 15 for the fall semester, by March 15 for the spring semester, and by June 15 for the summer session.

Applications for a Certificate of Completion may be obtained at the office of the instructional department offering the certificate. Students should inquire about application deadlines at the appropriate department office.

Students must meet a set of requirements for graduation as stated in the catalog either at the time of entry into the academic program in which the degree is offered or in any subsequent catalog, if enrollment is not interrupted. Requirements from different catalogs may not be used interchangeably.

Associate in Arts (A.A.) Degree

The Associate in Arts degree is awarded to students who complete a minimum of 60 units of credits as outlined below. The Associate in Arts degree program, also known as the Liberal Arts Program, 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 in courses numbered 100 or above as listed in the Liberal Arts program.

Photo by Phyllis M. Stine

A music student works on a piece for one of the many popular synthesizer concerts presented on campus.

2. **Minimum cumulative grade point average:** 2.0
3. **Course selection:** As described under the Liberal Arts program.
4. **Residency:** Final 12 credit hours toward the degree must be earned at Kapi'olani 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.

Students should note that baccalaureate degree requirements vary at UH-Mānoa and should see their academic counselor for details.

Associate in Arts Degree Competencies

Graduates of Kapi'olani Community College who complete an Associate in Arts degree should be able to:

... Employ those skills in communication, mathematics, and historical content essential to further college work.
... Show by completion of courses in the Humanities (American studies, art, dancé, drama, history, literature, music, philosophy, religion) sensitivity to values, awareness of their expression in various cultures, and understanding of their importance in 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 science 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 required courses, the educational background necessary for more specific professional and personal goals.
... Make a decision if desired 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.

Associate in Science (A.S.) Degree

The Associate in Science degree is awarded to students successfully completing a program of vocational-technical courses and related general education courses. The purpose of the A.S. program is to prepare students for gainful employment. A secondary purpose for some of the A.S. degrees is to prepare students for continuing education. Courses in the Legal Assistant Program, Food Service and Hospitality Education Programs, and some Business and Allied Health programs are transferable to baccalaureate programs in applied fields. Pre-baccalaureate advising facilitates this transfer.

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. Some programs may have additional scholarship requirements.
3. **Minimum General Education Course requirements:** See below and check program requirements in your major area for any specified Humanities, Natural Science, and Social Science courses.
4. **Minimum Communications and Mathematics and Logical Thinking Skills requirements:** see below and check courses required by major program to satisfy the minimum required Communications and Mathematics and Logical Thinking Skills.
5. **Courses required by major program.**
6. **Electives** as needed to meet total credit hour requirements.
7. **Residency:** final 12 credit hours in major must be earned at Kapi'olani 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 Degree Competencies

Graduates of Kapi'olani Community College who complete an Associate in Science degree should be able to:

... Employ skills and understanding in language and mathematics essential to fulfill program requirements.
... Understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
... Recognize effects of technology and science on the natural and human environments.
... Understand contemporary issues and problems and respond to the impact of current conditions.
... Demonstrate abilities of conceptual, analytic, and critical modes of thinking.
... Develop insights into human experience and apply them to personal, occupational, and social relationships.

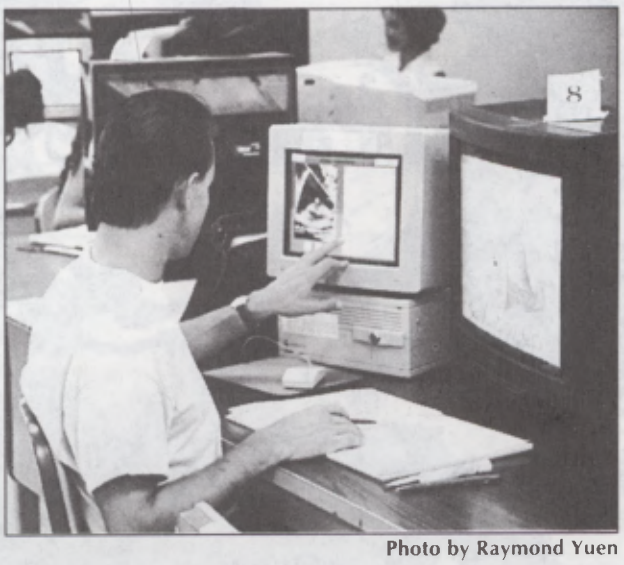


Photo by Raymond Yuen

The Health and Natural Science Learning Assistance Center provides instructional, supplemental and remedial help for natural science courses and health programs.

... Recognize relevance of career choices to life-long learning.
... Demonstrate competence in a selected program of study.

General Education for Associate in Science Degree

General education is that part of education which encompasses the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a family member, a worker, and a citizen. General education is integrated with, but different in emphasis and approach from, special training for a job or a profession. Further, general education for the A.S. degree student should not be confused with liberal education for the baccalaureate student. General education should allow a student to gain a more integrated view of knowledge, a more realistic view of life, and a more defined sense of community and social responsiblity. Because of the belief that knowledge leads to action, students should be actively engaged in learning. This point of view provides the student a foundation of lifelong learning in a changing world. Based on the above, the following student centered goals also present the goals of general education. They impact the student as an individual, a member of the family, a worker, and a member of society.

After the completion of the A.S. degree program, the student should be able to demonstrate the following general education competencies:

... Understanding of self
... Understanding of one's place in the world
... Understanding and appreciation of diverse cultures
... Understanding of communication in society
... Understanding of science as a driving force
... Understanding of the dynamics of change
... Understanding of the aesthetics of human experience
... Understanding of the need for lifelong learning

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. **Minimum grade point average:** 2.0. Some programs may have additional scholarship requirements.
2. **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

3. **Residency:** Final 12 credits in major must be earned at Kapi'olani 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 his 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.

A Chinese Culture Club member operating the lion's head receives li see (money wrapped in red paper) offered by children from the Alani Child Care Center. The club offers KCC students an opportunity to learn more about the culture and language of China.

Photo by Bryan Sekiguchi

Courses Satisfying A.A. Degree Requirements

NOTE: These are the requirements in effect as of April, 1994, and are subject to change at any time. Please check with the Career and Personal Development Center, 'Ilima 103, for up-to-date information.

The courses which follow are divided into two categories — those which fulfill both UH-Mānoa and Kapi'olani Community College core requirements and those which fulfill Kapi'olani Community College core requirements only.

Students intending to transfer to UH-Mānoa must be careful when selecting courses which satisfy only Kapi'olani Community College requirements. Students should note that baccalaureate degree requirements vary at UH-Mānoa and should see their academic counselor for program details. Substitutions to the A.A. Degree requirements may be granted if identical substitutions are officially granted to a college at UH-Mānoa.

Students majoring in Liberal Arts may substitute other courses for a specific requirement listed below if the Dean of Instruction agrees that the substitution is required at the College to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

A.A. Degree Requirement	Fulfills KCC and UHM Core Requirements	Fulfills KCC Requirement Only
General Education		
Written Communication (Introductory Level Writing) (3 credits)	ENG 100 or ESL 100	
Mathematical or Logical Thinking (3 credits)	MATH 100, 115, 140, 205 PHIL 110 QM 252	MATH 100H, 135, 206
World Civilizations (6 credits)	HIST 151, 152	
Oral Communications (3 credits)		COMUN 145 SP 151, 231, 251
Foreign or Hawaiian Language (7-8 credits to fulfill Kapi'olani Community College and 15-16 to fulfill UH-Mānoa requirements)	CHN 101, 102, 201, 202 FR 101, 102, 201, 202 HAW 101, 102, 201, 202 JPNSE 100, 101, 102, 201, 202 KOR 101, 102, 201, 202 RUS 101, 102, 201, 202 SAM 101, 102, 201, 202 SPAN 101, 102, 201, 202 TAG 101, 102, 201, 202	ASL 101, 102, 201, 202
Area Requirements		
Arts and Humanities: three semester courses, one selected from three of the four groups.		
Group 1: The Arts (parentheses indicate UH-Mānoa courses)	(mainly theory) ART 101, 270 (170), 280 (180) DANCE 150 DRAMA (THEA) 101 MUS 106, 107, 108	HUM 100, 150
	(mainly practice) ART 100, 103, 104, 105, 106, 107, 108, 111, 112, 113, 114, 115, 123, 152 DANCE 121, 122, 131, 132, 212 MUS 114, 121, 122, 201 DRAMA (THEA) 221, (THEA) 222, 240 SP 231, 251	SP 253

Courses Satisfying A.A. Degree Requirements

(continued)

A.A. Degree Requirement	Fulfills KCC and UHM Core Requirements	Fulfills KCC Requirement Only
Area Requirements (continued)		
Group 2: History and Culture	AMST 201, 202 ASIAN 100* HIST 224, 241, 242, 252, 281, 282, 288, 224, 252	SSCI 120
Group 3: Language and Literature	EALL 271, 272 ENG 250, 251, 252, 253, 254, 255, 256, 257 LING 102	HAWST 261 HUM 269V
Group 4: Value and Meaning	PHIL 100, 102, 200, 201 REL 150, 151, 200, 201,209	
Natural Sciences: three semester courses, including at least one lab course. One course must be from Group 1 and one from Group 2.		
Group 1: Biological Sciences	BIOL 130, 130L, 171, 171L BOT 101, 101L, 130, 130L MICRO 130, 140 SCI 121, 121L ZOOL 101, 101L, 141, 141L, 142, 142L, 200	BIOL 172, 172L FSHE 185 ZOOL 100
Group 2: Physical Sciences	ASTRO 110 BIOCH 241, 244 CHEM 100, 151, 151L, 152, 152L, 161, 161L, 162, 162L GG 101L, 200(103) PHYS 100, 100L, 151, 151L, 152, 152L SCI 122, 122L	CHEM 101
Group 3: Other Sciences	GEOG 101, 101L ICS 111 OCEAN 201 SCI 124, 124L	
Social Science: three semester courses from three different disciplines. (9 credits)	AMST 212 ANTH 150, 200 BOT 105 ECON 120, 130, 131 FAMR 230 GEOG 102, 151 JOURN 150 POLSC 110, 120, 130 171 PSY 100, 170, (WS) 202 SOC 100, 218, 231	AMST 211 ASIAN 100* SOC 214, 251 SSCI 120

Writing Intensive (WI): Two Writing Intensive courses must be taken to fulfill graduation requirements.

Electives: A minimum of nine credits in semester Liberal Arts courses numbered at or above the 100 level. **Students majoring in Liberal Arts may substitute other courses for a specific requirement if the Dean of Instruction agrees that the substitution is required at the college to which the students intends to transfer. The student must complete and submit a course waiver form with supporting documentation.**

* Satisfies the History and Culture *or* Social Science requirement, but not both, for Kapi'olani Community College.

Courses Satisfying A.S. Degree Requirements

General Education

Humanities (at least one course)	ART 101 AMST 201, 202 DANCE 150 ASIAN 100* DRAMA 101 EALL 261, 262, 271, 272 ENG 250-257	HIST 151, 152, 224, 241, 242, 281, 282, 288 HUM (all courses) MUS 106, 107, 108 PHIL 100, 102, 200, 201, 250 REL 150, 151 SSCI 120*
Natural Sciences (at least one course)	ASTRO 110 BIOCH 244 BIOL 20, 22, 130, 244 BOT 101, 130 CHEM 100, 101, 151, 161 FSHE 185 GEOG 101	MICRO 130 OCEAN 201 PHYS 100, 151 SCI 21, 121, 122, 124 ZOOL 100, 101, 141, 200
Social Sciences (at least one course)	AMST 211, 212 ANTH 150, 200, 210 ASIAN 100* BOT 105 ECON 101, 120 GEOG 102, 151 FAMR 230	ICS 100 IS 105, 105B, 105C LAW 22 POLSC 110, 120, 130, 171, 270 PSY 100, 170 SOC 100, 218, 251, 257 SSCI 21, 120*

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

Program Major	Communication Skills	Mathematical or Logical Thinking
Business Education		
Accounting	ENG 160	BUS 55, 56
Data Processing	ENG 160 SP 151 or ENG 209	MATH 100
Sales and Marketing	ENG 160 SP 51 or 151	BUS 55, 56
Food Service and Hospitality Education		
Food Service	ENG 100 or 160 SP 151 or COMUN 145	MATH 100 (or higher)
Food Service Management	ENG 100 , ENG 160, SP 151, or COMUN 145	MATH 100 (or higher)
Hotel Operations	ENG 100 , ENG 160, SP 151	MATH 100 (or higher)

Courses Satsifying A.S. Degree Requirements

(continued)

Program Major	Communication Skills	Mathematical or Logical Thinking
Allied Health		
Medical Assisting	ENG 100 or COMUN 145 or SP 151	MATH 100H (or higher)
Medical Laboratory Technician	ENG 100	MATH 100H (or higher) as of Fall 1995 program entry
Occupational Therapy Assistant	ENG 100 or SP 151	MATH 24 or MATH 100H (or higher) as of Fall 1995 program entry PHIL 110
Physical Therapist Assistant	ENG 100; also COMUN 145 or SP 151	MATH 25 or MATH 100H (or higher) as of Fall 1995 program entry
Radiologic Technology	ENG 100	MATH 135 (or higher)
Respiratory Care	ENG 100 or COMUN 145 or SP 151	MATH 25 (or higher) or MATH 100H as of Fall 1995 program entry
Nursing		
Nursing	ENG 100	MATH 25 (or higher)
Emergency Medical Services		
Mobile Intensive Care Technician	ENG 100	MATH 100H
Legal Assistant		
Legal Assistant	ENG 100	MATH 24 (or higher) PHIL 110 or QM 252
Office Administration and Technology		
OAT - General	ENG 51B, 51C, 51D and 55 SP 51 or 151	
OAT - Legal	ENG 51B, 51C, 51D and 55 SP 51 or 151	

Note: Some A.S. programs require ENG 100; some require ENG 160; and others allow either one. Please check with the department chair.

Transfer Programs

Transfer Procedures and Policies

Introduction

For many students Kapi'olani Community College will be the first of many institutions of higher learning that they will enjoy in their pursuit of knowledge. It is essential that students who seek to transfer to a four-year college be aware of the following considerations.

Transfer Requirements

The College's liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to 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 and counselors in order to arrange a program that will meet these requirements as well as permit them to graduate from Kapi'olani Community College.

UH-Mānoa Transfer Policy

The following conditions of transfer are in effect:

1. **Student Transfer**

Students may transfer among campuses of the University of Hawai'i system provided they meet the requirements of the program into which they wish to transfer. For students wishing to transfer to UH-Mānoa, the application period is December 1 to May 1 for the fall semester and June 1 to November 15 for the spring semester. Students are advised to check requirements of the college of their choice since some colleges at UH-Mānoa have earlier deadlines. In addition, students should familiarize themselves with the articulation policy in effect among the community colleges, the Hilo, West O'ahu, and Mānoa campuses. Students can receive this information from program faculty or counselors in 'Ilima 103:

a. Students not originally accepted to UH-Mānoa may transfer there without taking an entrance examination. Before transferring, a student must complete a minimum of 24 credits in courses numbered 100 with a 2.0 GPA or above at a community college. In addition, a student must meet the requirements for continuing registration at UH-Mānoa.

b. Students originally accepted at UH-Mānoa who elect to begin at a community college need not complete 24 UH transferable credits before transferring, but they must meet the GPA requirement of UH-Mānoa students for continued registration.

2. **Credit Transfer**

a. Credit for some courses numbered 100-299 will transfer to UH-Mānoa.

b. Credit for a "D" grade or better will transfer to UH-Mānoa.

3. **Grade Point Transfer**

a. UH-Mānoa does not include community college GPA in UH-Mānoa's cumulative GPA.

Asian-Pacific Advising Program

The Asian-Pacific Advising Program helps students transfer into numerous degree programs at the UH-Mānoa School of Hawaiian, Asian, and Pacific Studies. Students are also advised about different opportunities in Hawaiian Studies at UH-Mānoa and UH-Hilo. Many of the courses listed in the following Pre-Advising programs have an Asian-Pacific Emphasis.

For more information, contact the following advisors in disciplines across the curriculum:

ohn Cole (Humanities),
Kalia 212, 734-9246
Kusuma Cooray (Food Science and Hospitality Education),
'Ōhelo 207D, 734-9491
Irmagard Kop Davis (Business Education, OAT),
'Iliahi 117, 7349316
Kauka De Silva (Humanities, Hawaiian Issues),
Koa 208, 734-9381
Robert Franco (Social Sciences),
Mānele 102, 734-9784
Carl Hefner (Social Sciences),
Olonā 118, 734-9285
Andrea Nedervelt (Nursing, Hawaiian Issues),
Kauila 124A, 734-9261
Nelda Quensell (Math/Science),
Koki'o 102, 734-9428
Louise Pagotto (Language Arts),
Kalia 228, 734-9412
Loretta Pang (Humanities, Asian Studies),
Kalia 210, 734-9420

Photo by Moriso Teraoka

Pacific island dress and crafts were displayed by club members and students during the international festival.

Biomedical Focus Program

The Biomedical Focus Program at Kapi'olani Community College can help students prepare for Pre-Medical and other biomedically related programs.

For more information, contact:
Charles Matsuda
Chair of the Science/Mathematics Department.
734-9356

Pre-Art Advising Program

The Visual Arts Program offers a variety of transferable studio art and art history courses. Pre-Art transfer students are offered basic art core classes required for a studio BA or BFA at UH-Mānoa. In addition, media specific studio courses provide the opportunity for students to explore different means of visual expression. These Kapi'olani Community College courses also articulate into the various studio majors at UH-Mānoa.

Pre-transfer art students are encouraged to contact a staff member for information early in their college career at Kapi'olani Community College. Students planning to transfer should complete the General Education Requirements for Liberal Arts while following these guidelines in the Art area:

Suggested Sequence of Art Courses

First Semester
Art 101
1 studio Art Core class
Art 113, 114, 115, or 106
Second Semester
1 studio Art Core class
Art 113, 114, 115 or 106
1 lower division studio class in a specific medium
Art 105, 107, 112, or 123
Third Semester
Art 270
1 studio Art Core class
Art 113, 114, 115 or 106
1 lower division studio class in a specific medium
Art 105, 107, 112, or 123
Fourth Semester
Art 280
1 studio Art Core class
Art 113, 114, 115, or 106
1 studio class in a specific medium

For further information, contact:
Noreen Naughton
Koa 207, 734-9382

Photo by Bryan Sekiguchi

Ceramic bowl by Debbie Yamao.

Pre-Business Advising Program

General Information

The purpose of the Pre-Business Advising Program is to enable the student to transfer as a junior to UH-Mānoa College of Business Administration and to earn an Associate of Arts degree at the same time. Because graduation requirements are subject to change over time, students must maintain continuous enrollment in order to graduate under these requirements.

Pre-Business Core Requirements

The indicated numbers of credits in all of the following categories of courses are required to meet the graduation requirements of the College of Business and Kapi'olani Community College Associate of Arts Degree requirements. Courses marked with an "R" are included in course prerequisites for admission and are therefore required as part of the UH-Mānoa College of Business Administration admissions requirements.

General Education (15 credits)	*credits*
Written Communication	
ENG 100 (R) or ESL 100 (R)	3
Mathematical or logical thinking	
MATH 205 (R) (requires MATH 135, 140) or QM 252 (R) (requires MATH 135)	3
World Civilization	
HIST 151, 152	6
Oral Communications	
SP 151 (R)	3
Foreign Language	
Foreign Language 101 and 102	8

Humanities (9 credits)
Including at least one course from three different groups; one course in English Literature is required.

Group 1: The Arts	3
ART 100, 101, 103, 104C, 104D,105-108, 111-115, 123, (170)280, (180)280	
DANCE 121, 122, 131, 132, 150	
DRAMA 101, 221, 222, 240	
MUS 106, 107, 108, 114,121B,121D, 122D, 125, 126, 201	
SP 231, 251	
Group 2: History and Culture	3
AMST 201, 202	
ASIAN 100	
HIST 224, 241, 242, 252, 281,282, 288	
Group 3: Language and Literature	3
ENG 250, 251, 252, 253, 254, 255, 256, 257 (R)	
Group 4: Value and Meaning	3
PHIL 100, 102, 200, 201	
REL 150, 151, 200, 201, 209	

Natural Sciences (10 credits)
Including at least one in the biological sciences and one in physical sciences; one of the three courses must include laboratory.

Group 1: Biological Sciences	3
BIOL 130(L), 171(L)	
BOT 101(L), 130(L)	
MICRO 130 (140 is 2 credit lab)	
SCI 121(L)	
ZOOL 101(L), 141(L), 142(L), 200	
Group 2: Physical Sciences	3
ASTRO 110	
BIOCH 241, 244	

CHEM 100, 151(L), 152(L), 161(L), 162(L)
GG 200 (101L is lab)
PHYS 100(L), 151(L), 152(L)
SCI 122(L)

Group 3: Other Sciences 3
Any course from Group 1 or Group 2
GEOG 101(L)
ICS 111 (required of all MIS majors)
OCEAN 201
SCI 124(L)

Laboratory Science 1
Any course with (L) above

Social Sciences (9 credits)
Select ECON 130 and ECON 131 and one elective from the other social sciences.

Economics 6
ECON 130(R), 131(R)

Other Social Sciences (select one) 3
AMST 211, 212
ANTH 150, 200
BOT 105
JOURN 150
PSY 100, 170
FAMR 230
SOC 100, 218, 231
POLSC 110, 120, 130, 171
GEOG 102, 151

Electives/Other

Accounting 6
ACC 201 (R), 202(R)

Business Law 3
BLAW 200

Business Communications 3
ENG 209 WI

Foreign Language 8
201, 202

Computer Competence 3
ICS 101

Total Recommended Credits 74

For more information, contact:

Dr. Ibrahim Dik
Coordinator/Advisor
Olonā 210
Phone: 734-9830
Fax: 734-9151

Janice Walsh
Advisor
'Iliahi 121
Phone: 734-9320

Pre-Education Advising Program

General Information

The purpose of Pre-Education Advising Program is to prepare the student to complete the basic pre-education core requirement prior to applying to UH-Mānoa College of Education.

Pre-Education Core Requirements

General Education

Communication (6 credits)
ENG 100
SP 200

World Civilization (6 credits)
HIST 151, 152

Quantitative/Logical Reasoning (3 credits)
MATH 100, 140 or higher
(PHIL 110 may be substituted for secondary majors only)

Foreign Language (16 credits)
Students entering the UH system in Fall '89 or after are required to complete Foreign Language 101, 102, 201, 202

Humanities (9 credits)
Choose three of the following four areas and select one course from each area chosen.

History and Culture
AMST 201, 202
HIST 241, 242, 281, 282, 288

Language and Literature
ENG 250 through 257
EALL 271, 272
LING 102

Values and Meaning
PHIL 100, 102, 200, 201
REL 150, 151, 200, 201

The Arts
ART 101, 270, 280
DANCE 150
DRAMA 101
MUS 106, 107, 108
(MUS 108 is required of elementary majors)

Natural Sciences (minimum of 12 credits)
Select one pair from each group; minimum of two laboratory courses),

Group 1 (Biological Sciences)
SCI 121, 121L
or
BOT 101, 101L and ZOOL 101, 101L

Group 2 (Physical Sciences)
SCI 122, 122L
or
CHEM 151, 151L and PHYS 100, 100L

Group 3 (Other Sciences)
ASTRO 110 and OCEAN 201
or
SCI 225*, 225L*
(prerequisites: SCI 122, 122L)
GG 101, 101L*
MET 101*, 101L*
(*courses currently not offered at Kapi'olani Community College)

Social Sciences (minimum of 9 credits)
FAMR 230 or PSY 240 and PSY 100
choose two courses from two different disciplines listed below:
AMST 211, 212
ANTH 150, 200
BOT 105
ECON 120, 130, 131
JOURN 150
GEOG 102, 151
POLSC 110 or higher
PSY 100, 170
SOC 100, 218, 231

Hawaiian Requirement (one course)
BOT 105, 130, 130L
DANCE 212 (1 credit)

GG 200
HAW 101, 102, 201, 202
HAWST 107
HIST 224
ZOOL 100

NOTE: BOT 105, HAW 101, 102, 201, and 202 may be double counted to meet both the core requirement and the Hawaiian requirement.

Additional Information

1. Admission requirements to UH-Mānoa College of Education include the following:
   - Cumulative grade point average of 2.75 with 55 transferable credits
   - Completion of pre-education core requirements
   - 40 hours total of field experience with students at both the primary and secondary level in a group leadership position.
   - Passing score at the 70th percentile on the California Achievement Test. During the academic year 1994-1995 another exam might replace the CAT.
   - 300 word essay to assess writing skills and ability.
   - Personal interview with a College of Education interviewer to assess oral communication skills.
2. UH-Mānoa requires every student planning to receive a bachelor's degree to complete several Writing Intensive courses. Students entering UH-Mānoa 1990-91 or after are required to take five Writing Intensive courses, two of which shall be in the upper division (junior-senior level).
3. Pre-secondary and pre-physical education majors should see an advisor for any additional core requirements specific to their major.

For more information, contact:
Mona Lee, 'Ilima 103, 734-9500
or
Jane Fukunaga, Olonā 216, 734-9385

Pre-Engineering Advising Program

General Information

The Pre-Engineering Advising Program is a Liberal Arts program that prepares a student at Kapi'olani Community College for transfer to UH-Mānoa's College of Engineering. Students who want to transfer to engineering degree programs at any other four-year college or university should see their Pre-Engineering Advisor. Students should note that the engineering degree requirements may differ from university to university. UH-Mānoa's College of Engineering offers three fields of study: Civil Engineering (CE), Electrical Engineering (EE), and Mechanical Engineering (ME).

Students may take courses at Kapi'olani Community College to complete their first year of study towards an engineering degree. Additional courses for studies beyond the first year may be provided in the future, depending on student demand, school resources, and availability of instructors. (Check with the Pre-Engineering advisor regarding the availability of courses each semester.) In general, Kapi'olan Community College students will be accepted into UH-Mānoa's College of Engineering if they achieve an overall college GPA of at least 3.0 in 24 or more transferable credits (courses over the 100 level), and if they also complete certain required courses at Kapi'olani Community College. The required courses will count towards the 24 transferable credits.

The Pre-Engineering student must take the following **required** courses which are offered at Kapi'olani Community College.

ENG 100
MATH 205 and 206
PHYS 170 and 170L (lab)
CHEM 161 and 162
One Chemistry lab:
CHEM 161L or 162L

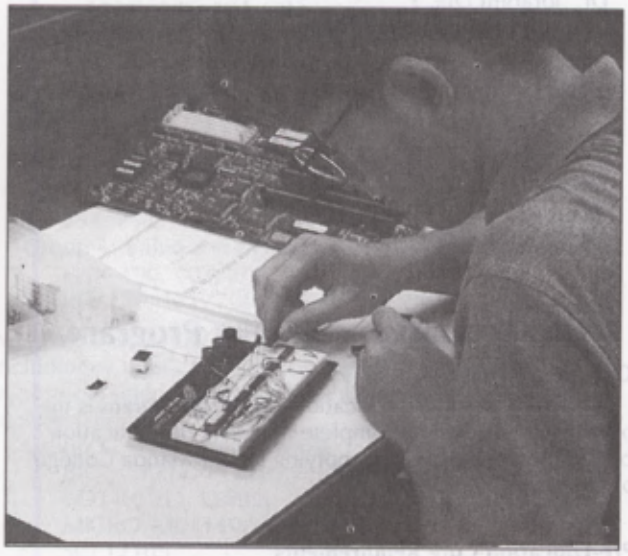
Recommended Preparation

It is strongly recommended that Pre-Engineering students, who do not possess a solid background in using computer application tools and in structured programming, take both ICS 111 and 115. Students interested in civil or mechanical engineering should take a mechanical/engineering drawing course.

A.A. Degree Requirements Satisfied by the Pre-Engineering Advising Program

General Education
Written Communications
ENG 100 or ESL 100
Mathematical or Logical Thinking
MATH 205 or MATH 206
World Civilizations
HIST 151,152
Oral Communications
SP 251
Foreign Language 101 and 102

Humanities
(two courses: one course each from groups 2–4)
Group 1: The Arts
None - SP 251 is required but listed under Oral Communicationsin the General Education requirements.
Group 2: History and Culture
AMST 201, 202
HIST 241, 242, 281, 282, 288
Group 3: Language and Literature
ENG 250, 251, 252, 253, 254, 255, 256, 257



An Electrical Engineering student works on his project, a circuit board for a blood discriminator. Students in the Electrical Engineering 120 class learn the basic architecture of the microcomputer.

Group 4: Value and Meaning
PHIL 100
REL 150, 151

Natural Sciences
All Pre-Engineering students should select the following courses from group 2:
CHEM 161, 162
and one lab.
Civil Engineering major should select one additional general science course from the following:
Group 1: Biological Sciences
BOT 101, 130
MICRO 130
SCI 121
ZOOL 101
Group 2: Physical Sciences
CHEM 152

Social Sciences
(two courses from each of the following groups)
Economics
ECON 120, 130, 131
Social Science Elective
AMST 211, 212
ANTH 150, 200
GEOG 102, 151
POLSC 110, 120, 130
PSY 100, 170
SOC 100, 218

Additional Courses Needed to Satisfy A.A. Degree Requirements
Humanities
One course in a group not selected previously
Natural Science
If not already selected, one Biological Science course
Social Science
One additional course.

Electives/Other
(three courses)
All courses referenced by the KCC A.A. Degree Requirement
All Pre-Engineering major specific courses
Suggested preparatory courses such as
ICS 111 and ICS 115

Pre-Engineering Major Requirements
* Courses that may be available at a later date. Check with the Pre-Engineering Advisor regarding the availability of courses each semester.

Course	CE	EE	ME
*CE 113	X		
*CE 211	X		
*CE 270	X	X	X
*CE 271	X	X	X
EE 120	X	X	
EE 150	X	X	X
*EE 211	X	X	
*EE 213	X		
*EE 266	X		
MATH 231	X	X	X
MATH 232	X	X	X
*ME 213		X	
PHYS 170, 170L	X	X	X
PHYS 272, 272L	X	X	X
*PHYS 274		X	

Foreign language: Completion of a foreign language through 202 or equivalent.
Writing Intensive Courses: Students entering the UH system in 1990 -1991 and after are required to take five writing intensive courses, two of which shall be in the upper division (junior-senior level).

Suggested Semester Schedules

The Pre-Engineering student who wishes to transfer after one year of study at Kapi'olani Community College should take the following suggested courses, depending on the student's interest in CE, EE, or ME.

First Semester	Credits	CE	EE	ME
CHEM 161	3	X	X	X
CHEM 161L	1	X	X	X
EE 150	3	X	X	X
ENG 100	3	X	X	X
MATH 205	4	X	X	X
Social Science Elective	3	X	X	X
Total Credits		17	17	17

Second Semester	Credits	CE	EE	ME
CE 113	3	X		
CHEM 162	3	X	X	X
EE 120	4		X	X
MATH 206	4	X	X	X
PHYS 170	4	X	X	X
PHYS 170L	1	X	X	X
SP 251	3	X	X	X
Total Credits		18	19	19

The Pre-Engineering student who wishes to transfer after two years of study at Kapi'olani Community College should take the following suggested courses, depending on the student's interest in CE, EE, or ME.

Third Semester	Credits	CE	EE	ME
*CE 211	3	X		
*CE 270	3	X	X	X
*EE 211	4		X	X
HIST 151	3	X	X	X
MATH 231	4	X	X	X
PHYS 272	4	X	X	X
PHYS 272L	1	X	X	X
Total Credits		17	18	18

Fourth Semester	Credits	CE	EE	ME
*CE 271	3	X		X
ECON 120, 130 or 131	3			X
*EE 213	3		X	
*EE 266	4		X	
HIST 152	3	X	X	X
Humanities Elective	3	X		
MATH 232	4	X	X	X
ME 213	4			X
PHYS 274	1		X	
General Science Elective	3	X		
Total Credits		16	17	16

* Courses may be available at a later date. Check with the Pre-Engineering Advisor regarding the availability of courses each semester.

The suggested course loads are for the highly motivated student who already possesses a strong English, Math, and

Science background. **A different schedule is necessary for those students who plan to attend Kapi'olani Community College part time or who need to improve their English, Math, and/or Science backgrounds.** All Pre-Engineering students are required to see their Pre-Engineering Advisor every semester for academic advising.

For more information, contact:

Alfred Seita
'Iliahi 210, 734-9321
fax: 734-9454

Pre-Information and Computer Science Advising Program

General Information

The purpose of the Pre-ICS Advising Program is to enable the student to complete a required set of courses in Information and Computer Sciences at Kapi'olani Community College and to transfer as a junior to the computer science program at the College of Arts and Sciences at UH-Mānoa.

General Education

Written Communications
- ENG 100 or ESL 100
- In addition, students are required to complete, before graduation, the following number of writing-intensive (WI) lower division courses (100-299) and upper division courses (300 and higher):
  - 1988-1989 freshmen: three WI courses
  - 1989-1990 freshmen: four WI (two upper division)
  - 1990+ freshmen: five WI (two upper division)

Mathematical or Logical Thinking
- MATH 205, 206

World Civilizations
- HIST 151, 152

Foreign or Hawaiian Language
- Student entering Fall 1988: equivalent of 102
- Student entering Fall 1989 or later: equivalent of 202

Arts and Humanities

Three courses with at least one each from three of the following four groups.
- Group 1, The Arts
  (mainly theory)
  - ART 101
  - DANCE 150
  - DRAMA 101
  - MUSIC 106, 107, 108

  (mainly practical)
  - ART 105, 106, 107, 113, 115, 123
  - DANCE 121, 131, 132
  - DRAMA 221, 222, 240
  - MUSIC 114, 121 (any combination totalling three credits is one course)
  - SP 231, 251
- Group 2, History and Culture
  - AMST 201, 202
  - HIST 241, 242, 281, 282
- Group 3, Language and Literature
  - ENG 250, 251, 252, 253, 254, 255, 256, 257
  - EALL 271, 272
- Group 4, Value and Meaning
  - PHIL 100, 102, 200, 201
  - REL 150, 151, 200, 201, 209

Natural Sciences

Five courses, including one in the biological sciences (laboratory not required) and four in the physical sciences (laboratories required).
- Group 1 (Biological Sciences)
  - BOT 101, 101L, 130, 130L
  - MICRO 130, 140
  - SCI 121, 121L
  - ZOOL 101, 101L, 141, 141L, 142, 142L, 200
- Group 2 (Physical Sciences)
  - CHEM 161, 161L, 162, 162L
  - PHYS 151, 151L, 152, 152L

Social Sciences

Three courses from three different disciplines
- AMST 211, 212
- ANTH 150, 200
- BOT 105
- ECON 120, 130, 131
- FAMR 230
- GEOG 102, 151
- JOURN 150
- POLSC 110, 120, 130
- PSY 100, 170
- SOC 100, 218, 231

Major Requirements
- ICS 101, 111, 141, 211, 241

1993 Pre-ICS Bachelor of Science Core Requirements

First Semester	*credits*
ENG 100 or ESL 100	3
HIST 151	3
MATH 205	4
CHEM 161, 161L	4
ICS 101	3
Total Credits	17

Second Semester	*credits*
HIST 152	3
MATH 206	4
CHEM 162, 162L	4
Social Science Requirement #1	3

Photo by Bryan Sekiguchi

The Computer Center makes available Macintosh and IBM PC microcomputers as well as PLATO terminals.

ICS 111	3
ICS 141	3
Total Credits	20

Third Semester	*credits*
Biological Science	3
Social Science Requirement #2	3
Arts and Humanities Requirement #1	3
PHYS 151, 151L	4
Language 101	4
ICS 211	3
Total Credits	20

Fourth Semester	*credits*
Social Science Requirement #3	3
Arts and Humanities Requirement #2	3
Arts and Humanities Requirement #3	3
PHYS 152, 152L	4
Language 102	4
ICS 241	3
Total Credits	20

NOTE: To receive a Bachelor's Degree from UH-Mānoa, students must take a number of Writing Intensive (WI) courses. Please refer to the requirements listed earlier under the heading *Written Communications.*

For further information, contact:

Pre-ICS Advisors:
'Iliahi 118, 734-9317
'Iliahi 210, 734-9321

Business Education Office:
'Iliahi 112, 734-9310
Fax: 734-9454

Pre-Psychology Advising Program

General Information

The purpose of the Pre-Psychology Advising Program is to prepare the student to earn an A.A. degree in Liberal Arts while completing most of the General Education core requirements for a B.A. in Psychology at UH-Mānoa.

Liberal Arts Pre-Psychology Emphasis

General Education
ENG 100 or ESL 100
MATH 100, 140 or higher
or
PHIL 110
HIST 151, 152
SP 251 (satisfies A.A. speech requirement and B.A. Arts and Humanities, Group 1)

Humanities
Three courses with at least one from each of the following four groups.

Group 1: The Arts
ART 101, 103, 104, 105, 106, 107, 113, 115, 123, 270, and 280
DANCE 121, 131, 132, 150
DRAMA 101 (THEA 101 UH-Mānoa), 221, 222, 240
MUS 106, 107, 108, 114, 121 (any combination totaling three credits is one course)
SP 231, 251

Group 2: History and Culture
AMST 201, 202
ASIAN 100
HIST 241, 242, 281, 282

Group 3: Language and Literature
EALL 271, 272
ENG 250, 251, 252, 253, 254, 255, 256, 257

Group 4: Value and Meaning
PHIL 100, 102, 200, 201
REL 150, 151, 200, 201, 209

Natural Sciences
Three courses, one of which must include a laboratory. At least one course *each* must be chosen from Group 1 and Group 2.

Group 1: Biological Sciences)
BIOL 130, 130L, 171, 171L
BOT 101, 101L, 130, 130L
MICRO 130, 140
SCI 121, 121L
ZOOL 101, 101L, 141, 141L, 142, 142L, 200

Group 2: Physical Sciences
ASTRO 110
BIOCH 241, 244
CHEM 100, 151, 151L, 152, 152L, 161, 161L, 162, 162L
PHYS 100, 100L, 151, 151L, 152, 152L
SCI 122, 122L

Group 3: Other Sciences
GEOG 101, 101L
OCEAN 201
SCI 124, 124L
ICS 111

Social Sciences
Three courses from different disciplines. One must be PSY 100.
AMST 212
ANTH 150, 200
BOT 105
ECON 120, 130, 131
FAMR 230
GEOG 102, 151
JOURN 150
POLSC 110, 120, 130, 171
PSY 100
SOC 100, 218, 231

In addition to the above, you must take 100-level or higher liberal arts electives to complete the 60 hours required for the A.A. degree. PSY 202, 230, 240, 260, and 270 should be included as electives to make you eleigible to pre-register un upper level psychology courses at UH-Mānoa.

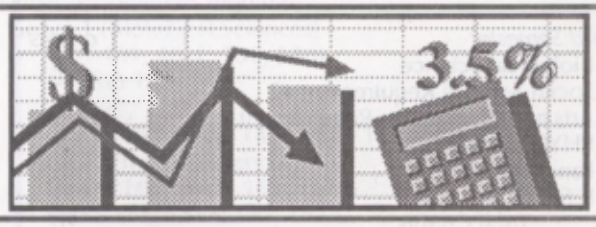
For further information, please see the Career Center counselors (phone: 734-9500) or make an appointment with the Pre-Psychology Faculty Advisors:

James Becker, M.A.	Olonā 211	734-9831
Jeanne Edman, Ph.D.	Olonā 215	734-9835
Tanya Renner, Ph.D.	Olonā 212	734-9832

Special Note: For a list of courses that fulfill Kapi'olani Community College liberal arts degree but *do not* fulfill UH-Mānoa B.A. core requirements, consult "Courses Satisfying A.A. Degree Requirements" in this catalog or see an academic advisor in 'Ilima 103.

Curricula

Business Administration Department



Carl Dughi, Department Chair

Instructors: Irmagard Davis; Kevin Dooley; John Duncan; Lawrence Ikezaki; Kent Killam; Sandra Lai; David Nakamaejo; Bary Pang; Alfred Seita; Amy Shinoki; Tenny Tom; Donald Van Gieson; Dennis Vanairsdale; Janice Walsh

Telephone: 734-9310

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 are 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.

Students interested in transferring to a four-year business college should consult with Pre-Business advisors.

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 in Science Degree in Accounting program, students should be able to:

... Know various business documents and relate their 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 Hawai'i.
... 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.
... Accomplish accounting using integrated general ledger software.
... Demonstrate an awareness of the legal, social, economic, and technological implications affecting the environment in which business operates.
... Use computer spreadsheet software to work accounting problems.

First Semester	*Credits*
*ACC 24, Principles of Accounting I	
or	
ACC 201,Introduction to Financial Accounting I	3
ACC 32, Payroll and Hawai'i General Excise Taxes	3
BUS 20, Introduction to Business	3
BUS 55, Computational Problems in Business	3
ENG 160, Business and Technical Writing	3
	15

Second Semester	
*ACC 25, Principles of Accounting II	
or	
ACC 202, Introduction to Financial Accounting II	3
ACC 34, Income Tax Preparation	3
BUS 56, Advanced Computational Problems in Business	3
OAT 20, Keyboarding	3
Elective	3
	15

Third Semester	
*ACC 26, Principles of Accounting III	3
ACC 50, Using Computers in Accounting	3
LAW 30, Business Law I	
or	
BLAW 200,Legal Environment of Business	3
General Education Requirement	3
Elective	2
	14

Fourth Semester	
ACC 40, Intermediate Accounting	4
ACC 55, Using Spreadsheets in Accounting	3
** ACC 93V, Cooperation Education	3
General Education Requirement	6
	16
TOTAL CREDITS	60

* ACC 201 and 202 may be substituted for ACC 24, 25, and 26. Student should take an elective to make up the credit difference.

** Recommended Electives. Either of the 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

Note: A grade of "C" or better in all accounting courses is required for graduation.

Certificate of Achievement (30 Semester Credits)

This curriculum is designed to prepare students for entry level 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 their 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 Hawai'i.
... 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.
... Accomplish accounting using integrated general ledger and spreadsheet software.

First Semester	*Credits*
ACC 24, Principles of Accounting I	
or	
ACC 201, Introduction to Financial Accounting	3
ACC 32, Payroll and Hawai'i General Excise Taxes	3
ACC 50, Using Computers in Accounting	3
BUS 55, Computational Problems in Business	3
ENG 160, Business and Technical Writing	
or	
ENG 50, Writing for the World of Work	3
	15

Second Semester	
ACC 25, Principles of Accounting II	
or	
ACC 202, Introduction to Managerial Accounting	3
*ACC 26, Principles of Accounting III	3
ACC 34, Income Tax Preparation	3
ACC 55, Using Spreadsheets in Accounting	3
BUS 56, Advanced Computational Problems in Business	3
	15
TOTAL CREDITS	30

*Not required if ACC 202 is taken. Students should take an elective to make up the credit difference.

Note: A grade of "C" or better in all accounting courses is required for graduation.

Certificate of Completion (15 Semester Credits)

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 their 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 Hawai'i.

First Semester	*Credits*
ACC 24, Principles of Accounting I	
or	
ACC 201, Introduction to Financial Accounting	3
ACC 32, Payroll and Hawai'i General Excise Taxes	3
BUS 55, Computational Problems In Business	3
ENG 50, Writing for the World of Work	
or	
ENG 160, Business and Technical Writing	3
OAT 20, Keyboarding	3
	15

Note: A grade of "C" or better in all accounting courses is required for graduation.

Data Processing Curriculum

Students who are interested in pursuing a baccalaureate in Information and Computing Sciences or Management Information Sciences at UH-Mānoa should enroll in the Liberal Arts curriculum and take general core courses numbered 100 or above. Contact the pre-ICS advisor at 734-9310/9317 for specific details.

Associate in Science Degree (60 Credits)

This Programmer/Analyst program is designed to prepare students for employment as entry level programmers, operators/programmers, and analysts.

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

... Demonstrate an understanding of the functioning of a computer and its components.
... Complete an analysis of a business requirement including data collection, initial specification, documentation, file layout, and program design.
... Program in COBOL, RPG, and XBASE those programs specified as part of a system analysis process.
... Use command language on various computers to create files, perform system functions, establish command programs, manipulate queues, sort files, list files, edit files, compile programs, and set up job stream requirements.
... Program systems requiring interactive update procedures, simultaneous access to multiple database files, and varied report generation.
... Describe the function and use of data communications in a data processing environment.
... Effectively communicate in written or oral form a system solution, its documentation, and its training modules.
... Value quality work, have self discipline, and be a responsible member of the profession.

Note: The following schedule is recommended for a full time student who is only attending school. If you are working, see a counselor or DP faculty member to develop a schedule with fewer credit hours per semester.

First Semester	*Credits*
DP 101, Introduction to Business Computer Information Systems	3
DP 105, Overview of Computer Operations	3
DP 110, Intro to the Programming Process	3
ENG 160, Business and Technical Writing	3
MATH 100, Survey of Mathematics (for A.S. degree) or MATH 25, Elementary Algebra II (or higher)	3
	15

Second Semester	
DP 113 Database Fundamentals	3
DP 155, Introduction to COBOL	3
DP 184, Networking and Data Communications	3
ACC 201, Introduction to Financial Accounting	3
SP 151, Personal and Public Speech or ENG 209, Business and Managerial Writing	3
	15

Third Semester	
DP 151X, Structured Programming in XBase	3
DP 156, Introduction to RPG	3
DP 255, Advanced COBOL	3
ACC 202, Introduction to Managerial Accounting	3
*Social Science Elective (100 level or higher)	3
	15

Fourth Semester	
DP 256, Advanced RPG	3
DP 270, Systems Analysis and Design	3
DP 280, Mainframe Applications Development	3
Humanities Elective (100 level or higher)	3
Natural Science (100 level or higher)	3
	15
TOTAL CREDITS	60

Note: A grade of "C" or better is required to satisfy the prerequisites of any Data Processing course and in all Data Processing courses to fulfill the requirements for graduation.

*Except ICS 100

Certificate of Achievement (30 Credits)

This Programmer/Analyst program is designed to prepare students for employment as entry level programmers, operators/programmers, and analysts.

Upon successful completion of the Certificate of Achievement in the Data Processing program, the student should be able to:

... Demonstrate an understanding of the functioning of a computer and its components.
... Program in COBOL and XBASE elementary programs specified as part of a system analysis process.
... Use command language on various computers to create files, perform system functions, establish command programs, manipulate queues, sort files, list files, edit files, compile programs, and set up job stream requirements.
... Describe the function and use of data communications in a data processing environment.
... Value quality work, have self discipline, and be a responsible member of the profession.

First Semester	*Credits*
DP 101, Introduction to Business Computer Information Systems	3
DP 105, Overview of Computer Operations	3
DP 110, Intro to the Programming Process	3
ENG 160, Business and Technical Writing	3
MATH 100, Survey of Mathematics (for A.S. degree) or MATH 25, Elementary Algebra II (or higher)	3
	15

Second Semester	
DP 113 Database Fundamentals	3
DP 155, Introduction to COBOL	3
DP 184, Networking and Data Communications	3
ACC 201, Introduction to Financial Accounting	3
SP 151, Personal and Public Speech or ENG 209, Business and Managerial Writing	3
	15
TOTAL CREDITS	30

Certificates of Completion (12 credits)

Data Processing Programming Fundamentals

The Certificate of Completion, Data Processing Programming Fundamentals, is a program of study requiring at least two semesters. Its primary objective is to prepare students with the fundamental skills necessary to develop structured programs for business computer applications. The role of computer systems in business, basic problem-solving skills, and structured programming techniques are stressed. The curriculum will prepare students to implement program specifications in a microcomputer database management system, such as DBASE IV, FoxPro, or RBASE, and is recommended for students who wish to seek immediate employment in entry-level positions requiring computing skills or students who require computing skills to supplement another chosen professional field.

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

... Demonstrate an understanding of the functioning of a computer and its components.
... Complete an analysis of a business requirement including data collection, initial specification, documentation, file lay out, and program design. Program in XBASE those programs specified as part of a system analysis process.

First Semester	*Credits*
DP 101, Introduction to Business Computer Information Systems	3
DP 110, Intro to the Programming Process	3
DP 113, Database Fundamentals	3
	9

Second Semester	
DP 151X, Structured Programming in XBASE	3
	3
TOTAL CREDITS	12

Note: A grade of "C" or better is required to satisfy the prerequisites of any Data Processing course and in all Data Processing courses to fulfill the requirements for graduation.

Data Processing Network Technical Training

The Certificate of Completion, Data Processing Network Technical Training, is intended to provide the student with the skills necessary to administrer and operate a Novell Local Area Network (LAN) and is offered as an authorized Novell Education Academic Partner (NEAP). The NEAP program is designed to provide effective education resources for faculty, staff, and students at educational institutions.

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

... Demonstrate an understanding of the computer and its components.
... Describe the function and use of data communications in a data processing environment.
... Describe the fundamental terminology relating to networks and the components required to configure a local area network and the options available in applying each of them to the network.
... Demonstrate the skills necessary to manage, monitor, and maintain a local area network.
... Demonstrate the skills necessary to install, upgrade, and troubleshoot a local area network.

First Semester	
DP 101, Introduction to Business Computer Information Systems	3
DP 184, Networking and Data Communications	3
DP 215, Network Administration	3
DP 225, Network Service and Support	3
	12
TOTAL CREDITS	12

Sales and Marketing Curriculum

Associate in Science Degree (60 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 careers as assistant buyer, assistant department manager, and other basic merchandising/marketing training for possible advancement to management positions. Students interested in transferring to a four-year business college should consult with Pre-Business Program advisors.

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

... Understand the fundamentals of business, its operations, and the impact of economic, political, and social factors on American business organizations.
... Apply basic and advanced mathematics common to business and financial problems utilizing an electronic calculator.
... Display reading and speaking skills appropriate to the business community.
... Understand basic computer concepts and terminology and be computer literate in word processing, spreadsheet, and database applications.
... Understand the importance of positive interpersonal relationships within the business environment.
... 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.
... Demonstrate proficiency in a sales situation involving the preapproach, approach, sales presentation, sales resistance and objections, and closing techniques.
... Understand the integration of personal selling and sales management including planning, organizing, developing, and directing the sales force.
... Understand basic accounting procedures.
... Understand the broad principles of the American System of Jurisprudence as it relates to contracts, agency, personal property, and business organizations.
... Apply the principles, concepts, and practices of retailing in the operation and management of a retail establishment.
... Apply the principles of management and supervision of personnel.
... Recognize the importance of publicity and public relations integrating information to create a positive image.
... 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.
... Apply the principles of good work ethic and sales and marketing concepts in a career-related profession.

First Semester	*Credits*
BUS 20, Introduction to Business	3
BUS 55, Computational Problems in Business	3
ENG 160, Business and Technical Writing	3
ICS 100, Computing Literacy and Applications	3
SMKT 20, Principles of Marketing	3
	15

Second Semester	
BUS 56, Advanced Computational Problems in Business	3
BUS 70, Human Relations in Business	3
SP 151, Personal and Public Speaking	3
SMKT 30, Principles of Retailing	3
SMKT 50, Principles of Personal Selling	3
	15

Exit point for Certificate of Completion

Third Semester	
ACC 201, Introduction to Financial Accounting	3
BLAW 200, Legal Environment of Business	3
*Humanities	3
SMKT 52, Principles of Sales Management	3
**Elective	3
	15

Fourth Semester	
MGT 18, Introduction to Supervision	3
SKMT 60, Principles of Advertising	3
SMKT 93V, Coop Education	3
Natural Science	3
SMKT 66, Principles of Publicity and Public Relations	3
	15
TOTAL CREDITS	60

Note: A grade of "C" or better is required in all SMKT courses for graduation.

* Phil 102 - Asian Traditions recommended

**Recommended electives:

ART 112, Introduction to Computer Art	3
ASIA 100, Asian Perspectives	3
OAT 20, Keyboarding	3
BUS 25, Entrepreneurship	3
JOURN 175, Desktop Publishing	2
SMKT 60L, Advertising Lab	1
SMKT 80, International Marketing	3

Certificate of Achievement (30 Semester Credits)

This competency-based curriculum is designed to prepare students for positions such as stock clerk, receiving clerk, salesperson, display person, warehouseman, and other entry level merchandising/marketing jobs.

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

... Understand the fundamentals of business, its operations and the impact of economic, political, and social factors on American business organizations.
... Apply basic and advanced mathematics common to business and financial problems utilizing an electronic calculator.
... Display reading and speaking skills appropriate to the business community.
... Understand basic computer concepts, computer terminology, and be computer literate in word processing, spreadsheet, and database applications.
... Understand the importance of positive interpersonal relationships within the business environment.
... 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.
... Demonstrate proficiency in a sales situation involving the preapproach, approach, sales presentation, sales resistance and objections, and closing techniques.
... Apply the principles, concepts, and practices of retailing in the operation and management of a retail establishment.

First Semester	*Credits*
BUS 20, Introduction to Business	3
BUS 55, Computational Problems in Business	3
ENG 50 , Writing for the World of Work	3
ICS 100, Computing Literacy and Applications	3
SMKT 20, Principles of Marketing	3
	15
Second Semester	
BUS 56, Advanced Computational Problems in Business	3
BUS 70, Human Relations in Business	3
SP 51, Oral Communications Techniques	3
SMKT 30, Principles of Retailing	3
SMKT 50, Principles of Personal Selling	3
	15
TOTAL CREDITS	30

Note: A grade of "C" or better is required in all SMKT courses for graduation.

Entrepreneurship Curriculum

Certificate of Completion (18 Semester Credits)

This curriculum provides pre-service courses for those students who are interested in starting their own small business. The program will also provide in-service courses for current small business owners.

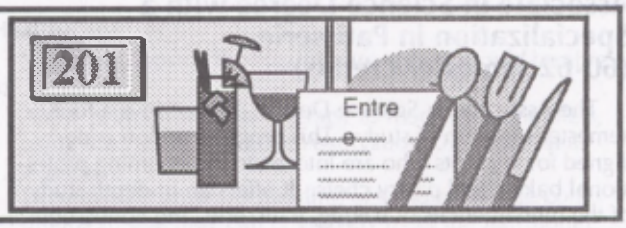
Upon completion of this program, students will be prepared to establish and operate a small business in the State of Hawai'i.

	Credits
ENT 120, Starting a Small Business	3
ENT 130, Marketing for the Small Business	3
ENT 140, Small Business Management	3
ENT 150, Basic Accounting for Entrepreneurs	3
ENT 160, Finance for the Small Business	3
DP 101, Introduction to Business Computer Information Systems	3
TOTAL CREDITS	18

Sales and Marketing students show off their entry for the Kool Aid ad campaign contest.

Photo by Moriso Teraoka

Food Service and Hospitality Education Department



Frank Leake, Department Chair

Instructors: Milton Arellano; Alfredo Cabacungan; Robert Chinen; Chelsea Chong; Kusuma Cooray; Edward Fernandez; Ernst Hiltbrand; Gladys Sato; Dirk Soma; Whitney Smith; Ronald Takahashi; Ron Umehira; Lori Yonemori

Telephone: 734-9485

Programs:

- Associate in Science Degree in Food Service :
  - Culinary Arts
  - Patisserie
  - Health Care
  - School Food Service
- Associate in Science Degree in Hotel Operations
- Certificate of Achievement
  - Culinary Arts
- Certificates of Completion
  - Culinary Arts
  - Patisserie
  - Dining Room Service
  - Hotel Operations

Food Service Curricula

Associate in Science Degree with a Specialization in Culinary Arts (70 semester credits)

The Associate in Science Degree, Culinary Arts, is a four semester and one summer session program of study. This program option is designed for students who are interested in becoming chefs and those that intend to transfer to a four year college. The challenge provided each A.S. degree candidate will be to apply the knowledge gained in courses taken in the Certificate of Completion program and the Certificate of Achievement program to operate and manage a food service operation as a profit center. Students completing the A.S. Degree program requirements will be eligible for certification by the American Culinary Federation upon completion of one year work experience in industry.

Upon successful completion of the A.S. Degree program, in addition to demonstrating his or her mastery of the competencies required for the Certificate of Achievement in Culinary Arts, the student should be able to:

... Apply the knowledge gained from all the prerequisite courses to operate and manatge an on-campus food service operation as a profit center.
... Demonstrate effective oral communication skills.
... Understand attitudes and values of various cultures and examine their potential for improving the quality for life and meaningfulness in work.
... Understand contemporary issues and problems and respond to the empact of current conditions.

Students choosing to continue in the A.S. Degree program in Food Service with an Option in Culinary Arts must complete the Certificate of Achievement in Culinary Arts with a 2.0 G.P.A. or better.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 110, Fundamentals of Cookery	4
FSHE 119, Intermediate Cookery	5
MATH 100, Survey of Mathematics (or higher)	3
	17
Second Semester	
FSHE 122, Fundamentals of Baking	5
FSHE 214, International Cuisine or FSHE 210, Asian Pacific Cuisine I or FSHE 211, Asian Pacific Cuisine II	5
FSHE 185, The Science of Human Nutrition	3
ENG 100, Expository Writing or ENG 160, Business and Technical Writing	3
	16
Summer Session	
SP 151, Personal and Public Speech or COMUN 145, Interpersonal Communication	3
Third Semester	
FSHE 128, Dining Room Service/ Stewarding Procedures	4
FSHE 283, Garde Manger	3
FSHE 241, Hospitality Purchasing and Cost Control	5
FSHE 288, Menu/Equipment/Layout	3
FSHE 290, Hospitality Management	3
	18
Fourth Semester	
FSHE 294, Food Service Practicum	5
FSHE 210, Asian/Pacific Cuisine I or FSHE 211, Asian Pacific Cuisine II or FSHE 214, International Cuisine	5
Social Science (100 level or higher)	3
Humanities (100 level or higher)	3
	16
TOTAL CREDITS	70

Note: A grade of C or better is required in all FSHE courses for graduation.

Note: First Aid and CPR Certification is required to meet graduation requirements; may be achieved by successful completion of an approved course from Kapi'olani Community College or the American Red Cross.

Associate in Science Degree with a Specialization in Patisserie (60-62 semester credits)

The Associate in Science Degree, Patisserie is a four semester program of study. This program option is designed for students who are interested in becoming professional bakers and pastry chefs. It offers an in-depth study of the fundamentals of baking, patisserie, and confisserie skills. The baking and confisserie laboratory provides the students with the opportunity to apply and practice their skills.

Upon successful completion of the four semester A.S. Degree program, in addition to demonstrating mastery of the competencies required for the Certificate of Completion in Patisserie, the student should be able to:

... Prepare confectionery specialities using chocolate, sugar, and marzipan and produce items such as caramels, nougats, fondants, ganache, gianduja, molded marzipans, pastillage, etc.
... Identify, operate safely, and properly maintain equipment that is typically used in a confisserie such as: candy-making ranges, tools, thermometers, copper kettles, chocolate tempering equipment, and other hand tools used in preparing candy.
... Demonstrate knowledge of a variety of table service techniques and of the various stewarding functions.
... Utilize menu planning principles as an effective management tool to plan production, scheduling, and merchandising.
... Demonstrate the proper procedures for ordering, receiving, storing, issuing, and controlling foods and supplies and utilize an established computerized cost control system to generate financial and control reports.
... Identify the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness.
... Demonstrate the ability to communicate clearly in speaking and writing.

Note: Students choosing to continue in the A.S. Degree program in Patisserie must complete the Certificate of Completion in Patisserie with a 2.0 G.P.A. or better.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 122, Fundamentals of Baking	5
FSHE 222, Patisserie	5
MATH 100, Survey of Mathematics (or higher level)	3
	18
Second Semester	
FSHE 128, Dining Room Service/Stewarding Procedures	4
FSHE 110, Fundamentals of Cookery	4
ENG 100, Expository Writing or ENG 160, Business and Technical Writing	3
SP 151, Personal and Public Speech or COMUN 145, Interpersonal Communication	3
	14
Third Semester	
FSHE 224, Confisserie	5
FSHE 241, Hospitality Purchasing and Cost Control	5
Social Science (100 level or higher)	3
	13

Photo by Moriso Teraoka

A gingerbread house created by the patisserie class taught by Chef Whitney Smith gets finishing touches.

Fourth Semester	
FSHE 290, Hospitality Management	3
FSHE 288, Menu/Equipment/Layout	3
FSHE 185, The Science of Human Nutrition	3
Humanities(100 level or higher)	3
* Accepted Electives	3-5
	15-17
TOTAL CREDITS	60-62

* Accepted Electives:

FSHE 119, Intermediate Cookery	5
FSHE 214, International Cuisine	5
FSHE 210, Asian/Pacific Cuisine I	5
FSHE 211, Asian/Pacific Cuisine II	5
FSHE 245, Beverage Operations	3
FSHE 283, Garde Manger	3
FSHE 294, Food Service Practicum	5

Note: A grade of C or beter is required in all FSHE courses for graduation.

Associate in Science Degree with a Specialization in School Food Service (61-63 semester credits)

Associate in Science Degree with a Specialization in Health Care (62-64 semester credits)

The Associate in Science Degree, School Food Service, requires four semesters and one summer session to complete the program of study. It offers students two options.

The Associate in Science Degree, Health Care, allows students to concentrate on developing the skills needed to manage the food service operation in a hospital, nursing home, life care center, or other health care facilities. This A.S. degree also prepares students for transfer into a four-year Food Science and Human Nutrition program.

The School Food Service option allows students to

concentrate on developing skills needed to manage the food service operation in a school, college, or industrial cafeteria.

Upon successful completion of this A.S. degree program, the student should be able to:

... Practice the tenets of the Culinarian's Code in Daily worklife.
... Identify the functions, job titles, work requirements, and operating procedures of the food, lodging, and transportation components of the hospitality industry.
... Determine the job qualifications, attitudes, work habits, and personal qualities necessary to function satisfactorily with other individuals and in organizations in the hospitality industry.
... Make informed decisions regarding job placement and career development in the hospitality industry.
... Maintain the work area and equipment in accordance with standards of safety and sanitation and demonstrate proper use and care of equipment and supplies.
... Apply the fundamental concepts and demonstrate the basic skills and techniques of cookery in the preparation of stocks, soups and sauces; meats, fish, and poultry; fruits, vegetables, and starches.
... Apply the fundamental skills and techniques of cookery to short order and quantity cookery.
... Adapt the concepts and techniques learned in European, Asian/Pacific and American regional cuisines to provide variations in institutional menus.
... Utilize menu planning principles as an effective management tool to plan production scheduling and the selection, use, and maintenance of equipment for an efficient operation.
... Demonstrate the proper procedures for ordering, receiving, storing, issuing, and controlling foods and supplies and utilize an established computerized cost control system to generate financial and control reports.
... Apply sound nutrition principles to menu planning, food preparation, and storage procedures so as to maximize nutrient retention and promote and control the use of nurients that promote health and nutrition.
... Insure the efficiency of an operation by the proper selection, use, and maintenance of equipment.
... Utilize computational and computer skills as required in the management of food service operations.
... Identify the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness.
... Demonstrate the ability to communicate clearly in speaking and writing.

School Food Service

In addition, students choosing the School Food Service option should be able to:

... Describe the types of food services offered through the Department of Education in Hawai'i.
... Describe the meal patterns used in menu planning in School Food Service and explain why these patterns were developed.
... Using the U.S.D.A. and Hawai'i Buying Guide, calculate the quantities of food to be purchased and used in serving school meals.
... Adjust central menus to accommodate available Federal commodities.
... Use the forms developed for School Food Service record-keeping.
... Utilize the Department of Education School Lunch Hand-book to implement operational functions in a school food service facility.

Health Care

Students choosing the Health Care option should be able to:

... Apply principles of diet therapy to modify routine diets, using the Hawai'i Dietetic Association Diet Manual as a guide.
... Demonstrate an understanding of various disease conditions so that they can effectively meet the nutritional needs of the patients and when necessary modify their food intake.
... Demonstrate the ability to write a nutritional assessment and care plan.
... Direct the preparation of meals with dietary modifications.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 110, Fundamentals of Cookery	4
FSHE 119, Intermediate Cookery	5
MATH 100, Survey of Mathematics (or higher)	3
TOTAL CREDITS	17

Note: Students must complete the first semester with a G.P.A. of 2.0 or higher in order to continue on to the second semester.

Second Semester	
FSHE 214, International Cuisine	5
FSHE 241, Hospitality Purchasing and Cost Control	5
ENG 100, Expository Writing or ENG 160, Business and Technical Writing	3
Social Science (100 level or higher)	3
	16

Summer Session	
SP 151, Personal and Public Speech or COMUN 145, Interpersonal Communications	3
Humanities (100 level or higher)	3
	6

Photo by Moriso Teraoka

The entree' of the day for the 'Ōhelo Fine Dining Room, roast duck, is nearly done to perfection.

Third Semester

FSHE 122, Fundamentals of Baking	5
* Accepted Electives	3-5
FSHE 185, The Science of Human Nutrition	3
FSHE 288, Menu/Equipment/Layout	3
	14-16

Fourth Semester, School Food Service Option

FSHE 290, Hospitality Management	3
FSHE 281, School Food Service Recordkeeping	2
FSHE 293C, School Food Service Internship	3
	8
TOTAL CREDITS	61-63

Fourth Semester, Health Care Option

FSHE 290, Hospitality Management	3
FSHE 286, Therapeutic Nutrition	3
FSHE 293D, Health Care Internship	3
	9
TOTAL CREDITS	62-64

Note: A grade of C or better is required in all FSHE courses for graduation.

* Accepted Electives

FSHE 210, Asian Pacific Cuisine I	
or	
FSHE 211 Asian Pacific Cuisine II	5
**FSHE 245, Beverage Operations	3
**FSHE 283, Garde Manger	3
FSHE 294, Food Service Practicum	5

**Required for American Culinary Federation certification

Certificate of Achievement, Culinary Arts (51 semester credits)

The Certificate of Achievement, Culinary Arts, is a three-semester program of study. This program option is designed for students who are interested in gaining technical skills for skilled level positions in hotels, restaurants, and institutions. It provides students a solid fo· ·lation in concepts, skills, and techniques in cooker ·ses them to the principles of menu plann· use and maintenance, and station or· ·ise-en-place. The strength of th· ·am is the reinforcement of the th· ·s in a hands-on laboratory setti· ·staurant, bistro, and cafeteria ·on of the Certificate of Achiever ·e and one-half years of exp· ·udents to apply for certification thro ·an Culinary Federation.

Pending Approval

U· ·ssful completion of the three semester program, ·ddition to demonstrating his or her mastery of the competencies required for the Certificate of Completion in Culinary Arts, the student should be able to;

... Refine, perfect, and expand techniques learned in the various culinary arts courses to combine and create a marriage of flavors of the various cuisines and create new dishes and styles of cooking.
... Incorporate garde manger principles into culinary techniques to enhance presentation.
... Demonstrate station organization with emphasis on mise-en-place and coordination resulting in prompt, efficient production and service.
... Demonstrate knowledge of a variety of table service techniques and of the other various stewarding functions.
... Apply sound nutrition principles to menu planning, food preparation, and storage procedures so as to maximize nutrient retention and promote and control the use of nutrients that promote health and nutrition.
... Utilize menu planning principles as an effective management tool to plan production, scheduling, and merchandising.
... Insure the efficiency of an operation by the proper selection, use, and maintenance of equipment.
... Demonstrate the proper procedures for ordering, receiving, storing, issuing, and controlling foods, beverages, and other related supplies, and utilize an estab-

Five KCC alumni stand outside the Culinary Institute of America in Hyde Park, New York, where they are earning their Associate Degrees in Culinary Arts and Science. The students received scholarships to the CIA from KCC.

lished computerized cost control system to generate financial and control reports.
... Identify the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness.
... Demonstrate the ability to communicate clearly in writing.
... Administer first aid if someone needs it.

Students choosing to continue in the A.S. Degree program in Food Service with an Option in Culinary Arts should complete MATH 100 or higher, ENG 100 or 160, and the major course requirements in the Certificate of Achievement program with a 2.0 G.P.A. or better.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 110, Fundamentals of Cookery	4
FSHE 119, Intermediate Cookery	5
MATH 50H, Technical Math/Food Service (or higher)	3
	17

Second Semester	
FSHE 122, Fundamentals of	5
FSHE 214, International	
or	
FSHE 210, Asia	
or	
FSHE 2* Cuisine II	5
FSH* e of Human Nutrition	3
EN\ or the World of Work	3
	16

Third Semester	
FSHE 128, Dining Room Service/ Stewarding Procdures	4
FSHE 283, Garde Manger	3
FSHE 241, Hospitality Purchasing and Cost Control	5
FSHE 288, Menu/Equipment/Layout	3
FSHE 290, Hospitality Management	3
	18
TOTAL CREDITS	51

Approval pending

Note: A grade of C or better is required in all FSHE courses for graduation.

Note: First Aid and CPR Certification is required to meet graduation requirements; may be achieved by successful completion of an approved course from Kapi'olani Community College of the American Red Cross.

Certificate of Completion, Culinary Arts (17 semester credits)

The Certificate of Completion, Culinary Arts, is a one-semester program of study. Its primary objective is to prepare students for entry-level jobs in hotel, restaurant, cafeteria, and coffee shop kitchens. Basic technical cooking skills, the development of proper work habits and attitudes and professionalism, and the practice of safety and sanitation procedures are stressed. This program is recommended for students who wish to seek immediate employment in entry-level food preparation positions (i.e., cook's helper, kitchen help, fry cook).

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

... Practice the tenets of the Culinarian's Code in daily worklife.
... Identify the functions, job titles, work requirements, and operating procedures of the food, lodging, and transportation components of the hospitality industry.
... Determine the job qualifications, attitudes, work habits, and personal qualities necessary to function satisfactorily with other individuals and in organizations in the hospitality industry.
... Make informed decisions regarding job placement and career development in the hospitality industry.
... Apply the fundamental concepts and demonstrate the basic skills and techniques of cookery in the preparation of stocks, soups and sauces; meats, fish, and poultry; fruits, vegetables, and starches.
... Apply the fundamental skills and techniques of cookery to short order and quantity cookery.
... Maintain the work area and equipment in accordance with standards of safety and sanitation and demonstrate the proper use and care of equipment and supplies.
... Apply with accuracy, computational skills in food preparation.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 110, Fundamentals of Cookery	4
FSHE 119, Intermediate Cookery	5
MATH 50H, Technical Math/Food Service (or higher level)	3
TOTAL CREDITS	17

Note: A grade of C or better is required in all FSHE courses for graduation.

Certificate of Completion, Dining Room Service (16 semester credits)

The Certificate of Completion, Dining Room Service, is a one-semester program of study. Its primary objective is to prepare students to work in hotel dining rooms, banquet facilities, restaurants, and coffee shops. Dining room service and supervision techniques, sanitation and safety procedures, and the development of proper work habits, service attitudes, and effective communication skills are stressed. This program is recommended for students who wish to seek immediate employment as waiters/ waitresses, host/hostesses, and bushelp.

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

... Practice the tenets of the Culinarian's Code in daily worklife.
... Identify the functions, job titles, work requirements, and operating procedures of the food, lodging, and transportation components of the hospitality industry.
... Determine the job qualifications, attitudes, work habits, and personal qualities necessary to function satisfactorily with other individuals and in organizations in the hospitality industry.
... Make informed decisions regarding job placement and career development in the hospitality industry.
... Demonstrate knowledge of a variety of table service techniques and correctly serve guests using the various styles.
... Demonstrate knowledge of stewarding functions.
... Maintain the work area and equipment in accordance

with standards of safety and sanitation and demonstrate the proper use and care of the equipment and supplies.
... Demonstrate the essential personal qualities, technical and service skills, and job attitudes required of food waithelp and bushelp.
... Perform with accuracy, computational skills as required in the hospitality industry and in life experiences.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 128, Dining Room Service/Stewarding Procedures	4
FSHE 228, Dining Room Supervision	4
MATH 50H, Technical Math/Food Service (or higher)	3
TOTAL CREDITS	16

Note: A grade of C or better is required in all FSHE courses for graduation.

Certificate of Completion, Patisserie (18 semester credits)

The Certificate of Completion, Patisserie, is a one-semester program of study. Its primary objective is to prepare students for entry-level jobs in bakeries, hotel kitchens or patisseries. Technical baking skills, the development of proper work habits, attitudes, professionalism, and the practice of safety and sanitation procedures are stressed. This program is recommended for students who wish to seek immediate employment in entry-level baking positions.

Upon successful completion of the Certificate of Completion program of study, the student should be able to:
... Practice the tenets of the Culinarian's Code in daily worklife.
... Identify the functions, job titles, work requirements and operating procedures of the food, lodging and transportation components of the hospitality industry.
... Describe the job responsibilities of a pastry chef, baker, pastry cook and pastry helper.
... Determine the job qualifications, attitudes, work habits and personal qualities necessary to function satisfactorily with other individuals and in organizations in the hospitality industry.
... Make informed decisions regarding job placement and career development in the hospitality industry.
... Maintain the work area and equipment in accordance with standards of safety and sanitation and demonstrate the proper use and care of the equipment and supplies.
... Apply with accuracy, computational skills in food preparation and the conversion of recipes.
... Apply the fundamental concepts of baking and demonstrate the basic baking skills and techniques in preparing bakery items such as quick breads, yeast breads, rolled-in dough, pies, cakes, puddings and pastry creams.
... Apply advanced techniques in the preparation of gourmet specialities in breads, puff pastry, paté a choux, international pastries, petite fours, gateaux, Bavarian creams, souffles and ice cream desserts.
... Decorate cakes.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 122, Fundamentals of Baking	5

Photo by Moriso Teraoka

Sam Choy, one of the many distinguished visiting chefs who worked with students in the Food Service Practicum course, poses with Mrs. Grace Guslander, whose endowment of over three-quarters of a million dollars to the Food Service and Hospitality program, has made possible the visiting chef possible.

FSHE 222, Patisserie	5
MATH 50H, Technical Math/Food Service (or higher)	3
TOTAL CREDITS	18

Note: A grade of C or better is required in all FSHE courses for graduation.

Hotel Operations Curriculum

Associate in Science Degree (65 semester credits)

The Associate in Science, Hotel Operations, is a four-semester program of study. The program is designed to help students acquire both the knowledge and practical skills necessary to successfully qualify for work in various capacities in hotels and motels and to transfer to a four year program. It prepares students for employment in hotel and resort front office, concierge, reservations, housekeeping, sales positions, and uniformed services. The program also prepares students for transfer to a four-year travel industry management program.

Upon successful completion of the four-semester A.S. degree program, in addition to demonstrating mastery of the competencies required for the Certificate of Completion, the student should be able to:
... Accurately perform various accounting tasks performed in a hotel/restaurant operation and prepare and analyze financial statements and management reports.
... Identify the principles of marketing, menu planning, food preparation and service styles, nutrition, and sanitation and safety principles as they apply to food and beverage management in a hotel setting.

... Demonstrate the proper procedures for ordering, receiving, storing, issuing, and controlling foods and supplies and utilize an established computerized cost control system to generate financial and control reports.
... Apply the principles and mechanics of hospitality marketing by developing a hotel marketing and sales plan for marketing meetings, meals in food and banquet services, and hotel accommodations.
... Identify the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness.
... Demonstrate the ability to communicate clearly in speaking and writing.
... Perform various tasks in the functional areas of a hospitality organization.

First Semester
FSHE 100, Foundations of Guest Services 3
FSHE 103, Sanitation and Safety 2
FSHE 150, Housekeeping Operations 4
FSHE 152, Front Office Operations 4
MATH 100, Survey of Mathematics 3
16

Second Semester
FSHE 101, Introduction to Hospitality Industy 3
FSHE 154, Food and Beverage Systems 4
ENG 100, Expository Writing
or
ENG 160, Business and Technical Writing 3
SP 151, Personal and Public Speech 3
Social Science Requirement 3
16

Summer Session
FSHE 193, Hospitality Internship I
(or may substitute FSHE 128, Dining Room Service/Stewarding in the third semester) . . . 4
4

Third Semester
FSHE 128, Dining Room Service/Stewarding . . . . . (4)
FSHE 241, Hospitality Purchasing and Cost Control 5
FSHE 258, Hotel Marketing and Sales 3
FSHE 290, Hospitality Management 3
* Accepted Electives (see below) 3
14

Fourth Semester
FSHE 293E, Hospitality Internship II 3
FSHE 185, The Science of Human Nutrition 3
Natural Sciences or
Humanities Requirement (100 level or higher) 3
* Accepted Electives (see below) 6
15

TOTAL CREDITS 65

* Accepted Electives:
ACC 201, Introduction to Financial Accounting 3
ACC 202, Introduction to Managerial Accounting 3
ECON 120, Introduction to Economics 3
ECON 130, Principles of Economics (Microeconomics) 3
ENG 250, American Literature 3
ENG 251, British Literature: to 1800 3
ENG 252, British Literature: after 1800 3
ENG 253, World Literature: Classical Times to 1600 3
ENG 254, World Literature: 1600 to the Present 3
ENG 255, Types of Literature: Short Stories and Novels 3
ENG 256, Types of Literature: Poetry and Drama 3
ENG 257(alpha), Themes in Literature 3
FSHE 245, Beverage Operations 3
FSHE 256, Hotel Accounting 3
FSHE 260, Hotel Law 3
JPNSE 101, Elementary Japanese I 4
JPNSE 102, Elementary Japanese II 4
JPNSE 201, Intermediate Japanese I 4
JPNSE 202, Intermediate Japanese II 4

Note: A grade of C or better in all FSHE courses is required for graduation.

Certificate of Completion (16 semester credits)

The Certificate of Completion, Hotel Operations, is a one-semester program of study. This program will allow students to exit with the job skills necessary to qualify for entry-level positions in hotel housekeeping/laundry departments and in the front office/uniformed services departments. Development of housekeeping and front office technical skills, appropriate business math and communication skills, as well as the development of guest relations techniques, service attitudes, and professionalism are stressed. This program is recommended for students who wish to seek immediate employment as reservationists, hotel maids/ housekeepers, laundry workers, hotel front desk clerks, PBX operators, uniformed services personnel, and concierge.

Upon successful completion of the first semester's program of study, the student will be able to:
... Identify the functions, job titles, work requirements, and operating procedures of the food, lodging, and transportation components of the hospitality industry.
... Determine the job qualifications, attitudes, work habits, and personal qualities necessary to function satisfactorily with other individuals and in organizations in the hospitality industry.
... Make informed decisions regarding job placement and career development in the hospitality industry.
... Recognize the interrelationships between the front office and other departments in a hotel.
... Implement guest-satisfying procedures and techniques through an understanding of guest needs, personal qualities, and operational requirements.
... Demonstrate safe, sanitary, and efficient cleaning procedures in performing various housekeeping tasks.
... Identify effective housekeeping equipment selection, storage, maintenance, and control procedures.
... Demonstrate computer proficiency in reservations, check-in, posting, settlement, and night audit functions of the front office.
... Demonstrate effective telephone-call handling and complaint handling techniques.

First Semester	*Credits*
FSHE 100, Foundations of Guest Services	3
FSHE 103, Sanitation and Safety	2
FSHE 150, Housekeeping Operations	4
FSHE 152, Front Office Operations	4
MATH 25, Elementary Algebra II (or higher)	3
TOTAL CREDITS	16

Note: A grade of C or better is required in all FSHE courses for graduation.

Health Education

Students admitted to any of the health education programs are required to purchase professional liability insurance prior to registration for the program courses. Information regarding liability insurance is sent to students with acceptance information.

Health Education has long been an important and integral part of the College. Because of the growing awareness and concern in health and interest in health career education, the College has expanded its program and curricula. Currently, Health Education at the College is composed of three departments: Allied Health, Nursing, and Emergency Medical Services. In addition, the Natural Science Department offers many courses of a biomedical nature, developed specifically to meet the needs of students enrolled in health programs. These departments, along with their instructors and programs, are described below.

Allied Health Department

Sanae Moikeha, Department Chair

Instructors: Marcia Armstrong; Roland Clements; Lynn Hamada; Thomas Harrer; Ann Kadoguchi; Aaron Koseki; Marilyn Miller; Kenneth Mito; Harry Nakayama; Carol Paul-Watanabe; Sally Pestana; Carolyn Tani; Stephen Wehrman; Robyn Wong; Joan Young

Telephone: 734-9272

Programs:
- Community Health Worker
- Dental Assisting
- Diagnostic Medical Sonography
- Medical Assisting
- Medical Laboratory Technician
- Occupational Therapy Assistant
- Phlebotomy
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

Dental Assisting Curriculum

Certificate of Completion (16 Semester Credits)

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

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 pediatric dentistry 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.

... 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 applicable to dentistry.

DENT 70, Essentials of Dental Assisting	3
DENT 70L, Essentials of Dental Assisting Lab	3
DENT 72, Dental Materials	1
DENT 72L, Dental Materials Lab	1
DENT 74, Dental Sciences	3
DENT 76, Dental Radiography	1
DENT 76L, Dental Radiography Lab	1
DENT 78, Clinical Rotations; Seminar	3
TOTAL CREDITS	16

Diagnostic Medical Sonography Curriculum

Advanced Certificate of Achievement (33 Semester Credits)

This program is a three semester course of study for registered radiographers who have graduated from an A.S.

degree program. Diagnostic Medical Sonographers find employment in hospitals, clinics, private offices, and mobile services under the general supervision of a physician. They provide health care services by performing various sonographic examinations (using sound waves to produce images of various parts of the body), providing basic patient care, obtaining the pertinent clinical history, and assisting the physician during invasive procedures.

General Sonography includes the specialties of Abdominal and Obstetric-Gynecologic Sonography. Students will also receive didactic information and a minimum of clinical observation in Vascular Sonography, Neonatal Neurosonography, and other pediatric sonography applications. This program prepares students to take the Physics and Instrumentation, Abdomen, and OB-Gyn examinations sponsored by the American Registry of Diagnostic Medical Sonographers. It is designed to meet the requirements of the essentials and guidelines of the Joint Review Committee on Education in Diagnostic Medical Sonography, sponsored by the Commssion on Accreditation of Allied Health Education Programs, a committee of the American Medical Association.

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

... Demonstrate knowledge of human systemic and sectional anatomy.
... Identify sonographic representation of normal and abnormal anatomy.
... Apply optimal scanning techniques and imaging principles for specific areas of interest in abdominal, obstetric-gynecologic, superficial parts, and endocavitary sonography.
... Demonstrate basic knowledge of optimal scanning techniques and imaging principles for specific areas of interest in vascular sonography.
... Perform appropriate mathematical and algebraic functions involved in acoustical physics and ultrasound instrumentation.
... Demonstrate knowledge and understanding of acoustical physics.
... Demonstrate knowledge and proficiency in optimal recording and analysis of data.
... Demonstrate knowledge and understanding of the interactions between ultrasound and tissue.
... Demonstrate knowledge of ultrasound instrumentation.
... Demonstrate knowledge and skills necessary to design and implement quality assurance programs.
... Demonstrate an understanding of Doppler ultrasound, color flow imaging, and medical ultrasound imaging principles and instrumentation.
... Anticipate needs and provide for basic patient care and comfort.
... Exercise professional judgment and discretion in communicating with patients, co-workers, physicians, and the public concerning sonography.

Prerequisites

- A.S. degree in radiologic technology from an accredited institution and a program accredited by the JRCERT
- ARRT registry
- Completion of MATH 135, Elementary Functions or equivalent with a grade of C or better

First Semester (Fall)	*Credits*
DMS 260, Clinical Practicum I	2
DMS 262, Sectional Anatomy	2
DMS 264, Ultrasound Physics	3
DMS 266, General Sonography I	4
DMS 267, General Sonograph Lab	1
	12

Second Semester (Spring)	
DMS 270, Clinical Practicum II	4
DMS 274, Ultrasound Instrumentation	3
DMS 276, General Sonography II	4
DMS 278, Special Topics in Sonography	2
	13

Third Semester (Summer)	
DMS 280, Clinical Practicum III	6
DMS 288, Sonographic Film Critique	2
	8
TOTAL CREDITS	33

Note: All DMS courses except lab and practicum courses may be taken by practicing sonographers for continuing education credits.

Medical Assisting Curriculum

Associate in Science Degree (63-66 Semester Credits)

Certificate of Achievement (41 Semester Credits)

This program provides a career ladder in medical assisting. Students may enter in either fall or spring semester. Students may choose to exit at the end of two and a half semesters with a Certificate of Achievement. Certificate graduates will be eligible to write the certification examination of the American Association of Medical Assistants and may return to continue their course of study and earn an Associate in Science degree in medical assisting. An entering student may also choose to pursue the Associate in Science degree.

The Medical Assisting curriculum is designed to prepare students to assist physicians in private medical offices and clinics and hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests (clinical medical assisting). In addition, students are prepared to perform administrative medical office and business practices and procedures (administrative medical assisting).

The A.S. degree program has been accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants, Inc. Associate degree graduates are qualified to write the national certification examination of the American Association of Medical Assistants, Inc.

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 diagnostic concepts and procedures, with prescribed diagnostic tests, 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 team professionals.
... Recognize ethical and legal responsibilities in patient management and in the physician's practice, adhering to legal and governmental safety standards for patient 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 expected 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	*Credits*
*BIOL 130, Anatomy and Physiology	4
MEDAS 100, Introduction to Medical Assisting	3
MEDAS 120, Clinical Medical Assisting	2
MEDAS 120L, Clinical Medical Assisting Lab	2
MEDAS 125, Clinical Office Experience	1
HLTH 130, First Aid and CPR for Medical Personnel	1
HLTH 110, Medical Terminology	2
OAT 80, Machine Transcription I	2
	17
Second Semester	
MEDAS 140, Administrative Medical Assisting	2
MEDAS 140L, Administrative Medical Assisting Lab	2
MEDAS 145, Administrative Medical Assisting Practicum	1
MEDAS 201, Medical Law and Ethics	2
MLT 100, Introduction to the Clinical Laboratory	2
HLTH 150, Introduction to Study of Diseases	1
HLTH 152, Study of Diseases	2
PHARM 103, Introduction to Pharmacology	1
PHARM 104, Pharmacological Treatment of Disease	1
PHARM 105, Administration of Medications	1
OAT 83, Medical Transcription	3
	18
Summer or Third Semester	
MEDAS 215, Externship	5
MEDAS 210, Medical Assisting Critique	1
	6
TOTAL CREDITS	41

Program exit point for Certificate of Achievement

Fourth Semester	
COMUN 145, Interpersonal Communications	
or	
SP 151, Personal and Public Speech	
or	
ENG 100, Expository Writing	3
FAMR 230, Survey of Human Growth and Development	
or	
PSY 100, Survey of Psychology	3
MEDAS 220, Clinical Medical Assisting Specialties	2
MEDAS 220L, Clinical Medical Assisting Specialties Lab	1
MEDAS 225, Clinical Medical Assisting Specialties Practicum	1
MATH 100H, Math for Health Sciences (or higher)	3
	13
Fifth Semester	
MEDAS 250, Basic Cardiac Arrhythmias	3
FSHE 185, The Science of Human Nutrition	3
Humanities (100 level or higher)	3
	9
TOTAL CREDITS	63

A student with no previous typing course who elects to enter the A.S. degree track directly would enroll in a different sequence of courses as follows:

First Semester	*Credits*
MEDAS 120, Clinical Medical Assisting	2
MEDAS 120L, Clinical Medical Assisting Lab	2
MEDAS 125, Clinical Office Experience	1
*BIOL 130, Anatomy and Physiology	4
OAT 20, Keyboarding	3
HLTH 130, First Aid and CPR for Medical Personnel	1
HLTH 110, Medical Terminology	2
MEDAS 100, Introduction to Medical Assisting	3
	18
Second Semester	
MEDAS 140, Administrative Medical Assisting	2
MEDAS 140L, Administrative Medical Assisting Lab	2
MEDAS 145, Administrative Medical Assisting Practicum	1
HLTH 150, 152, Study of Disease	3
MATH 100H, Math for Health Sciences (or higher)	3
COMUN 145, Interpersonal Communications	
or	
SP 151, Personal and Public Speech	
or	
ENG 100, Expository Writing	3
OAT 80, Machine Transcription I	2
	16
Third .Semester	
MEDAS 201, Medical Law and Ethics	2
MEDAS 220, Clinical Medical Assisting Specialties	2
MEDAS 220L, Clinical Medical Assisting Specialties Lab	1
MEDAS 225, Clnical Medical Assisting Specialties Practicum	1
PHARM 103, Introduction to Pharmacology	1
PHARM 104, Pharmacological Treatment of Disease	1
PHARM 105, Administering Medications	1
OAT 83, Medical Transcription	3
FAMR 230, Family Resources	
or	
PSY 100, Survey of Psychology	3
Humanities (100 level or higher)	3
	18

Fourth Semester

MEDAS 250, Basic Cardiac Arrhythmias	3
MEDAS 215, Externship	5
MEDAS 210, Medical Assisting Critique	1
MLT 100, Introduction to the Clinical Lab	2
FSHE 185, The Science of Human Nutrition	3
	14
TOTAL CREDITS	66

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

* It is strongly recommended that BIOL 130L accompany BIOL 130.

Community Health Worker Curriculum

Certificate of Completion (17 semester credits)

This is a program to prepare students to function as a new category of primary health care provider working primarily in underserved communities to link disadvantaged families with existing health care resources. This is carried out by providing basic health screening services, identifiying needs, providing information, making referrals to appropriate health care providers or agencies, and following up on referrals.

Currently limited to special enrollment. Please call the Waianae Health Academy at 696-3155 for information.

BIOL 22, Human Anatomy and Physiology	3
HLTH 150, Introduction to Study of Diseases	1
MEDAS 150, Community Health Worker	4
MEDAS 155, Community Health Worker Externship and Seminar	3
*HSERV 140, Individual Counseling	3
*HSERV 190, Special Topics (Needs Assessment)	3
TOTAL CREDITS	17

Note: A minimum grade of "C" is required for each course.

*Leeward Community College courses.

Medical Laboratory Technician Curriculum

Associate in Science Degree (69 Semester Credits)

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

Graduates of this program will be eligible to write the national registry examination for MLT given by the American Society of Clinical Pathologists and/or the national examination for CLT given by the National Certification Agency for Medical Laboratory Personnel. When certified, the MLT graduate will meet the requirements to become licensed to work in the State of Hawai'i as a Medical Laboratory Technician.

Upon successful completion of this 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 general 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 and the American Society of Clinical Pathologists.

... Effect a transition of information and experiences learned in the MLT program to employment situations and performance on the written examinations conducted by the American Society of Clinical Pathologists and/or the National Certifying Agency for Clinical Laboratory Personnel.

... 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, the American Society of Clinical Pathologists, 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 161, General Chemistry I	3
CHEM 161L, General Chemistry I Lab	1
BIOL 130, Anatomy and Physiology	4
MATH 100H, Math for Health Sciences (or higher)	3
MLT 100, Introduction to the Clinical Laboratory	2
MLT 101, Hematology	1
MLT 101L, Hematology Lab	1
HLTH 130, First Aid and CPR for Medical Personnel	1
	16

Second Semester (Spring)

CHEM 162, General Chemistry II	3
CHEM 162L, General Chemistry II Lab	1
ENG 100, Expository Writing	3
MLT 100B, Phlebotomy Practicum I	1
MLT 103, Urinalysis	1
MLT 105, Serology	1
MLT 106, Clinical Microbiology I	2
MLT 107, Clinical Microbiology/Serology Lab	2
MLT 111, Hematology II	2
MLT 111L, Hematology II Laboratory	1
	17

Summer Session

* MLT 140C, Clinical Rotation I, Urinalysis	1
* MLT 140D, Clinical Rotation I, Serology	1
MLT 202, Clinical Chemistry I	2
MLT 202L, Clinical Chemistry I Laboratory	1
	5

Third Semester (Fall)

MLT 203, Clinical Chemistry II	3
MLT 203L, Clinical Chemistry II Laboratory	1

MLT 204, Immunohematology	2
MLT 206, Clinical Microbiology II	2
MLT 207, Clinical Microbiology II Laboratory	2
Social Science (100 level or higher)	3
Humanities (100 level or higher)	3
	16

Fourth Semester (Spring)

MLT 240, Seminar	1
*MLT 242B,C,D,E, Clinical Laboratory Rotation II (17 weeks, 40 hours per week to include two hours on-campus seminars biweekly)	14
	15
TOTAL CREDITS	71

Note: A grade of "C" or better must be maintained in all required courses to continue in the program. A student who does not satisfactorily complete the required courses as scheduled must have the program director's approval to continue in the program.

* Clinical Rotation is conducted in affiliated community hospitals and laboratories and involves a regular work week of 40 hours. Hours are scheduled by clinical staff and may include an evening shift.

Phlebotomy Curriculum

Certificate of Completion (5 Semester credits)

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

... Demonstrate knowledge of the health care delivery system and medical terminology.
... Demonstrate knowledge of infection control and safety.
... Relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
... Demonstrate understanding of the importance of specimen collection in the overall patient care system.
... Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
... Demonstrate proper techniques to perform venipuncture and capillary puncture, performing a stated minimum number of successful unaided venipunctures, fingersticks, and heel sticks using appropriate supplies for each sample.
... Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
... Demonstrate understanding of quality assurance in phlebotomy.
... Demonstrate understanding of the basic concepts of communication, personal and patient interaction, stress management, professional behavior, and legal implications of this work environment.
... Make a stated minimum number of blood slides meeting stated criteria.
... Exhibit a professional demeanor while performing phlebotomist duties.
... Provide standard first aid to someone who needs it.
... Perform cardiopulmonary resuscitation to the American Red Cross standards for professional rescuers.
... Pass the National Certifying Agency for Clinical Personnel and/or American Society of Clinical Pathologists certification examination.

...	Credits
MLT 100, Introduction to the Clinical Laboratory	2
MLT 100B, Phlebotomy Practicum I	1
MLT 100C, Phlebotomy Practicum II	1
HLTH 130, First Aid and CPR for Medical Personnel	1
TOTAL CREDITS	5

Occupational Therapy Assistant Curriculum

Associate in Science Degree (66 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 or individuals who are unable to cope with daily life tasks as a result of injury, illness, the aging process, developmental delays, poverty, or 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. Students have faculty-supervised clinical learning experiences in a variety of these settings.

Graduates of the Associate in Science degree program are eligible to take the national certification examination administered by the American Occupational Therapy Certification Board (AOTCB) to become Certified Occupational Therapy Assistants. On the application form that must be completed in order to take the certification examination with the AOTCB, the applicant will be asked to answer questions related to the topic of felony convictions. For further information on these limitations, AOTCB can be contacted directly.

The Occupational Therapy Assistant Program is accredited by the Accreditation council for Occupational Therapy Education. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the American Occupational Therapy Certification Board. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).

Upon successful completion of this 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 patients/clients to assist in evaluation/treatment in an occupational therapy department.
... Administering selected and prescribed treatment of patients/clients in hospitals, clinics, nursing homes, schools, and outpatient programs.
... Apply basic knowledge of the anatomy and physiology of the human body, disease conditions and processes, psychology, mental health concepts, and dysfunctional conditions in a 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 groups 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 Hawai'i legislative system and understand how to influence the health care services of the Hawai'i community.
... Display entry level competency in a variety of clinic settings concurrent with academic instruction.
... Qualify to sit for the national certification examination for Certified Occupational Therapy Assistants.

First Semester (Fall)	*Credits*
OTA 100, Introduction to Occupational Therapy	4
OTA 121, Therapeutic Activities: Minor Crafts	2
FAMR 230, Survey of Human Growth and Development	3
HLTH 125, Survey of Medical Terminology	1
BIOL 130, Anatomy and Physiology	4
BIOL 130L, Anatomy Laboratory	1
	15

Photo by Bryan Sekiguchi

Occupational Therapy Assistant students are introduced to crafts that develop small muscle coordination.

**Second Semester (Spring)*	
OTA 102, Physical Dysfunction	4
** OTA 105B, C, D: Field Work Level I	1
OTA 112, Critique: Field Work Level I	1
OTA 123, Therapeutic Activities-Major Crafts	2
OTA 132, Life Skills Laboratory I	2
ENG 100, Expository Writing or SP 151, Personal and Public Speech	3
PSY 100, Survey of Psychology or PSY 170, Psychology of Adjustment	3
	16

Third Semester (Fall)	
OTA 203, Pediatric Disabling Conditions	4
** OTA 205B, C, D: Field Work Level I	1
OTA 213, Critique: Field Work Level I	1
OTA 253, Therapeutic Interpersonal Skills	3
Humanities (100 level or higher)	3
MATH 100H, Math for Health Sciences (or higher), or PHIL 110, Introduction to Logic	3
*** Approved Elective	3
	18

Fourth Semester (Spring)	
OTA 204, Psychosocial Dysfunction	4
** OTA 205 B, C, D: Field Work Level I	1
OTA 214, Critique: Field Work Level I	1
OTA 234, Life Skills Lab II	2
OTA 256, The Role of Occupational Therapy in the Community	3
OTA 260, Occupational Therapy Field Work Level II	3
	14

Summer	
**OTA 261, Occupational Therapy Field Work Level II	3
TOTAL CREDITS	66

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.

* First Aid and CPR certification required in second semester may be achieved by satisfactory completion of HLTH 130.

** Practicum courses conducted in affiliated occupational therapy departments.

*** See Program Director.

Physical Therapist Assistant Curriculum

Associate in Science Degree (68 Semester Credits)

The purpose of this curriculum is to prepare students for licensure and employment as Physical Therapist Assistants (P.T.A.) with the knowledge and abilities to provide care in the hospital, clinic, home, or long term care facility for the rehabilitation of patients who were born with a disability or are disabled as a result of illness or accident. The P.T.A.s work under the direction of and implement plans of care developed by Licensed Physical Therapists.

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

I. Measurement and Treatment Behaviors

A. Prepare patients, treatment areas, and equipment as directed by the physical therapist in a manner that assures patient safety, personal care, and dignity.

B. Treat the patient, as directed by the physical therapist, by using the following modalities and therapeutic procedures in a safe and skillful manner according to accepted procedure:
- hot and cold packs
- paraffin
- whirlpool
- contrast baths
- Hubbard tanks
- pools
- shortwave
- microwave
- ultrasound
- ultraviolet

C. Use appropriate body mechanics in the application of treatment procedures at all times to assure safety of both the patient and the student.

D. Apply skillfully fundamental exercise procedures and exercise equipment as directed by the physical therapist, with proper positioning, medical precautions, and observing patient response.

E. Apply skillfully the techniques of ambulation and functional activities with or without the use of assistive and supportive devices.

F. Use selected measurement procedures, such as joint ROM tests, manual muscle tests, and functional and coordination tests.

G. Assist the physical therapist in conducting complex evaluation and treatment procedures.

H. Teach patients, families, and other health workers to perform selected treatment procedures and functional activities as directed by the physical therapist.

I. Apply braces, corsets, splints, prostheses, and other supportive and assistive devices accurately and in such a manner as to avoid possible harm to the patient or damage to the equipment.

J. Modify technique(s) within personal limitations of knowledge and skill based on changes in patient's physical/mental status, unanticipated rate of progress, patient intolerance to treatment, and secondary effects of treatment.

II. Communication Skills

A. Recording and Reporting
- Perform and record simple standardized measurement procedures when directed to do so by the physical therapist.
- Record results of tests and evaluations performed by the physical therapist.
- Note and describe symptoms of frustration, anxiety, and other distress a patient and his family may suffer as a result of illness and disability.
- Take notice and describe ways in which individual patients and their families cope with psycho-social distress associated with health problems.
- Document clearly and concisely the treatment performed and patient's reaction to such treatment using medical terminology and observing departmental policy to document all other data required by the department at all times.
- Participate in clerical and reception duties inherent in the delivery of physical therapy services as determined by the policy and procedures of the physical therapy department

B. Human Interaction
- Interact with patients and their families in a manner which provides the desired support.
- Ask relevant and understandable questions of the physical therapist to clarify one's role in the treatment and progress of the patient.

III. Professional Behavior

A. Follow with 100% accuracy the policies and procedures of the physical therapy department to ensure safe and ethical practice in keeping with medico-legal principles.

B. Interpret the guide for conduct of the assistant in relation to activities in the approach and treatment of patients and in relationship with other health care workers.

C. Know the assistant's role in the delivery of health care services.

Prerequisites	*Credits*
ZOOL 141, Human Anatomy and Physiology	3
ZOOL 141L, Human Anatomy and Physiology Laboratory	1
MATH 100H, Math for Health Sciences (or higher)	3
ENG 100, Expository Writing	3
*PTA 100, Introduction to Physical Therapy	3
COMUN 145, Interpersonal Communication or	
SP 151, Personal and Public Speech	3
ZOOL 142, Human Anatomy and Physiology	3
ZOOL 142L, Human Anatomy and Physiology Laboratory	1
PHYS 100, Survey of Physics	3
PHYS 100L, Survey of Physics Laboratory	1
FAMR 230, Human Development or	
PSY 100, Survey of Psychology	3
**HLTH 125, Survey of Medical Terminology	1
***HLTH 130, First Aid and CPR for Medical Personnel	1
Humanities (100 level or higher)	3
	32

Fall semester	*Credits*
*PTA 100, Introduction to Physical Therapy	3
HLTH 201, Transfers, Positioning, Mobility, and Assistive Devices	1
PTA 202, Thermal Agents	1
PTA 202L, Thermal Agents Lab	1
PTA 203, Therapeutic Exercise	1
PTA 203L, Therapeutic Exercise Lab	1
PTA 204, Traction	1
PTA 205, Measurement for the Physical Therapist Assistant	1
PTA 245, Clinical Practicum and Seminar I	4
HLTH 290, Kinesiology	2
HLTH 290L, Kinesiology Lab	1
	17

Spring Semester	*Credits*
PTA 206, Massage	1
PTA 207, Aquatic Physical Therapy	1

PTA 208, Advanced Therapeutic Exercise	1
PTA 208L, Advanced Therapeutic Exercise Lab	1
PTA 209, Modalities/Techniques	1
PTA 212, Techniques for Neuropathologies	1
PTA 212L, Techniques for Neuropathologies Lab	1
PTA 265, Electrotherapy for Physical Therapist Assistants	1
PTA 265L, Electrotherapy Lab for Physical Therapist Assistants	1
PTA 255, Clinical Practicum and Seminar II	3
PTA 275, Pediatrics for the Physical Therapist Assistant	1
HLTH 270, Aging and Rehabilitation	1
HLTH 280, Disease and Disability for Rehabilitation	2
	16

Summer	*Credits*
PTA 260, Clinical Practice III	6
Program Credits	39
Prerequisites and Area Requirements Credits	29
TOTAL CREDITS	68

* Strongly recommended to be taken prior to entering the PTA program.

** May be taken as "Credit by Examination."

*** May be satisfied by proof of current certification in First Aid and CPR (child, obstructed airway, or two-rescuer adult CPR).

Radiologic Technology Curriculum

Associate in Science Degree (85 Semester Credits)

This curriculum includes a combination of subject matter and faculty supervised clinical 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 Hawai'i Board of Radiologic Technology. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

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

... Given a Radiology Department situation, demonstrate work habits and behavior appropriate to the profession as described in Directive for Students Training as Radiologic Technologists at the Co-operating Hospital.
... Given a Radiology Department situation, identify all patients who should be given emergency care according to the standards maintained by the hospitals.
... Given any patient requiring emergency care, perform the appropriate emergency procedures which could include external cardiac resuscitation, lung ventilation, and/or administering oxygen to the standards maintained by the hospitals.
... Given any patient requiring an injection or having a contagious disease or operative procedure, the student will maintain asepsis in all such cases to the standards maintained by the affiliated hospitals.
... Given any patient, instruct the patient by whatever method can best be understood including interpreter, sign language, and/or demonstration, what the examination requires of him including breathing techniques and what items must be removed from his person which would cause an artifact or obscure possible pathology to obtain a diagnostic radiograph to the standards of the supervising radiologists.
... Given an ambulatory patient, a wheelchair patient, or a guerney patient, physically assist or move the patient into each of the required positions for all radiological examinations by using the medically accepted standard of body mechanics methods and without injuring himself or the patient.
... Given any patient for radiographic and fluoroscopic procedures, maintain radiation protection measures to minimize radiation exposure to oneself and the patient as stated in the National Council on Radiation Protection Measurements Report.
... Given any patient, evaluate the diagnosis, the age, and the body habitus, and select the accurate technical exposure factors to obtain a diagnostic radiograph to the standards of the supervising radiologists.
... Given a patient, take diagnostically acceptable radiographs of any or all parts of the body (anatomy) to the standards of the supervising radiologists.
... Given a standard processing room, store, handle, and process any or all film using either manual or automatic processing, without artifacts, to the departmental standards of the affiliated hospitals.
... Use oral and written medical communication.
... Demonstrate knowledge of human structure, function, and pathology.
... Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
... Evaluate radiographic images for appropriate positioning and image quality.
... Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
... Exercise independent judgement and discretion in the technical performance of medical imaging procedures.
... Given any patient, obtain and prepare the patient information for billing and film identification for all radiologic procedures and retrieve such information including previous radiographs to the standards of the affiliated hospitals.
... Given 200 objective, multiple choice test items administered by the American Registry of Radiologic Technologist relating to and including items from the following subject areas: Radiographic Techniques, Standard Positioning, Anatomy and Physiology, X-ray Physics and Electricity, Darkroom, Special Procedures, Radiation Therapy, Radiation Protection, Professional Ethics and Related Nursing, and Medical Terminology; answer correctly 75% of the questions.
... Given 200 objective, multiple choice test items administered by the Hawai'i Board of Radiologic Technologist relating to and including items from the following subject areas: Radiographic Techniques, Standard Positioning, Anatomy and Physiology, X-ray Physics and Electricity, Darkroom, Special Procedures, Radiation Therapy, Radiation Protection, Professional Ethics and Related Nursing, and Medical Terminology; answer correctly 75% of the questions.

First Semester (Fall)	*Credits*
HLTH 125, Survey of Medical Terminology	1
HLTH 130, First Aid and CPR for Medical Personnel	1
RAD 100, Introduction to Radiologic Technology	3
RAD 100L, Introduction to Radiologic Technology Lab	1
RAD 140, Hospital Radiographic Technique	6
MATH 135, Elementary Functions (or higher)	3
BIOL 130, Anatomy and Physiology	4
	19

Second Semester (Spring)	
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
ENG 100, Expository Writing	3
	17

Summer: 12 weeks	
RAD 150, Radiographic Film Critique II	2
RAD 142, Hospital Radiographic Technique	6
	8

Third Semester (Fall)	
RAD 200, Advanced Radiologic Positioning	3
RAD 200L, Advanced Radiologic Positioning Lab	1
RAD 210, Advanced Radiologic Technique	3
RAD 240, Hospital Radiographic Technique	6
RAD 248, Radiographic Film Critique III	1
Social Science (100 level of higher)	3
	17

Fourth Semester (Spring)	
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
RAD 255, Applied Radiologic Principles	1
Humanities (100 level or higher)	3
	16

Summer: 9 weeks	
RAD 260, Radiation Biology and Protection	2
RAD 242, Hospital Radiographic Technique	6
	8

TOTAL CREDITS 85

Note: A grade of "C" or better must be maintained in all required courses in order 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, UH-Mānoa does not have such a program. Information about transfering to a baccalaureate program in radiologic technology is available from program faculty.

Respiratory Care Curriculum

Associate in Science Degree (65 Semester Credits)

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

Students receiving the Associate in Science Dregree are eligible to take the Registry examination of the National Board for Respiratory Care. This corresponds with the job description of the Respiratory Care Practitioner.

It is recommended that interested persons take high school chemistry and two years of high school algebra. Additional mathematics and science courses are encouraged.

Upon successful 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, critical care units, pediatric/newborn units and rehabilitation/home care settings.
... Adequately communicate with hospital patients, 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 care department in the hospital, and be familiar with the supervisory and administrative tasks of the respiratory care technical director and the organizational and professional relationships with national and state institutions, as well as the community.
... Pass the comprehensive final examination for the respiratory therapist program.
... Appreciate the value of continuing professional education and involvement with the development of the respiratory care profession and better patient care.

Prerequisite Courses	*Credits*
*BIOL 130, Anatomy and Physiology	4
and	
*BIOL 130L, Anatomy Laboratory	1
or	
*ZOOL 141, Human Anatomy and Physiology	3
and	
*ZOOL 141L, Human Anatomy and Physiology Laboratory	1
and	
*ZOOL 142, Human Anatomy and Physiology	3
and	
*ZOOL 142L, Human Anatomy and Physiology Laboratory	1
HLTH 110, Medical Terminology	2
or	
HLTH 125, Survey of Medical Terminology	1
HLTH 120, Introduction to the Health Professions	1
MATH 100H, Math for Health Sciences (or higher)	3
**CHEM 101, Elementary Survey (or higher)	3
and	
**PHYS 100, Survey of Physics (or higher)	3
or	

**SCI 122, Physical Science	3
and	
**SCI 122L, Physical Science Lab	1
***Social Sciences (100 level or higher)	3
****Humanities (100 level or higher)	3
*****Computer Competency	3
MICRO 130, General Microbiology	3
MICRO 140, General Microbiology Lab	2
ENG 100, Expository Writing	
or	
COMUN 145, Interpersonal Communication	
or	
SP 151, Personal and Public Speech	3
TOTAL CREDITS	31-37

Fall I

RESP 110, Clinical Practice I	5
RESP 113, Respiratory Care Techniques I	3
RESP 116, Respiratory Care Science I	3
RESP 127, Cardiopulmonary Pathophysiology	3
	14

Spring I

RESP 120, Clinical Practice II	5
RESP 123, Respiratory Care Techniques II	4
RESP 126, Respiratory Care Science II	3
RESP 129, Pulmonary Diagnostic Techniques	3
	15

Summer I

RESP 213, Neonatal/Pediatric Respiratory Care	3
RESP 131, Clinical Practice III	5
RESP 136, Respiratory Care Seminar	2
	10

Fall II

RESP 220, Clinical Practice V	5
RESP 216, Advanced Pharmacology/ Pulmonary Function Testing	2
RESP 217, Respiratory Care Administration	2
HLTH 270, Aging and Rehabilitation	1
RESP 250, Basic Cardiac Arrhythmias	3
	13

Spring II

RESP 210, Clinical Practice IV	5
RESP 226, Advanced Cardiopulmonary Pathophysiology	3
RESP 223, Intensive Respiratory Care	3
RESP 236, Respiratory Care Seminar II	2
	13

Program Credits	65
Prerequisites and Area Requirements	31-37
TOTAL CREDITS	96-102

* BIOL 130, 130L may be taken in place of ZOOL 141, 141L, 142, and 142L.

** SCI 122, 122L may be taken in place of CHEM 101 and PHYS 100.

*** Recommend FAMR 230, ICS 100, PSY 100.

**** Recommend HUM 100, PHIL 250, HIST 151.

***** Competency demonstrated by testing or by taking OAT 20 or ICS 100.

Clinical Practice in affiliated community hospitals.

Note: A grade of "C" or better must be maintained in all Respiratory Care courses in order to remain in the program.

Students in the Respiratory Care program learn to intubate a patient.

Photo by Bryan Sekiguchi

Emergency Medical Services Department

Edward Kalinowski, Department Chair
Dale Oda, M.D., Graham Billingham, M.D., Medical Directors
Instructors: Carol Ah Yo; Roy Arakaki; Glenn Hamberg; Mary Kelso; Ralph McCabe; Barbara Brennan; Thomas Sodama
Telephone: 734-9288
Programs: Emergency Medical Technician
Mobile Intensive Care Technician

Emergency Medical Technician Curriculum

Certificate of Completion (18 Semester Credits)

The purpose of the Emergency Medical Technician program is to prepare students to provide basic life support to patients in the pre-hospital emergency care setting.

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

... Perform in an entry-level position as an Emergency Medical Technician.
... Safely and accurately perform all basic life support procedures as listed in Board of Medical Examiners rules for Emergency Ambulance Personnel.
... Establish rapport with the patient and significant others to decrease their state of crisis.
... Participate as a team member with another Emergency Medical Technician or under the direction of a Mobile Intensive Care Technician to ensure the safety and care of the patient.
... Recognize a medical emergency, assess the situation, obtain a basic history and physical examination, manage emergency care, and, if needed, extricate the patient.
... Initiate and continue emergency medical care including the recognition of presenting conditions and initiation of appropriate non-invasive treatments for: surgical, medical, cardiac, and psychiatric emergencies; trauma; and airway and respiratory problems.
... Assign priorities of emergency treatment to a patient or group of patients.
... Participate in the pre-check and preparation of the ambulance, including its equipment and supplies.
... Communicate with the medical care facility receiving the patient about the patient's condition, status, and arrival time.
... Record in writing the details related to the patient's emergency care and the incident.
... Coordinate efforts with those of other agencies that may be involved in the care and transportation of the patient.
... Direct and coordinate the transport of the patient by selecting the best available method(s) in conjunction with medical command authority/protocol.
... Safely drive an emergency ambulance, with consideration to patient and road conditions, to reach the patient and take the patient to an appropriate medical care facility.
... Participate in continuing education activities for self-improvement and quality assurance.
... Use a sequential thinking process to gather the appropriate data, appraise its significance, take action and evaluate the effects of that action upon the patient.

(courses are listed after the following section)

Mobile Intensive Care Technician Curriculum

Associate in Science Degree (72 Semester Credits)

The purpose of the Mobile Intensive Care Technician program is to prepare students to provide advanced life support functions to patients in the pre-hospital emergency care setting.

Upon successful completion of the Mobile Intensive Care Technician program, the student should be able to perform all competencies required of an Emergency Medical Technician, and in addition, should be able to:

... Perform in an entry-level position as a Mobile Intensive Care Technician.
... Safely and accurately perform all advanced life support procedures as listed in Board of Medical Examiners rules for Emergency Ambulance Personnel, including:
- perform a history and physical examination to assess illness or degree of injury.
- perform advanced cardiac life support procedures.
- administer medications by the oral, sublingual, subcutaneous, intramuscular, intracardiac, intravenous, and/ or endotracheal routes to treat specific medical problems.
- perform tracheal intubation.
- perform electrocardiograms, interpret life threatening arrhythmias, and recognize abnormalities.
- perform defibrillation and cardioversion.
- perform closed chest needle thoracostomy.
- insert nasogastric tubes and perform gastric lavage.
- perform pericardiocentesis.
- perform cricothyroid needle insertion.
- perform direct laryngoscopy for forcep removal of foreign body.
- perform techniques for reflex vagocardiac stimulation.

... Initiate and continue emergency medical care under medical control including the recognition of presenting conditions and initiation of appropriate invasive and non-invasive treatments for: surgical, medical, cardiac

and psychiatric emergencies; trauma; and airway and respiratory problems.

... Take a leadership role with ambulance, first responder, and other personnel to ensure the safety and care of the patient.

... Communicate data to the designated medical command authority and carry out medical orders for the patient.

... Exercise personal judgment in case of interruption in medical direction caused by communication failure or in cases of immediate life threatening conditions; under these conditions, provide such emergency care as has been specifically authorized by approved standing orders.

... Participate in continuing education activities for self-improvement and for the education of others within the field, including following up on selected cases for education and quality assurance.

Certificate of Completion
Emergency Medical Technician
Associate in Science Degree
Mobile Intensive Care Technician

First Semester	*Credits*
EMT 100, Pre-hospital Emergency Care	9
EMT 101, Pre-hospital Emergency Care Practicum	3
BIOL 130, Anatomy and Physiology	4
BIOL 130L, Anatomy Laboratory	1
HLTH 125, Survey of Medical Terminology	1
TOTAL CREDITS	18

Exit point for certificate of completion program for Emergency Medical Technician

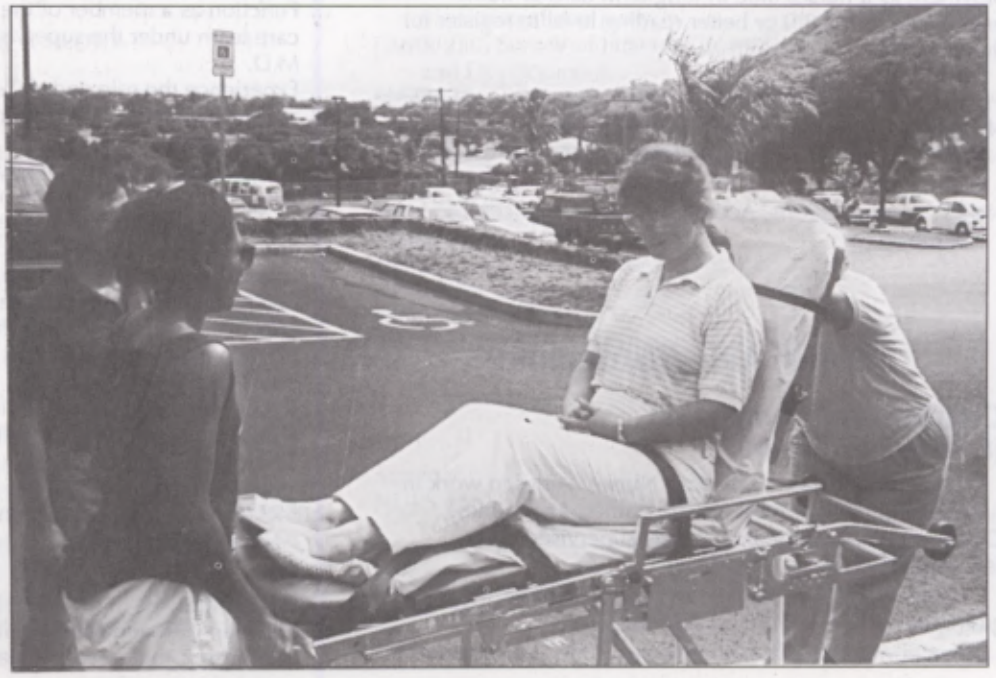
Students wishing to enter the Mobile Intensive Care Technician sequence of courses would be required to have: 1) work experience as an EMT, or 2) EMT Internship credits. The EMT internship will be offered as an optional course (EMT 110, Emergency Medical Technician Internship, variable credits up to 6 per semester) for those students who wish to enter the MICT program, but do not have employment on an emergency ambulance. This course will be offered all semesters, including summer session.

Note: All students admitted to the EMT program must have current First Aid or equivalent experience and a BCLS card no later than the second week of instruction.

Second Semester (Spring)	*Credits*
MICT 150, Pre-Hospital Assessment and Treatment I	10
ENG 100, Expository Writing	3
*MATH 100H, Math for Health Sciences (or higher)	3
	16
Summer Session (8 weeks)	
MICT 160, Pre-Hospital Assessment and Treatment II	5
Humanities (100 level or higher)	3
	8
Third Semester (Fall)	
MICT 200, Advanced Pre-Hospital Assessment and Treatment	5
MICT 201, Pre-Hospital Assessment and Treatment Clinical Experience	4
MICT 202, Pre-Hospital Assessment and Treatment Internship I	4
FAMR 230, Survey of Human Growth and Development	3
	16
Fourth Semester (Spring)	
MICT 250, Pre-Hospital Assessment and Treatment Internship II	14
TOTAL CREDITS	72

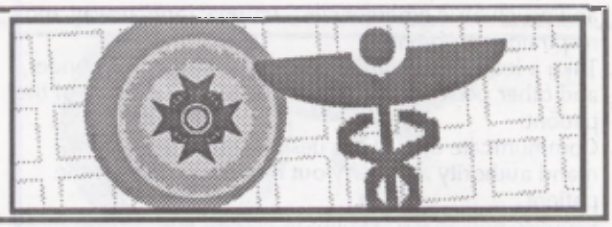
*Required starting Fall, 1995

Note: A grade of C or better in all EMS courses is required for graduation.



Emergency Medical Students learn to transport accident victims.

Nursing Department



Joan Matsukawa, Department Chair

Instructors: Josephine Aoki; Eileen Bahrami; Terry Basuel; Linda Belisle; Kuuipo Chai; Elsie Choy; Karen Coker; Donna DeMello; Lois Duffy; Mary Ann Johnson; May Kealoha-Beck; Judith Keyworth; Blandina Mamaclay; Linda Miguel-deSousa; Andrea Nedervelt; Patricia Olson; Liz Ottoson; Suzanne Ogawa; Martha Jean Parmelee; Katherine Shideler; Evelyn Takazawa; Barbara Tredick; Barbara Waggoner; Elva Yoshihara; Naomi Yoshimoto

Programs: Adult Residential Care Home
Nurses' Aide
Long Term Care/Home Health Nurses Aide
Practical Nursing
Associate Degree Nursing (ADN)

Telephone: 734-9272

Adult Residential Care Home Curriculum

Certificate of Completion (3 Semester Credits)

This is a special curriculum designed in cooperation with the Department of Health for individuals who wish to operate an Adult Residential Care Home. Applicants must have Nurse's Aide training, verification of one year employment as a nurses aide in long term care or home health care and a 8.0 or better reading level to register for these courses.

Program Requirements:	*Credits*
NURS 12, Diseases, Special Diets, Medicines	1
NURS 13, Helping Therapies and Behavior Management	1
NURS 14, Regulations, Accounts, Community Resources	1
	3

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. Classroom, laboratory, and faculty supervised clinical learning experiences are offered.

Upon successful 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 L.P.N., R.N., or M.D.
... 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

Note: All students in the NA program must have one man CPR certification prior to the start of class.

Long Term Care Home Health Nurses' Aide Curriculum

Certificate of Completion (4 Semester Credits)

Long Term Care/ Home Health Nurses Aide is a one-week course to prepare entry level nurses' aides who can function in the long term care and home health settings. Students in the course will learn to provide basic personal care, communicate with patients and staff, perform simple nursing procedures and provide basic emotional support to the elderly, ill and disabled in the long term care and home health settings.

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

... Function as a member of the Long Term Care health care team under the supervision of the L.P.N., R.N., or M.D.
... Experience the role and skills of the home health aide and be aware of the adaptions of basic care to the home setting.
... Provide safe, simple basic nursing care to clients in Long Term Care and in the home care setting.
... Assist the client/family to meet the nutritional and therapeutic needs as required or ordered.
... Use communication skills to facilitate understanding between client, self, and agency staff.
... Effectively carry out simple housekeeping tasks.
... Provide companionship and comfort to clients in Long Term Care and at home.
... Recognize the legal and ethical responsibilities of a Long Term Care/Home Health Aide.

Program Requirements:	*Credits*
NURS 9, Long Term Care/Home Health Nurses' Aide	4

Note: All students in the LTC/HHNA program must have one man CPR and Multimedia or Basic First Aid certification prior to the start of class.

Practical Nursing Curriculum

Certificate of Achievement (41 Semester Credits)

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

Upon graduation from the program, students are eligible to take the licensing examination to become a Licensed Practical Nurse. The program is fully accredited by the Board of Nursing, State of Hawai'i.

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

... Pass the licensing examination for practical nurses.
... Function as a member of the health care team under the supervision of the R.N. and/or M.D..
... Participate in the planning, implementation, and evaluation of nursing care.
... Administer safe nursing care for patients throughout the life cycle.
... Identify the legal and ethical responsibilities of the practical nurse.

First Semester	*Credits*
NURS 101, Nursing Perspectives	1
NURS 120, Fundamentals of Nursing	13
*BIOL 130, Anatomy and Physiology	4
	18

Second Semester	
NURS 122, Medical-Surgical Nursing	14
FAMR 230, Survey of Human Growth and Development	3
	17

Third Semester	
NURS 126, Child Nursing	3
NURS 128, Perinatal Nursing	3
	6
TOTAL CREDITS	41

A grade of "C" or better must be maintained in all courses in order for the student to continue in the practical nursing program.

* BIOL 130L (lab) is recommended but not required.

Note: Students expecting to apply for the registered nurse (ADN) program within the following five years may choose to take ZOOL 141, 141L, 142, and 142L in place of BIOL 130.

All students admitted to the Practical Nursing Program must have current First Aid and CPR cards no later than the fourth week of instruction. The minimum requirement for first aid is a Multi-Media first-aid certificate; standard first aid is strongly encouraged. The minimum requirement for CPR is one and two person CPR (BLS - "C" grade or equivalent.). Evidence of high school graduation or GED certification must be submitted by April 30.

Associate Degree Nursing Curriculum

Associate in Science Degree (74 Semester Credits)

The Associate Degree Nursing curriculum is a two year (five semester) program designed to prepare students for the nursing profession. Graduates of the program are eligible to sit for the State Board of nursing examination to become registered nurses. New students are admitted each semester and are given both theoretical instruction and an opportunity for clinical application of nursing skills as they prepare to begin entry level practice as registered nurses.

After graduates have passed the nursing licensure examination, they will be prepared to fill beginning level positions as Registered Nurses in hospitals, doctors' offices or other health related institutions, participating in planning, implementing and evaluating nursing care for patients throughout the life cycle. Graduates will also be eligible for admission to the third year of the Bachelor of Science in Nursing program at UH–Mānoa.

All students admitted to the Associate Degree nursing Program must have current First Aid and CPR cards no later than the first week of instruction. The minimum requirement for First Aid is a Multi-Media first aid certificate. The minimum requirement for CPR is one and two person CPR. It is the responsibility of each student to keep these certifications current throughout enrollment in the nursing program. All students must take the National League of Nursing Pre-Nursing test prior to acceptance and submit evidence of high school graduation or GED certification by the document deadline.

Prerequisite college courses must be completed before the first nursing course.

Prerequisites	*Credits*
ENG 100, Expository Writing	3
ZOOL 141, Human Anatomy and Physiology	3
ZOOL 141L Human Anatomy and Physiology Laboratory	1
FAMR 230, Survey of Human Growth and Development	3
MATH 25, Elementary Algebra II (or higher; recommend MATH 100H)	3
Chemistry (high school or college)	

Spring Admission

Spring I	*Credits*
NURS 153W, Basic Nursing Concepts	8
NURS 158, Issues and Trends in Nursing	1
PSYCH 100, Survey of Psychology	3
ZOOL 142, Human Anatomy and Physiology	3
ZOOL 142L, Human Anatomy and Physiology Lab	1
	16

Summer	
NURS 156, Adult Health Nursing I	5
	5

Fall I	
NURS 164, Family and Child Health Nursing I	6
NURS 157, Adult Health Nursing II	5

MICRO 130, General Microbiology 3
MICRO 140, General Microbiology Laboratory 2
16

Spring II
NURS 253, Mental Health/Psychiatric Nursing 5
NURS 264, Family and Child Health Nursing II ... 4
PHARM 203, General Pharmacology 3
12

Fall II
NURS 258, Issues and Trends in Nursing II 1
NURS 256, Adult Health Nursing III 5
ANTHRO 200, Cultural Anthropology 3
Humanities (100 level or higher) 3
12

Fall Admission

Fall I *Credits*
NURS 153W, Basic Nursing Concepts and Skills 8
NURS 158, Issues and Trends in Nursing I 1
ZOOL 142, Human Anatomy and Physiology 3
ZOOL 142L, Human Anatomy and Physiology Lab 1
PSYCH 100, Survey of Psychology 3
16

Spring I
NURS 156, Adult Health Nursing I 5
NURS 157, Adult Health Nursing II 5
MICRO 130, General Microbiology 3
MICRO 140, General Microbiology Laboratory 2
15

Summer I
NURS 164, Family and Child Health Nursing I ... 6
6

Students on clinical rotation set up an IV.

Fall II
NURS 253, Mental Health/Psychiatric Nursing 5
NURS 264, Family and Child Health Nursing II . 4
PHARM 203, General Pharmacology 3
12

Spring II
NURS 256, Adult Health Nursing III 5
NURS 258, Issues and Trends in Nursing II 1
Humanities (100 level or higher) 3
ANTH 200, Cultural Anthropology 3
12

Transition for Licensed Practical Nurse

Prerequisites (completion of the following): *Credits*
Chemistry (high school or college)
ZOOL 141, 141L, Human Anatomy and Physiology 4
ZOOL 142, 142L, Human Anatomy and Physiology 4
FAMR 230, Survey of Human Growth and Development 3
PSYCH 100, Survey of Psychology 3
ENG 100, Expository Writing 3
MATH 25, Elementary Algebra II (or higher; recommend MATH 100H) 3

Note on prerequisites:

Practical Nursing program equivalent to Kapi'olani Community College's.

Six months of last three years in Skilled Nursing Facility or acute care or acceptable score on the National League of Nursing Mobility Test for Practrical Nurses.

Semester I
NURS 166W, Nursing Transition 5
MICRO 130, General Microbiology 3
MICRO 140, General Microbiology Lab 2
10

Semester I (12 credits)
NURS 253, Mental Health/Psychiatric Nursing 5
NURS 264, Family and Child Health Nursing II ... 4
PHARM 203, General Pharmacology 3
12

Semester II (12 credits)
ANTH 200, Cultural Anthropology 3
NURS 256, Adult Health Nursing III 5
NURS 258, Issues and Trends in Nursing 1
Humanities (100 level or higher) 3
12

Note: A grade of "C" of above must be maintained in all courses in order for the student to continue in the Associate Degree Nursing Program and to graduate from the program.

Time limits: Science courses have a 5-year time limit; there is no limit on Chemistry. Non-science courses, have a 10 year time limit. Non-science courses, other than FAMR 230, beyond the statute of limitations will be considered on a case by case basis. Readmission to the Associate Degree Program and repetition of Nursing courses is limited.

Legal Assistant Department

Robert LeClair, Department Chair
Instructor: Bruce Barnes
Telephone: 956-6637

Legal Assistant Curriculum

Associate in Science Degree (60 Semester Credits)

In 1984, Kapi'olani Community College's Legal Assistant Program won the Secretary's Award from the United States Department of Education for being one of the ten most outstanding vocational education programs in the nation. The legal assistant (paralegal) is a new and emerging occupation. The legal assistant is a person who assists in the delivery of legal services by performing the technical and paraprofessional aspects of maintaining any law practice. These aspects may include:

Interviewing and assisting clients
Communicating effectively
Implementing legal procedures
Performing investigative functions
Conducting legal research
Preparing instruments and documents
Assisting in judicial and administrative appearances
Completing client projects
Coordinating office functions

Thus, the legal assistant is someone specially trained to perform, under the supervision of an attorney, legal functions traditionally undertaken by either an attorney or an expert legal secretary.

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.

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

... Recognize and avoid potential problems in the unauthorized practice of law and other ethical problems that arise in the course of a legal assistant's duties.
... Recognize, define, analyze, and evaluate facts elicited in the course of legal investigation; and should further know how to classify facts into the following categories: verified, unverified, admissible in court, and inadmissible in court.
... Know the principles of law office management relating to: design of office procedures system, organization and maintenance of information files, personnel management, job training, purchase and maintenance of office equipment, and maintenance of a law library.
... Research and draft legal documents, memoranda, and briefs, in an insightful and analytical manner; should further know how to locate and cite legal authority quickly and accurately.
... Express thoughts and ideas in a concise and straightforward manner, whether this communication is to a client, an attorney, a witness, or a court official.
... Interview clients in a way that produces a maximum of information in a minimum amount of time; the legal assistant should also be able to question and cross-examine witnesses at administrative hearings.

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

Program Requirements:

General Education	*Credits*
ENG 100, Expository Writing or SP 151, Personal and Public Speech or SP 251, Principles of Effective Speaking or COMUN 145, Interpersonal Communication	3
Social Sciences	3
Humanities	3
Mathematics	3
Natural Sciences	3
One other general education course from any area	3
	18

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.

Required Core Courses	*Credits*
LAW 101, The Hawai'i 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

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

Substantive Law Courses	*Credits*
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
LAW 282, Computer Assisted Legal Research	3
	12

Cooperative Education (Field Placement)

Three hours of cooperative education are required for graduation.

LAW 193V, Cooperative Education	
or	
LAW 293V, Cooperative Education (optional)	3
Electives from Other Departments or Legal	12
	15

TOTAL CREDITS	60

Required Core Courses	*Credits*
LAW 101, The Hawai'i 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

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

Substantive Law Courses	*Credits*
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
LAW 282, Computer Assisted Legal Research	3
	12

Cooperative Education (Field Placement)

Three hours of cooperative education are required for graduation.

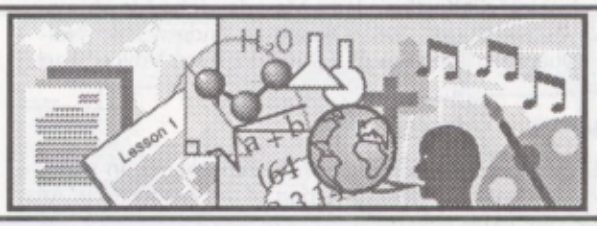
LAW 193V, Cooperative Education	
or	
LAW 293V, Cooperative Education (optional)	3
Electives from Other Departments or Legal	12
	15

TOTAL CREDITS	60

Photo by Phyllis M. Stine

English instructor Guy Kellogg does a group listening and speaking activity with his class outdoors.

Liberal Arts Departments



Associate in Arts Degree (60 Semester Credits)

This program is designed to provide students with an associate of arts degree and to prepare them 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 Kapi'olani Community College. Students should note that baccalaureate degree requirements at UH–Mānoa, may differ, so please see your academic advisors for details.

Liberal Arts Departmental Competencies

The competencies expected of the Associate in Arts degree student are not achieved in a single course or in the courses in a single department. However, primary responsibility for assisting the student in achieving certain competencies is assigned to a particular department. Liberal Arts courses fall within the Arts and Sciences Division. The following four departments make up this division: Mathematics and Natural Science, Language Arts, Social Science, and Humanities. Faculty members and competencies for each department are grouped below.

Courses Satisfying A.A. Degree Requirements

There are courses which fulfill both UH Mānoa and Kapi'olani Community College core requirements and those which fulfill Kapi'olani Community College core requirements only. See the section titled "Degree and Certificate Programs."

Students intending to transfer to UH Mānoa must be careful when selecting courses which satisfy only Kapi'olani Community College requirements. Students should note that baccalaureate degree requirements vary at UH Mānoa and should see their academic counselor for program details. Substitutions to the A.A. Degree requirements may be granted if identical substitutions are officially granted to a college at UH Mānoa.

Students majoring in Liberal Arts may substitute other courses for a specific requirement if the Dean of Instruction agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

Humanities

Delmarie Klobe, Department Chair

Instructors: John Cole; Kauka DeSilva; Robert Engle; Robin Fujikawa; Sheldon Hershinow; Monomita Krishna; Janet McWilliams; Michael Molloy; Lynn Murata; Caroline Nakamura; Noreen Naughton; Loretta Pang; Sandra Perez; Brendan Wall

Telephone: 734-9282

The student who completes required courses in humanities as part of the Associate in Arts degree should be able to:

... Understand the nature of the humanities as a collection of disciplines that study the nature of the human being and human culture, attitudes, accomplishments, and relationship to the universe.
... Recognize the commonality, interrelatedness, tensions, and affirmations of human existence.
... Critically examine the values and attitudes of one's own culture and appreciate the values of other cultures separated in time or space from one's own.
... Regard oneself as personally responsible for one's own creations, assertions, decisions, and valuations.
... Learn to listen to and communicate with one's peers and tolerate opposing viewpoints.
... Understand and participate in intellectual and aesthetic pursuits.
... Develop leisure-time activities which encourage a constructive and self-fulfilling existence.
... Foster a spirit of continuous inquiry in pursuit of wisdom.

Language Arts

Guy Nishimoto, Department Chair

Instructors: Carol Beresiwsky; Maureen Bogdanowicz; Janice Cook; Shu-Fen Fujitani; Yukiyasu Ishigami; Robert Johnson; Keith Kashiwada; Dennis Kawaharada; Judith Kirkpatrick; Thomas Kondo; Amy Kurata; Irena Levy; Kathleen MacDonald; Jill Makagon; Frank Noji; Louise Pagatto; James Robinson; Meena Sachdeva; James Shimabukuro; Steven Singer; Charlotte Toguchi; Kahi Wight

Telephone: 734-9283

The student who completes required courses in language arts as part of the Associate in Arts degree should be able to:

... Demonstrate thinking that is clear, constructive, and critical in writing and in speaking.
... Develop a thesis statement and design an expository essay and/or term paper, with attention to research skills and writing form.
... Show a capacity to communicate either in a formal speech or in interpersonal discussion, with awareness of the audience to whom the speaking is directed, types of oral presentations, diction, choice of ideas, and information and organization.
... Discern and explain the main meaning of a thesis statement in various types of written and oral presentations.
... Separate value judgements and inferences from factual statements in various types of written and spoken material.
... Illustrate growth toward a self-concept and confidence in expression in written and spoken form.
... Read with comprehension commensurate with expectations in college-level work.

Mathematics and Natural Sciences

Charles Matsuda, Department Chair

Instructors: Robert Allis; Andrew Astromoff; Maria Bautista; John Berestecky; Allen Breed; Nancy Bushnell; Karen Chock; Kyong Soo Chung; Charles Daniels; Harry Davis; Ronald Dunn; Anne Flanigan; Linda

Kodama; Eric Kostlan; Jerry Masada; John Mowbray; Wayne Neidhardt; Vera Okamura; Andrew Pak; Nelda Quensell; John Rand; John Uno; Don Voyce; Lane Yoder

Telephone: 734-9237

The student who completes required courses in mathematics and natural sciences as part of the Associate in Arts degree should be able to:

... Demonstrate awareness of science as a discipline that has been and continues to be objective, rational, cumulative, international, and quantitative.
... Reason mathematically and understand mathematical concepts.
... Apply mathematical reasoning and concepts in a study of the relationship of mathematics to the modern world.
... Express the ethical nature of the scientific attitude with attention to its strict intellectual honesty and accuracy of observation, calculation, and conclusion.
... Show an awareness of the fundamental physical, chemical, and biological processes that operate in the human individual and in the human environment.
... Understand the observational and experimental techniques and methodologies employed in the natural sciences.
... Make simple measurements and tests of reality according to a degree relative to current and future lifestyles.
... Show acquisition of sufficient scientific knowledge necessary to continue pursuit of anticipated academic, vocational, and personal needs.

Social Sciences

Jane Fukunaga, Department Chair

Instructors: James Becker; Ibrahim Dik; Jeanne Edman; Robert Franco; Robin-Claire Mann; Neghin Modavi; Tanya Renner; Barbara Ross-Pfeiffer; C. Eric Sears; Marcia Somer; Michael Tagawa

Telephone: 734-9438

The student who completes required courses in the social sciences as part of the Associate in Arts degree should be able to:

... Illustrate awareness of the social sciences as a related collection of disciplines that furnishes the opportunity for the analysis of the individual and interaction of the individual with society.
... Evaluate and utilize knowledge to form valid conclusions and solutions.
... Possess an understanding of issues, analyses, approaches, resources, and methodologies by which the values and attitudes of society and the community might be examined and tested.
... Exhibit skills in critical analysis and persuasive discussion, arriving at possible solutions and establishing a viewpoint that is defensible as evidence accumulates.

Liberal Arts Degree Requirements

General Education	*Least Credits*	*Most Credits*
ENG 100 or ESL 100	3	3
Mathematical/Logical Thinking	3	4
HIST 151	3	3
HIST 152	3	3
Oral Communications	3	3
Foreign/Hawaiian Language 101*	3-4	4
Foreign/Hawaiian Language 102*	4	4
	23	24

Arts and Humanities: Three semester courses selected from three of four groups

Arts and Humanities	3	3
Arts and Humanities	3	3
Arts and Humanities	3	3
	9	9

Natural Sciences: Three semester courses. One of the three courses must include a lab. At least one course each must be chosen from Biological and Physical Sciences

Natural Science (Biological)	3	3
Natural Science (Physical)	3	3
Natural Science	3	3
Natural Sciednce Laboratory	1	4
	10	13

Social Sciences: Three semester courses from three different disciplines

Social Science	3	3
Social Science	3	3
Scoial Science	3	3
	9	9

Electives: A minimum of nine semester Liberal Arts credits in courses numbered at or above the 100 level

Elective	9	open
TOTAL A.A. DEGREE CREDITS	60	60+

Note: Students must complete, before they graduate witn an A.A. degree, two Writing Intensive (WI) courses.

* The foreign/Hawaiian language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102) and/or through demonstrated proficiency at same level.

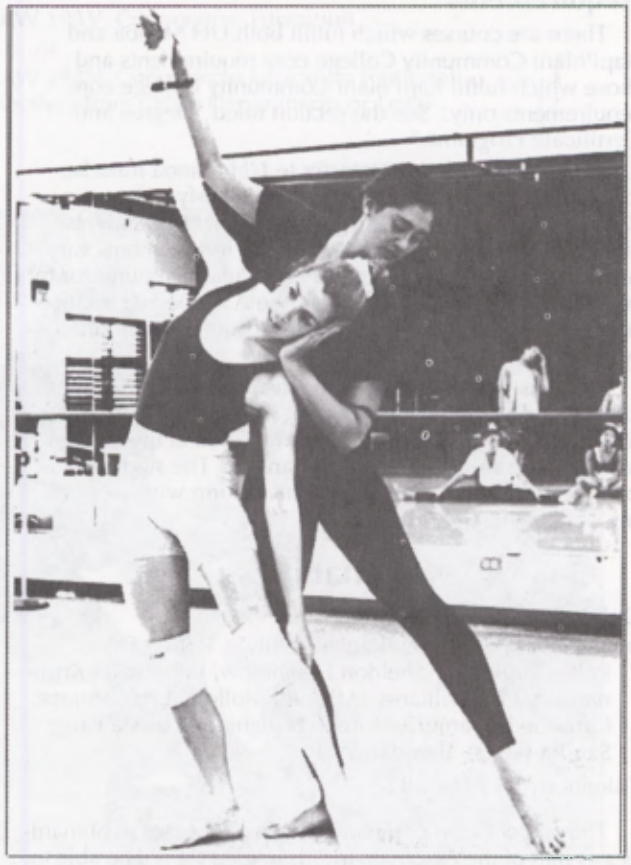
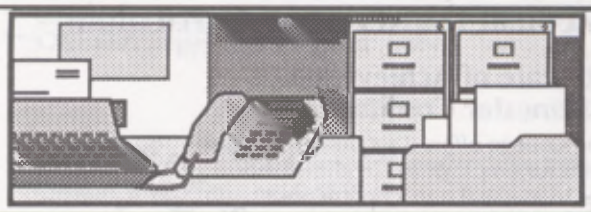


Photo by Phyllis M. Stine

Dance students rehearse a piece they have choreographed.

Office Administration and Technology Department



Trude Pang, Department Chair

Instructors: Margaret Harris; Theresa Hunt; James Johnson; Geraldine Kabei; Debbie Miller; Phyllis Moore; Ellen Nagaue; Joyce Nakamura; Estelle Ogawa; Evelyn Sugihara; Iris Taketa

Telephone: 734-9140

In the Office Administration and Technology programs listed below, students must achieve a grade of "C" or better in all required Office Administration and Technology courses to be eligible for a certificate or degree.

Some courses may be broken into modules or subsections; see the Office Administration and Technology Department for details.

Curriculum

Associate in Science Degree with a Specialization in Office Administration - General
(60-62 Semester Credits)

This curriculum combines specialized cours[illegible] office skills, shorthand, information processing, a[illegible]ting with related business and general educ[illegible] prepare students for OAT positions

Students enrolled in this cu[illegible]mplete the OAT core for an Associate [illegible]e and Option A, B, or C.

In addition to s[illegible]pleting the competencies of the clerical [illegible]. should be able to:

... Becom[illegible]e use of dictation/transcription m[illegible]

[illegible]ommon to most secretarial positions [illegible]ecision making, supervision, and office [illegible]ment.

[illegible]orm basic accounting activities.

Compose and edit business correspondence.

Office Administration Core

	Credits
(Certificate of Completion-Clerical)	29
ACC 24, Principles of Accounting	3
ENG 55, Business Communications	3
Social Sciences (100 level or higher)	3
Humanities (100 level or higher)	3
Natural Sciences (100 level or higher)	3
OAT 80, Machine Transcription I	2
OAT 93V, Cooperative Education	3
OAT 33, Principles of Office Automation	3
TOTAL CREDITS	52

Specialization A: Non-Shorthand

Office Administration Core	52
ENG 100, Expository Writing	3
ENG 209, Business and Managerial Writing	3
OAT 81, Machine Transcription II	3
TOTAL CREDITS	61

Specialization B: Symbolic Shorthand

Office Administration Core	52
OAT 62, Intermediate Symbolic Shorthand	4
OAT 64, Advanced Symbolic Shorthand	4
TOTAL CREDITS	60

Specialization C: Alpha Shorthand

Office Administration Core	52
OAT 66C, Beginning Shorthand, Alpha II	2
OAT 68, Intermediate Shorthand, Alpha	4
OAT 70, Advanced Shorthand, Alpha	4
TOTAL CREDITS	62

Associate in Science Degree with a Specialization in Office Administration - Legal
(70 - 72 Semester Credits)

Students enrolled in this curriculum must cor[illegible]te the OAT core for an Associate in Science degree [illegible]on A, B, or C.

Students aspiring to become legal [illegible]d be able to find employment in law o[illegible]egal departments and governmental [illegible]asis is placed on acquiring general secre[illegible]well as gaining specialized knowledge [illegible]ain a position.

In addition to s[illegible]pleting the competencies of the OAT Pro[illegible]ent should be able to :

... Type/ke[illegible]d legal documents and papers.

... Use [illegible]eferences.

... I[illegible]phrases in producing legal documents.

[illegible] stenography tasks requiring the use of the [illegible]quently used legal terms/phrases related to the [illegible]ous types of legal documents.

[illegible]se various formats for producing legal documents.

	Credits
Office Administration Core	52
Specialization A, B, or C	8-10
LAW 30, Business Law I or BLAW 200, Legal Environment of Business	3
OAT 55, Legal Office Procedures II	4
OAT 31, Information Processing Applications	3
TOTAL CREDITS	70-72

Certificates of Achievement
(43 - 45 Semester Credits)

Certificates of Achievement are available to students who have successfully completed the Certificate of Completion OAT Clerical core or have the approval of the Office Administration and Technology Department Chair.

Medical Transcription Curriculum

Certificate of Achievement
(42 Semester Credits)

The College offers a sequence of cours[illegible] are students for employment in clinics, hos[illegible] ctor's offices in medical transcription posi[illegible] emphasis is placed on acquiring ge[illegible] nic skills related to the needs of medic[illegible] and using medical terminology.

In addition to succe[illegible] ing the competencies of the clerical core [illegible] ould be able to:

... Become prof[illegible] e of dictation/transcription machines [illegible] ing medical reports.
... Accur[illegible] phic tasks requiring the use of the mo[illegible] ed medical terms/phrases related to [illegible] es of medical record reports and the [illegible] cialities of medicine.
[illegible] ous medical references (medical dictionaries, [illegible] references, instrument catalogs, anatomy texts, [illegible] c).
.. Use various formats for producing medical record reports.

	Credits
(Clerical Core or Equivalent)	29
BIOL 22, Human Anatomy and Physiology	3
HLTH 110, Medical Terminology	2
OAT 33, Principles of Office Automation	3
OAT 80, Machine Transcription I	2
OAT 83, Medical Transcription	4
TOTAL CREDITS	43

Stenography Curriculum

Certificate of Achievement
(43-45 Semester Credits)

This curriculum prepares students for [illegible] nt as stenographers. Emphasis is given to [illegible] ic office skills with machine transcri[illegible] hand being the two principal skills r[illegible] ployment.

In addition to successfu[illegible] the competencies of the clerical core, the [illegible] be able to:

... Become proficie[illegible] dictation/transcription machines wh[illegible] business reports.
... Become p[illegible] ing symbolic shorthand and transcri[illegible] otes accurately.

Sp[illegible] Symbolic Shorthand

	Credits
[illegible] or Equivalent)	29
[illegible] inciples of Office Automation	3
[illegible], Intermediate Symbolic Shorthand	4
[illegible] 64, Advanced Symbolic Shorthand	4
[illegible]AT 80, Machine Transcription I	2
OAT 81, Machine Transcription II	3
TOTAL CREDITS	45

Specialization B: Alpha Shorthand

(Clerical Core or Equivalent)	29
OAT 33, Principles of Office Automation	3
OAT 66C, Beginning Shorthand,Alpha II	2
OAT 68, Intermediate Shorthand, Alpha	4
OAT 80, Machine Transcription I	2
OAT 81, Machine Transcription II	3
TOTAL CREDITS	43

Word Processing Curriculum

Certificate of Achievement
(40 Semester Credits)

The College offers a sequence of c[illegible] e students for employment in the fie[illegible] essing as operators of information proce[illegible] t. Training emphasis is placed on acq[illegible] e operation of various kinds of office e[illegible] as computers, electronic typewrite[illegible] t/transcription equipment.

In additi[illegible] y completing the competencies of the cl[illegible] student should be able to:

... D[illegible] ability to apply advanced information [illegible] kills.
[illegible] roficient in the use of dictation/transcription [illegible] nes while transcribing business reports

	Credits
(Clerical Core or Equivalent)	29
OAT 31, Information Processing Applications	3
OAT 33, Principles of Office Automation	3
OAT 80, Machine Transcription I	2
OAT 81, Machine Transcription II	3
TOTAL CREDITS	40

Advanced Certificates of Completion
(15 Semester Credits)

Advanced Certificates of Completion are available to students who have successfully completed the A.S Office Administration and Technology general core or [illegible] the approval of the Office Administration and T[illegible] Department Chair and have one year se[illegible] ence.

Upon successful completion of [illegible], the student should be able to:

... Explain the importance [illegible] structure and levels of manageme[illegible]
... Describe the ma[illegible] ing place in today's office enviro[illegible]
... Distinguis[illegible] k organization and time management[illegible] ptability and flexibility on the job.
... Re[illegible] nformation sources for identifying job [illegible] responsibilities.
[illegible] ious employee motivational programs and [illegible] of professional growth.
[illegible] erstand public relations responsibilities typically [illegible] erformed by administrative assistants.
... Understand the importance of professionalism and ethics in a business environment.
... Recognize the importance of composition skills for administrative assistants and apply correct grammar and punctuation skills.
... Recognize the impact electronic data processing has on the business and office environment.
... Understand the law as it affects businesses.

Administrative - General

(OAT, Clerical Core or Equivalent)	Credits
BUS 20, Introduction to Business	3
BUS 70, Human Relations in Business	3
ENG 209, Business and Managerial Writing	3
BLAW 200, Legal Environment of Business	3
MGT 18, Introduction to Supervision	3
TOTAL CREDITS	15

Administrative - Legal

(OAT, Clerical Core or Equivalent)	Credits
BUS 70, Human Relation in Business	3

ENG 209, Business and Managerial Writing 3
* LAW 101, The Hawai'i Legal System 3
* LAW 111, Litigation 3
* LAW 201, Law Office Management 3

TOTAL CREDITS 15

* Students must receive approval of Legal Assistant Department Chair for admittance into course.

Clerical Curriculum

Certificate of Completion (29 Semester Credits)

This curriculum prepares students for r vari-ous types of offices. Graduates develc in performing a variety of clerical du al and written communication; typin e copy from rough draft and printe npleting business forms and miscell- iling; operating computers and busi using computer software applicatio ributing mail; answering the telephor the public.

Upor pletion of this program, the student shou

ofread, and produce mailable business correspondence.

ain the currently used filing system for alphabetic, meric, geographic, and subject systems; retrieve items from files; and prepare cross-reference forms.

... Use various reference materials.
... Use computer software for word processing, spreadsheet, and database applications.
... Display appropriate business attire and etiquette and express oneself through proper verbal communication.
... Perform duties common to most clerical positions such as telephone usage, receptionist duties, mail handling.
... Identify job opportunities for which one is qualified, prepare for job interview, participate in job interview and follow up.
... Operate various types of office equipment such as computers, electronic calculators, scanners, etc.
... Apply correct grammar, punctuation, and spelling rules in documents.
... Perform basic business math applications.
... Demonstrate appropriate professional attitudes and behavior.
... Compose basic business documents.

First Semester	*Credits*
BUS 55, Computational Problems in Business	3
ENG 51B, Business English: Sentence Structure and Grammar	1
ENG 51C, Business English: Punctuation and Mechanics	1
ENG 51D, Business English: Word Choice and Spelling	1
OAT 40B, Filing	2
OAT 23, Document Formatting	3
OAT 43, Professional Development	3
	14

Second Semester

* SP 51, Oral Communication Techniques or	
SP 151, Personal and Public Speech	3
OAT 30, Information Processing	3
OAT 38, Spreadsheet and Database	3
** OAT 53, Office Simulation	4
***OAT 66B, Beginning Shorthand, Alpha I	2
	15
TOTAL CREDITS	29

* Students planning to major in Certificate of Completion, Clerical, must enroll in SP 151.

** Students planning to major in Associate in Science Degree, Office Administration-Legal must substitute OAT 54, Legal Office Procedures I for OAT 53, Office Simulation.

*** OAT 60, Beginning Symbolic Shorthand may be substituted.

Court Reporting Curriculum

Certificate of Completion (28 Semester Credits)

This program is designed to prepare students for positions as Court Reporters at 225 words per minute writing speed as well as for positions as hearings reporters, secretary-reporters, and police reporters. 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:

... 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.
... Proofread and make neat and accurate corrections of transcripts.
... Mark shorthand tapes appropriately for identification of court examinations and pass timed transcriptions at speeds ranging from 60 to 235 words per minute.
... Take dictation at high and sustained speed using a variety of terminology: business, medical, and legal; and have an understanding of court and jury procedures.
... Use reference materials and forms and have a working knowledge of court reporting procedures expected of reporters.
... Identify reporting job opportunities.

	Credits
OAT 56, Court Reporting Office Procedures	3
OAT 71, Machine Shorthand Theory I (None)	5
OAT 72, Machine Shorthand Theory II (60-80 wpm)	4
OAT 73, Machine Shorthand Theory III (80-100 wpm)	4
OAT 74, Machine Shorthand Skillbuilding I (100-140 wpm)	4
OAT 75, Machine Shorthand Skillbuilding II (140-180 wpm)	4
OAT 76, Machine Shorthand Skillbuilding III (180+ wpm)	4
TOTAL CREDITS	28

Note: This program does not accept students into the program continuously. Students in this program are not required to complete the Clerical Certificate of Completion. Call Department Chair for information, 734-9140.

Descriptions of Courses

Introduction

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

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 UH-Mānoa according to the current articulation guide.*

*Check program requirements in your major area.

Lettering System

There are some courses which have the letters A, L, or V after the course number. These letters indicate the following: A (honors), L (laboratory), and V (variable credit). All other suffixes (B through K, M through U, and W through Z) are used to designate sections of a course, each section having distinctive content such that a student may earn credit towards his or her degree for each section taken, e.g.

ENG 51B, Business English:
Sentence Structure andGrammar
ENG 51C, Business English:
Punctuation and Mechanics
ENG 51D, Business English:
Work Choice and Spelling

Core Designations

Courses approved for the General Education Core at UH-Mānoa are identified by one of the following at the end of the course description. See "Core Requirements" for a detailed listing of both UH-Mānoa and Kapi'olani Community College core courses.

Basic Skills and Understanding

WR - Written Communication (Introductory-level writing)
M/L – Mathematical or Logical Thinking
WC – World Civilization
FL – Foreign or Hawaiian Language

Area Requirements

AH – Arts and Humanities
AH1 – Group 1 The Arts
AH2 – Group 2 History and Culture
AH3 – Group 3 Language and Literature
AH4 – Group 4 Values and Meaning

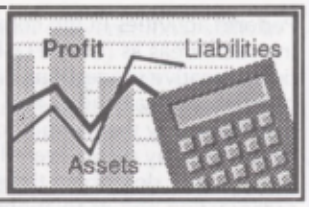
NS - Natural Sciences
NS1 – Group 1 Biological Sciences
NS2 – Group 2 Physical Sciences
NS3 – Group 3 Other Sciences

SS – Social Sciences

Don Covello, sign language interpreter, helps Kai Hibbeln, English as a Second Language and Basic Skills instructor, learn the basics.

Photo by Bryan Sekiguchi

ACCOUNTING (ACC)



24 Principles of Accounting I (3)
3 hours lecture per week
Prerequisites: Satisfactory score on Math Placement Test.

Basic accounting procedures. Includes insight into a service business and a merchandise business proprietorship

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

... Demonstrate understanding of the procedures involved in the basic accounting cycle and apply those procedures to the recording and reporting of accounting data at the introductory level.
... Maintain a set of books for a sole proprietorship engaged in a professional or small service-type business.
... Maintain subsidiary ledgers for customers and creditors.
... Prepare routine source documents such as invoices and receipts and perform routine accounting clerical tasks.

25 Principles of Accounting II (3)
3 hours lecture per week
Prerequisites: ACC 24

Accounting systems and controls, principles and concepts; accounting for partnerships and corporations

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

... List the various accounting principles and concepts and apply them to basic accounting procedures and reporting requirements at the introductory level.
... Demonstrate understanding of the basic differences in the characteristics of the partnership and corporate form of business organization and relate such differences in the accounting for and the reporting of owner's equity.
... Prepare basic financial statements for proprietorships, partnerships, and corporations, properly classified.

26 Principles of Accounting III (3)
3 hours lecture per week
Prerequisites: ACC 25 (may be concurrent with consent of instructor/advisor)

Accounting and reporting of manufacturing operations; analysis and interpretation of financial statements and preparing Cash Flow Statements

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

... Demonstrate understanding of the rudiments of computing product costs and of accounting reporting for manufacturing activities.
... Demonstrate general understanding of basic concepts and accounting procedures underlying combined financial statements for branches and subsidiaries and segmental reporting for departmental operations.
... Prepare common size and percentage financial statements, describe basic quantitative technique used for analysis and interpretation of financial statements, and perform related calculations.
... Prepare Cash Flow Statements based on transactions at the introductory level.

32 Payroll and Hawai'i General Excise Taxes (3)
3 hours lecture per week
Prerequisites: ACC 24 (may be concurrent)

Training in the preparation and maintenance of payrolls and personnel records; preparation and filing of returns and forms for payroll taxes and the Hawai'i General Excise Tax

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

... Demonstrate awareness of the basic provisions of Federal and State laws pertinent to payroll and personnel records.
... Maintain payroll and timekeeping records.
... Prepare payrolls and returns for payroll taxes and Hawai'i General Excise Tax.

34 Income Tax Preparation (3)
3 hours lecture per week
Prerequisites: ACC 24

Introduction to Federal and Hawai'i Income tax laws for individual and sole proprietors

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

... Demonstrate knowledge of the Federal and Hawai'i basic tax structure for the computation of income tax liability for individuals.
... Prepare Federal and Hawai'i income tax returns and forms for reporting and payment of income taxes for individuals.
... Demonstrate recognition of transactions and events having income tax significance and their importance in planning.

36 Cost Accounting (3) **Spring**
3 hours lecture per week
Prerequisites: ACC 26

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

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

... Demonstrate understanding of manufacturing operations and describe procurement, costing, and control procedures for the three elements of production costs (materials, labor, and overhead).
... Record the flow of costs through the cost records and accounts; and compute costs under job order, process, and standard costing.
... Describe the importance and use of cost accounting data in planning, control, and management decision making.

37 Business Income Taxation (3) **Fall**
3 hours lecture per week
Prerequisites: ACC 34

Continuation of Federal and Hawai'i Income Taxes. Preparation of returns for small businesses, tax treatment on disposals of business property, business deductions, and study of tax saving provisions

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

... Demonstrate understanding of the reporting and taxation of business income.
... Prepare schedules and returns for proprietorships, partnerships and corporations at the elementary level.
... Demonstrate awareness of the tax benefits of overall tax planning and the availability of tax-saving devices for individuals and businesses.

40 Intermediate Accounting (4)
3 hours lecture, 2 hours lecture/ lab per week
Prerequisites: ACC 26 or 202
Advanced theory with emphasis on general accounting: the accounting process, reporting, and interpretation of financial statements

Upon successful completion of this course, the student should be able to:
... Demonstrate understanding of generally accepted accounting principles and concepts and their application to recording and reporting requirements beyond the introductory level.
... Prepare comprehensive financial reports with Balance Sheets, Statements of Retained Earnings and Operations including those for manufacturing activities, properly classified.
... Demonstrate understanding of advanced problems involving valuations, recording and reporting alternatives, analysis and interpretation of financial data.

50 Using Computers in Accounting (3)
3 hours lecture per week
Prerequisites: ACC 24 or 201
Familiarizes Accounting majors with computer equipment functions, vocabulary, and accounting applications. Provides computer-oriented experience in processing accounting data

Upon successful completion of this course, the student should be able to:
... Demonstrate general understanding of the application of computers to the processing of accounting information.
... Use typical, integrated general ledger software to accomplish the recording and reporting functions for accounting information.

55 Using Spreadsheets in Accounting (3)
3 hours lecture per week
Prerequisites: ACC 24, 201 or instructor's permission
This is an intensive course in the use of spreadsheets on microcomputers in the accounting field. Financial and managerial accounting applications will be emphasized

Upon successful completion of this course, the student should be able to:
... Demonstrate proficiency in using computerized spreadsheets to accomplish the accounting function.
... Complete compatible Accounting 202 or appropriate portions of Accounting 25/26 homework problems using a computerized spreadsheet.
... Apply general spreadsheet knowledge to courses other than accounting, such as Business, Office Procedures, Quantitative Methods, and Sales and Marketing.
... Diagnose accounting information needs within the context of a computerized accounting environment; determine which concepts introduced in Accounting 201/202 (or 24/25/26) lend themselves to computer implementation using a spreadsheet.
... Apply these abilities to accounting jobs requiring the use of spreadsheets to perform the accounting function.

93V Cooperative Education (1-4)
1 hour seminar or 3 hours work experience each week for 1 credit.
Prerequisites: Consent of Program Coordinator
Cooperative Program between the employer and the college that integrates classroom learning with supervised practical experience

Upon successful completion of this course, the student should be able to:
... Perform activities in the cooperative work area involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor.
... Write an essay on an overall competency, such as analyzing or describing the student's job in terms of the organization and its relationship to principles, concepts or procedures covered in the field of study.

201 Introduction to Financial Accounting (3)
3 hours lecture per week
Introduction to accounting theory and methods to record and report financial information for sole proprietorships in service and retail operations.

Upon successful completion of this course, the student should be able to:
... Demonstrate understanding of and the application of procedures embraced in the accounting cycle.
... Demonstrate proficiency in recording transactions based upon an understanding of and analysis in terms of the accounting equation.
... Explain "internal control" as a function of accounting and indicate basic principles involved in establishing controls for minimizing errors and fraud.
... Demonstrate introductory understanding of basic accounting principles and concepts and their application to accounting procedures and financial reporting requirements.

202 Introduction to Managerial Accounting; (3)
3 hours lecture per week
Prerequisites: ACC 201
Introduction to methods for evaluating financial performance, including cost accounting, budgeting, break-even analysis, ratio analysis, and sources and uses of funds

Upon successful completion of this course, the student should be able to:
... Recognize the differences in the nature of partnerships and corporations and relate such differences in the accounting for and reporting of owner's equities.
... Demonstrate general understanding of the flow of production costs and record rudimentary transactions involved in manufacturing operations.
... Prepare financial statements (basic and special) and demonstrate broad understanding of the analytical techniques used in the analysis and interpretation of financial reports for decision-making purposes.

AMERICAN SIGN LANGUAGE (ASL)

101 Elementary American Sign Language I (4)
5 hours lecture plus lab drill
This course introduces students to the use and study of American Sign Language (ASL), its grammatical rules, and cultural aspects of the Deaf Community. Emphasis is on building beginning receptive and expressive sign vocabulary, appropriate grammatical and affective facial expressions, syntax, and body modifiers.

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

... Demonstrate basic, functional conversational skills in ASL.
... Show an elementary understanding of ASL syntax (including basic sentence structures, such as affirmations, negations, confirmations, interrogatives, commands, and declaratives).
... Use simple temporal markers, pronominalization, numbers, spatial referencing, noun-verb pairs, and contrastive structure.
... Exchange introductions, personal, and family information at an elementary level.
... Participate in discussions about one's surroundings and personal activities.
... Behave appropriately in simple, informal, social situations.
... Discuss various aspects of the Deaf Community, its culture, how Deaf and hearing people have interacted historically, and the role ASL plays in the lives of Deaf people.
... Appreciate the role of storytelling in ASL.
... Produce simple transcriptions of ASL text.

102 Elementary American Sign Language II (4)
5 hours lecture plus lab drill
Prerequisites: ASL 101 or its equivalent

This course has students continue the use and study of American Sign Language (ASL), its rules of grammar, and cultural aspects of the Deaf Community. Emphasis is on continued building of elementary receptive and expressive sign vocabulary, appropriate grammatical and affective facial expressions, and body modifiers.

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

... Demonstrate basic, functional conversational skills in ASL through giving and asking directions, making requests, contradicting others, explaining relationships, and describing others.
... Continue to show an understanding of ASL syntax as developed in ASL 101 (including basic sentence structures, such affirmations, negations, confirmations, interrogatives, commands, and declaratives).
... Show beginning level competency with new grammatical concepts (rhetorical and wh-questions).
... Continue to use simple temporal markers, pronominalization, numbers, spatial referencing, noun-verb pairs, and contrastive structure.
... Use role shifting, descriptive classifiers, dual personal pronouns, temporal sequencing, and inflecting verbs.
... Demonstrate social and cultural behaviors in a polite, informal register of ASL.
... Demonstrate increased vocabulary.
... Discuss various aspects of the Deaf Community, its culture, how Deaf and hearing people have interacted historically, and the role ASL plays in the lives of Deaf people.
... Show an appreciation for ASL storytelling.
... Produce written transcriptions of the short ASL texts.

201 Intermediate American Sign Language I (4)
5 hours lecture plus lab drill
Prerequisites: ASL 102 or its equivalent

This course has students continue to refine the language skills and knowledge acquired in American Sign Language 101-102. Emphasis is on encouraging students to talk about people and things in a more abstract manner, using more complex grammar, descriptors, and conversational strategies.

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

... Demonstrate basic, functional conversational skills in ASL through making requests, suggestions, and complaints, talking about routines, exchanging complex personal information, and describing locations in detail.
... Use the ASL syntax learned in ASL 101-102 more accurately.
... Use conditionals, "when" clauses, descriptive and locative classifiers properly.
... Understand and use more complex temporal markers, numbers, role shifting, spatial referencing, temporal sequencing, inflecting verbs, and constrastive structure.
... Show an increased vocabulary that includes everyday objects and activities.
... Comfortably describe family's history and country(s) of origin, showing the correct signs for various countries and nationalities.
... Accurately convey various life events.
... Sustain longer narratives about personal experiences.
... Demonstrate appropriate social and cultural behaviors in a polite, slightly more formal register of ASL.
... Discuss more aspects of the Deaf community, its culture, and the role ASL plays in the lives of Deaf people.
... Know and understand certain forms of ASL literature.
... Produce transcriptions of longer ASL texts.
... Use fingerspelled words and loan signs appropriately.

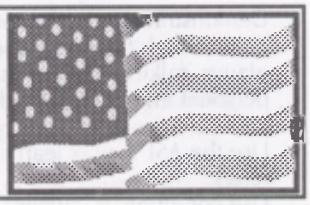
202 Intermediate American Sign Language II (4)
5 hours lecture plus lab drill
Prerequisites: ASL 201 or its equivalent

This course continues to refine the language skills and knowledge acquired in American Sign Language 201. To strengthen their fluency, students will concentrate on describing objects, events, locations, and complicated circumstances in greater detail. Also, creative expressions of ASL will be covered extensively.

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

... Demonstrate increased control and confidence over grammar, vocabulary, and common expressions used in daily conversation.
... Describe unusual objects and their function in great detail by using appropriate descriptive and instrument classifiers.
... Show the distinction between similar objects.
... Make recommendations, give opinions, express feelings about certain activities, and handle digressions and interruptions.
... Describe various disruptions using element classifiers.
... Understand and use more complex adverbial and adjectival facial modifiers.
... Accurately use complex numbers and temporal markers, inflecting and spatial verbs, and contrastive structure.
... Comfortably negotiate common interactions, such as shopping and dining out.
... Sustain and comprehend longer narratives about various circumstances and activities.
... Demonstrate appropriate social and cultural behaviors in a variety of settings.
... Discuss, in detail, more aspects of the Deaf Community, its culture, and the role ASL plays in the lives of Deaf people.
... Show examples of creative ASL (sign play).
... Identify and understand several forms of ASL literature.
... Produce transcriptiowns of longer ASL texts.
... Use and improve comprehension of fingerspelled words and loan works.

AMERICAN STUDIES (AMST)



201 Introduction to American Civilization I: Individualism and the American Character (3) AH2 **Fall**

202 Introduction to American Civilization II: Minority Views of Majority America (3) AH2 **Spring**

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100 or 160

Note: American Studies 201 and 202 need not be taken in sequence. Central themes of American life seen in the context of history, literature, and the social sciences, 201 examines the mainstream of American beliefs and 202 examines minority views.

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

... Appreciate the interdisciplinary approach to the study of America.
... Gain a better understanding of the student's own cultural heritage.
... Develop and defend value judgments.
... Recognize the importance of historical perspective for understanding various kinds of social problems.
... Recognize the major themes in literary works dealing with the American experience.
... Recognize the importance of empirical data for understanding various kinds of social problems.
... Appreciate the complexity of American values and identity.
... Conceive and carry out an independent study project.
... Express ideas and opinions clearly in writing.

211 Contemporary American Issues I (3) SS

3 hours lecture per week

Recommended preparation; Qualification for or completion of ENG 100 or 160

An interdisciplinary introduction to selected contemporary American domestic problems.

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

... Gain a better understanding of the values that comprise the American character.
... Demonstrate knowledge of the influence of recent technological developments on American values and culture.
... Understand the social, political, and economic causes of environmental problems.
... Understand those factors in American society that give rise to social intolerance and discriminatory behavior.
... Gain a better understanding of the social, economic, and political currents that are changing American society and values.
... Conceive and carry out an independent study project.
... Express ideas and opinions clearly in writing.

212 Contemporary American Issues II (3) SS

3 hours lecture per week

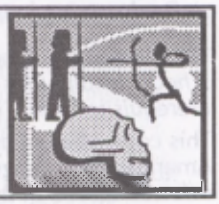
Recommended Preparation: Qualification for or completion of ENG 100 or 160.

An interdisciplinary introduction which explores America's relationship with the rest of the world.

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

... Gain a better understanding of the values which comprise the American character.
... Gain a better understanding of how Americans have historically viewed themselves in relation to other cultures and how they have been viewed in return.
... Gain a better understanding of the cultural barriers between Americans and others which create the misunderstandings that continually mark American foreign relations.
... Understand the changes that have occurred in post World War II foreign affairs.
... Develop a better understanding of national defense issues.
... Conceive and carry out an independent study project.
... Express ideas and opinions clearly in writing.

ANTHROPOLOGY (ANTH)



150 Human Adaptations (3) SS

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100 or 160

An examination of the processes and stages of human evolution. Analysis of human biological and cultural variation.

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

... Identify the interactions between the two major fields of anthropology, physical anthropology, and cultural anthropology.
... Explain how archeology contributes to both physical and cultural anthropology.
... Identify the physical, biological, and cultural factors that influence human evolution.
... Specify the biological and behavioral differences between humans and other animal species.
... Trace the evolutionary record from early primates to modern humankind.
... Identify the biological processes — heredity, variation, and natural selection — involved in human evolution.
... Differentiate biological and cultural differences and similarities in human populations.
... Develop a concept of culture that will be useful in analyzing and discussing cross-cultural issues in Hawai'i, the United States and the world.
... Identify cross-cultural issues and develop a research paper using literature sources and interviews.
... Express and discuss research results clearly in writing.

200 Cultural Anthropology (3) SS

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100 or 160

An examination of the concept of culture, with a focus on culture as an adaptive strategy developed by human populations in response to their environment.

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

... Identify the major theoretical orientations in cultural anthropology and understand how these orientations shape the fieldwork experience.
... Explain how anthropologists study economics, kinship, political and religious systems, personality development, and cultural change.
... Explain how applied anthropological research can be used in social planning and development and in problem-solving.
... Use anthropological perspectives on work to shape career interests and investigate employment opportunities.
... Develop a concept of culture that will be useful in analyzing and discussing cross-cultural issues in Hawai'i, the United States, and the world.
... Differentiate cross-cultural differences and similarities in Hawai'i's multi-cultural society.
... Identify cross-cultural issues and develop a research paper using literature sources and interviews.
... Express and discuss research results clearly in writing.

210 Archaeology (3)
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

An introduction to prehistoric archaeology and methods and techniques of excavation and laboratory analysis with a brief survey of man's cultural growth in prehistoric times.

Upon successful completion of this course, the student should be able to:
... Identify the methods archaeologists use in gathering material evidence about man's past.
... Analyze and diagnose anatomical and attribute differences and understand the process of archaeological inference.
... Identify the major explanatory concepts and theories in archaeology.
... Identify environmental and cultural processes which shape the archaeological record.
... Identify how archaeologists examine living human populations to gain insights into the formation of archaeological sites and materials.
... Delineate major archaeological work in Hawai'i and the Pacific.
... Apply archaeological concepts and theories and utilize literature and informant sources to prepare a research paper.
... Express clearly in writing and verbally present research results.

215 Physical Anthropology (3)
3 hours lecture per week
Prerequisites: ENG 100 or 160

Introduction to physical anthropology: modern methods, techniques and theories of the study of human evolution, primates, and physical adaptations of modern humans to their environment.

Upon successful completion of this course, the student should be able to:
... Identify the major concerns, methods, and theoretical orientation of the field of physical anthropology and relate it to other social science fields and branches of anthropology.
... Describe the major causes of biological variation in living human populations and theories relating these factors to environment and culture.
... Identify the major explanatory concepts and theories now accepted in the study of human evolution, including genetics and DNA analysis.
... Explain how primate evolution and behavior relates to the study of human evolution and variation.
... Demonstrate the use of computers and laboratory techniques to gather and interpret physiological data on human and primate populations.
... Identify and explain the relationships of fossil evidence to current theories of primate and hominid evolution.
... Apply fieldwork observations, laboratory work and library research to obtain and analyze data and prepare research reports.
... Express clearly in writing and verbally present research results.

235 Introduction to Pacific Island Peoples (3)
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

An introduction to the traditional and contemporary cultures of the Pacific. Emphasis is placed on cultural change and comparisons between Hawai'i and other Pacific Island societies.

Upon successful completion of this course, the student should be able to:
... Recognize the voyaging spirit and skills of Pacific island navigators.
... Explain Pacific settlement theory and the role of archeology in the development of this theory.
... Explain the relationship between culture and ecology in the Pacific Islands.
... Identify cultural differences and similarities in the three culture areas of the Pacific: Melanesia, Micronesia and Polynesia.
... Analyze oral narrative materials to gain insight into traditional Pacific cultures.
... Evaluate the impact of European and Asian influence in Hawai'i and other Pacific island societies.
... Compare and contrast economic opportunities and constraints in Hawai'i and other Pacific societies.
... Identify social problems in the contemporary Pacific and assess their potential impact on Hawai'i.
... Identify cross-cultural issues and develop a research paper using literature sources and interviews.
... Express and discuss research results clearly in writing.

ART (ART)

100 Introduction to the Crafts (3)
6 hours lecture/lab per week

Introduction to various craft media through the creative process.

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of three different craft media through the creation of at least nine different projects.
... Create both utilitarian and non-utilitarian craft objects.
... Utilize the principles and elements of art in creating craft objects.

101 Introduction to the Visual Arts (3) AH1
3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 22

Primarily through lectures and demonstrations, this course introduces the nature of the visual arts and their expression in various forms.

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

... Demonstrate a knowledge and understanding of the elements of art, principles of design, and the creative process.
... Demonstrate a familiarity with major historical and contemporary movements in art and be able to understand how art reflects its time.
... Demonstrate an understanding of the various art media.
... Appreciate the visual arts' influences on quality of life.
... Incorporate writing as a tool for analyzing art forms.

103 Introduction to Fiber Arts (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101, 113, 114

Studio projects and lectures in weaving and related fiber techniques.

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

... Demonstrate an understanding of basic on and off loom fiber techniques including weaving, basketry, and knotting.
... Comprehend and sensitively apply the visual elements of line, shape, color, texture, volume and mass and the design principles of balance, rhythm, dominance, contrast, variation, and unity to fiber projects.
... Use weaving and related fiber techniques as a tool which generates imagery and stimulates ideas on structure, texture, color, and pattern.
... Begin to use technique primarily as a vehicle for personal expression and conceptual work.
... Demonstrate an understanding of drawing as a tool for conceptualization and documentation of personal imagery.
... Establish procedures for fiber processes.
... Complete the creative problem-solving process from planning to implementation and evaluation.
... Demonstrate an awareness of historic and contemporary examples of textiles and fiber art.

104C Introduction to Printmaking: Intaglio (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101, 113 (may be concurrent)

Studio practice in concepts and techniques of producing printed images from metal plates including monotype, etching, aquatint, drypoint, and engraving.

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

... Comprehend and sensitively apply the visual elements of line, shape, value, color, texture, space, and motion and the design principles of balance, rhythm, dominance, contrast, variation, and unity to monotype and intaglio projects.
... Know historic and contemporary examples of monotype and intaglio technique.
... Complete creative problem-solving process from planning and discovery to implementation and evaluation.
... Begin to experiment by taking risks through the process of exploration and revision during the creative problem-solving process.
... Demonstrate an understanding of monotype and intaglio materials, procedures, and concepts.
... Establish procedures for the monotype and intaglio technical processes.
... Begin to use the printmaking process to express personal imagery.

104D Intro Printmaking: ScreenPrint (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101, 114 (may be concurrent)

A beginning course providing hands-on experience in the development of skills used in designing for silkscreening on paper. Includes skills in photo-silkscreening.

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

... Comprehend and sensitively apply the visual elements of line, shape, value, color, texture, space, and motion, and the design principles of balance, rhythm, dominance, contrast, variation, and unity to screenprinting projects.
... Know historic and contemporary examples of screenprinting technique.
... Complete the creative problem-solving process from planning and discovery to implementation and evaluation.
... Begin to experiment by taking risks through exploration and revision during the creative problem solving process.
... Demonstrate an understanding of screenprinting materials, procedures and concepts.
... Establish procedures for the screenprinting process.
... Learn to use contemporary as well as traditional techniques of screenprinting, including computer graphics techniques.
... Begin to use the screenprinting process to express personal imagery.

105 Introduction to Ceramics (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

Three dimensional concepts in clay; hand-building and wheel-throwing techniques.

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

... Demonstrate through finished ceramic objects a basic understanding of hand building and wheel throwing techniques.
... Proceduralize the ceramic process.
... Comprehend and sensitively apply the visual elements of line, shape, color, texture, volume, and mass, and the design principles of balance, rhythm, dominance, contrast, variation, and unity to the execution of ceramic objects.
... Demonstrate a basic understanding of color and color theory as it relates to the use of glazes.
... Complete creative problem-solving process from planning and discovery to implementation and evaluation.
... Demonstrate a basic understanding of drawing as a means of notation, conceptualization, and visual organization.
... Demonstrate an awareness of historic and contemporary examples of ceramics.
... Begin to use the ceramic process to express personal imagery.
... Demonstrate an ability to articulate the concepts and intent of a finished ceramic piece.

ART CORE. ART 106, 113, 114, 115 are intended for potential Art majors, but are also open to others. These

courses are the building blocks for all of the 200 level studio courses.

106 Introduction to Sculpture (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

Sculpture studio experience in assemblage, carving, mold-making, metal construction, and casting.

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

... Demonstrate an understanding of the following sculpting processes: assemblage, carving, mold making, metal construction, and casting.
... Utilize creative problem-solving and procedures in the sculpting process.
... Demonstrate and sensitively apply the visual elements of line, texture, color, volume, and mass and the design principles of balance, directional force, rhythm, dominance, contrast, variation, and proportion.
... Demonstrate a basic understanding of drawing as a means of notation, conceptualization, and visual organization.
... Demonstrate an awareness of historic and contemporary examples of sculpture.
... Begin to use the sculpting process to express personal imagery.

107 Introduction to Photography (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

This course introduces elements and principles of photography.

Lectures, demonstrations and projects. Assumes no prior knowledge of photography. Students must have a camera with adjustable shutter speed, aperture, and light meter.

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

... Show a knowledge of historic and contemporary concepts of photography.
... Demonstrate a knowledge of the functions of the camera and the ability to control lighting situations.
... Demonstrate the ability to perform all the necessary dark-room techniques.
... Demonstrate useful professional presentation techniques.
... Comprehend and sensitively apply the visual elements of line, shape, value, texture, space, and motion, and the design principles of balance, rhythm, dominance, contrast, variation, and unity to photography projects.
... Complete the creative problem-solving process from planning and discovery to implementation and evaluation.
... Begin to experiment by taking risks through the process of exploration and revision during the creative problem solving process.

108 Elementary Studio-Drawing and Painting (3) AH1
6 hours lecture/lab per week
A beginning course for the non-Art major who desires to learn how to draw and paint. Required supplies usually cost the student $80-$150.

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

... Understand the process of visually expressing on a two-dimensional plane what is seen.
... Appreciate various forms of art expression found in drawing and painting through the act of doing.
... Show proficiency in the use of the art elements.
... Draw in more than one medium and use different drawing techniques.
... Execute works in a painting medium.
... Demonstrate creativity in creating an original work of art.

111 Introduction to Watercolor Painting (3)
6 hours lecture/lab per week
Recommended Preparation: ART 101, 113, 114 (may be concurrent)

This course provides an introduction to watercolor materials and techniques.

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

... Select and use watercolor materials.
... Show proficiency in the use of various watercolor techniques.
... Utilize the various art elements in communicating visual ideas.
... Utilize various design principles in composing a watercolor painting.
... Complete the creative problem-solving process, from planning and discovery to implementation and evaluation.

112 Introduction to Computer Art (3)
6 hours lecture/lab per week
Recommended Preparation: ART 101, 115

This course provides an introduction to technology, vocabulary, and procedures of computer produced images; and the use of the computer as an artist's tool.

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

... Demonstrate an understanding of the technology and vocabulary of computer art.
... Demonstrate an understanding of how the computer is used as a contemporary art tool through an examination of how computer art fits into the contemporary artist's environment.
... Understand and use several computer graphic systems, application software packages, input, and output devices.
... Understand and complete the following computer art procedures: layout, drawing, painting, and elementary programming.
... Sensitively apply the visual elements of line, shape, value, color, texture, space, time, and motion and the elements of balance, rhythm, dominance, contrast, variation, and unity to this process.
... Complete the creative process from preliminary drawing or planning stage through revisions to the final output print.
... Learn to be experimental by taking risks through the process of exploration during the creative process.
... Learn to use the computer to create personal visual images.

113 Introduction to Drawing (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media.

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

... Demonstrate a skillful use of a variety of drawing materials and techniques.

Painting of the Koa Gallery by Mari Sakamoto, oil on canvas

Photo by Bryan Sekiguchi

... Use the basic elements of the visual arts (line, value, shape, texture, modeling, pattern, composition) to arrive at an illusion of space, image, and form.
... Develop an awareness of the interaction of seeing, imagining, and drawing.
... Demonstrate hand-eye coordination.

114 Introduction to Color (3)
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

Theory and application of color as related to studio practice.

At the end of the course the student should be able to:
... Demonstrate an ability to perceive the multiple dimensions of color: hue, value, intensity, and temperature.
... Demonstrate a solid understanding of color interaction, theories, and vocabulary.
... Demonstrate skills in paint mixing, matching, and application.
... Utilize cut colored paper and paint to creatively solve posed color problems.
... Begin to develop a personal sense of color.

115 Introduction to Design (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101 (may be concurrent)

This course introduces elements of form and principles of design. It emphasizes projects in basic two-dimensional design.

Upon successful completion of this course, the student should be able to:
... Comprehend and sensitively apply the visual elements of line, shape, value, color, texture, space, time, and motion; and the design principles of balance, rhythm, dominance, contrast, variation, and unity to design assignments.
... Complete the creative problem-solving process from the preliminary planning stage and exploration through revisions to the final product.
... Learn to experiment by taking risks through the process of exploration during the creative problem solving process.
... Learn to skillfully use traditional and contemporary design media, i.e., paint, paper, computer graphics, etc.
... Employ design theory to practical application.
... Demonstrate awareness of structure in design through use of grid and modular systems.
... Appreciate and understand the scope of design in the contemporary world.

123 Introduction to Painting (3) AH1
6 hours lecture/lab per week
Recommended Preparation: ART 101, 113, 114 (may be concurrent)

This course introduces the student to theory and practice of painting; basic material and technical procedure will be addressed. Oil or acrylic paints will be used.

Upon successful completion of this course, the student should be able to:
... Comprehend and sensitively apply the visual elements of line, shape, light and shadow, color, texture, space, and motion; and the design principles of balance, rhythm, dominance, contrast, variation, and unity to painting projects.
... Begin to perceive color, shape, edge, and space with increased sensitivity.
... Complete the creative problem-solving process from planning and discovery to implementation and evaluation.
... Trust one's own decisions and insights during the creative problem-solving process.
... Demonstrate an understanding of painting materials, procedures, and terminology.
... Experience paint as structure and demonstrate an awareness of the plastic quality of paint.
... Establish procedures for the painting process from

thumbnail sketches and canvas preparation to the completion of a painting.

152 Introduction to Jewelry (3)
6 hours lecture/lab per week
Recommended Preparation: ART 101
Jewelry studio experience in assemblage, carving, mold-making, metal construction, and casting.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of the following jewelry processes: assemblage, carving, mold making, metal construction, and casting.
... Utilize creative problem-solving and proceduralization in the jewelry process.
... Demonstrate understanding of and ability to apply the visual elements of line, texture, color, volume, and mass; and the design principles of balance, directional force, rhythm, dominance, contrast, variation, and proportion.
... Demonstrate a basic understanding of drawing as a means of notation, conceptualization, and visual organization.
... Demonstrate an awareness of historic and contemporary examples of jewelry.
... Begin to use the jewelry process to express personal imagery.

THE 200 LEVEL STUDIO COURSES in photography, drawing, figure drawing, painting, ceramics, visual studies and sculpture (ART 201, 207, 208, 212, 213, 214, 223, 243, 244, 253) are intended primarily for ART majors but are also open to others. They build on skills and concepts learned in ART 101, 106, 113, 114, 115.

201 Expanded Arts (3)
6 hours lecture/lab per week
Prerequisites: Art 101, one 100 level 2D studio art class, and one 100 level 3D studio art class
Recommended Preparation: Some computer experience.
Addresses contemporary issues and technology through critical examination of arts activity in cultural contexts and studio exploration interrelating various media and notational systems.

Upon successful completion of this course, the student should be able to:
... Understand the relationship of the meaning of an artwork to its medium of expression.
... Translate a media-specific artwrok into other media and/or notational systems.
... Use analytical thinking skills to understand contemporary artworks in their greater social, political, and cultural contexts.
... Explore the art making process using contemporary art media, including computer graphics.
... Complete the creative problem-solving process, from planning and divergent thinking to implementation and evaluation.
... Trust one's own decision and insights druing the creative problem-solving process.

207 Intermediate Photography: Black/White Studio (3)
6 hours lecture/lab per week
Prerequisites: ART 107 or instructor's consent
This course teaches black and white photography emphasizing communication and self expression. Lectures, demonstration, and projects. Student must supply camera and materials.

Upon successful completion of this course, the student should be able to:
... Develop an increased awareness, appreciation and articulation of the aesthetic issues of B/W photography.
... Develop language skills in critical evaluation of B/W photographs.
... Perceive and photograph shape, line, texture, and value relationships with increased sensitivity and personal confidence.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Communicate visual concepts through the B/W photographic process.
... Develop more indepth procedures for the B/W photographic technical process, including exposure development ratios for film, focus functions, basic lighting; and finishing, spotting, and mounting of prints.
... Develop refined B/W printing techniques.

208 Intermediate Photography: Color Studio (3)
6 hours lecture/lab per week
Prerequisites: ART 107 or instructor's consent
Color in photography emphasizing communication and self expression. Lectures, demonstration and projects. Student must supply camera and materials.

Upon successful completion of this course, the student should be able to:
... Acquire a working knowledge of recent developments of color photography, as well as a historical perspective.
... Demonstrate a working knowledge of the types of lighting, filters, color film, and chemistry used in color photography processes.
... Proceduraiize the color photography technical process.
... Develop language skills in critical evaluation of color photography.
... Perceive and photograph color relationships with increased sensitivity and personal confidence.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Begin to communicate visual ideas through the color photographic process.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Begin to communicate visual ideas through the color photographic process.

212 Intermediate Computer Art (3)
6 hours lecture/lab per week
Repeatable twice for credit
Prerequisites: ART 112 or instructor's consent
This course provides studio experience in concepts and techniques of computer art, including high resolution image production, image processing, elementary animation, and three dimensional modeling.

Upon successful completion of this course, the student should be able to:
... Understand and use the three main computer art software systems, specifically color-mapping, true color, and 3-D modeling.
... Comprehend and complete the following computer art procedures: high resolution image production, image processing, elementary animation, three dimensional texture mapping, and basic computer literacy, including elementary disk operating system (DOS) procedures and batch file processing.
... Use creative problem-solving procedures to develop unique personal visual images.

... Demonstrate an increased understanding of how the computer is used as a contemporary art tool.
... Sensitively apply the visual elements of line, shape, value, color, texture, space, time, and motion; and the design principles of balance, rhythm, dominance, contrast, variation, and unity to this process.
... Complete the creative process from preliminary drawing or planning stage through revisions to the final output.
... Access resources outside the college environment for advanced input and output needs.
... Demonstrate an increased understanding of the technology and vocabulary of computer art.

213 Intermediate Drawing (3)
6 hours lecture/lab per week
Prerequisites: ART 113 or instructor's consent
Recommended Preparation: ART 101 (may be concurrent)
A continuation and development of ideas and skills introduced in ART 113. Drawing concepts unique to this century are explored.

Upon successful completion of this course the student should be able to:
... Experience drawing as a way of "seeing" involving all the faculties of the mind: perception (observation, sensation), intellect (analysis, organization, synthesis), intuition, and emotion.
... Demonstrate an increased familiarity with the language of art; the basic vocabulary of drawing: line, shape, value, color, form and space; and organize these elements and their relationships.
... Demonstrate an ability to integrate the dynamic nature of the picture plane with the representational aspects of drawing.
... Demonstrate an ability to focus on the "process" of drawing through the various developmental states of observation, analysis, construction, reorganization, and transformation.
... Develop skills in drawing as a descriptive language for greater personal expression.
... Show a developed proficiency in the use of a variety of drawing materials, techniques, and concepts, particularly pertaining to drawing concepts unique to this century.

214 Life Drawing (3)
6 hours lecture/lab per week
Repeatable once for credit
Prerequisites: ART 101, 113 or instructor's consent
Recommended Preparation: ART 213
Study of the figure.

Upon successful completion of this course, the student should be able to:
... Begin to draw the human figure accurately.
... Demonstrate a knowledge of the landmarks of skeletal and musculature systems of the human figure.
... Sensitively apply the visual elements of line, shape, volume, mass, value, color, and space; and the design elements of balance, proportion, rhythm, movement, and dominance to the drawing process.
... Show a developed proficiency in the use of a variety of drawing materials and techniques.
... Begin to draw the human figure expressively.

223 Intermediate Painting (3)
6 hours lecture/lab per week
Repeatable once for credit
Prerequisites: ART 123 or instructor's consent
Painting from observation with attention to contemporary issues and technical procedures. Oil or acrylic paint will be used.

Upon successful completion of this course, the student should be able to:
... Acquire a working knowledge of recent developments in the pictorial structure of painting.
... Become familiar with alternative contemporary strategies for making paintings, based on perceptual painting experience.
... Develop language skills in critical evaluation of paintings.
... Understand the dynamic organization of pattern, two and three dimensional space, and rhythmic demands of the flat picture plane.
... Perceive and paint shape, edges, color relationships, and space with increased sensitivity and personal confidence.
... Demonstrate during the painting process an understanding that perceptual experience leads to the development of painting abstraction.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Begin to develop intuitive artistry by discovering personal technical alternatives in painting.
... Begin the search for an original and personal vision.
... Establish procedures for the painting technical process.

243 Intermediate Ceramics: Hand Building (3)
6 hours lecture/lab per week
Repeatable once for credit
Prerequisites: ART 105 or instructor's consent
Development of sculptural and vessel concepts using hand building techniques.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of the three basic hand building techniques and the potential of each as structural and decorative elements.
... Demonstrate an understanding of two different clay bodies and their potential as structural and decorative elements.
... Demonstrate an awareness of the varieties of materials and techniques of the glazing and firing processes.
... Demonstrate innovative and inventive problem-solving, through creative decision-making and insightful articulation of finished ceramic vessels and sculptural forms.
... Demonstrate an ability to generate creative ideas through three-dimensional visualization techniques.
... Demonstrate an understanding of color and color theory as it relates to three-dimensional form in the use of glazes and oxides.
... Demonstrate an understanding of historic and contemporary examples of hand-built ceramics.
... Demonstrate an understanding of drawing as a tool for conceptualization and documentation of personal imagery and technical investigation of the ceramic process.
... Demonstrate an appreciation for and awareness of ceramic objects.
... Demonstrate an awareness of the visual elements and the design principles while creating ceramic vessels and sculptural forms.
... Demonstrate an ability to articulate the concepts and intent of a completed piece.

244 Intermediate Ceramics: Wheel Throwing (3)
6 hours lecture/lab per week

Repeatable once for credit
Prerequisites: ART 105 or instructor's consent
Development of vessel and sculptural concepts using wheel throwing techniques.

Upon successful completion of this course, the student should be able to:
... Demonstrate through completed projects a basic proficiency in wheel throwing techniques.
... Demonstrate an understanding of color and color theory through the use of various decorating techniques: slips, oxides, engobes, stains, and glazes.
... Demonstrate an understanding of clay bodies, oxidation, and reduction firing and of the basic chemical compositions of glazes.
... Demonstrate an awareness of the visual elements and the design principles while creating ceramic vessels and sculptural forms.
... Demonstrate innovative and inventive problem-solving, through creative decision-making and insightful articulation of finished ceramics vessels and sculptural forms.
... Demonstrate an ability to generate creative ideas through three-dimensional visualization techniques.
... Demonstrate an understanding of drawing as a tool for conceptualization and documentation of personal imagery and technical investigation of the ceramic process.
... Demonstrate an understanding of historic and contemporary examples of wheel made ceramics.
... Demonstrate an ability to articulate the concepts and intent of a finished ceramic object.

253 Sculpture-Figure Modeling (3)
6 hours lecture/lab per week
Prerequisites: ART 106 or instructor's consent

Modeling the human figure in clay, with emphasis on the basic skeletal structure and muscles in relation to surface modulation, proportion, volume, and gesture.

Upon successful completion of this course, the student should be able to:
... Demonstrate through finished sculpture an understanding of the human figure; its basic skeletal and muscular structure, proportion, volume and gesture.
... Demonstrate an understanding of figure and portrait modeling, mold-making, fabrication, and the casting process.
... Demonstrate an understanding of drawing as a tool for conceptualization and documentation of personal imagery.
... Demonstrate an awareness of historic and contemporary examples of sculpture.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Demonstrate an ability to articulate the concepts and intent of a finished sculpture.

264 Intermediate Design-3D (3)
6 hours lecture/lab per week
Prerequisites: ART 115 or instructor's consent

This course develops basic three-dimensional design concepts emphasizing the elements and principles of art.

Upon successful completion of this course, the student should be able to:
... Utilize the three-dimensional elements (i.e., mass, space, texture, light, movement) to solve three-dimensional design problems.
... Complete the creative problem-solving process from the preliminary planning stage and exploration through revision to the final product.
... Understand the principles of three-dimensional design.
... Demonstrate a knowledge of different media in working subtractively and additively to solve three-dimensional design problems.
... Demonstrate a knowledge of the historical and cultural traditions, forces, and movements which have shaped three dimensional form.
... Trust one's own decisions, insights, and perceptions during the creative problem-solving process.
... Appreciate and understand the scope of three-dimensional design in the contemporary world.

269V Study Abroad (Designated Region, Variable Credit)
30 Hours per credit lecture/lab trip total.

An on-site study of the art/architecture of a designated location using lectures and discussions and/or an art studio medium as a tool to analyze, understand, and appreciate the development of that region's art/architecture.

Upon successful completion of this course, the student should be able to:
... Become more informed about the peoples and culture of the designated location(s) visited.
... Become aware of internationalism and an interdependency of cultures.
... Understand the development of the art and/or architecture of the designated location(s) visited.
... Use group discussions, essays, examinations, and/or a visual studio process as a tool to analyze, understand, and sensitively appreciate and appraise forms and structures of the art studied.

270 Introduction to Western Art (3)
3 hours lecture per week
Recommended Preparation: ART 101 or HIST 151

Major developments in Western art from prehistory to present.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding that art is a visible manifestation of cultural values, a mirror of "reality" of its time period.
... Show a knowledge of major historical and cultural trends of Western art, including knowledge of various materials, techniques, and art forms.
... Demonstrate an understanding of the present by comparing and contrasting it with the past.
... Analyze style both descriptively and comparatively.
... Demonstrate a knowledge of the diffusion of trends and styles from one country to another over space and time.
... Incorporate writing as a tool for analyzing art forms.

280 Introduction to Eastern Art (3) AH1
3 hours lecture per week
Recommended Preparation: ART 101 or HIST 151

Major developments in arts of Asia.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding that art is a visible manifestation of cultural values, a mirror of "reality" of its time period.
... Show a knowledge of major historical and cultural trends of Asian art, including knowledge of various materials, techniques, and art forms.
... Demonstrate an understanding of the present by comparing and contrasting it with the past.
... Analyze style both descriptively and comparatively.

... Demonstrate a knowledge of the diffusion of trends and styles from one country to another over space and time.
... Incorporate writing as a tool for analyzing art forms.

ASIAN (ASIAN)

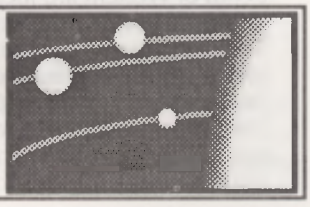
100 Asian Perspectives (3)
3 hours lecture per week
Prerequisites: ENG 22 or higher

This course will examine contemporary Asia using the perspectives of the Humanities and Social Sciences. Students will examine systems of values and their expression, historical experiences, social institutions, and current issues of South, Southeast, and East Asia.

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

... Develop an appreciation and awareness of Asia.
... Develop an understanding of the environments and experiences of Asian peoples.
... Analyze events and conditions in contemporary Asia and options for the twenty-first century.
... Demonstrate an understanding of political, social, cultural, economic, and other contributions of Asian civilizations.
... Critically examine the values of various Asian groups.
... Demonstrate familiarity with the geography of Asia and its interrelationship with the rest of the globe.
... Analyze contemporary issues and views of Asian peoples reflected in the mass media and other sources.
... Demonstrate an understanding of Asian cultural traditions, including their value systems, institutions, aesthetic expressions, and their contemporary relevance.
... Identify the importance of different political, social, and religious traditions of Asia.
... Identify and explain ethnicity in the Asian context.
... Demonstrate familiarity with the disciplines within the social sciences and humanities.

ASTRONOMY (ASTR)



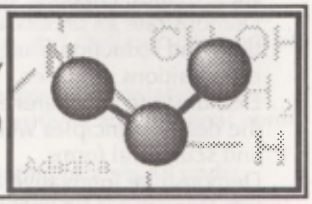
110 Survey of Astronomy (3) NS2
3 hours lecture per week
Prerequisites: MATH 25
Recommended Preparation: PHYS 100, SCI 122, or high school physics

A survey of astronomy and astronomical measurement techniques with emphasis on the structure, evolution, and dynamics of the physical universe.

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

... Explain how scientists use both qualitative and quantitative analysis methods to investgate how the universe works.
... Understand the basic laws of physics which govern the movements and workings of the planets, stars, and galaxies.
... Identify the instruments and methods astronomers use to investigate the physical universe.
... Explain the nature, characteristics, and distribution of various forms of matter in the physical universe.
... Define the theories of the origin and evolution of the planets, stars, galaxies, and the universe itself.
... List the current theories of the origin of life in the physical universe.

BIOCHEMISTRY (BIOCH)



241 Fundamentals of Biochemistry (3) NS2
3 hours lecture per week
Prerequisites: MATH 25 or equivalent
Recommended Preparation: high school science

The fundamentals of general, inorganic, and bio-organic chemistry as they apply to living systems. This course can be taken as a Natural Science elective or to complete the biochemistry/chemistry requirement for some of the programs in Allied Health at Kapi'olani Community College and at the UH-Mānoa campus.

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

... Use the metric system and scientific notation.
... Understand modern theories of atomic structure and radioactivity.
... Understand modern concepts of chemical bonding.
... Write chemical formulas and names.
... Use kinetic molecular theory to explain chemical phenomena.
... Perform calculations using the mole concept.
... Write and balance chemical equations.
... Perform calculations in stoichiometry.
... Understand the concept of equilibrium.
... Understand Acid Base Theory and pH.
... Understand solution chemistry and the behavior of dissolved substances.
... Name the basic types of organic molecules.
... Explain the physical and chemical properties of hydrocarbons.
... Explain the physical and chemical properties of the major organic functional groups.

244 Essentials of Biochemistry (3)
3 hours lecture per week
Prerequisites: CHEM 151 or 161

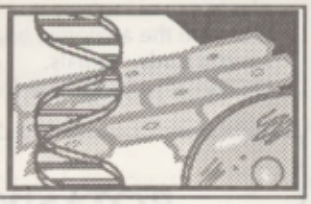
Chemical principles and concepts of living systems. The composition, function, and transformation of biological substances in animals, plants, and micro-organisms. Sufficient organic chemistry is included to provide understanding of these principles.

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

... Draw accurate pictures of molecules using conventional methods employed by chemists.
... Draw diagrams of the 20 common organic functional groups.
... Name molecules using systems of nomenclature accepted by chemists.
... Draw structural isomers of a compound having been given the molecular formula.

... Distinguish between structural, geometric, and optical isomers.
... Predict and draw the products of a chemical reaction given the reactants.
... Understand and explain how optical activity occurs in a molecule.
... Explain the basic concepts of Acid Base Theory.
... Distinguish between the molecules of three basic food groups: carbohydrates, fats, and proteins.
... Show the major metabolic pathways using net chemical reactions, flow diagrams and, in some cases, very detailed drawings of all molecules involved.
... Show in detail how energy in the form of ATP is derived from food during the metabolism of carbohydrates and fats.

BIOLOGY (BIOL)



20 Beginning Biology (3)
3 hours lecture per week
A non-laboratory course covering the cell, representative plants and animals, mammalian structure and function, heredity, and evolution.

Upon successful completion of this course, the student should be able to:
... Describe a cell and its parts and functions.
... Explain how green plant structure has adapted to convert solar energy to the usable chemical bond energy trapped in carbohydrates.
... Describe the basic macromolecules that organisms use to meet their nutritional requirements and how they are synthesized and degraded.
... Describe how the parts of an organism's tissue and organ systems help to maintain that organism.
... Explain asexual and sexual reproductive patterns in plants and animals including development.
... Describe Mendelian Genetics.
... Discuss the theory of evolution.
... Examine the interrelationship of abiotic and biotic factors on the balance of nature.
... Relate the sources and the effects of pollutants to the quality of the environment.

22 Human Anatomy and Physiology (3)
3 hours lecture per week
The structure and function of the human body, including reproduction. A non-laboratory course for students with no previous work in chemistry or physics.

Upon successful completion of this course, the student should be able to:
... Describe the detailed structure and composition of the human body.
... Explain the functions of body parts and the interrelation of their structure with function.
... Discuss the levels of biological organization within the body: cells, tissues, organs, and the organ systems
... Demonstrate an intimate familiarity with the 10 major organ systems: epithelial, skeletal, muscular, nervous, circulatory, endocrine, respiratory, digestive, urinary, and reproductive.
... Describe the effects of medical advancements in diagnosis and treatment on health and well-being.

130 Anatomy and Physiology (4)
4 hours lecture per week
Recommended Preparation: CHEM 101 or a higher level chemistry or biochemistry course.

A basic course in the structure and function of the human body which includes a study of its gross anatomy, microanatomy, physiology, pathology, and pathophysiology.

Upon successful completion of this course, the student should be able to:
... Describe the structural and functional relationships of the body as a whole, its systems and its organs.
... Analyze the structure and function of the cell and its interactions with the environment.
... Discuss the structure of the skeletal and muscular organs related to locomotion and support.
... Describe the ultrastructure of skeletal muscle and the mechanism of muscular contraction.
... Describe the anatomy and physiology of the endocrine system and relate hormonal regulation to the pathophysiology of the body.
... Describe the role of the nervous system in functional control of the human body, describe the nerve impulse mechanism, understand the role of the autonomic nervous system in homeostatic maintenance, and analyze the integration of sensation.
... Discuss the anatomical structures and components of the cardiovascular and lymphatic systems and demonstrate an understanding of cardiovascular and immune physiology.
... Describe the anatomical structures of the respiratory system and demonstrate an understanding of pulmonary physiology.
... Describe the anatomy of the digestive system and analyze the physiological changes of the digestive process.
... Describe the anatomy of the urinary system and explain how the urinary organs function in the removal of cellular wastes from the blood and transport the wastes from the body.
... Demonstrate an understanding of the role of fluids, the movement of ions, and the acid-base balance in maintaining homeostasis of the body.
... Describe the anatomical structures of the reproductive system and their functions, including the human sexual response.

130L Anatomy Laboratory (1)
3 hours lab per week
Comment: Credit or concurrent enrollment in BIOL 130 preferred

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

Upon successful completion of this course, the student should be able to:
... Identify the anatomical structures of the muscular, skeletal, nervous, hormonal, circulatory, respiratory, digestive, urinary, and reproductive systems.
... Describe the position and structural relationships of the anatomical components of the muscular, skeletal, nervous, hormonal, circulatory, respiratory, digestive, urinary and reproductive systems.

171 General Biology I (3) NS1
3 hours lecture per week
Recommended Preparation: CHEM 101, 151, 161, or BIOCH 241

Intended to provide the beginning student with a back-

ground in the fundamentals of the Biological Sciences. Suitable for students preparing for careers in medical technology, nursing, the life sciences, and medicine.

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

... Define the basic principles held in common among the diversity of Biological Sciences.
... Describe the fundamentals of the genetics of Natural Selection, its history, its influence on modern biological thinking and research, and competing explanations of evolution.
... Apply knowledge of inorganic and biological chemistry principles to cell biology, metabolism, and the origin of life.
... Describe cell structure and cell metabolism.
... Describe the distinguishing characteristics of microorganisms: prokaryotes, viruses, protists, and fungi.
... Demonstrate knowledge of the metric system and scientific notation.

171L General Biology Laboratory I (1)
3 hours lab per week
Prerequisites: Credit or registration in BIOL 171

Intended to provide the beginning student with selected laboratory experiences concerning the fundamentals of Biological Science. The focus of the lab exercises will be organic molecules and cell structure and function.

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

... Demonstrate approved techniques of handling laboratory specimens and equipment.
... Record data accurately and in proper form.
... Describe the characteristics and properties of cellular structures and biomolecules studied in the laboratory.
... Design and use dichotomous keys.
... Understand the principles of population genetics and solve multi-hybrid and sex-linked genetics problems.

172 General Biology II (3)
3 hours lecture per week
Prerequisites: BIOL 171

Intended to provide the beginning student with the second part of an adequate background in the fundamentals of the Biological Sciences. Suitable for students preparing for careers in medical technology, nursing, the life sciences, and medicine.

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

... Demonstrate basic knowledge of Botany — The Plant Kingdom: evolution and diversity of plants, reproduction and development in plants, transport mechanisms of plants, and regulation and control in plants.
... Demonstrate basic knowledge of the Animal Kingdom (including Humans): evolution and diversity (including taxonomy and systematics), support and movement, digestion and nutrition, respiration, circulation and immunity, homeostasis - thermoregulation, osmoregulation and excretion, endocrine systems, neurons and nervous systems, sexual reproduction, and development.
... Discuss the principle concepts in Animal behavior: evolutionary considerations, mechanisms of behavior and developmental behavior, andcomparative animal behavior.
... Discuss the principles of Ecology: biosphere and biomes, communities and ecosystems, populations, and environmental interactions.

172L General Biology Laboratory II (1)
3 hours lab per week
Prerequisites: Credit or registration in BIOL 172

Intended to provide the continuing biology student with further laboratory experiences in the fundamentals of Biological Science. The focus of the lab exercises will be microbes, plants, and animals.

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

... Demonstrate approved techniques of handling laboratory specimens and equipment.
... Record data accurately and in proper form.
... Describe the anatomy of microbes and the characteristics of microbial growth.
... Describe the anatomy, adaptations, and life cycles of plants.
... Describe the anatomy, adaptation, and behavior of several study animals.
... Demonstrate proper ecological sampling techniques.

BOTANY (BOT)

101 General Botany (3) NS1
3 hours lecture per week
Registration in BOT 101L optional
Recommended Preparation: CHEM 101 or a higher level chemistry or biochemistry course

Growth, functions, and evolution of plants, their relations to the environment and particularly to humans and their activities.

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

... Demonstrate knowledge of the important biological concepts and theories (cell theory, energy flow, photosynthesis, growth, reproduction, etc.), and recognize that they may be explained in terms of the natural laws of physics and chemistry.
... Know the unique anatomical characteristics of the major plant groups and relate these structures to the functions they perform.
... Demonstrate the basic knowledge of plant genetics and evolution of floral structures in terms of ecology and morphology.
... Develop a balanced and pragmatic knowledge in botany.

101L General Botany Laboratory (1) NS1
3 hours lab per week
Prerequisites: Credit or registration in BOT 101

Laboratory observations and experiments illustrating basic principles of plant biology.

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

... Demonstrate the ability of critical thinking and logical reasoning through the use of the scientific method.
... Work independently or in groups in the laboratory by performing observations, drawings, dissections, and behavioral objectives.
... Develop laboratory skills and techniques, including skill in the preparation of laboratory reports.

105 Ethnobotany (3) SS
3 hours lecture per week

Plants and their influence on the culture of Hawai'i and the Pacific; uses of cultivated and wild plants of the world.

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

... Demonstrate a knowledge of habits, habitats, reproductions, and interactions of plants with the environment.
... Identify the role and influence played by plants on the culture of Hawai'i and the Pacific.
... Demonstrate a knowledge of the economic importance and ecology of cultivated and wild plants of the world.
... Understand and appreciate the complete dependence of all living things on green plants.

130 Plants in the Hawaiian Environment (3) NS1
3 hours lecture per week
Registration in BOT 130L optional

Introduction to the plant species and communities of Hawaiian ecosystems; their evolution, ecology, and economic value to humans. Includes observations and systematics of native and introduced flora.

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

... Discuss the geologic history of the Hawaiian Islands.
... Discuss the arrival and establishment of native and introduced plant species.
... Discuss major Hawaiian ecosystems.
... Discuss variations in plant parts, with special consideration to the relationship between structure and function.
... Recognize common native and introduced plant species.
... Discuss the ecology and economic value of native and introduced plant species.
... Recognize the effect of man on the flora of the Hawaiian islands.

130L Plants in the Hawaiian Environment Laboratory (1) NS1
3 hours lab per week
Prerequisites: BOT 130 (may be concurrent)

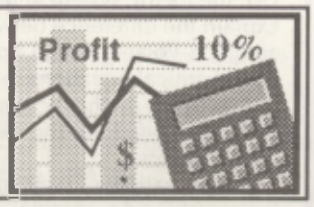
Observation of plant species, communities, and their environment.

Application of field survey methods. Field trips.

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

... Critically think and logically reason through the use of the scientific method.
... Work independently or in groups in the laboratory by performing observations and dissections and by completing behavioral objectives for each lab exercise.
... Recognize the major plant families.
... Recognize and identify economic plants.
... Discuss the effects of environmental factors on plant distribution and dispersal.

BUSINESS (BUS)



20 Introduction to Business (3)
3 hours lecture per week

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

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

... Demonstrate knowledge of the nature of American business: its ownership, organizational structure, management, and basic functional areas of operations.
... Demonstrate knowledge of the economic, legal, political, and social environment in which it operates.
... Reflect knowledge of career opportunities in business.

55 Computational Problems in Business (3)
3 hours lecture per week
Prerequisites: Completion of MATH 1 or equivalent performance on math placement test.

Basic math applications to common business and financial problems utilizing an electronic calculator.

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

... Demonstrate proficiency in the use of the electronic calculator and 10-key adder.
... Demonstrate knowledge of basic arithmetic processes including fractions, decimals, and percentages, and their application to business problems.
... Solve business math problems for banking and sales records, interest in finance, markup and markdown, cash and trade discounts, taxes, payroll, depreciation, inventory, metric, and basic financial reports.

56 Advanced Computational Problems in Business (3)
3 hours lecture per week
Prerequisites: BUS 55

Advanced computational skills in solving advanced business and financial problems.

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

... Demonstrate understanding of common quantitative problems of business and finance.
... Analyze and solve business math problems requiring reasoning skills.

70 Human Relations in Business (3)
3 hours lecture per week

A functional approach to interpersonal relations stressing the development of proper business attitudes.

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

... Demonstrate an understanding of the area of human relations in business dealing with self-improvement and group dynamics.
... Display an awareness of the social competencies (knowledge, skills, understanding and attitudes) required of people — managers and employees — to adjust, work, and relate together successfully in a business setting.

150 Personal Finance (3)
3 hours lecture/lab per week

This course will provide students with basic knowledge in finance, insurance, and investment strategies. The content will demonstrate to a student how to obtain financing for the purchase of real and personal property. It will detail the different types of car, health, and life insurance options available. Basic investment strategies for the different stages of life will be presented.

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

... Identify the steps necessary in obtaining a loan for the purchase of real property (mortgage) and personal property (car, computer, etc.).
... Demonstrate the ability to choose a financial institution that best suits his or her particular needs.
... Understand the need for good credit and the necessary steps in obtaining it.
... Understand the need for property insurance (car and home) and the different coverages available.
... Understand and demonstrate the ability to choose the appropriate life insurance coverage needed.
... Identify the various health insurance policies available and be able to choose one appropriate for his or her situation.
... Demonstrate investment strategies for the different stages of life such as newly married or retired.

BUSINESS LAW (BLAW)

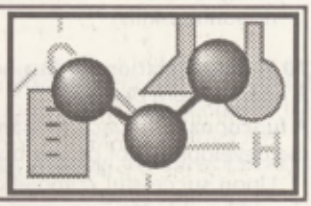
200 Legal Environment of Business (3)
3 hours lecture per week

Introduction to the legal environment in which business operates.

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

... Demonstrate broad understanding of the American System of jurisprudence, its evolvement and procedures.
... Recognize broad principles of law relating to contracts, agency, employment, independent contractors, personal property (including bailments), concurrent interests, product liability and consumer protection, environmental laws, bankruptcy, torts, anti-trust, and ethics.

CHEMISTRY (CHEM)



100 Chemistry and Man (3)
3 hours lecture per week

Basic concepts in chemistry utilizing mathematics only where necessary. Designed for the non-science major.

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

... Use the metric system and scientific notation.
... Explain basic conceptual models used to describe atomic structure and chemical bonding in molecules.
... Write chemical formulas for molecules and compounds.
... Write and balance chemical equations.
... Explain the differences between physical and chemical changes.
... Explain the varying solubilities of substances in different solvents.
... Comprehend that many environmental problems can be understood and solved by the application of basic chemical principles.
... Describe the categories, sources, and effects of the major types of atmospheric and water pollutants.
... Discuss major environmental issues and become a generally well-informed citizen with regard to issues involving science.

101 Elementary Survey of General, Organic, and Biochemistry (3)
3 hours lecture per week
Prerequisites: MATH 24

Covers the basic concepts of general, organic, and biochemistry at an elementary level. The course is specifically designed for students enrolled in the Associate in Science Degree Nursing Program who have no previous chemistry background. Serves as a preparatory course for the CHEM 151 or 161 courses.

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

... Perform all the necessary mathematical manipulations needed to solve the chemistry problems presented in the course.
... Understand the basic concepts of the Kinetic Molecular Theory.
... Understand the system for classifying all forms of matter.
... Understand the basic atomic structure of an atom according to the Bohr Theory.
... Tell what type of chemical bond is formed between two elements.
... Understand how the periodic table is constructed and how it is used to obtain information concerning elements.
... Write formulas for simple chemical compounds and also name them.
... Understand the mole concept and perform calculations using this convention.
... Write and balance chemical equations.
... Explain how and why a given solvent is able to dissolve one solute but not another.
... Understand the concept of chemical equilibria.
... Understand the basic concepts of Acid Base Theory.
... Understand the causes of radioactivity and some ways in which radioactive isotopes may be used in the field of medicine.
... Draw the 20 organic functional groups.
... Distinguish between the major food groups: carbohydrates, fats, and proteins.

151 Elementary Survey of Chemistry (3) NS2
3 hours lecture per week
Prerequisites: MATH 25

This course is intended to provide the beginning student with an adequate background in the fundamentals of chemistry. It is suitable for students preparing for careers in medical technology, nursing, and the life sciences.

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

... Use the metric system and scientific notation.
... Explain the difference between Ionic, Polar covalent, and Non-Polar covalent bonding.
... Use chemical equations to calculate weight or volume relationships in chemical reactions.
... Understand and use the mole concept in solving chemical problems.
... Explain a variety of conceptual models used in describing atomic and molecular structure, chemical bonding and Acid Base Theory.

151L Elementary Survey of Chemistry Lab (1) NS2
3 hours lab per week
Prerequisites: CHEM 151 (may be concurrent)

Experiments introducing laboratory techniques and illustrating chemical principles.

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

... Demonstrate approved technique in handling laboratory equipment.
... Record data accurately and in proper form on the lab report sheets.
... Make and use measurements to calculate descriptive properties of matter such as: density, mass, volume, concentration, chemical formulas, etc.

152 Survey of Organic and Bio-organic Chemistry (3) NS2

3 hours lecture per week
Prerequisites: CHEM 151, 161, or 171

Structure, nomenclature, properties, reactions of organic compounds.

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

... Describe the phenomenon of orbital hybridization and its usefulness in explaining chemical bonding.
... Explain isomerization in organic compounds.
... Explain the phenomenon of optical isomerization.
... Apply the knowledge obtained in CHEM 151 or 171 to the study of organic chemistry.
... Explain the differences in physical properties and chemical reactivity between the three classes of hydrocarbons: alkanes, alkenes, and alkynes.
... Explain the differences between the different types of substitution and elimination reactions.
... Explain the differences in physical properties and chemical reactivity between the following classes of organic compounds: alcohols, carboxylic acids, esters, ethers, aldehydes, and ketones.
... Describe the general characteristics and reactions of molecules found in living systems: carbohydrates, fats, and proteins.

152L Survey of Organic and Bio-organic Chemistry Laboratory (1) NS2

3 hours lecture per week
Prerequisites: CHEM 151L, 161L, or 171L, and prior credit or registration in CHEM 152

Techniques of preparation, purification, and identification of organic compounds.

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

... Demonstrate approved techniques in handling laboratory equipment.
... Record data accurately and in proper form on lab report sheets.
... Demonstrate laboratory procedures for separation, purification, and identification of organic compounds.

161 General Chemistry I (3) NS2

3 hours lecture per week
Prerequisites: MATH 25 or 2 years high school algebra
Recommended Preparation: MATH 135

Fundamental concepts of chemistry. Problem solving is emphasized. This course is suitable for students planning careers in science, engineering, nursing, or other areas which require a general chemistry course. CHEM 161 may serve as a prerequisite for CHEM 152 in place of CHEM 151. Students who wish to take a lab course should enroll concurrently in CHEM 161L.

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

... Use the metric system and scientific notation.
... Explain the differences between Ionic Polar covalent and Non-Polar covalent bonding.
... Write the formulae for chemical compounds and molecules.
... Balance chemical equations.
... Use chemical equations to calculate weight or volume relationships in chemical reactions.
... Understand and use the mole concept to solve chemical/stoichiometric problems.
... Understand the concept of chemical equilibrium.
... Explain a variety of conceptual models used in describing atomic and molecular structure, chemical bonding and Acid Base Theory.
... Explain Acid Base Theory.

161L General Chemistry I Lab (1) NS2

3 hours lab per week
Prerequisites: CHEM161 (or concurrent enrollment), MATH25

An optional laboratory course which accompanies CHEM 161. Experiments are performed which relate to the lecture material in CHEM 161.

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

... Demonstrate approved techniques in handling laboratory equipment.
... Record data accurately and in proper form on the lab report sheets.
... Make and use measurements to calculate descriptive properties of matter such as: density, mass, volume, concentration, chemical formulas, etc.

162 General Chemistry II (3) NS2

3 hours lecture per week
Prerequisites: CHEM 161, 2 years high school algebra or MATH 27 (MATH 130 strongly recommended)

Emphasis on chemistry fundamentals and problem solving. Normally this course is followed in sequence by CHEM 272. Students who wish to take a lab course should enroll in CHEM 162L concurrently with CHEM 162.

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

... Calculate an equilibrium constant.
... Calculate an ionization constant.
... Calculate a solubility product constant.
... Show the relationship between equilibrium and ionization constants.
... Calculate the pH of a weak acid or weak base solution.
... Calculate a hydrolysis constant.
... Calculate the pH of a solution undergoing hydrolysis.
... Use a solubility product constant to determine if precipitation will occur.
... Explain the difference between voltaic and electrolytic cells.
... Calculate standard and non-standard cell voltages.
... Calculate the free energy of a reaction.
... Explain the relationship between free energy and cell voltage.
... Calculate the enthalpy for a given chemical reaction using heats of formation of reactants and products.
... Explain the relationship between free energy, entropy, and enthalpy.
... Explain the concepts of nuclear fission and fusion.
... Explain the difference between radioactive and non-radioactive isotopes.
... Predict the products of a nuclear decay scheme given the starting isotope and types of emissions occurring.
... Describe how a nuclear reactor operates.

... Distinguish between the basic type of organic molecules: alkanes, alkenes, and alkynes.
... Name the basic types of organic molecules.

162L General Chemistry II Lab (1) NS2
3 hours lab per week
Prerequisites: CHEM 162 (or concurrent enrollment), MATH 25, CHEM 161L

Upon successful completion of this course, the student should be able to:
... Demonstrate approved techniques in handling laboratory equipment.
... Record data accurately and in proper form on the lab report sheets.
... Make and use measurements to calculate descriptive properties of matter such as: ionization constants, solubility product constants, pH, degree of hydrolysis, and rates of chemical reactions.

50 Basic Conversational Mandarin (3)
3 hours lecture per week

A basic course in conversational Mandarin which helps students to develop listening and speaking skills as they better understand the social/cultural context of the Chinese language.

Upon successful completion of this course, the student should be able to:
... Produce with reasonable accuracy the phonetic sounds of Mandarin Chinese, including tones, initials, and finals.
... Demonstrate an understanding of the basic structure patterns by creating sentences based on textbook vocabulary and patterns.
... Carry out tasks involving a variety of activities such as greetings, shopping, telephoning, inquiring, telling time, giving directions, eating out, etc.
... Read important directional signs in Chinese characters.
... Understand various aspects of Chinese language and culture.
... Develop Chinese dialogues directly relating to his or her interests of career goal.

101 Elementary Mandarin I (4) FL
3 hours of lecture, 2 hours of lab per week

A course designed for students with no background in the Mandarin dialect of Chinese. It is an introduction to understanding, writing, and speaking Mandarin.

Upon successful completion of this course, the student should be able to:
... Read 90 characters and 85 special combinations.
... Write 90 characters and compose sentences with them.
... Properly pronounce and intonate words, phrases, and sentences.
... Understand how the language reflects its culture.
... Appropriately vary vocabulary and usage in different social situations.

102 Elementary Mandarin II (4) FL
3 hours of lecture, 2 hours of lab per week
Prerequisites: CHN 101 or equivalent

A continuation of CHN 101. The four skills of listening, speaking, reading, and writing in the Mandarin dialect are further developed.

Upon successful completion of this course, the student should be able to:
... Read 200 characters and 354 special combinations and summarize the content of short paragraphs.
... Write 200 characters and compose sentences and short paragraphs using the 200 characters.
... Produce with reasonable accuracy the phonetic sounds of Mandarin Chinese, including the modification of tones, stress, and intonation.
... Carry out familiar commands in Mandarin.
... Express ideas orally and in pin-yin romanization.
... Demonstrate understanding of dialogues and passages by creating sentences based on textbook vocabulary and patterns.
... Understand various aspects of Chinese culture and everyday life.

201 Intermediate Mandarin I (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: CHN 102 or equivalent

Continuation of CHN 102. Student will add 300 more characters plus 736 special combinations. Student will translate and compose using Chinese characters. The student will use the language in practical situations.

Upon successful completion of this course, the student should be able to:
... Read 300 characters, 736 special combinations, and summarize the content of paragraphs read.
... Write 300 characters and compose sentences and paragraphs using them.
... Refine the production of the phonetic sounds of Mandarin Chinese, including the modification of tones, stress, and intonation of more complex sentences.
... Carry out tasks involving a variety of activities such as ordering food in a Chinese restaurant, placing telephone calls, taking a friend to the airport, etc.
... Express ideas orally and in Chinese characters with increased proficiency.
... Demonstrate understanding of dialogues and passages by asking and answering questions based on textbook vocabulary and patterns.
... Have a deeper understanding and appreciation of the Chinese culture and language.

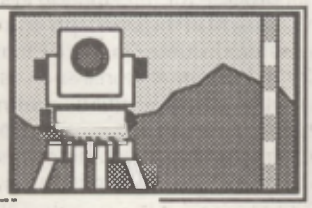
202 Intermediate Mandarin II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: CHN 201 or appropriate score on language placement test

A continuation of CHN 201. The four skills of listening, speaking, reading, and writing are further developed.

Upon successful completion of this course, the student should be able to:
... Read 400 characters, 1,133 special combinations, and summarize the content of paragraphs read.
... Write 400 characters and use them to compose sentences and paragraphs.
... Further refine the production of the phonetic sounds of Mandarin Chinese, including the modification of tones, stress, and intonation of more complex sentences.
... Carry out tasks involving a variety of activities such as traveling abroad, studying in a Chinese university, attending an evening party, and story telling.
... Express ideas orally and in Chinese characters with clarity and conciseness.
... Demonstrate understanding of dialogues and passages

by identifying main ideas, thinking critically, and drawing accurate conclusions.
... Read a variety of materials with the help of the Chinese-English dictionary.
... Have an increased understanding and appreciation of the languages and culture of the Chinese people.

CIVIL ENGINEERING (CE)



113 Introduction to Computer and Design (3)
3 hours lecture per week
Prerequisites: Math 135 and Engineering Drawing or High School Mechanical Drawing

Introduction to computer programming methods with emphasis on planning, writing, debugging of programs, together with basic applications.

Upon successful completion of this course, the student should be able to:
... Work in a windows operating systems environment.
... Use a word processor as a desk top publishing tool.
... Work with a spreadsheet.
... Work with a Computer Aided Design (CAD) tool.
... Use a spreadsheet to solve civil engineering problems.
... Use a word processor to produce professional-looking reports by integrating the results of CAD and spreadsheet tools into one word processing document.

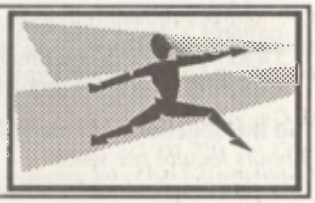
COMMUNICATION (COMUN)

145 Interpersonal Communication (3)
3 hours lecture per week
Prerequisites: Satisfactory performance on informal speech screening during first week of instruction

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.

Upon successful completion of this course, the student should be able to:
... Recognize and explain the meaning of the major concepts presented in the course.
... Select a concept of interpersonal communication for individual, in-depth analysis, and investigation.
... List student's own interpersonal assets and liabilities in two-person and small group communication to the satisfaction of a group of peers.
... Identify and accomplish to the mutual satisfaction of the student and the instructor a personal communicative goal and provide evidence of having achieved it during the course.
... Develop self-concept as a communicator.
... Explain the rationale for and consciously use new interpersonal communicative skills in two-person and small group interaction so as to promote better feelings and clearer understanding.

DANCE (DANCE)



121 Ballet I (3) AH1
4.5 hours lecture/lab per week

This course is an introduction to Classical Ballet Technique.

Upon successful completion of this course, the student should have:
... Developed a conceptual and kinesthetic understanding of movement concepts.
... Developed technical proficiency in elementary ballet technique.
... Developed proficiency in the use of ballet terminology.
... Developed strength, flexibility, endurance, and overall coordination.
... Developed confidence and awareness when moving.
... Developed an appreciation for classical ballet.
... Developed knowledge of elementary principles of dance composition.

122 Ballet II (3) AH1
1 hour lecture, 4 hours lecture/lab per week
Repeatable once for credit
Prerequisites: Dance 121

The purposes of this course are to continue to introduce the fundamental techniques and principles of ballet to the beginning student and to develop an understanding of dance as a communicative art form through structured and creative classroom work.

Upon successful completion of this course, the student should be able to:
... Show a conceptual and kinesthetic understanding of movement concepts.
... Show technical proficiency in elementary ballet technique.
... Show strength, flexibility, endurance, and overall coordination.
... Show confidence and awareness when moving.
... Show an appreciation for classical ballet.
... Show knowledge of elementary principles of dance composition.

131 Modern Dance I (3) AH1
132 Modern Dance II (3) AH1
4.5 hours lecture/lab per week
Prerequisite for 132: DANCE 131 or consent of instructor.
Can be audited on a space available basis. May be repeated for credit

A two semester sequence introducing basic technical skills in movement, rhythms, basic coordination, and the creative process. For either general interest or potential majors.

Upon successful completion of this course, the student should be able to:
... Show greater awareness of the use of the body and greater vocabulary of movement.
... Demonstrate an increased range of movement, flexibility, strength, and control.
... Show an acute sense of rhythm, pulse, and phrasing.
... Demonstrate by combining specific dance/movement

patterns a development of muscle memory.
... Demonstrate a development of the creative process by exploring movement problems to stimulate improvisation.

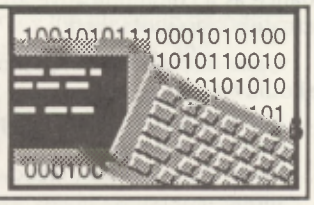
150 Introduction to Dance (3) AH1
3 hours lecture per week
This course introduces students to dance as an art form. Movement analysis, dance history and philosophy, dance techniques, and choreographic styles are examined by lectures, demonstrations, participatory activities, videos and performances. A variety of types of dance are considered with an emphasis on western theatrical styles.

Upon successful completion of this course, the student should be able to:
... Appreciate dance as a communicative art form.
... Understand dance as an art form through the basic knowledge of the elements of dance and dance techniques.
... Demonstrate verbal, written, and group communication skills relevant to dance.
... Appreciate the history, philosophy, and cultural aspects of the various types of dance.

212 Ancient Hawaiian Dance (2)
2 hours lecture/lab per week
Can be audited on a space available basis
Beginning traditional hula. Performance of repertoire and technique at elementary level.

Upon successful completion of this course, the student should be able to:
... Understand terminology and cultural aspects concerning this art form.
... Demonstrate chanting, basic dance steps and hand/implement movements associated with traditional hula.

DATA PROCESSING (DP)



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

101 Introduction to Business Computer Information Systems (3)
3 hours lecture per week
Prerequisites: Concurrent enrollment or credit in ENG 22, or ENG 50, or tested placement at ENG 100 or ENG 160. MATH 1 or tested placement at MATH 24 or higher.
Recommended Preparation:. OAT 20
Comment: This course does NOT satisfyUH-Mānoa College of Business Administration's computer competency requirement
This course introduces the data processing major to business applications and the role of microcomputers in business. The role of computers in the evolution of an information-based society is introduced. Students review the history and the need for information processing, the basic information processing cycle and functions, the processing capabilities of computers, system development, and program development. The course includes hands-on use of microcomputers to provide the students with experience in operating systems, word processing, and spreadsheets.

Upon successful completion of this course, the student should be able to:
... Describe the relationship of data processing to business applications.
... Describe the evolution of data processing.
... Explain the basic features and operations of hardware and software in a computer system.
... Describe the need for and identify major steps in formal process for information system development.
... Describe the concepts of a disk operating system.
... Demonstrate on a microcomputer the common operating system features such as cold and warm start, file utilities, disk initialization, and directory listing.
... Produce writing assignments with a word processor.
... Implement accounting worksheets that require the use of a spreadsheet program.

105 Overview of Computer Operations (3)
2 hours lecture, 2 hours lecture/lab per week
Prerequisites: DP 101 (may be concurrent)
This course provides the student an overview of the operations aspects of a business computer information system. In addition, the student receives in-depth exposure to a specific installation by means of extensive hands-on experience accomplishing supervised laboratory projects in the Computing Center. The course covers the functions of a computer operator with emphasis on the operations of a variety of computers, peripheral devices, and systems and applications software.

Upon successful completion of this course, the student should be able to:
... Understand the operation of a microcomputer-based architecture as related to a minicomputer-based system.
... Understand the organization of hardware and software manuals and know how to solve basic problems in the use of these systems.
... Understand elementary concepts of filing and organizing.
... Understand the relationships between computer users and computer systems.
... Identify programs used in standard computer information systems.
... Identify the major functional components of a typical business.
... Identify and explain the functions or sub-areas within a typical information center.
... Start microcomputers and minicomputers and their associated communication facilities and supporting devices.
... Understand the fundamental concepts involved in regular preventive maintenance and to be able to perform elementary maintenance procedures.
... Use logs and journals to create records documentation and to demonstrate responsibility for delegated jobs.
... Participate in and contribute to periodic meetings as member of an operations team.
... Be able to select the most appropriate computer architecture and software to be used to complete a task.
... Understand the importance of appropriate attire and attitude in the workplace.

110 Introduction to the Programming Process (3)
3 hours lecture per week
Prerequisites: DP 101 (may be concurrent)
This is a first course in programming emphasizing problem solving and algorithm development. Emphasis is on identification and solution of business problems using top-down structured design techniques. The course provides skills in program design through the use of tools such as structure charts, flowcharts, and pseudocode.

Students will utilize a programming language to code

computer instructions to implement their designs. Testing and debugging are treated as extensions of the coding job.

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

... Identify programming as a problem-solving process and describe the steps in the development of a program to solve a stated problem.
... Define structured programming and state its advantages.
... Write design specifications to implement solutions of problems.
... Translate design specifications into high-level code.
... Write effective documentation.
... Demonstrate an understanding of data types.
... Implement the structured programming constructs of sequence, selection, and iteration.

113 Database Fundamentals (3)
3 hours lecture per week
Prerequisites: DP 101 and 110 (both may be concurrent)

This course is an introduction to the concepts of a database. Databases, their roles and advantages, are explained at the outset. The course covers file organization, information handling, management, and control via a database management system. A substantial part of the course involves the development of an understanding of the data processing blocks: fields, records and files. Report generation techniques are also covered. The course includes hands-on use of microcomputers to provide the students with experience creating, implementing, loading, and using a database.

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

... Understand the concept of file organization.
... Define a database and describe the main logical differences between traditional files and databases.
... Define a database management system (DBMS) and describe relationships of a DBMS to a database and to users.
... Identify and describe the main features of three primary types of models upon which databases are built: hierarchical, network, and relational.
... Use database management system to create, maintain, and generate report files.
... Use sorting and indexing to produce reports.
... Design simple database applications including menus.
... Implement/program a database design in a suitable database language.
... Thoroughly document short designs, programs, and printouts

151X Structured Programming in XBASE (3)
3 hours lecture per week
Prerequisites: DP 113, ENG 160. Completion of MATH 25 or tested placement at MATH 27 or higher

This is a course in programming in XBASE requiring experience with XBASE in an interactive mode. Application requirements are explained through presentation of a set of data structures, or logical schema, for sample applications. Structured programming techniques and good programming style are emphasized. Students will develop complete menu-driven systems.

Upon successful completion of DP 151X, the student should be able to:

... Demonstrate an understanding of structured program design and methodologies.
... Write systems of programs.
... Write program modules that perform multifile references and updates.
... Prepare program modules that perform string processing.
... Write program modules which perform interactive processing and include capabilities for on-line operation and handling of user interaction through menus, prompts, and other screen presentations.
... Use the modern design tools of structured programming.
... Prepare and use a data dictionary for a program under development.

155 Introduction to COBOL (3)
3 hours lecture per week
Prerequisites: DP 101, 110. ENG 160 (may be concurrent). Completion of MATH 24 or tested placement at MATH 25 or higher

This course develops the basic skills a programmer needs to analyze, write, and run structured COBOL programs. This course includes the use of flowchart diagrams and pseudocode to further develop a programmer's problem solving skills and the use of debugging techniques to ensure correct results. Students will learn to program in COBOL from stated problems or specifications, applying previously mastered structured programming methods to produce results that are accurate, reliable, and maintainable. Skills to be mastered include control break reporting and documentation of programs maintainability.

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

... Analyze, write, and run elementary programs in structured COBOL for business application problems.
... Prepare and interpret flowchart diagrams and pseudocode.
... Use a top-down structured approach in writing programs.
... Identify and correct syntax and logical errors in COBOL programs.

156 Introduction to RPG (3)
3 hours lecture per week
Prerequisites: DP 105. ENG 160 (may be concurrent). Completion of MATH 24 or tested placement at MATH 25 or higher

This course introduces the student to the architecture and operation of a minicomputer and its peripherals utilized in an RPG programming environment. This course develops the basic operating skills a programmer needs to run elementary RPG programs. There is a heavy emphasis on the RPG logic cycle. Students will learn to program in RPG from stated problems or specifications, applying previously mastered structured programming methods to produce results that are accurate, reliable, and maintainable.

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

... Read manuals, find key words, and interpret messages.
... Identify, operate, and explain the function of the major components of a computer.
... Understand the purpose and structure of a minicomputer operating system.
... Utilize command language to manipulate messages, write control language statements, and create and maintain files. Develop a strategy for the analysis of and response to system-level and logical error conditions.
... Reduce a recurrent set of commands into a single user command and provide a structured interface into a system via a menu, enabling novice users to interact more effectively with the system.
... Use problem solving strategies on the set of problems common to data processing and express the proposed solutions in an algorithmic form.

... Understand and be able to diagram using logical constructs of structured programming algorithms for simple reports with headings, overflow, grand totals, and control break reporting.
... Use RPG to implement algorithms as computer-based solutions to accomplish the following — define and use numeric and alphanumeric constants and variables, utilize assignment statements, carry out arithmetic and comparison operations, and conduct file input operations.
... Utilize RPG to create files and perform file maintenance.
... Develop an understanding of business organizations, their data processing requirements, and the process of developing, implementing, and maintaining computer-based systems.
... Demonstrate the application of the principles of security and good data processing practice by listing the principle factors which a programmer can control.
... State the general guidelines for data security and integrity in a minicomputer environment.
... Develop and demonstrate work ethics consistent with the data processing profession and its responsibility to the organization it supports.

184 Networking and Data Communications (3)
2 hours lecture/2 hours lecture/lab per week (16 weeks)
4 hours lecture/4 hours lecture/lab per week (8 weeks)
Prerequisites: DP 101 or successful completion of Novell DOS/Microcomputer Concepts Test

This course will provide the student with the basic concepts of data communications, networking, and connectivity. It contains an overview of the types of local and wide area networks and is intended to introduce students to the vocabulary used in the field, expand students' technical expertise, and remove students' fear of networking. The course includes hands-on training in the installation and administration of local area networks.

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

... Demonstrate a technical level of understanding in the areas of mainframe networking, connectivity, data communication concepts and communication protocols.
... Identify the most appropriate Local Area Network topooogy and cabling to satisfy a user's need.
... Configure, install, and cable Network Interface cards (NICs) so the host computer can use them without hardware and softweare conflicts.
... Configure the Network Server and load the Network Operating System.
... Establish general network operating parameters (e.g., time of operation, accounting, etc.).
... Set up accounts for users and groups.
... Set up local and remote printing capability.
... Load Workstation Software on each workstation.
... Isolate and correct hardware and software problems.

215 Network Administration (3)
6 hours lecture per week (8 week course)
Prerequisites: DP 101 or successful completion of the Novell DOS/Microcomputer Concepts Test
Recommended Preparation: DP 184

Students of this course will learn how to oversee the operation of a Novell NetWare Network. They will learn to manage the hardware and software as well as how to set up users, directories, and security. They will learn how to use higher-level system management features of NetWare, including performance optimization, advanced printing, remote management, name space and protocol support, and prevention and maintenance. They will learn these skills through lecture sessions, exercises, hands-on training, and team projects.

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

... Identify the responsibilities entailed in system management.
... Organize an effective network structure and carry out those responsibilities effectively on a Novell Netware network.
... Demonstrate hands-on proficiency with the file server tasks.
... Use the Novell NewWare documentation and reference materials efficiently.

225 Network Service and Support (3)
6 hours lecture per week (8 week course)
Prerequisites: DP 101 or successful completion of Novell DOS/Microcomputer Concepts Test
Recommended Preparation: DP 184.

This course focuses on installing, maintaining, and troubleshooting Novell NetWare networks. The course covers installation and upgrade procedures for the latest versions of NetWare. Students of this course will learn how to install the current version of NetWare, upgrade older NetWare versions to the current version, and perform basic network troubleshooting functions. They will learn these skills through lecture sessions, exercises, hands-on training, and team projects.

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

... Demonstrate proficiency in preparing and installing network hardware.
... Demonstrate understanding and proficiency in installing Novell NetWare network operating sysems.
... Demonstrate understanding and proficiency in diagnosing and troubleshooting the operation of Novell NetWare networks.
... Use the Novell NetWare documentation and reference materials efficiently.

255 Advanced COBOL (3)
3 hours lecture per week
Prerequisites: DP 155

This course develops the skills a programmer needs to analyze, write, and run advanced structured COBOL programs. It also develops the fundamental Job Control Language skills necessary to interface COBOL programs and a mainframe operating system. Skills to be mastered include table processing and file maintenance (applied to sequential, indexed, and direct files).

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

... Write, run, and debug structured COBOL programs for business type problems using advanced COBOL features such as multiple level tables, variable length records, the COBOL SORT verb and the Report Writer Feature.
... Demonstrate the ability to update various types of files.
... Analyze and write fundamental job control language statements.

256 Advanced RPG (3)
3 hours lecture per week
Prerequisites: DP 156 and ACC 201

This course increases the student's knowledge of the operation of a minicomputer and extends the basic skills of

RPG into more complex environments. The course develops the control language skills necessary to interface RPG programs and a minicomputer operating system. This course further develops the skills a programmer needs to analyze, write, and run advanced RPG programs to develop reports and maintain files. Algorithms essential to these two areas will be developed. By the end of the course, the student will develop programs on-line that interface with the System/38 command language, other RPG programs, and relational databases.

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

... Discuss and demonstrate the creation of files and databases on a minicomputer, including the relationship of keys in data description to file maintenance, logical files, subsets of files, views of data, and device files.
... Utilize the sort utility and logical file view to order data.
... Utilize the copy command and its options to display data in file and to be able to interpret the output.
... Create interactive screens to be used in data maintenance.
... Understand and be able to diagram algorithms using the constructs of structured programming for sequential file maintenance using matching records and keyed file maintenance, and accounting computations including depreciation, amortization, and future and present value.
... Use RPG to implement algorithms as computer-based solutions to accomplish the following-input and output operations from files or terminals: selection; repetition including fixed loop, pre-test loop and post-test loop; modularization commands for internal and external modules; tables and arrays.
... Use RPG to implement programs which reinforce accounting concepts and arithmetic computations in accounting, including journals, ledgers, balance sheets, standard applications to update accounting files, production of schedules to support adjusting entries, and production of aged receivables and payables.
... Review a case study and diagram the components required to support data processing requirements, including files, maintenance routines, and reports.
... Review strategies a user applies when processing data and to create an environment to facilitate the interaction between the user and the analyst.
... Apply listening skills in systems development to communicate proposed solutions to an audience of users and to manage the process of change necessary for successful project implementation.
... Work in a group to solve a case study problem requiring an implementation more complex and extensive than a single student could do alone.

270 Systems Analysis and Design (3)
3 hours lecture per week
Prerequisites: DP 151X, ENG 100 or 160, and SP 151
This course surveys established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a structured approach to the definition of needs, creation of specifications and implementation of new systems. Students will be introduced to the use of advanced software tools to assist in system design and application generation.

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

... Explain the role of the systems analyst.
... Describe the role, functions, and importance of information within a management context.
... Describe the reasons for, values of, and potential shortcomings involved in the traditional life cycle approach to systems development.
... Demonstrate an understanding of modern methodologies for systems development.
... Explain the role of users in systems development and methodologies for interaction between users and systems analysts.
... Partition a system into a series of modules for solution of the stated problem.
... Use the tools and techniques of systems development.
... Work with Computer Aided Software Engineering (CASE) software.
... Participate in the analysis, design, development, and implementation of a system.

280 Mainframe Applications Development (3)
3 hours lecture per week
Prerequisites: DP 255
This course emphasizes designing and implementing a system in a mainframe environment. On-line programming and some advanced features of COBOL and JCL will be covered. Students will prepare jobs for simulated production runs.

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

... Develop and implement a business applications system in a mainframe environment.
... Write and link subprograms.
... Understand VSAM (Virtual Storage Access Method) file processing.
... Understand on-line processing on a mainframe system.
... Understand CICS (Customer Information Control System) operations.

284 Data Communication Fundamentals (3)
3 hours lecture per week
Prerequisite: DP 270
This course will cover the fundamental concepts of data communications. Topics to be discussed include: local area networks; layered architecture of communications; distributed systems; Systems Network Architecture (SNA); and competitive approaches to SNA.

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

... Understand the vocabulary of data communications.
... Understand the hardware and software components required for data communications and how they are related.
... Understand the architectural principles used in development of the Open Systems Interconnection (OSI) Reference model.
... Demonstrate familiarity with the basic concepts and terminology of major communication vendor architecture (Systems Network Architecture, Distributed Network Architecture, etc.)
... Demonstrate familiarity with the major functions and protocols at each level of the OSI reference model.
... Demonstrate basic understanding of the technology available for both wide and local area networks (transmission and sharing techniques, topologies, and interfaces).
... Demonstrate basic understanding of selected distinctions between computer networks and distributed processing systems.
... Appreciate the security issues and approaches relevant

to communication-based information systems.
... Recognize the need for planning network management capabilities from the beginning of a design.

286 Applied Systems Analysis and Design (3)
3 hours lecture per week
Prerequisites: DP 270

This course integrates all previous work and provides the opportunity for the student to get a working knowledge of the systems development process. No new computer concepts are involved. Instead, emphasis is placed on the human element and the development process. Students will carry out an actual project as members of systems development teams. Students are required to prepare both written and oral presentations on systems under development and to document a systems development project on a cumulative basis.

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

... Interact with a user who requires a computer-based system to complete a data processing need.
... Design and implement a system to solve a data processing requirement.
... Conduct team meetings, structured walkthroughs, group presentations, and other activities required to complete a system analysis project.
... Develop documentation for a complete systems analysis project from investigation through design to implementation.

DENTAL ASSISTING (DENT)

70 Essentials of Dental Assisting (3)
4 hours lecture per week, 12 weeks

A lecture course designed to offer historical aspects of the dental profession, dental terminology, the concept of four-handed dentistry, charting procedures, instruments and instrument transfer, isolation techniques, asepsis, and infection control measures. Dental ethics and jurisprudence will be included.

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

... Describe and discuss program policies and standards as they apply to students in training.
... Identify five individuals recognized for their major contributions to the dental profession.
... List the significance of understanding prefixes, suffixes, and root words in using dental terminology.
... Explain the concept of four-handed, sit-down dentistry.
... Explain the role of the dental assistant in recording clinical findings.
... Explain the importance of isolation techniques, asepsis, and infection control in the dental environment.
... Explain the ethical standards established by professional dental organizations.
... Explain the legal responsibilities and obligations of the dental assistant and the dentist.

70L Essentials of Dental Assisting Lab (3)
7.5 hours lecture/lab per week, 12 weeks

Laboratory sessions scheduled for the application of knowledge gained in DENT 70. Emphasis on the safe and efficient use of dental operatory equipment, proper positioning in the delivery of quality dental care, anesthetics, rubber dam use, proper care and use of the autoclave, and tray setups. Importance of asepsis and infection control measures.

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

... List the policies and standards of the Dental Assisting Program as they relate to student safety.
... Contrast the importance and efficient use of 15 proper dental terms.
... Explain and list three examples each of a prefix, root, and suffix.
... Demonstrate the principles of four-handed dentistry.
... Identify 15 items in a dental operatory.
... Demonstrate appropriate positions for the patient, dental assistant, and operator.
... Demonstrate proper positioning of the dental light.
... Locate and operate the various control mechanisms for the dental chair, dental unit, oral evacuation system, air and water supply, and the handpieces.
... Demonstrate proper patient dismissal procedures.
... Demonstrate accurate recordings of clinical findings with appropriate symbols and color coding.
... Demonstrate knowledge of syringes, anesthetics, and needles with the selection of appropriate items for a selected procedure.
... Demonstrate the proper passing and retrieval procedures in handling a loaded syringe.
... Demonstrate knowledge in the identification and efficient transfer of dental instruments.
... Demonstrate proficiency in the application of isolation procedures.
... Explain the importance of infection control in the dental office.
... Explain the OSHA guidelines and their categorization of tasks, work areas and personnel.
... Explain the American Dental Association (ADA) and Centers for Disease Control (CDC) recommendations for infection control.
... Identify four local and national dental organizations and explain their Code of Ethics.
... Cite the importance of the Hawai'i Dental Practice Act and the Board of Dental Examiners.
... Explain certification and licensure.

72 Dental Materials (1)
1 hour lecture per week, 12 weeks

This is a lecture course which addresses the various materials used in the practice of dentistry, the structure, composition, uses, manipulation, and properties of these materials.

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

... Explain dental materials and cite their importance in dentistry.
... Define and use selected terminology in regards to dental materials.
... List the various types of dental cements, their properties, setting times, and uses in dentistry.
... Explain the effect of temperature, humidity, and rate of spatulation on the various cements.
... Explain the use of a base and cavity varnish.
... Cite the importance and benefits of a cavity liner.
... Discuss the various restorative materials used in dentistry and the factors involved in the selection process.
... List the component parts of an amalgam alloy.

... Explain trituration.
... List the importance of finishing and polishing restorations.
... Discuss the composite resin restorative materials.
... Explain the use of pit and fissure sealants in preventive dentistry.
... Explain the gypsum products and their uses in dentistry.
... Identify five commonly used impression materials and discuss their properties and manipulation.
... Identify five commonly used waxes.

72L Dental Materials Lab (1)
2.5 hours lecture/lab per week, 12 weeks

A laboratory course emphasizing the practical application of the knowledge gained in DENT 72. The effects of time, temperature, and the rate of spatulation on the final products will be demonstrated. The importance of proper use and maintenance of small pieces of laboratory equipment will be stressed.

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

... Identify the paraphernalia used in working with dental materials.
... Demonstrate the various mixing techniques.
... Demonstrate knowledge in the use of proper terminology regarding dental materials.
... Differentiate among various dental cements regarding composition, mixing times, and uses.
... Demonstrate the effects of temperature and the rate of spatulation on the final product.
... Identify a base and explain the rationale for its use.
... Select a cavity varnish from among several items and explain its principal function.
... Identify three commonly used restorative materials and cite some of the advantages and disadvantages in the use of each of them.
... Demonstrate knowledge in the proper manipulation of a dental amalgam.
... Demonstrate competency in recognizing properly triturated amalgam.
... Identify the materials commonly used in finishing and polishing restorations.
... Demonstrate the significance of polishing and finishing.
... Demonstrate competency in identifying and mixing composite resins.
... Illustrate the use of pit and fissure sealants on posterior teeth. Identify the gypsum products and demonstrate competency in the manipulation of the products.
... Demonstrate competency in the manipulation of commonly used impression materials.
... Differentiate between a gold alloy and a gold foil.
... Select the correct wax, from a group of items, for a particular procedure as cited by the instructor.

74 Dental Sciences (3)
4 hours lecture per week, 12 weeks

A lecture course which includes a brief review of general anatomy, dental histology and embryology, dental anatomy, oral and dental pathology, oral microbiology, and nutrition.

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

... Describe the anatomical position and explain the significance of it.
... Identify and use terminology specific to general anatomy and physiology.
... Explain oral histology and embryology.
... Explain dental anatomy and physiology.
... Discuss five oral and dental conditions.
... Discuss oral microbiology and the causative agents of gingivitis and periodontitis.
... Explain the acidogenic theory of dental caries.
... Explain the interaction of nutrient needs to good physical and dental health and well being.

76 Dental Radiography (1)
1 hour lecture per week, 12 weeks

A lecture course offering basic knowledge on the discovery of x-rays, role of x-rays in dentistry, physical properties and the hazards of radiation. Radiation safety measures will be emphasized. Radiographic techniques and processing procedures will be discussed. Common anatomical landmarks critical to proper mounting of x-rays will be identified.

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

... Cite the historical beginnings of x-rays.
... Explain the role and practice of radiology in dentistry.
... Define electromagnetic radiation.
... List three principal characteristics of electromagnetic radiation.
... Explain the generation of x-rays.
... Identify the component parts of an x-ray machine.
... Cite the importance of radiation safety measures.
... Contrast the paralleling vs. bisection-of-the angle techniques.
... Explain the importance of proper film placement and accurate exposure factors.
... Explain the film developing process.
... Cite the importance of proper film mounting and storage.
... List the Consumer-Patient Radiation Health and Safety Act of 1981.

76L Dental radiography Lab (1)
3.5 hours lab per week, 12 weeks

A laboratory course emphasizing the practical application of the material presented in DENT 76. Under close supervision of the instructor, clinical time will include film taking on manikins, critiques of finished products and retakes as necessary. Radiation safety measures will be stressed and implemented.

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

... Explain the role of the dental assistant in exposing dental x-rays.
... Identify the component parts of the x-ray machine.
... Assemble the component parts of the XCP setup.
... Identify the component parts of a dental x-ray film.
... Expose and process a full-month series of good diagnostic quality using the paralleling technique on an adult manikin.
... Expose and process a full-mouth series using the bisection-of-the-angle technique on an adult manikin.
... Expose and process two series of bitewing x-rays on an adult manikin.
... Implement radiation safety measures at all times.

78 Clinical Rotations; Seminar (3)
38 hours clinical and seminar, 4 weeks

During the last four weeks of the semester, weekly clinical assignments to various dental clinics throughout the community will be made. This course provides excellent opportunities to apply the knowledge and skills acquired during the on-campus training period.

The weekly seminar sessions should foster dynamic interpersonal relationships and develop a strong social

support system among the students.

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

... Demonstrate competency in the skills needed to function as a dental assistant.
... Demonstrate a high level of achievement in clinical situations.
... Demonstrate knowledge and skills in the application of asepsis and infection control procedures.
... Demonstrate confidence in patient management.
... Demonstrate positive attitudes about self, members of the dental team, and the dental profession.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

260 Clinical Practicum I (2)
12 Practicum hours per week
Prerequisites: Admission to DMS program
Corequisites: DMS 262, 264, 266, 267

Clinical practice in performance of examinations within the specialties of abdominal and obstetric-gynecologic sonography.

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

... Demonstrate understanding of scanning plane orientation, basic equipment operation, department procedures, and protocols.
... Demonstrate appropriate care for and handling of patients in preparation for and during the scanning procedures.
... Abstract clinical information and determine area of clinical interest.
... Demonstrate beginning competencies in positioning patients, manipulating technical factors in setting instrument controls, scanning protocols, and evaluating images of:
    abdominal organs
    superficial parts
    endocavitary examinations
    obstetric/gynecologic examinations.
... Discuss normal vascular anatomy and flow patterns.
... Discuss patient positioning, scanning planes, and acoustic windows in vascular sonography.
... Correctly use technical and medical terms necessary for a discussion of the sonographic examination.

262 Sectional Anatomy (2)
2 Lecture hours per week
Prerequisites: Admission to DMS program or consent of program director
Corequisites: DMS 260, 264, 266, 267

Depiction in all scanning planes of all anatomic structures of sonographic interest.

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

... Identyfy on sectional illustrations and sonograms the major anatomic landmarks of the organs and structures in the abdomen.
... Identify on sectional illustrations and sonograms the major anatomic landmarks of the female reproductive system.
... Identify on sectional illustrations and sonograms the major anatomic landmarks of the male reproductive system.
... Describe the location and relationship of all anatomic structures of sonographic interest in directional terms.
... Recognize the normal sonographic patterns of all pertinent anatomy and describe them utilizing the correct terminology.

264 Ultrasound Physics (3)
3 hours lecture per week
Prerequisites: Admission to DMS program or consent of program director
Corequisites: DMS 260, 262, 266, 267

Basic theory and principles of ultrasound physics including generation, interaction of ultrasound energy with tissues, transducer construction and operation, sound field characteristics, and resolution parameters.

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

... Define the terms related to ultrasound wave generation and describe the clinical applications related to frequency, wavelength, and propagation speed.
... Define the terms and theories related to clinical applications.
... Define all pulse parameters and solve related mathematical problems.
... Describe the operating principles of piezoelectric transducers and their importance in clinical applications.
... Define the terms related to acoustic fields and describe their importance in clinical applications.
... Define axial and lateral resolution and describe their importance in clinical applications.
... Define the term transducer arrray and describe the processes used for focusing and beam steering.

266 General Sonography I (4)
4 lecture hours per week
Prerequisites: Admission to DMS program or consent of program director
Corequisites: DMS 260, 262, 264, 267

Depiction of all relevant normal and abnormal sonographic patterns of the abdominal organs in all scanning planes.

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

... Identify normal and abnormal sonographic patterns associated with all organs and structures within the abdominal cavity.
... Explain the importance and methods of obtaining clinical history and determining the area of clinical interest.
... Discuss sonographic examinations of organs and structure in the peritoneal and retroperitoneal cavities, correctly using necessary technical and medical terms.

267 General Sonography Lab (1)
3 laboratory hours per week
Prerequisites: Admission to DMS program or consent of program director
Corequisites: DMS 260, 262, 264, 266

Scanning techniques and protocols for abdominal, obstetric-gynecologic, superficial parts, endocavitary, and vascular sonography.

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

... Develop proficiency in positioning patients and in properly setting the instrument controls for abdominal and obstetric-gynecologic sonographic examinations.
... Describe the standard scanning procedures and protocols for abdominal, obstetric-gynecologic, superfical

parts endocavitary, and vascular sonographic examinations.
... Develop proficiency in obtaining simulated clinical histories and examining the areas of clinical interest.
... Develop proficiency in the correct use of technical and medical terms which are necessary for a complete discussion of the sonographic examination.

270 Clinical Practicum II (4)
24 practicm hours per week
Prerequisites: Satisfactory completion of first semester of DMS program
Corequisites: DMS 274, 276, 278

This course is to enable the student to perform all examinations within the specialties of abdominal and obstetric-gynecologic sonography.

Upon successful completion of this course, the student should be able to:
... Attain minimum proficiency in positioning patients, properly setting the instrument controls and evaluating images for abdominal, obstetric-gynecologic, superficial parts, and Doppler sonographic examinations.
... Utilize the standard scanning procedures and protocols for abdominal and obstetric-gynecologic sonographic examinations.
... Attain minimum proficiency in obtaining the clinical history and examining the area of clinical interest.
... Attain minimum proficiency in the correct use of all technical and medical terms which are necessary for a complete discussion of the sonographic examination'
... Demonstrate competency in providing for basic patient care and comfort throughout the examination.

274 Ultrasound Instrumentation (3)
3 hours lecture per week
Prerequisites: Satisfactory completion of DMS first semester or consent of program director
Corequisites: DMS 270, 276, 278

Basic theory and principles of ultrasound instrumentation including pulse-echo imaging, biological effects, quality assurance, artifact recognition, and Doppler and color flow imaging.

Upon successful completion of this course, the student should be able to:
... Describe the basic components in a pulse-echo instrument and how they function.
... Define the principle display modes, describe the advantages and disadvantages of each, and provide clinical examples for their use.
... Provide examples of how the sonographer can limit the patient's exposure to ultrasound.
... Summarize the current status of bioeffects research and the current official statements by various professional organizations related to risk factors and safety standards.
... Describe the basic elements of quality assurance programs in sonography.
... Define the term artifact and describe the role of artifact recognition in the performance and interpretation of sonographic examinations.
... Describe the basic principles of continuous wave, pulsed Doppler, color flow, and their clinical applications.

276 General Sonography II (4)
4 lecture hours per week
Prerequisites: Satisfactory completion of DMS first semester or consent of program director
Corequisites: DMS 270, 274, 278

Depiction of all relevant normal and abnormal obstetric-gynecologic sonographic patterns in all scanning planes.

Upon successful completion of this course, the student should be able to:
... Identify normal and abnormal sonographic patterns associated with the organs and structures of the female reproductive system.
... Identify the normal fetal sonographic patterns, abnormal fetal conditions/anomalies, and maternal complications of pregnancy.
... Develop proficiency in obtaining the clinical history and examining the area of clinical interest.
... Develop proficiency in the correct use of all technical and medical terms which are necessary for a complete discussion of the sonographic examination.

278 Special Topics In Sonography (2)
2 lecture hours per week
Prerequisites: Satisfactory completion of DMS first semester or consent of program director
Corequisites: DMS 270, 274, 276

Depiction of all relevant normal and abnormal sonographic patterns within superficial parts sonography during biopsy procedures; administrative procedures; legal/ethical issues in the field.

Upon successful completion of this course, the student should be able to:
... Identify the normal and abnormal sonographic patterns of the thyroid, breast, scrotum, prostate, and anterior abdominal wall.
... Describe the role of the sonographer during biopsies and other invasive procedures.
... Describe the knowledge and skills necessary to design and implement administrative policies and procedures in the sonography department.
... Define pertinent legal terms and describe the legal and ethical responsibilities of the sonographer.
... Describe the various procedures in Vascular Sonography including protocols, clinical indications, and technical pitfalls.
... Describe the clinical indicaitons, protocol, normal, and abnormal sonographic patterns for Neonatal Neurosonography.

280 Clinical Practicum III (6)
36 Practicum hours per week (average)
Prerequisites: Successful completion of 2nd semester of DMS program
Corequisites: DMS 288

A continuation of DMS 260 and 270, this course is the application in the clinical setting of knowledge and skills gained in prerequisite major courses. It provides for the development and refinement of skills and abilities in performing all examinations within the specialties of abdominal, obstetric-gynecologic, and superficial parts sonography. The student will also become familiar with the basic examinations performed in vascular, pediatric, and cardiac sonography.

Upon successful completion of this course, the student should be able to:
... Demonstrate competencies of the beginning sonographer in abdominal, gynecologic, obstetric, and superficial parts sonography examinations.
... Become familiar with the basic examinations in vascular, pediatric, and cardiac sonography.

288 Sonographic Film Critique (2)
2 lecture hours per week
Prerequisites: Successful completion of second semester of DMS program or consent of program director
Corequisites: DMS 280

Depiction of all relevant normal and abnormal sonographic patterns within the applications of General Sonography. This course is the application and synthesis of knowledge and skills gained in prerequisite major courses and provides for the refinement of skills and abilities in rapid and accurate identification of normal and abnormal sonographic patterns.

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

... Identify the normal and abnormal sonographic patterns associated with the organs and structures in the abdominal cavity.
... Identify normal and abnormal sonographic patterns associated with the organs and structures of the female reproductive system.
... Identify the normal fetal sonographic patterns, abnormal fetal conditions/anomalies, and the maternal complications of pregnancy.
... Identify the normal and abnormal sonographic patterns of the thyroid, breast, scrotum, and prostate.
... Apply the principles and theory of Ultrasound Phsics and Instrumentation to scanning situations.
... Demonstrate competency in synthesis and clinical application of theoretical principles and practices of diagnostic medical sonography.

DRAMA (DRAMA)

101 Introduction to Drama and Theatre (3) AH1
3 hours lecture per week
Recommended Preparation: Completion of or qualification for ENG 100 or 160

A course dealing with the reading and analysis of plays as literature and theatrical productions. A survey of the major forms of Western drama.

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

... State the characteristics of the major periods of theater and dramatic literature from classical Greece to the present.
... Show how the socio-political characteristics of the major periods of theater and dramatic literature are realized in one representative play from each period studied
... Demonstrate understanding of at least one representative play from each of the major periods of theater and dramatic literature by explaining the play's structure, acting style, production style, and by sketching the type of theater in which it was presented.
... Show how the theater is an artistic medium of communication by explaining the basic elements of theater production and relating them to three plays seen during the course of the semester.
... Express opinions and responses to dramatic literature clearly and effectively in writing.

221 Beginning Acting I (3) **Fall**
222 Beginning Acting II (3) **Spring**
3 hours per week, plus mandatory rehearsal
Repeatable once for credit
Regular attendance mandatory
Can be audited on a space available basis
Prerequisite for Drama 222: Drama 221 or consent of instructor

A two-semester sequence for the beginning student. Extra-class rehearsals required in 222.

221: Emphasis on scene production.

222: Emphasis on full-length pxroduction.

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

... Demonstrate progress in developing imagination, sensory awareness, and concentration through a variety of drills, exercises, and improvisations in order to believably portray a character in a scene from a published play of his or her choice.
... Utilize vocal control in range intensity, resonance, phrasing, and inflection in order to convey emotion in exercises, improvisational sketches, and one scene from a published play of the student's choice.
... Develop one's bodily mechanism in order to make it flexible and capable of projecting a wide range of physical expressions in exercises, improvisational sketches, and one scene from published play of the student's choice.
... Analyze a dramatic character according to that character's physical qualities, by the nature of his speech, by

Photo by Phyllis M. Stine

Death scene from "Oh Revoir Mirabeau," presented by Drama 222 students during the Spring 1994 semester.

what he says, by what he does, by what others say about him, by the environment in which he is found in the play, and by the stage directions supplied by the playwright in order to portray him in a scene from a published play of the student's choice.
... Identify the basic acting areas and body positions used on stage.
... Demonstrate a knowledge of basic stage terminology in order to understand instructions given by a director.

240 Basic Stagecraft (3) **Spring**
6 hours per week lectures, rehearsal/performance
Introduction to set construction and stage lighting. Works with acting class on a common project. Lab work at Diamond Head Theatre.

Upon successful completion of this course, the student should be able to:
... Understand and appreciate what is involved technically in mounting a theatrical production.
... Name the various stage directions, various standard masking techniques, and various lighting positions.
... Construct from scratch a standard flat and a standard 4 x 8 platform and demonstrate the various methods of altering both.
... Draw and label a floor plan usable to a director in blocking a production and make knowledgeable decisions concerning placement of walls and furniture as they relate to a particular production.
... Name the basic instruments used for lighting the stage and where and why they are used.
... Name and know the responsibilities of the various technicians involved in creating a theatrical production, e.g. stage manager, sound man, light man.

EAST ASIAN LANGUAGE & LITERATURE (EALL)

261 Chinese Literature in Translation: to 850 (3)
3 hours lecture per week
Recommended Preparation: Qualify for or credit in ENG 100 or 160
Major works of Chinese prose, poetry, fiction, and history from the earliest era to the Tang dynasty. Emphasis on analysis and cultural context.

Upon successful completion of this course, the student will be able to:
... Demonstrate knowledge of some major Chinese authors.
... Show knowledge of the form and content of some Chinese prose, poetry, and fiction.
... Write papers on different literary problems related to Chinese literature.
... Consider a work of Chinese literature as a reflection of its cultural milieu and compare that milieu with the student's own.
... Examine a work of Chinese literature using various critical approaches.
... Recognize major themes in Chinese literature, explore their implications, and identify their basic assumptions.
... Show greater sensitivity to language and literary devices authors use in literature.
... Express opinions and responses to Chinese literature clearly and effectively in writing.

262 Chinese Literature in Translation: 850 to the present (3)
3 hours lecture per week
Recommended Preparation: Qualify for or credit in ENG 100 or 160
Major works of Chinese poetry, fiction, and drama from the Tang dynasty to the 20th century. Emphasis on analysis and cultural context.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of some major Chinese authors.
... Show knowledge of the form and content of some Chinese prose, poetry, and fiction.
... Write papers on different literary problems related to Chinese Literature.
... Consider a work of Chinese literature as a reflection of its cultural milieu and compare that milieu with the student's own.
... Examine a work of Chinese literature using various critical approaches.
... Recognize major themes in Chinese literature, explore their implications, and identify their basic assumptions.
... Show greater sensitivity to language and literary devices authors use in literature.
... Express opinions and responses to Chinese literature clearly and effectively in writing.

269 Study Abroad (3)
90 hours
Prerequisites: Consent of Instructor
Recommended Preparation: Completion of first-year college level language course
A summer seminar tour of a country in East Asia, Southeast Asia, the Pacific, or Europe. Students will study the language and culture of the country by participating in seminars/courses at a host university or institution and traveling to important cultural and historical cities.

Upon successful completion of this course, the student should be able to:
... Demonstrate, in a written examination and report, understanding of the people and culture of the country.
... Demonstrate an awareness of internationalism and the interdependency of cultures.
... Understand and appreciate the practical application of sociolinguistic theory in analyzing the culture.
... Understand the nuances of typical non-verbal communication.
... Demonstrate, in an examination, increased competence in aural and oral skills.

271 Japanese Literature in Translation-Traditional (3) AH3
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160
Survey of major Japanese literary forms from the earliest era to mid-19th century. Knowledge of Japanese not required.

Upon successful completion of this course, the student should be able to:
... Consider a work of Japanese literature as a reflection of its cultural milieu and compare that milieu with the student's own.
... Examine a work of Japanese literature using various critical approaches.

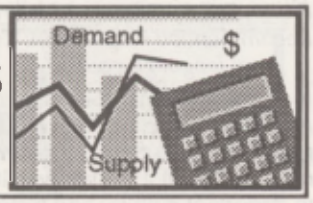
... Recognize major themes in traditional Japanese literature, explore their implications, and identify their basic assumptions.
... Show greater sensitivity to language and literary devices authors use in literature.
... Express opinions and responses to traditional Japanese literature clearly and effectively in writing.

272 Japanese Literature in Translation: Modern (3) AH3
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or160

Survey of Japanese literature from mid-19th century to the present; emphasis on fiction. Knowledge of Japanese not required.

Upon successful completion of this course, the student should be able to:
... Consider a work of Japanese literature as a reflection of its cultural milieu and compare that milieu with the student's own.
... Examine a work of Japanese literature using various critical approaches.
... Recognize major themes in modern Japanese literature, explore their implications, and identify their basic assumptions.
... Show greater sensitivity to language and literary devices authors use in literature.
... Express opinions and responses to modern Japanese literature clearly and effectively in writing.

ECONOMICS (ECON)



101 Consumer Economics (3)
3 hours lecture per week

Analysis of the theoretical and practical aspects of consumer behavior.

Upon successful completion of this course, the student should be able to:
... Demonstrate understanding of the factors contributing to consumerism and its growth as a social movement.
... Recognize or state the main principles and strategies involving intelligent consumer characteristics in the major areas of individual and family consumption or choices as to products, services, and institutions.

120 Introduction to Economics (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160 and MATH 27

General understanding of the functioning of economic systems, including various approaches to the organization of production and allocation of resources and of policies to achieve national economic goals; these include the determination of national income, inflation, recession, unemployment, taxation, labor unions, environmental pollution, energy, and economic growth. Emphasis will be placed on writing, problem-solving, critical thinking, and abstract reasoning.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of the basic mechanisms of American economic systems including organization of production and the allocation of resources.
... Demonstrate knowledge of policies to achieve national economic goals.
... Specify tools of microeconomic analysis in determining the level of national income and be able to apply these to such problems as unemployment, recession, and inflation.
... Examine and apply to current events government fiscal and Federal Reserve monetary policies.
... Explain specific tools for microeconomic analysis, e.g. demand and supply, diminishing returns, price and income elasticity, cost-benefit analysis, and externalities
... Apply these tools to such economic problems as energy, environmental pollution, market power of business and labor, the world food problem, and poverty.

130 Principles of Economics (Microeconomics) (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160 and MATH 27

This course satisfies UH-Mānoa College of Business and Economics Department core requirements.

Price system and market structures; theory of consumer behavior and market demand; production costs and the theory of the firm under competition, monopoly, oligopoly, and monopolistic competition; social costs, ecology, and externalities; public policy and income distribution; conservation and energy; population economics; food and the agricultural sector; and fundamentals of international economics. Emphasis will be placed on writing, problem-solving, critical thinking, and abstract reasoning. Required for Business and Economics majors.

Upon successful completion of this course, the student should be able to:
... Show knowledge of the basic mechanism by which the American economic system works including various approaches to the organization of production, the allocation of resources, etc.
... Show knowledge of policies of microeconomic nature to achieve national and specific goals of public policy.
... Identify the tools of macroeconomic analysis and analyze and formulate possible solutions to contemporary economic and social issues such as agricultural production, world food problems, poverty and the distribution of income, the market power of business and labor, the energy crisis and environmental pollution.

131 Principles of Economics (Macroeconomics) (3) SS
3 hours lecture per week
Prerequisites: ECON 130
Recommended Preparation: Qualification for or completion of ENG 100 or 160 and MATH 27

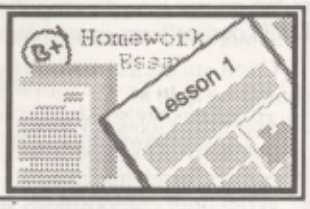
This course satisfies UH-Mānoa College of Business and Economics Department core requirements.

Macroeconomics with emphasis on modern theory of income determination indicating how and why income, production, employment, and price levels fluctuate. The course also will investigate the structure of the banking system and its role in the economy, and public policy questions arising from changes in these aggregates. Emphasis will be placed on writing, problem-solving, critical thinking, and abstract reasoning. Required for Business and Economics majors.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of the basic mechanism of the

American economic system.
... Explain the specific tools of classical, Keynesian, and neo-Keynesian macroeconomic analysis e.g. demand and supply, the consumption function, the multiplier, the quantity theory of money, and the accelerator, all of which analyze the change in and the determination of national income.
... Explain government fiscal and Federal Reserve policies and the application of these to current economic events of relevant interest.
... Demonstrate knowledge of other topics such as economic forecasting, government taxation policy, and economic growth as it pertains to the world and specifically to the State of Hawai'i.

EDUCATION (ED)



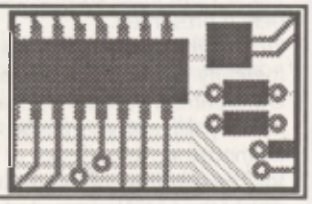
101V Tutorial Training and Peer Counseling (1-3)
1 hour lecture, 6 hours lab per week
Prerequisites: Recommendation of subject area instructor or evidence of competency

A course designed to prepare students to work as peer tutors in the labs, classrooms, and in one-to-one situations.

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

... Identify skills needed by tutors.
... Identify the needs of the tutee.
... Demonstrate through the practicum experience techniques for successful tutoring in the assigned subject area.
... Apply the problem-solving process in tutoring situations.
... Establish effective helping relationships.
... List own strengths and weakness in communicating and relating to others and set goals for improving areas of weakness.

ELECTRICAL ENGINEERING (EE)



120 Introduction to Microprocessors and Logic Design (4)
3 hours lecture and 3 hours lab per week
Prerequisites: MATH 140 and high school physics or consent of instructor

Introduction to digital/logic design process using combinational and sequential logical circuits. Computer architecture, microprocessors, and microcomputers are covered.

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

... Design logic circuits and a simple digital processor.
... Demonstrate an understanding of numbering systems, base conversion, Boolean algebra, systematic reduction of Boolean expressions, and basic forms of multi-level gate networks.
... Demonstrate an understanding of combinational and sequential MSI circuit, finite state machines, and memory devices.
... Demonstrate an understanding of basic microprocessor-based design, microprocessor hardware/software, and interfacing requirements.
... Suggestions for objectives include: skills to be acquired, problem solving, applied knowledge, relationships and understandings, and other values that the student should acquire in the course.

150 Introductory Computer Programming Methods (3)
3 hours lecture per week
Prerequisites: MATH 135 and ICS 111 or consent of the instructor

Introduction to computer programming methods with emphasis on planning, writing and debugging of programs, together with basic applications.

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

... Explain the steps involved in the programming process.
... Solve simple problems and express those solutions as alogrithms.
... Use the fundamental techniques of selection, looping, assignment, input, and output in describing the steps the computer is to take to carry out a problem solution.
... Write alogrithms and code in a top-down manner.
... Work with arrays in searching and sorting applications.
... Work with structures and union types.
... Write, test, and debug 200 to 500 line programs.
... Write functions and use pointers.
... Work with characters and strings.
... Write simple recursive alogrithms and programs.

EMERGENCY MEDICAL TECHNICIAN (EMT)

100 Pre-Hospital Emergency Care (9)
10 hours lecture, 9 hours lab per week for the first 10 weeks of the semester
Prerequisites: Admission to the Emergency Medical Technician program
(Credit by exam for LEAP candidates)

Theory and laboratory practice of basic life support skills and procedures in the pre-hospital emergency setting.

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

... Define a medical emergency, and explain and demonstrate assessing the situation, obtaining a basic history and physical examination, establishing rapport with the patient and others, and managing emergency care including, if needed, extricating the patient.
... Explain and demonstrate the initiation and continuation of emergency medical care including the recognition of presenting conditions and initiation of appropriate non-invasive treatments for: surgical, medical, cardiac, and psychiatric emergencies; trauma; and airway and respiratory problems.
... Demonstrate and accurately perform in a non-patient care situation all basic life support procedures as listed in Board of Medical Examiners rules for Emergency Ambulance Personnel.

101 Pre-Hospital Emergency Care Practicum (3)
27 hours lab per week for the last 5 weeks of the semester
Prerequisites: EMT 100 with a grade of "C" or above
Mandatory CR/NC
Clinical application of basic life support procedures in local hospitals and ambulance units.

Upon successful completion of this course, the student should be able to:
... Perform in an entry-level position as an Emergency Medical Technician.
... Safely and accurately perform all basic life support procedures as listed in Board of Medical Examiners rules for Emergency Ambulance Personnel.
... Participate as a team member with another Emergency Medical Technician or under the direction of a Mobile Intensive Care Technician to ensure the safeiy and care of the patient.

110V EMT Internship (1-6)
45 internship hours/credit
Prerequisites: Hawai'i EMT certification
Mandatory CR/NC
Upon successful completion of this course, the student should be able to:
... Perform as an Emergency Medical Technician.
... Safely and accurately perform all basic life support procedures as listed in Board of medical Examiners rules for Emergency Ambulance Personnel.
... Participate as a team member with another Emergency Medical
... Technician or under the direction of a Mobile Intensive Care Technician to ensure the safety and care of the patient.

ENGLISH (ENG)

Note: English as a Second Language courses are at the end of this section.

9V Basic Reading V (1-4)
3 hours lecture, 2 hours lab per week
Prerequisites: A grade equivalent of 6.0 on the English placement test or teacher recommendation
A basic reading course focusing on the development of fundamental comprehension skills and vocabulary growth.

Upon successful completion of this course, the student should be able to:
... Follow oral and written directions exactly and completely.
... Preview materials to obtain an overview of what is to be read.
... Identify the central focus and supporting details in paragraphs and short reading selections of 9.0 grade equivalent.
... Recognize basic organizational relationships in sentences and paragraphs of 9.0 grade equivalent.
... Make valid inferences based on evidence presented by the author.
... Draw accurate conclusions by using information given by the author.
... Distinguish between statements of fact and opinion.
... Use context clues to define unfamiliar words of 9.0 grade equivalent.
... Use word attack skills of structure and sound to determine the pronunciation and meaning of unfamiliar words.
... Identify parts of a dictionary entry and use the information found in the dictionary.
... Demonstrate increased general knowledge of words in the student's active vocabulary.

10V Basic Writing V (1-4)
3 hours lecture, 2 hours lab per week
Prerequisites: Minimum grade equivalent of 7.0 on the placement test or teacher recommendation
A basic writing course designed to prepare the student for entry level competency in ENG 22 or 50. The primary goal of the course is to develop the student's ability to write brief compositions in standard English.

Upon successful completion of this course, the student should be able to:
... Apply the General Writing Process to organize information derived from personal experience and readings (general and academic material, Grade Equivalent 7.0 - 10.0).
... Write brief compositions using three basic writing frames: description/narrative, summary, and analysis.
... Write clear, grammatically correct sentences.

21V Developmental Reading (1-3)
3 hours lecture, 1.5 hours lab per week
Prerequisites: A grade equivalent of 9.0 on the English placement test or teacher recommendation
A course designed to develop reading, vocabulary, and study skills essential for successful academic achievement.

Upon successful completion of this course, the student should be able to:
... Adapt reading rate and method of reading in accordance with the purpose of reading.
... Read at rates conducive to sustained interest and effective comprehension.
... Identify main ideas and supporting details in paragraphs and entire selections.
... Recognize the structure and organization of paragraphs.
... Think more critically about what is read.
... Make valid inferences based upon suggestions or evidence presented.
... Draw accurate conclusions and predict outcomes by logically putting together facts and details.
... Differentiate between fact and opinion.
... Identify the author's purpose.
... Demonstrate knowledge of structural clues in determining the meaning of unfamiliar words.
... Apply the SQ3R method of textbook study to readings from various content areas.
... Demonstrate knowledge of test-taking techniques.
... Demonstrate knowledge of effective note-taking techniques.
... Outline and underscore main ideas and supporting details in a variety of reading passages.

22 Introduction to Expository Writing (3)
3 hours lecture per week
Prerequisites: Minimum grade equivalent of 10.0 on the English placement test or teacher recommendation
Upon successful completion of the course, students should be fully prepared to enter ENG 100, 160, or ESL 100. They should be able to write clear, correct papers that demonstrate the ability to:
... Use a full, multi-step writing process.

... Use writing to discover ideas and to clarify their thoughts.
... Use writing to communicate clearly with a specific audience for a specific purpose.
... Write an organized paper of two or more pages with appropriate paragraphing and transitions and consistent thesis, purpose, and sense of audience.
... Objectively respond to given information, drawing valid generalizations and conclusions where appropriate.
... Write well organized multi-paragraph papers that are free of over-generalizations and are reasonably objective in content and tone.
... Write a clear and objective summary of a short reading passage.
... Write a clear and objective analysis of or response to a short reading passage.
... Organize and write a brief in-class academic assay or exam.
... Understand and avoid plagiarism.
... Independently proofread and correct mistakes in spelling, punctuation, and grammar in their own writing.

50 Writing for the World of Work (3)
3 hours lecture per week
Prerequisites: A grade equivalent of 10.0 on the English placement test or teacher recommendation

Practice in communicating clearly and persuasively in writing for the world of work; review of grammar, punctuation, spelling, and mechanics. Designed for students in Business Education, Food Services and Hospitality Education, and Medical Assisting.

Upon successful completion of this course, the student should be able to:
... Plan and prepare for writing tasks including identifying an audience, setting objectives, gathering information, and outlining points.
... Select an appropriate plan for a business message.
... Write clear and effective directions, reports, and correspondences.

51B Business English: Sentence Structure and Grammar (1)
3 hours lecture per week, 5 weeks only
Prerequisites: A grade equivalent of 10.0 on the English placement test or teacher recommendation

A study of the parts of speech, the parts of the sentence, and types of phrases; practice in proofreading letters and memos for sentence errors.

Upon successful completion of this course, the student should be able to:
... Identify parts of speech, parts of sentences, and types of phrases.
... Write cle1ar, coherent sentences.

51C Business English: Punctuation and Mechanics (1)
3 hours lecture per week, 5 weeks only
Prerequisites: A grade equivalent of 10.0 on the English placement test or teacher recommendation

A study of clauses, punctuation, capitalization, and writing numbers; practice in writing letters and memos and proofreading them for punctuation and mechanical errors.

Upon successful completion of this course, the student should be able to:
... Identify dependent and independent clauses.
... Use punctuation marks correctly.
... Identify and correct fragments, run-ons, and comma splices.
... Write and proofread routine letters and memos.

51D Business English: Word Choice and Spelling (1)
3 hours lecture per week, 5 weeks only
Prerequisites: A grade equivalent of 10.0 on the English placement test or teacher recommendation

A study of word choice and spelling; practice in writing letters and memos, and proofreading them for diction and spelling errors.

Upon successful completion of this course, the student should be able to:
... Use the dictionary/thesaurus to find meanings, spellings, syllabications, synonyms, etymologies, irregular forms, and other information about words.
... Define and use common business terms in writing.
... Write and proofread routine letters and memos.

55 Business Communications (3)
Fall Semester Only: 3 hours lecture per week
Prerequisites: Successful completion of ENG 22 or 51B, C, and D

A study of various types of business communications with emphasis on writing effective business letters and reports based on appropriate forms and good diction.

Upon successful completion of this course, the student should be able to:
... Employ principles of effective business communication to achieve favorable tone.
... Apply principles of effective letter writing to compose:
- A routine or pleasant letter
- An unpleasant letter
- The collection series letter
- A job resume
- An employment application letter.

... Apply principles of effective report writing to produce an informal report.
... Demonstrate familiarity with the formal report.
... Write sentences free of grammar, usage, and punctuation errors.

100 Expository Writing (3) WR
3 hours lecture per week
Prerequisites: 1) 11.5-12.9 on the English Placement Test with a passing grade on the writing sample test; or 2) 13.0 or higher on the English Placement Test; or 3) "C" or better in ENG 22

A course offering opportunities for developing critical reading skills, analyzing expository essays, and practicing writing for various expository purposes. (The course emphasis is on critical thinking, principles of effective organization, and elements of effective written communication.)

Upon successful completion of this course, the student should be able to:
... Demonstrate the ability to write clear, correct, concise, informative, and persuasive university-level papers. This includes the ability to:
- Make accurate and insightful observations.
- Discover, gather, and select information.
- Use the library to find source material when appropriate.
- Limit and develop a subject.
- Make valid generalizations and inferences to generate and support a thesis.
- Abstract ideas from and evaluate the strengths and weaknesses of written material, professional and/or peer.
- Use the writing process to clarify ideas and develop new perspectives.
- Organize ideas and evidence according to purpose and audience.

- Evaluate own writing, considering purpose, audience, and tone.
- Revise as necessary to improve unity, support, and organization.
- Edit and proofread own writing for Standard American English.

... In addition, students should be able to write an in-class essay or exam, write correctly documented papers incorporating library research without plagiarizing and write an analysis or critique.

102 College Reading Skills (3)

3 hours lecture per week. Additional hours required for lab work

Prerequisites: A grade equivalent of 12.0 or higher on the English placement test or teacher recommendation

A course designed to develop critical/analytical reading skills which enhance the student's ability to read and respond to ideas and issues from various fields. To achieve this goal, the reading process of previewing, close reading, responding, summarizing, questioning, interpreting, analyzing, and evaluating is used. By means of these subprocesses, the course attempts to foster understanding of issues and perspectives that cut across the curriculum.

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

... Demonstrate skill in responding to the meanings and implications of materials read.
... Identify purposes in writing and make connections between generalizations and specifics in common interest material.
... Demonstrate skill in analyzing and evaluating materials read.
... Demonstrate knowledge of college-level vocabulary.
... Use context clues and structural analysis to figure out approximate meanings of unfamiliar college-level words.
... Recognize organizational structures and modes of inquiry in readings from various disciplines.
... Read general interest material at flexible rates with at least 70 percent comprehension.

108 Editing (1)

3 hours lecture per week, 5 weeks only

Prerequisites: Qualification for ENG 100 or 160

This 5-week module gives the student intensive practice in editing and revising both his own prose and that of his classmates. The course focuses on exercises and discussion on how to use the structure of language to solve day-to-day problems of expression.

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

... Edit sentences to free them of errors in
  - Grammar/punctuation
  - Syntax
  - Diction
... Edit passages to eliminate repetition, redundancy, and wordiness.
... Edit to refine the interplay of syntax, diction, and meaning.

109 Expository Writing (3)

3 hours lecture per week

Prerequisites: A grade of "C" or less in ENG 100 or 160

A continuation of ENG 100, to provide additional practice in writing clear, effective, university-level prose. The course focuses on analytical/persuasive writing, with attention paid to all stages of the writing process.

Upon successful completion of the course a student should be able to write clear, correct, concise, informative, and persuasive university-level papers in which the student:

... Explicates and defends positions on controversial social/political/ moral/ ethical/ economic/academic issues.
... Uses primary and secondary sources of information, analyzes the data, summarizes the information, and makes valid inferences and generalizations from it.
... Analyzes processes, activities, or mechanisms (broadly defined to include such things as organizations and systems), explicating their origin, operation, and effects and evaluating their effectiveness, desirability, efficiency, and social/political/moral/ethical/economic/intellectual worth.

160 Business and Technical Writing (3)

3 hours lecture per week

Prerequisites: (1) 11.5-12.9 on the English Placement Test and placement in ENG 100 via the Writing Sample Test; (2) 13.0 or higher on the English Placement Test; or (3) "C" or better in ENG 22

The principles and practices of writing for business and technical purposes, including writing letters, memos, instructions, and reports based on primary and secondary sources. Students work toward achieving clear, concise, reader-oriented prose and understanding the elements of the writing situation, including purpose, audience, appropriateness of style, tone, etc. The course is intended for students in the Business Education and Food Service and Hospitality Education A.S. degree programs.

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

... Understand the writing process (gathering information, drafting, revising, editing).
... Organize ideas and evidence to adapt one's writing style to one's audience and purpose.
... Write good news, bad news, and persuasive memos and reports.
... Write clear instructions as well as informational, analytical, and persuasive memos and reports.
... Summarize and paraphrase information accurately.
... Conduct library research and write a research report or a survey of literature with proper documentation for a topic in the student's area of study or interest.
... Make accurate and insightful observations and communicate them in clear, concise, consistent reader-oriented prose.
... Use appropriate organization and formats for business letters, memos, and reports.

204 Creative Writing (3)

3 hours lecture per week

Prerequisites: Satisfactory completion of ENG 100 or 160 or consent of instructor

Analyzing, appreciating, and writing poems and short stories.

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

... Recognize the basic elements of imaginative writing.
... Use imaginative writing to discover or communicate new ideas, feelings, and attitudes.
... Appreciate the artistry of well-known poems and short stories.
... Write poems and short stories of recognizable form and quality.
... Critically analyze the imaginative writing of oneself and of others.
... Evaluate and edit the poems and short stories of oneself and classmates.

209 Business and Managerial Writing (3)
3 hours lecture per week
Prerequisites: A grade of "C" or better in ENG 100 or 160 or consent of instructor. This course satisfies a degree requirement for UH-Mānoa's College of Business Administration and TIM (Equivalent to UH-Mānoa's ENG 309)

A study of business and managerial writing; practice in writing letters, memos, policy, and procedure statements and reports, including a report requiring research and documentation.

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

... Understand the nature and functions of business and managerial writing.
... Apply the principles of effective business writing in composing business messages.
... Write policies and procedures governing business activities.
... Prepare business reports.

214 Studies in Major Authors of Exposition (3)
3 hours lecture per week
Prerequisites: Completion of ENG 100, 160, or 109

This course provides students the opportunity to practice various methods of analyzing and commenting on expository prose and to gain an in-depth understanding of one or several major writer(s) or exposition.

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

... Draw inferences (about a writer's tone, purpose, and attitudes) based on a close reading of the writer's non-fiction prose.
... Recognize the principal rhetorical devices used in the writer's work, explicate their effect on readers and imitate the author's rhetorical strategies in their own writing.
... Understand the relationship between rhetoric and meaning in non-fiction prose.
... Edit, revise, and polish their own expository writing to improve its style and effectiveness.

215 Advanced Expository Writing (3)
3 hours lecture per week
Prerequisites: Successful completion of ENG 100, 160, 109, or instructor recommendation

Students will practice sustained expository/argumentative writing for a variety of audiences and purposes. Emphasis will be on logical and rhetorical principles, stylistic concerns, research method, evaluation of source material, and legal/ethical issues of writing non-fiction.

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

... Distinguish the characteristics of various kinds of expository and argumentative writing.
... Consider philosophical, ethical, and legal issues of writing exposition and argument.
... Choose topics of interest for a selected audience.
... Gather and evaluate the accuracy and usefulness of information from a variety of sources, including observation, personal experience, interviews, as well as the library.
... Synthesize information in clear, coherent essays.
... Reference and document information in accordance with the conventions of the publication for which an essay is written.
... Identify and understand the significance of stylistic features in (1) the writings of various authors, (2) works written for particular publications, and (3) particular genres of expository/argumentative writing.
... Adapt organization and style to audience, purpose, and subject.
... Provide editorial advice to other writers.

200 LEVEL LITERATURE COURSES

Upon successful completion of any 200 level literature course the student should be able to:

... Consider a work of literature as a reflection of its cultural milieu and compare that milieu with his or her own.
... Examine a work of literature from various vantage points.
... Examine and analyze the various elements of a literary work.
... 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.
... Show greater sensitivity to language and literary devices authors use in literature.
... Appreciate the artistry of literary works and become better acquainted with writers as artists.
... Recognize the need for literary evidence to support opinions and ideas regarding literary work.
... Express opinions and responses to literature clearly and effectively in writing.

250 American Literature (3) AH3
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Major authors from 19th and 20th centuries.

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

... Demonstrate knowledge of some major American playwrights, novelists and poets, their characteristic themes and techniques.
... Write papers on different literary problems related to American literature.

251 British Literature: to 1800 (3) AH3 Fall
252 British Literature: after 1800 (3) AH3 Spring
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160
Note: Eng 251 and 252 need not be taken in sequence

ENG 251: Major authors from old English, medieval, renaissance, and neo-classical periods.

ENG 252: Major authors from Romantic, Victorian, and modern periods.

Upon successful completion of ENG 251 or 252, the student should be able to satisfy the general competencies and the following:

... Demonstrate knowledge of some major British authors.
... Show knowledge of the form and content of some British stories, poems, and plays.
... Write papers on different literary problems related to British literature.

253 World Literature: Classical Times to 1600 (3) AH3 Fall
254 World Literature: 1600 to the Present (3) AH3 Spring
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Note: Eng 253 and 254 need not be taken in sequence

ENG 253: Major authors from classical, medieval, renaissance, and non-western culture.

ENG 254: Major authors of world culture from European Enlightenment to modernism.

Upon successful completion of ENG 253 or ENG 254, 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.
... Write papers on different literary problems related to world literature.

255 Types of Literature: Short Stories and Novels (3) AH3 Fall

3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Introduction to genre of prose fiction through major American and European texts.

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 and European short story writers and novelists, their characteristic themes and techniques.
... Appreciate the distinction between the short story and the novel as types of fiction.
... Write papers on different literary problems related to the study of fiction.

256 Types of Literature: Poetry and Drama (3) AH3 Spring

3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Introduction to genres of poetry and drama through major American and European texts.

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 and European poets and dramatists, their characteristic themes and techniques.
... Appreciate the distinction between poetry and drama as types of literature.
... Write papers on different literary problems related to the study of poetry and drama.

257 (Alpha) Themes in Literature (3) AH3

3 hours lecture per week
Recommended Preparation: Qualify for or credit in ENG 100 or 160

Selected themes in major works of various types, cultures, and periods. The alpha codes are as follows: F - Women Writers on Women; G - Myths, Dreams, and Symbols; M - Cross-Cultural Perspectives: Asian/Pacific Literature; P - Literature and the Sea; Q - The Hero.

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

... Consider a work of literature as a reflection of its cultural milieu and compare that milieu with their own.
... Examine a work of literature from various vantage points.
... Examine and analyze the various elements of a literary work.
... 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.
... Show greater sensitivity to language and literary devices authors use in literature.
... Appreciate the artistry of literary works and become better acquainted with writers as artists.
... Recognize the need for literary evidence to support opinions and ideas regarding literary works.
... Express opinions and responses to literature clearly and effectively in writing.

ENGLISH AS A SECOND LANGUAGE (ESL)

1 Beginning English for Students of English as a Second Language (4)

3 hours lecture, 2 hours lab per week
Grading: CR/NC only.
Prerequisites: A score below G.E. 4.0 on the English Placement Test or teacher recommendation

A course designed to introduce the student of English as a Second Language to the patterns of Standard English and develop elementary proficiency in all skills: listening, speaking, reading and writing.

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

... Read a short selection and answer comprehension questions.
... Retrieve specific information from short reading selections.
... Demonstrate a familiarity with a basic high frequency vocabulary.
... Write grammatically correct short sentences pertinent to every day need.
... Understand natural spoken English in conversations on familiar every day topics.
... Properly use some of the basic communicative functions in conversation, i.e. asking for information, making suggestions, talking about feelings, etc.

2 Listening and Speaking for Students of English as a Second Language (3)

3 hours lecture per week
Grading: CR/NC only.
Prerequisites: A grade equivalent of between 4.0 and 6.0 on the English Placement Test

A course designed to improve student's oral-aural communication skills. It includes: practice in overcoming speech problems related to pronunciation, rhythm, and intonation; listening comprehension exercises related to academic and real life situations; and practice using idiomatic English in conversation.

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

... Understand natural spoken English in conversation and lectures.
... Recognize and discriminate between speech sounds in conversational and prose exercises.

... Use appropriate conversational English in given social situations.
... Understand and use correctly a variety of idiomatic English expressions.
... Pronounce standard English vowels and consonants accurately and improve use of rhythm and intonation patterns.

3 Reading for Students of English as a Second Language (4)
3 hours lecture, 2 hours lab per week
Grading: CR/NC only.
Prerequisites: A grade equivalent of 4.0-6.0 on the English Placement Test

A course designed to help the student determine and use the appropriate skills and strategies needed to attain reading proficiency. Includes intensive practice in sound-symbol relationships, word study and grouping, sentence study, prose and nonprose reading and analysis.

Upon successful completion of this course, the student should be able to:
... Identify the central focus and supporting details in short reading passages of 6.0 equivalent.
... Use evidence presented by the author to make valid inferences and to draw accurate conclusions.
... Choose the appropriate reading strategy to extract the message of the writer.
... Learn the meaning of an unfamiliar word by examining the context in which it is found, by using knowledge of the meanings of word parts and by referring to an English dictionary.
... Demonstrate increased general knowledge of words at the 6.0 level.
... Recognize word groups and structural clues to facilitate the development of fluent reading skills.
... Recognize the sound patterns represented by the graphic symbols and identify their combinations as language units.

4 Writing for Students of English as a Second Language (4)
3 hours lecture, 2 hours lab per week
Grading: CR/NC only.
Prerequisites: A grade equivalent of 4.0-6.0 on the English Placement Test

A course designed to help non-native speakers develop basic writing skills and to give them practice in structural patterns of English.

Upon the recommendation of the instructor, a student may repeat the course for credit.

Upon successful completion of this course, the student should be able to:
... Identify noun and verb forms, parts of speech, and parts of the sentence.
... Write simple and complex sentences, following strict writing conventions of the English language.
... Write a short composition with good sentence construction, focusing on a single topic.

5 Communicative Skills for Students of English as a Second Language (3)
3 hours lecture per week
Grading: CR/NC only
Prerequisites: A grade equivalent of 6.0-8.9 on the English Placement Test or teacher recommendation

A course designed for ESL students who want to improve their listening and speaking skills. It will develop and refine strategies for listening with purpose, procedures for questioning, and everyday academic and social conversation skills.

Upon successful completion of this course, the student should be able to:
... Properly use socially correct and appropriate English in conversation.
... Properly use academically correct and appropriate English in conversation.
... Properly use various communicative functions of English: giving information or advice; persuading others; agreeing or disagreeing; solving a problem and expressing preferences, necessities, opinions, reasons, and feelings.
... Accurately integrate into conversation activities vocabulary that is specific to various situations.
... Frame grammatically correct and appropriate questions in large group discussions to clarify understanding of assignment objective, criteria, etc.
... Accurately recognize and understand the ways speakers organize and present information in academic discourse.
... Accurately extract essential information from a lecture.
... Actively participate in small group discussions and in short role-playing activities.

100 Expository Writing: A Guided Approach (3) WR
3 hours lecture per week
Prerequisites: 1) 11.5-12.9 on the English Placement Test with a passing grade on the writing sample test, or 2) 13.0 or higher on the English Placement Test, or 3) "C" or better in ENG 22

Critical reading and expository writing for the non-native speaker of English.

Upon successful completion of this course, the student should be able to:
... Evaluate materials which aid in the understanding of writing principles and form.
... Employ varieties of sentence patterns and use them with maturity.
... Demonstrate principles of rhetoric and logical development.
... Write coherent, unified, and mechanically correct papers.
... Organize paragraphs with transitions between paragraphs and control essay forms for a variety of assignments.
... Write a mini-research paper demonstrating correct research and documentation.

ENTREPRENEURSHIP (ENT)

120 Starting a Small Business (3)
3 hours lecture/lab per week for 15 weeks or 6 hours for 8 weeks
Prerequisites: None
Recommended Preparation: Eng.50, 100 or 160

This course is a practical approach to planning and starting a business in Hawaii. The student will prepare a comprehensive business plan. Topics covered are market analysis, site selection, suppliers, product and price mix, trans-

portation, advertising and promotion, record keeping, and financial statements.

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

...Prepare a comprehensive business plan.

130 Marketing for the Small Business (3)
3 hours lecture per week
Recommended Preparation: ENG 50, 100, or 160

This is a marketing course covering key concepts and issues underlying the modern practice of marketing for the small business. The course provides a clear understanding of marketing's role in the management of a small business.

The course covers marketing terminology, consumer-oriented approach to marketing, channels of distribution, correct usage of methods in marketing research, concepts and practices of retailing, wholesaling, and physical distribution, role of marketing communication, correct usage of procedures in personal selling, and principles and practices of marketing organization.

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

... Apply concepts and principles of marketing strategies for the small business.
... Apply concepts and principles of product strategies.
... Apply concepts and principles of price strategies.
... Apply concepts and principles of promotion strategies.
... Apply concepts and principles of place strategies.
... Develop a viable marketing plan.

140 Small Business Management (3)
3 lecture hours per week
Recommended Preparation: ENG 50, 100, or 160

This is a management course covering key concepts and issues underlying the modern practice of managing the small business. The course provides a clear understanding of small business management.

The course covers basic management terminology, consumer-oriented approach to marketing, human resource management, accounting practices, finance, risk management, inventory control, legal aspects of operating a small business, and principles and practices of supervision.

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

... Apply concepts and principles of supervision.
... Recognize the importance of human resources.
... Apply concepts and principles of inventory.
... Apply concepts and principles of inventory shrinkage and risk insurance.
... Understand the legal aspects of operating a small business.
... Understand government regulations and resources.

150 Basic Accounting for Entrepreneurs (3)
3 lecture hours per week
Prerequisites: Completion of MATH 1 or placement at MATH 24
Recommended Preparation: ENG 50, 100, or 160

An introduction to accounting principles, procedures, and systems for the Entrepreneur. Students will learn to record, summarize, report, analyze, and use accounting information for a small business.

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

... Explain the importance of establishing an accurate and timely record keeping system.
... Outline a typical system for properly recording the daily transactions in the business.
... Distinguish the elements of each of the basic financial reports - Balance Sheet, Income Statment, Statement of Owner's Equity, and the Statement of Cash Flow.
... Explain the importance of cash management to the success of the small business.
... Determine the need for establishing a credit program.
... Analyze financial statements in the management of the business.
... Interpret financial ratios.
... Create pro forma financial statements.
... Compute value of inventory (LIFO, FIFO, and weighted average).
... Outline the basis for selecting a CPA.
... Maintain a set of books.
... Use an accounting program to record and prepare financial documents and reports.

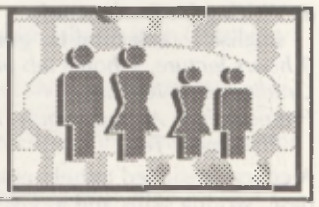
160 Finance for Small Businesses (3)
3 hours lecture per week
Recommended Preparation: ENT 150, ENG 50, 100, or 160

An introduction to financial management for independent business people, including: financial planning; managing cash, receivables, and inventories; and obtaining both short-term and long-term financing.

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

... Outline the procedure for submitting a loan package.
... Prepare a loan package.
... Forecast cash needs.
... Prepare a cash budget.
... Enumerate the problems involved in raising capital to launch or expand a business.
... Distinguish between short- and long-term financing.
... List the common sources of short-term financing.
... List the common sources of long-term financing.
... Describe advantages and disadvantages of various sources of capital.
... Identify internal methods of financing growth and expansion.

FAMILY RESOURCES (FAMR)



230 Survey of Human Growth and Development (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

A survey of human development from birth to death with emphasis on physical, cognitive, and psychosocial development.

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

... Describe various theories of human development and behavior.
... Describe physical, emotional, cognitive, and psychosocial development during each stage of the life cycle.
... Identify similarities of development and functions in human beings.
... Recognize individual differences and uniqueness of experience in the development of human beings.
... Describe principles of behavior change.
... Express ideas and opinion clearly in writing.

FOOD SERVICE & HOSPITALITY EDUCATION (FSHE)

100 Foundations of Guest Services (3)
2 hours lecture/2 hours lecture/lab per week

A course designed to familiarize the student with the manpower needs and career opportunities in the hospitality industry and to identify the job qualifications, professional standards, communication skills, and attitudes essential for successful workers in the hospitality industry.

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

... Identify the functions, job titles, work requirements, and operating procedures of the food, lodging, and transportation components of the hospitality industry.
... Assess the work qualifications, attitudes, and values essential for a successful career in the service industry.
... Project positive attitudes through learning communication and behavioral skills appropriate for quality guest relations.
... Provide quality service by knowing how to satisfy the needs and expectations of a culturally diverse public.
... Identify current and future trends and practices of the industry.
... Evaluate the importance of the service industry locally and nationally.
... Demonstrate use and understanding of the job application process.

101 Introduction to Hospitality Industry (3)
3 hours lecture per week

Overview of travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. Includes lectures by industry leaders.

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

... Identify the roles and explain the interrelationships of the various sectors of the travel and tourism industry.
... Identify today's travel market needs and motivations.
... Describe the characteristics and use of the channels of distribution used in the travel and tourism industry.
... Identify the organizational and operational characteristics of transportation and accommodation firms.
... Describe the tourism systems and services designed to serve the leisure travel market.
... Identify methods for attracting and servicing business travel, including conventions, meetings, and incentive travel market segments.
... Describe the sales and marketing activities utilized in the travel and tourism industry.
... Describe the impact of tourism destination development on the society of a destination.
... Identify career opportunities in the various sectors of the travel and tourism industry.

103 Sanitation and Safety (2)
2 hours lecture per week

The study and application of the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, their modes of transmission and control through the development of sanitation and safety programs.

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

... Identify the difference between sanitary and clean as they pertain to people, equipment, and facilities.
... Identify cases of food-borne illness in relation to possible sources, transmission, and method of prevention.
... Identify sanitation procedures for purchasing, receiving, storing, issuing, preparing, building, and service of safe food and beverage products.
... Identify and demonstrate concern for personal hygiene.
... Identify procedures for maintaining a sanitary and safe operation through an employee awareness program.
... Identify insects and rodent infestation and measures to prevent infestation problems.
... Develop a sanitation and safety program.
... Complete a sanitation and safety inspection in a hospitality operation.
... Identify local, state, and federal sanitation and safety regulations.

110 Fundamentals of Cookery (4)
2 hours lecture, 12 hours lab

An introduction to the fundamental concepts, skills and techniques of cookery. Includes the study of culinary terms and ingredients; cooking theories and procedures for making stocks, soups and sauces; basic cooking methods; handling and preparation techniques for fruits, vegetables and starches; proper use of recipes, tools and equipment with special emphasis on knife handling skills. Students must pass a practical cooking examination. An eight week modular course.

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

... Describe the jobs of a chef, sous chef and cooks at the various stations in a typical kitchen.
... Demonstrate an understanding and acceptance of generally accepted standards of professionalism.
... Adhere to the established dress code.
... Demonstrate safe and sanitary practices in food preparation.
... Identify, use safely and maintain correctly the following pieces of equipment: range, oven, fryer, steam kettle, compartment steam cooker, griddle, mixer, refrigerators and freezers.
... Identify and describe the use of other commercial food preparation equipment such as the salamander, tilting skillet, food chopper, food grinder, etc.
... Identify, practice and maintain correctly the various types of small equipment, pots, pans, measuring devices and hand tools.
... Identify, practice and demonstrate the proper techniques for handling and sharpening knives.
... Describe the ways heat is transferred to food in order to cook it.
... Describe the basic cooking methods used in a commercial kitchen.
... Describe the basic principles of seasonings and flavorings in food preparation.
... Explain the importance of recipes, their structure and use in commercial food preparation.
... Explain the importance of the menu and its functions in food preparation.
... List and explain the nutritional considerations that go into menu planning.
... Practice organizational and preparation (mise en place) techniques as part of commercial food preparation training.
... Identify and demonstrate the skills used in preparing

the basic stocks.
... Identify and demonstrate the basic methods of cutting and shaping vegetables.
... Identify and prepare the mother sauces.
... Identify and demonstrate the skills used in preparing the basic classes of soups.
... Recognize the various types and cuts of meat (beef, veal, lamb and pork) and describe the various preparation and service methods.
... Recognize the types and market forms of poultry (chicken, duck, and turkey) and describe the various preparation and service methods used for them.
... Prepare and serve chicken, applying the basic cooking methods used in commercial food service.
... Identify types and market forms of fish and shellfish and describe preparation and service methods for these.
... Identify, store, handle, clean, prepare, and serve fruits and vegetables.
... Identify, store, handle, and prepare market forms of rice, pasta and other grains.
... Identify, prepare, and serve basic types of salads and identify these: appetizer, accompaniment, main course, separate course, and dessert.
... Identify, prepare, and serve types of dressings: oil and vinegar, mayonnaise based, cooked, and emulsified.
... Identify, prepare, and demonstrate the skills used in preparing eggs, cereals, breakfast meats, and pancakes.
... Identify, store, handle and serve dairy products.

119 Intermediate Cookery (5)
2 hours lecture, 24 hours lab per week

The application of basic concepts, skills and techniques in fundamentals of cookery to short-order cookery, including breakfast cookery, as found in coffee shops, drive-ins and snack bars; to quantity food production with emphasis on menu development, recipe standardization and conversion and quality control. Includes quantity food production and short-order cookery experiences in the college's cafeteria. This is an eight-week modular course.

All competencies developed in the Fundamentals of Cookery Course are utilized and reinforced in this course. In addition, upon successful completion of this course, the student should be able to:

... Describe the jobs of cooks and chefs that are employed in quantity food production and short order kitchens.
... Apply the principles of menu planning to plan a balanced menu for quantity food production.
... Convert and standardize recipes.
... Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities.
... Apply the principles of quantity food preparation to determine purchasing needs, preparation needs, and equipment needs.
... Apply portion control to effectively manage quantity food production and service.
... Select the proper kinds of meats, fish, and poultry for quality quantity food production.
... Apply the principles of cookery to produce meat, fish, and poultry entrees in large quantity.
... Organize and work a short-order station for breakfast and lunch.
... Organize and produce sandwiches in small and large amounts.
... Identify, select and prepare vegetables that are appropriate for quantity food service.
... Identify, select, store, handle, prepare and serve salads in quantity.
... Apply the principles of stock preparation to produce appropriate sauces in large quantities.
... Organize and work the various stations in a cafeteria: serve salad, soup, sandwich, entree, short order and beverage.
... Incorporate convenience foods into the menu effectively to provide menu variety.
... Select, store, handle, prepare and serve convenience foods maintaining optimum quality.
... Apply sanitation principles in quantity food production.
... Teach andapply stewarding procedures.

122 Fundamentals of Baking (5)
2 hours lecture, 24 hours lab per week

An introduction to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredient functions, product identification, weights, measures, and proper use and maintenance of bakeshop tools and equipment. Students are assigned to stations each day and are required to apply the basic baking concepts and techniques in preparing bakery items such as basic quick breads, yeast breads, rolled-in dough, paté choux, pies, cakes, cookies, puddings, and pastry creams. This is an eight-week modular course.

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

... Describe the jobs of a pastry chef, baker, and pastry helper.
... Demonstrate an understanding and acceptance of generally accepted standards of professionalism.
... Adhere to the established dress code.
... Demonstrate safe and sanitary practices in baking.
... Identify, use safely and correctly maintain the following pieces of equipment: range and oven, deck oven, rack oven, proofer, refrigerator, freezer, sheeter, dough molder, varimixer, mixer, trunnion kettle, and donut fryer.
... Identify, use safely, and correctly maintain the various types of small equipment and hand tools typically found in a bakery.
... Explain the basic principles of baking.
... Describe the properties and list the functions of various ingredients used in baked products.
... Weigh and measure ingredients used in baking.
... Convert recipes accurately.
... Define baking terms.
... Prepare yeast doughs and identify their various reactions.
... Prepare quick breads.
... Prepare and decorate cakes and describe the techniques used in mixing, baking, and basic decorating.
... Produce a variety of pies.
... Prepare puff dough and dessert specialties.

128 Dining Room Service/Stewarding Procedures (4)
2 hours lecture, 18 hours lab per week

The study and practice of a variety of table service techniques with special emphasis on the importance of the relationship and coordination between the front and back of the house. Includes the study of the steward's department in a hotel or food service establishment; familiarization of alcohol laws, server's responsibility; introduction to the service of wines. This is an eight-week modular course.

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

... Correctly serve guests using arm, tray, or gueridon, serving courses properly and with appropriate timing in the following styles of services:
  - American
  - Banquet

- Buffet
- French
- Russian

... Properly present, open and serve wine with the meal.
... Explain and demonstrate the job responsibilities of the various dining room personnel, including side jobs.
... Interact with dining room guests courteously.
... Explain common food and menu terms.
... Demonstrate appreciation of good dining through demonstrating good manners and providing good service.
... Demonstrate essential technical, attitudinal and conceptual skills required of waithelp and bushelp.
... Demonstrate self-confidence and the understanding of teamwork, job knowledge and technical skills involved by servicing guests effectively.
... Discuss and describe the various types of alcoholic beverages.
... Describe effective stewarding practices.

150 Housekeeping Operations (4)
3 hours lecture, 2 hours lecture/lab per week
The study of the professional management of housekeeping operations including the planning, organizing, staffing and control techniques required to assure quality service.

Upon successful completion of this course, the student should be able to:
... Identify the tasks and responsibilities carried out in various housekeeping positions.
... Describe the interrelationships between the housekeeping department and other departments of a hotel.
... Identify the personal attitudes, characteristics, and work practices essential in providing excellence in housekeeping service.
... Demonstrate safe, sanitary, and efficient cleaning procedures for various housekeeping tasks.
... Identify effective housekeeping equipment selection, storage, maintenance, and control procedures.
... Describe the housekeeper's role in the renovation and restoration of facilities.
... Describe linen room operations and control techniques.
... Describe laundry room operations and control techniques.
... Describe the use of computers in housekeeping operations.
... Identify techniques for recruiting, selecting, training, scheduling, and motivating housekeeping employees.
... Describe the budgeting, record-keeping, and reporting requirements of a housekeeping department.

152 Front Office Operations (4)
3 hours lecture, 3 hours lab per week
Study of the philosophy, theory, equipment, and current operating procedures of a hotel front office, concentrating on the human relations skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical, or computerized front office operation.

Upon successful completion of this course, the student should be able to:
... Identify the tasks and responsibilities carried out in various front office positions.
... Describe the interrelationships between the front office and other departments of a hotel.
... Identify the personal attitudes, characteristics, and work practices essential in providing excellence in front office guest service.
... Demonstrate computer proficiency in reservations, check-in, posting and settlement, and night audit functions of the front office.
... Understand guest accounting procedures.
... Identify controls for cash collection, check cashing, and the acceptance and processing of credit cards.
... Demonstrate effective complaint handling procedures.
... Demonstrate effective telephone call handling techniques.
... Produce and analyze management reports.
... Identify staffing requirements of a front office.

154 Food and Beverage Operations (4)
3 hour lecture, 2 hours lecture/lab per week
Introduction to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Includes the study and practical application of food and beverage management, techniques to effectively manage resources: money, personnel, food and beverage products, and time.

Upon successful completion of this course, the student should be able to:
... Recognize and demonstrate quality service to guests.
... Identify the importance of trends in food and beverage operations.
... Discuss the management process as it relates to food and beverage operational activities.
... Present, discuss, and analyze marketing and sales tools available to food and beverage operations.
... Practice sound nutrition principles in planning food production and service to meet the wants/needs of today's guests.
... Develop and implement a sanitation and safety program as it pertains to guests, employees, equipment, and facilities.
... Identify the various operational techniques that meet the psychological needs of guests.
... Effectively manage the purchasing, production, and service of food and beverage.
... Describe basic accounting techniques as they apply to food and beverage operations.
... Identify the effects of equipment layout and design on operational efficiency and profitability.

160 Reservations and Ticketing (3)
6 hours lecture/lab per week
This course is designed to prepare students with the necessary knowledge and skills to develop domestic and international itineraries and construct fares according to the standards established by the International Air Transport Association (IATA) and domestic areas

Upon successful completion of this course, the student should be able to:
... Function effectively as a team member in the delivery of the travel product to the consumer.
... Perform routine travel agency operational procedures successfully.
... Plan itineraries and write tickets.
... Prepare Passenger Name Records (PNR).
... Use industry publications as reference material.
... Distinguish between various types of airline codes.
... Change and modify tickets.
... Know how to access information on the Airline computer systems.

166 Destination Analysis - Regions I & II (3)
3 lecture hours per week
Prerequisites: GEOG 102

This course analyzes major tourism destination areas I and II as defined by the International Air Transport Association. It focuses on the Americas, Greenland, Europe, and North Atlantic. It emphasizes tourist destinations, tourist facilities, weather, major suppliers, and the levels of tourism development.

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

... Explain the geographic, social, and political factors which distinguish the major tourism destination areas within the countries included in IATA regions I and II.
... Define the major attractions in IATA regions I and II, and explain their significance to tourism.
... Identify those factors which governments of each country have put into place in IATA regions I and II to enhance the inbound flow of tourists.
... Identify the major industry suppliers for IATA areas I and II.
... Identify the government tourism office which markets and promotes inbound tourism for each of the coun tries in IATA regions I and II.
... Prepare an FIT for each of the countries in IATA regions I and II, for a 30 day period.
... Identify the capitals and major cities in each country in IATA regions I and II.
... Demonstrate knowledge of the aesthetics of each country with regard to visual arts in galleries, museums, music, and festivals.
... Explain climatic differences in IATA regions I and II and know how they affect tourism.
... Demonstrate knowledge of the problems of health, medical, and sanitation standards that exist in IATA regions I and II.
... Demonstrate knowledge of the airports and the transportation systems in IATA regions I and II.

167 Destination Analysis - Regions III & IV (3)
3 lecture hours per week
Prerequisites: GEOG 102

This course analyzes major tourism destination areas III and IV as defined by the International Air Transport Association. It focuses on the Middle East, Africa, Asia, New Zealand, and the Pacific Islands. It emphasizes tourist destinations, tourist facilities, weather, major suppliers, and the levels of tourism development.

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

... Explain the geographic, social, and political factors which distinguish the major tourism destination areas within the countries included in IATA regions III and IV.
... Define the major attractions in IATA regions III and IV, and explain their significance to tourism.
... Identify those factors which governments of each country have put into place in IATA regions III and IV to enhance the inbound flow of tourists.
... Identify the major industry suppliers for IATA areas III and IV.
... Identify the government tourism office which markets and promotes inbound tourism for each of the coun tries in IATA regions III and IV.
... Prepare an FIT for each of the countries in IATA regions III and IV, for a 30 day period.
... Identify the capitals and major cities in each country in IATA regions III and IV.
... Demonstrate knowledge of the aesthetics of each country with regard to visual arts in galleries, museums, music, and festivals.
... Explain climatic differences in IATA regions III and IV and know how they affect tourism.
... Demonstrate knowledge of the problems of health, medical, and sanitation standards that exist in IATA regions III and IV.
... Demonstrate knowledge of the airports and the transportation systems in IATA regions III and IV.

168 Principles of Travel Counseling (3)
3 hours lecture per week
Prerequisites: FSHE 100, 166, 167

This course is designed to teach the dynamics of client-travel counselor interaction. The course covers identification of clients, travel needs, selection of travel options to meet the identified needs, and the dynamics of the sale process using travel counseling techniques.

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

... Identify travel motivations.
... Identify outcomes of specific travel experiences.
... Explain travel options designed to meet clients' needs and wants.
... Demonstrate knowledge of the sales process using diagnosis, explore options and clarify values, and evaluate anticipated outcomes of the leisure travel experience.
... Demonstrate the principles of overcoming objections.
... Perform transactional analysis of the counseling session.
... Explain post-travel follow-up analysis.

185 The Science of Human Nutrition (3)
3 hours lecture per week

The integration of natural science concepts basic to the study of human nutrition. Emphasis is placed on the nutrient requirements of healthy individuals, nutrient categories and their characteristics, physiological functions, and food sources. Includes the review and adaptation of dietary practices to reflect current nutritional concerns and issues.

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

... Utilize the appropriate recommended nutrient intake and diet planning guides to effectively plan a nutritionally sound menu.
... Explain the digestion, absorption, and metabolism of the various nutrients.
... Describe the most common digestive disorders.
... Utilize information on calories in food to maintain energy balance and weight control.
... Explain the characteristics, physiological functions, and food sources of carbohydrates: sugar, starch, and fiber.
... Explain the characteristics, physiological functions and food sources of lipids: fats, oils, phospholipids, and sterols.
... Explain the characteristics, physiological functions and food sources of proteins: amino acids.
... Describe metabolism: nutrient transformations and interactions.
... Explain the characteristics, physiological functions and food sources of the water soluble vitamins: B Vitamins and Vitamin C.
... Explain the characteristics, physiological functions, and food sources of the fat soluble vitamins: A, D, E, and K.
... Explain the characteristics, physiological functions, and food sources of water and major minerals.
... Explain the characteristics, physiological functions, and food sources of the traceminerals.
... Recommend appropriate nutritional intake to persons in the various stages of the life cycle through controlling the intake of certain nutrients.

... List ways to maximize nutrient retention in food storage, preparation, and service.
... Explain the effects food processing and food additives have on the quality and nutritional value of foods.
... Describe the advantages and disadvantages of food labeling.

193 Hospitality Internship I (4)
400 hours work experience in industry

The student is required to document the completion of 400 hours in a hotel, food service, gtravel agency, car rental company, airline, cruise ship operation, or visitor attraction work position approved by the instructor. This requirement will provide the student with hands-on experience in an industry work position where they can apply technical, communication, and interpersonal skills and develop new skills and work practices that can be applied to their remaining course work.

Upon successful completion of this course, the student should be able to:
... Describe and evaluate the orientation and training program they experienced.
... Describe the procedures for the tasks they performed in their hospitality position.
... Draw and explain the organizational structure of the company they worked in.
... Describe the working relationships between their department and other departments in their organizations.
... Identify the personal qualities, work habits, and attitudes that lead to professionalism in the work place.

210 Asian/Pacific Cuisine I (5)
2 hours lecture, 24 hours lab per week
Prerequisites: Satisfactory completion of Certificate of Completion in Food Service or consent of instructor

A study of Chinese and Indian cuisines. The evolution of the cuisines of the Southeast Asian countries; the influence that China, India, and various European countries had on these Southeast Asian cuisines. Emphasis on the culinary traditions, specialties, and the use of indigenous ingredients that distinguish one Southeast Asian cuisine from another. This is an eight-week modular course.

Upon successful completion of this course, the student should be able to:
... Use the wok and other equipment typically used in Asian cookery.
... Cut meats and vegetables in the Asian style.
... Identify and use the Asian herbs and spices typically used in each country's cuisine.
... Prepare from tested recipes each country's specialties in the following groups: soups, salads, main entrees, pickles, desserts, and side dishes.
... Trace the origin of some special dishes and identify the similarities and differences.
... Demonstrate an awareness and consciousness of colors, shapes, textures, and flavor of each presentation.
... Apply the technical skills and methods learned in this course to the creation of new dishes and other styles of cooking.

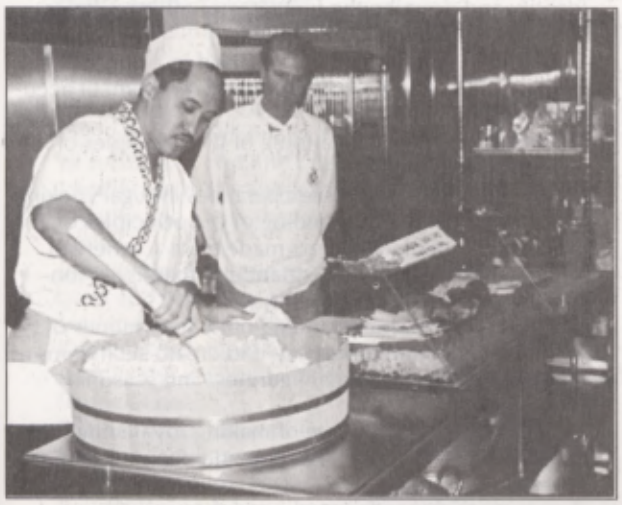


Photo by Moriso Teraoka

Students in the Asian/Pacific Cuisine class learn the art of sushi making from visiting chef, Van Ohumkini, of the Kahala Hilton. Chef Alfredo Cabacungan is instructor of the class.

211 Asian Pacific Cuisine II (5)
2 hours lecture, 24 hours lab per week
Prerequisites: Satisfactory completion of Certificate of Completion in Food Service, Culinary Arts option, or consent of instructor

A study of Japanese, Korean, Hawaiian, and Pacific-Island cuisines. Emphasis on the culinary traditions, specialties, and the use of indigenous ingredients that uniquely distinguishes each ethnic group. This is an eight-week modular course.

Upon successful completion of this course, the student should be able to:
... Prepare from tested recipes popular Japanese, Korean, Hawaiian, and Pacific-Island specialties in the following groups; pickles, soups, entrees, noodles, salads, and desserts.
... Prepare dishes commonly served at a Hawaiian luau.
... Use the techniques and presentations learned to combine Asian/Pacific specialties with those of other cuisines of the world preparing an international buffet or create new dishes to fit into new menus.
... Understand the geographical, historical, and cultural background to each country, the interrelationship of each country with the others and recognize the ways these backgrounds are expressed in the cuisine of the countries studied.
... Identify differences and similarities between the various cuisines studied.
... Develop an appreciation for the specialties, culinary traditions, and virtuosity of the various cuisines studied.
... Recognize and appreciate the reciprocal impacts of European and Asian/Pacific cuisines.

214 International Cuisine (5)
2 hours lecture, 24 hours lab per week
Prerequisites: Satisfactory completion of Certificate of Completion in Culinary Arts or consent of instructor

The expansion of skills gained in Fundamentals of Cookery, emphasizing creativity and the refining and perfecting of skills and techniques acquired; specializing in cook-to-order dishes typically served in hotels and fine dining restaurants with emphasis on European, Asian, and American regional cuisines. Includes culinary experiences, emphasizing station organization in the College's fine dining restaurant. This is an eight-week modular course.

Upon successful completion of this course, the student should be able to:
... Identify, operate safely, and properly maintain equipment that is typically used in an international cuisine kitchen, such as: broiler, salamander, bain marie, and thermotainers.

... Identify, operate safely, and properly maintain food processing equipment such as the food chopper, grinder, blender, and food processor.
... Demonstrate proficiency in all equipment and hand tools listed in the Fundamentals of Cookery course, plus pastry bags with appropriate tips, melon bailers, zesters, etc.
... Organize and work at the kitchen stations proficiently.
... Apply the basic principles of cookery to create classical dishes in international cuisine.
... Demonstrate the use of menus and recipes in planning and implementing production.
... Incorporate nutritional considerations into the international cuisine menus.
... Prepare variations of soups in Continental, American Regional, and Asian cuisine.
... Demonstrate skills in preparing all mother and small sauces; simple and compound butters; reductions and glazes.
... Identify and compare characteristics of seasonings, flavorings, spices, and herbs.
... Demonstrate skills in egg cookery as they apply to fine dining, i.e. custards, quiches, crepes, soufflés, etc.
... Identify cuts/market forms of beef, veal, pork, lamb, poultry, fish, and shellfish; differentiate the cooking methods for each.
... Describe the major bone structure in beef, veal, pork, lamb, poultry, and fish in relation to carving/deboning.
... Apply the principles of selecting and preparing fruits and vegetables and create dishes and salads typically served with international regional cuisine.

222 Patisserie (5)
2 hours lecture, 24 hours lab per week
Prerequisites: FSHE 122

An advanced course in hotel and restaurant baking techniques; refinement of baking skills; in-depth study of international and classical confectionery; application of advanced techniques in the preparation of gourmet specialties in breads, puff pastry, paté choux, international French pastries, petit fours, gateaux, Bavarian creams, souffles, and ice-cream desserts. This is an eight-week modular course.

Upon successful completion of this course, the student should be able to:
... Identify current and future trends and practices of the industry.
... Evaluate the importance of the food service industry locally and nationally.
... Describe the job responsibilities of a pastry chef and a pastry cook.
... Organize and schedule work in a pastry kitchen to produce international desserts.
... Describe the properties and functions of various ingredients used in baked products.
... Apply mathematical skills and convert recipes accurately.
... Define international and classical baking terms, particularly French terms.
... Name all tools and equipment typically found in a pastry kitchen and correctly demonstrate their uses.
... Demonstrate standards for personal hygiene and good work habits.
... Clean and properly maintain all tools and equipment found in a commercial pastry kitchen.
... Apply the basic principles of yeast dough preparation to prepare specialty breads, rolls and pastries.
... Refine the principles of puff pastry preparation and apply these principles to prepare classical puff pastry goods.
... Apply the principles of choux paste preparation to prepare a variety of complex pastries made from choux paste.
... Apply the principles of egg white foam formation to prepare a selection of egg white foam pastries.
... Identify the quality characteristics of eggs and the principles of egg cookery and apply these principles to prepare classical desserts made from egg bases.
... Apply the principles of gelatin preparation to prepare classical gelatin-based desserts.
... Identify the two most frequently used methods for combining cake ingredients and apply these principles to prepare international gateaux, French pastries, and petit fours.
... Apply the basic principles and methods of assembling and decorating to produce classical cakes and torten.
... Apply all advanced baking principles and prepare a variety of classical and international desserts.
... Develop procedures in a recipe that would provide a sequential step-by step process for the user.

224 Confisserie (5)
2 hours lecture, 24 hours lab per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Patisserie or consent of instructor

A course that emphasizes the skills, techniques, and knowledge needed to prepare confectionery specialties using chocolate, sugar, and marzipan. The unique properties of each of these items are emphasized to produce specialty items as: caramels, nougats, fondants, pastilles, ganache, gianduja, modeled marzipans, cocoa paintings, pastillage, etc. This is an eight-week modular course.

This course applies the skills, techniques, and knowledge gained in Fundamentals of Baking and in Patisserie to learn the principles and techniques necessary in the preparation of confectionery products.

Upon successful completion of this course, the student should be able to:
... Describe the job responsibilities of a confisserie chef.
... Describe the organization of a typical confisserie kitchen.
... Identify, operate safely, and properly maintain equipment that is typically used in a confisserie: candy-making range, tools, thermometer, copper kettles, and other hand-tools used in preparing candy.
... Identify and describe the functions of all ingredients used in a confisserie.
... Define and understand all terms used in a confisserie.
... Demonstrate the use of all measuring equipment accurately.
... Demonstrate the understanding of the principles of tempering chocolates.
... Define the various degrees/temperatures in sugar cooking.
... Demonstrate the understanding of the principles of producing chocolate centers made from a variety of mixtures such as: ganache, gianduja, marzipan, fondant, nougats, caramel, and liquors.
... Demonstrate the understanding of the techniques of modeling marzipan and apply it to create such items as fruits, vegetables, animals, figurines, and seasonal showpieces.
... Demonstrate the technique of making royal icing and apply this knowledge to lettering and decoration of cakes and display.
... Demonstrate the understanding of the principles and techniques of sugar boiling and apply this knowledge to create display pieces of poured-spun-pulled and blown sugar, caramels, nougats, and fondants.
... Demonstrate the understanding of the principles of applying all these ingredients to the production of fancy

pastries, petit fours, glacé, cakes, and display show pieces.

228 Dining Room Supervision (4)
2 hours lecture, 18 hours lab
Prerequisites: FSHE 128
Study and practice of dining room operations with emphasis on guest relations, supervisory, and training techniques. This is an eight-week module.

Upon successful completion of this course, the student should be able to:
... Take telephone reservations and accurately record party requirements.
... Greet guests, escort them, and seat them at assigned tables.
... Supervise dining room staff.
... Prepare job assignments and stations to dining room staff.
... Maintain standards of cleanliness, grooming, service, and atmosphere.
... Enforce safety and sanitary regulations.

241 Hospitality Purchasing and Cost Control (5)
6 hours lecture, 12 hours lab per week
Prerequisites: Satisfactory completion of Certificate of Completion in FSHE for all options or consent of instructor; MATH 50H or higher or tested placement at MATH 24 or higher
Study of cost control systems as they apply to restaurants, hotels, and other food and beverage operations such as the College's food service complex. Includes experience in preparation of financial and control related reports and the analysis of such. Utilizes the practical learning experiences of the computer laboratory to anchor and reinforce knowledge.

Upon successful completion of this course, the student should be able to:
... Describe the principal elements of the cost control cycle.
... Define cost and describe the principal kinds of costs.
... Identify basic menu planning concepts.
... Identify the major components of a Management Information System and their functions.
... Discuss the importance of specifications and describe their common elements.
... Understand the principles of determination of product quality.
... Discuss proper receiving and storage procedures.
... Identify major variables in food service and hotel forecasting.
... Recognize the function of food production control and its relation to cost and consumer satisfaction.
... Identify the major kinds of payroll costs.
... Identify and know the uses of the major payroll-control tools.
... Identify the principle means of monitoring beverage costs and how they are used.
... Understand the budget planning process.
... Know the principal bases on which budgets are drawn.
... Identify the key ratios for the analysis of operating and financial health.
... Prepare order requests for supplies as needed.
... Become familiar with common decision-making tools for investment decisions; key decisions.
... Be familiar with basic computer spreadsheet programs and their application in cost control.

245 Beverage Operations (3)
2 hours lecture, 3 hours lab per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Food Service or Hotel Operation or consent of instructor
A study of the principles and practices of profitable beverage operations including: beverage procedures, storage, mixology, and quality control techniques; pricing for profit; bar equipment and layout; staffing; licensing and regulations; and alcohol liability concerns.

Upon successful completion of this course, the student should be able to:
... Describe the historical importance of alcohol in rituals, medicine, food and drink, and fellowship.
... Describe how the basic elements of bar layout affect guest satisfaction and the efficiency and profitability of the operation.
... Identify selection considerations for various types of bar equipment, hand tools, and glassware.
... Describe the staffing requirements of a bar and special considerations in the recruitment, selection, and training of beverage operations personnel.
... Identify sanitary procedures for setting up and closing a bar.
... Identify the production processes, distinctive characteristics, and service requirements of fermented and distilled beverages.
... Identify the structure, ingredients, and basic mixing methods for various types of drinks.
... Describe purchasing, receiving, storage, issuing, and inventory policies and procedures used in beverage operations.
... Describe the processes of budgeting, pricing for profit, and developing sales records and cash controls.
... Describe beverage marketing and merchandising techniques.
... Identify local, state, and federal laws and licensing regulations for beverage operations.
... Explain how to limit liability through alcohol awareness programs designed to promote safe and responsible use of alcohol.

256 Hotel Accounting (3)
3 hours lecture per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Hotel Operations or consent of instructor
An introduction to basic accounting principles and the accounting cycle as applied to hotel operations. Includes accounting for expenses, fixed assets, inventory, sales, equities, and the preparation and analysis of financial statements and management reports.

Upon successful completion of this course, the student should be able to:
... Define basic accounting principles and concepts.
... Explain the difference between cash and accrual accounting as used in hotel operations.
... Explain how transient ledger and city ledger transactions affect the fundamental accounting equation.
... Complete a hotel practice accounting problem following the steps in the accounting cycle.
... Calculate depreciation using three different methods.
... Explain expense accounting and control procedures used in hotel and food and beverage operations.
... Calculate the value of hotel and food and beverage inventory using four different methods and explain how each affects net income.
... Explain the accounting procedures and government reporting requirements for payroll accounting, including the recording of free room and meals.
... Describe the accounting procedures for the various profit centers of a hotel.

... Interpret basic hospitality accounting reports used by managers for decision-making.

258 Hotel Marketing and Sales (3)
3 hours lecture per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Hotel Operations or consent of instructor

A study of modern marketing and sales techniques and concepts for the hotel industry, including human factors, consumer demand, and planning.

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

... Describe differences between hotel sales and marketing.
... Identify the techniques of hotel sales and marketing.
... Describe methods of merchandising tangible and intangible hospitality products and services.
... Demonstrate the ability to develop a hotel marketing and sales plan.
... Describe media selection considerations for hotel operations.
... Explain how advertising, public relations, and promotions are used in hotel operations.
... Describe the sales relationship between the travel agent and tour wholesaler and the hotel.
... Explain the importance of the various sales tools used to sell a hotel and all its goods and services.
... Describe the principles and mechanics of hotel advertising.
... Demonstrate the mechanics of layouts for ads, publicity releases, and collateral materials used for promoting hotel rooms, food and beverage, and meeting and convention facilities.
... Describe the importance of the message in the creation of hotel ads.
... Discuss the development of a hotel sales and marketing budget.
... Describe the different plans for marketing meals in food and banquet services and hotel accommodations.

260 Hotel Law (3)
3 hours lecture per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Hotel Operations or consent of instructor

Study of the laws and regulations affecting the hospitality industry as they relate to guests, employees and others.

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

... Describe the evolution of hotelkeeping law from English common law to contemporary American civil law.
... Identify the hotelkeeper's rights and responsibilities regarding the hotelkeeper-guest relationship.
... Describe situations in which a hotel may refuse accommodations to a guest.
... Explain the guest's legal right to privacy in a hotel.
... Identify legal procedures to follow in evicting a guest.
... Identify legal procedures to follow in the event a guest dies.
... Explain the hotel's duties and limits of liability regarding the safekeeping of the person and/or property of guests or others.
... Identify the laws and agencies which license and regulate hotel operations.
... Explain general contract law in relation to hospitality operations.
... Describe the major criminal and tort laws affecting hotel operations.
... Discuss the laws and regulations which affect the hiring, compensation, transferring, promotion, discipline, and termination of employees.
... Identify a hotel's rights and duties in relation to unions.
... Explain the tax laws regarding employee compensation and the sale of taxable goods and services.
... Discuss legal requirements for fire safety procedures and emergency action plans.

268 Tour Conducting (3)
3 hours lecture per week
Prerequisites: FSHE 166 or 167

This course is designed to prepare students with the necessary knowledge to plan and administer daily tour itineraries. The tour guide training provided in this course will result in an enhanced appreciation of, and sensitivity to, Hawaiian culture and history. The course incorporates skills which enable one to handle unexpected events and emergencies while conducting a tour.

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

... Function effectively as a professional tour guide.
... Know how to effectively deal with disruptive behavior among group members.
... Know how to deal with unexpected situations while guiding.
... Use industry publications as reference material.
... Prepare industry tour forms for lodging and food service establishments.
... Demonstrate appreciation of, and sensitivity to, Hawaiian culture and history.
... Function effectively as a step-on motorcoach guide.
... Function effectively as a group leader through immigration and customs.

276 Incentive and Group Travel (3)
3 hours lecture per week
Prerequisites: FSHE 100, GEOG 102

The organization and administration of group and incentive tours. Integration of group travel to meeting and convention planning. Analysis of procedures required for effective group and incentive tour operations, to include confirmation of support elements for the tour, report and record keeping and research for the tour narrative.

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

... Construct tour itineraries for individuals and groups.
... Analyze the logistics and costing of packaged and independent tours.
... Demonstrate knowledge of procedures of negotiations with suppliers of the elements of the tour package.
... Demonstrate knowledge of the ablilty to apply the principles of marketing to tour packages.
... Identify and compare the various types of tours.
... Demonstrate knowledge of the techniques of blocking space with suppliers, collection of deposits and final payments from the client, and transfer of payments to the suppliers.
... Prepare group travel documents including arrival and departure manifests, arrangements of transfers to and from meeting site and local tours in conjunction with a meeting or convention.
... Demonstrate knowledge of pricing and contracting with client, invoicing and evaluating the package and the individual tour products.

278 Travel Agency Operations (3)
3 hours lecture per week
Prerequisites: FSHE 160

This course is designed to introduce the student to basic travel agency operations. This includes the industry reference material used in an operating agency. In addition, the course explains requirements for appointment by the Airline Reporting Commission, the International Air Transport Association, the Cruise Line International Association, and Amtrak. Routine office procedures, reporting requirements, analysis of travel product lines, and the distinction betrween inside and outside salses agents is presented.

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

... Identify the contents of the major reference materials used in the retail travel industry.
... Cite which reference to use for specific types of information related to product line, services, schedules, and timetables.
... Outline the requirements which must be met for ARC and IATA appointments, including personal history, financial reserves, bonding, visa and passport applications, and other travel documents.
... Determine elapsed time during travel, use of 24 hour time clock, time zone conversion, and calculation of time differentials.
... Apply established procedures to weekly sales reports and correctly calculate a sales report.
... Analyze the product lines of suppliers for retail travel and explain the concept of preferred suppliers.
... Correctly use skills and knowledge in greeting clients, determining travel wants and needs, selecting product lines appropriate to the tastes and preferences of the client, and apply the components of a sales transaction.
... Discuss the role of automation in agency operations and the salient features of automation systems in retail travel operations.
... Develop a systematic approach to accomplishing the many tasks required of a retail travel agent.
... Define the role and function of inside and outside sales agents.

281 School Food Service Recordkeeping (2)
1 hour lecture, 2 hours lecture/lab per week
Prerequisite: FSHE 290 (may be concurrent) or consent of instructor

Specific procedures and forms used by the Department of Education in School Food Service Recordkeeping are covered in this course.

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

... List the three types of United States Department of Agriculture (U.S.D.A.) programs and be able to describe them.
... Describe the types of food services offered through the Department of Education in Hawai'i.
... Define centralized and self-contained food service operations.
... Calculate the quantities of food to be purchased and used for serving school meals using the U.S.D.A. and Hawai'i Buying Guide.
... Pre-cost recipes and menus.
... Adjust central menus to accommodate available Federal commodities.
... Use the forms developed for the School Food service recordkeeping.
... Demonstrate insight in interpersonal relationships.

283 Garde Manger (3)
2 hours lecture, 3 hours lab per week
Prerequisites: Satisfactory completion of the Certificate of Completion in Culinary Arts and FSHE 214 or consent of instructor

A study of the basic garde manger principles as well as the functions and duties of the department as it relates and integrates into the other kitchen operations. Techniques and skills in the preparation of specialty items such as aspics, chaud-froids, forcemeat, patés, terrines, galantines, mousses, as well as ice sculpturing, tallow sculpturing, and vegetable-carving will be covered.

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

... Describe the typical responsibilities of a garde manger.
... Define the terms that are used in garde manger.
... Identify, operate safely, and properly maintain equipment that is typically used in a garde manger kitchen: food cutter, food chopper, food processor, and blender.
... Demonstrate proficiency in the use of hand tools used in garde manger: French, paring and boning knives, meat saw, scalpel, trussing needle, and various carving tools.
... Explain the organization of a garde manger kitchen.
... Demonstrate the use of recipes in planning and preparing items for a buffet.
... Demonstrate skills and knowledge in the preparation of aspic, chaud-froid, forcemeat, etc.
... Incorporate nutritional consideration in the preparation of garde manger items.
... Incorporate an international theme into garde manger work.
... Demonstrate skills in preparing items such as canapes, hors d'oeuvres, galantines, etc.
... Demonstrate skills in decorating buffet items such as: ham, poultry, aspic, mousse, seafood, etc.
... Demonstrate skill in creating artistic displays such as vegetable carving, ice carving, and tallow sculpture.
... Explain the planning process of a typical buffet set-up.
... Apply all the knowledge gained to create a buffet display.

286 Therapeutic Nutrition (3)
3 hours lecture per week
Prerequisites: FSHE 185

The application of the principles of normal nutrition to modified diets to meet the disease conditions of the client. Emphasis will be placed on therapeutic diets based on modification of the nutritional components of the normal diet as particular disease conditions may require. Modifications to the following will be included: nutrients, energy, and texture.

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

... Apply the principles of diet therapy to modify diets.
... Demonstrate an understanding of the following disease conditions so the student can effectively modify the food intake of the affected clients: diabetes; obesity; cardiovascular disease; gastrointestinal disease; renal conditions; allergy conditions.
... Demonstrate an understanding of the following disease conditions so they can effectively meet the nutritional needs of the clients: cancer; immobilized physically impaired; developmentally disabled; clients with enteral/parenteral needs.
... Demonstrate the ability to write a nutritional assessment and care plan.
... Direct the preparation of meals with dietary modifications.

288 Menu/Equipment/Layout (3)
2 hours lecture, 2 hours lecture/lab per week

Prerequisites: Satisfactory completion of the Certificate of Completion in Culinary Arts or consent of instructor

A study of the factors involved in planning a menu, equipment needs, and facilities. Includes the design, format, selection, and balance of menu items, including merchandising; the determination of equipment needs based on the menu items; the selection, use, and maintenance of the food service equipment; and the study of the layout and design of the selected equipment.

Upon successful completion of this course, the student 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 why planning is important for a profitable food operation.
... Plan a balanced menu that meets the requirements of a well-planned menu and determine the equipment and layout needs for this menu.
... List the appropriate equipment that fulfills the needs of the planned menu, using the criteria for selecting the various types of commercial food service equipment.
... Relate the location of equipment with their use and their placement within the flow of activities.
... Describe the steps in planning a layout of a food service facility.
... Create a kitchen and dining room floor plan.

290 Hospitality Management (3)

3 hours lecture per week

Prerequisites: Must be in final semester of program requirements

The study of the management process in hospitality operations, focusing on the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness. Scenarios, case studies, and role playing exercises typical of the hospitality industry have been developed to reinforce principles.

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

... Develop a personal career advancement plan.
... Discuss the various roles of a manager.
... Describe the management functions of planning, organizing, coordinating, directing, and controlling.
... Describe the role and use of computers in hospitality management information systems.
... Discuss decision-making processes in hospitality management.
... Explain how personal attitudes, values, and ethics are formed, modified, or changed in individuals.
... Discuss techniques used to motivate individuals.
... Differentiate between management and leadership.
... Describe the process of employee selection, placement, orientation, training, appraisal, and discipline.
... Describe the role of unions in the hospitality industry.
... Plan, conduct, and evaluate a training session.
... Identify factors that influence organizational culture.
... Discuss the importance of community relations to hospitality operations.

293C School Food Service Internship (3)

1 hour seminar plus 20 hours field experience per week (or 300 hours field experience in the summer).

Prerequisites: Completion of all required major course requirements or consent of instructor

A planned practicum experience at a selected school site that will allow students to gain on-the-job experience in all phases of the School Food Service operation. This course is specifically tailored to provide potential School Food Service Managers with a structured practicum prior to being employed.

Upon successful completion of this course, the student 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 with school and cafeteria rules and regulations.
... Show familiarity with bargaining unit contracts.
... Explain the function and use of the Department of Education School Food Service Handbook.
... Explain the use of the School Food Service forms.
... Describe the use of the Menu Planning Guide for School Food Service, the Food Buying Guide for School Food Service and the Supplement to Food Buying Guide for School Food Service, which are needed for School Food Service Menu Planning.
... Demonstrate the ability to purchase and receive food in School Food Service.
... Demonstrate familiarity in incorporating the use of Federal commodities in School Food Service menu.
... 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.

293D Health Care Internship (3)

1 hour seminar plus 20 hours per week field experience

Prerequisites: Completion of all required major courses or consent of instructor

A planned practicum experience at a selected health care site that will allow students to gain on-the-job experience at a selected health care site that will gain on-the-job experience along with specific application to the classroom theory and concepts. Structured experiences must be fulfilled in order to meet the program approval requirements by the Dietary Managers Association.

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

... Review menus to identify the sources of nutrients and their functions.
... Plan menus that meet normal requirements for all the groups within the life-cycle.
... Adapt a menu to meet the religious and ethnic requirements of clients.
... Utilize the Daily Food Guides to plan a menu.
... Modify a normal menu to meet the needs of a diabetic, obese client, client with gastrointestinal disorder, client with renal disorder, and client with allergy.
... Observe the types of care clients with special needs receive (cancer, immobilized and physically impaired, developmentally disabled and clients with enteral/parenteral needs).
... Observe, then implement a nutritional assessment and care plan.
... Participate in the following Food Production and Service activities:
    • Supervision of food preparation.

- Menu planning and recipe standardization.
- Order by specification.
- Participate in issuing and controlling inventory.
- Adhere to safety and sanitation regulations.
- Know the use and maintenance of commonly used equipment.

... Participate in the facility quality assurance program.
... Practice various human relations activities while at the internship.
... Develop an organizational chart of the facility to which you are assigned.
... Review the facilities policy and procedure manual and observe the relationship to the union and health care laws.
... Observe the use of nutritional records and charts that gather data and report back to your supervisor.

293E Hospitality Internship II (3)
1 hours seminar per week plus 300 hours work experience total
Prerequisites: Satisfactory completion of certificate of completion in Hotel Operations

The student engages in a supervised hotel or tourism and travel work experience which is planned to meet the specific needs of the student. It enables the student to apply knowledge and skills learned in the classroom and laboratory activities in a work environment and to bring back new knowledge and experiences that the student may apply during the student's final semesters.

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

... Describe the technical and human skills required of workers in the hospitality industry.
... Identify the personal qualities, attitudes, and work habits required of guest-contact employees.
... Apply classroom knowledge and skills in the work-place.
... Perform the tasks required in the various workstations to which the student was assigned.
... Describe the interrelationships of the various departments in a hotel or travel and tourism operation.
... Describe methods of quality assurance used in the industry.
... Explain the importance of lifelong learning in the constantly changing hospitality industry.
... Clarify their career goals and aspirations.

294 Food Service Practicum (5)
2 hours lecture, 24 hours lab per week
Prerequisites: Completion of all major courses or consent of instructor

A course that will allow students to apply the knowledge, skills, techniques, managerial principles, and attitudes gained through prior studies to operate a cafe on campus, serving in the various operational capacities. Responsibility for the success of the operation rests with the students. Evaluation is based on the success in attracting customers and the profits generated. This is an eight week modular course.

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

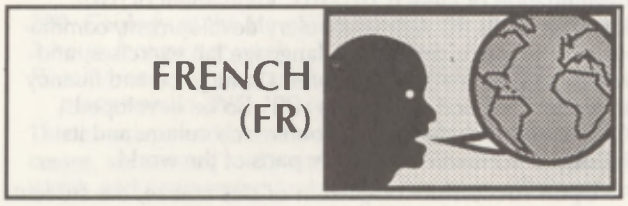
... Develop overall knowledge of food service operations and develop the ability to organize and manage a food service operation.
... Identify the job stations that will distribute span of responsibility to allow the restaurant to operate efficiently.
... Describe the job responsibilities of each of the positions required.
... Describe the menu that was developed by the management team of the week.
... List the policies and procedures that are directly affected by State and Federal regulations.
... Develop and implement procedures necessary to operate a table service restaurant.
... Develop and maintain quality standards in food purchasing, storage, preparation, and service.
... Develop the ability to plan and supervise food production and service.
... Experiment and implement new procedures and new ideas on menu items to encourage new trends.
... Establish quality control through recipe and product standardization.
... Promote high standards of service in the dining room by coordinating service procedures and timing.
... Develop a control system that will allow instant feedback that will provide management with appropriate information to make financial decisions.
... Describe some advantages and disadvantages in running a small operation and identify some of the constraints.
... List some of the marketing tools used to promote business.

295 Cornell Restaurant Administration Simulation Exercise (2)
2 hours lecture per week
Recommended Preparation: Be in final semester of program requirements

Contemporary restaurant management issues are discussed and explored through the use of the Cornell Restaurant Administration Simulation Exercise. Participants will be actively involved in financial statement analysis, budgeting, strategic positioning, and profit planning.

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

... Show a conceptual understanding of the critical interactions of the variables that will either foster or hamper planning for profits within the food and beverage industry.
... Develop an understanding of problem analysis skills.
... Show an understanding of the effects that team dynamics and enhanced communicational skills have on profit planning.
... Show an understanding of the effects of marketing strategies on profit planning.
... Understand the effectiveness of quality managerial reports on profit planning.
... Understand the concept of menu engineering and its effect on profit planning.



101 Elementary French I (4) FL
5 hours lecture per week plus laboratory drill

A course designed for students with no background in the French language. The student learns basic French speech patterns and elementary grammar. Introduction to reading, writing, and speaking modern French.

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

... Understand with accuracy questions based on dialogues and reading drilled during the semester.
... Recognize and use an active vocabulary of about 600 words.
... Recognize and reproduce the sounds of the vowels, nasals, consonants, diphthongs, and all combinations of letters.
... Discriminate statement versus question intonation.
... Express self in writing using correct grammatical structure and vocabulary appropriate to simple topics.
... Manipulate grammatical items such as the determinatives: definite, indefinite, possessive, demonstrative, interrogative, and descriptive.
... Use the verb tenses of imperative, present indicative, near future of common regular ER, IR, and RE verbs and some irregular verbs.
... Understand the use of the elision and the contractions.
... Understand some aspects of everyday life and culture of French-speaking peoples.

102 Elementary French II (4) FL
5 hours lecture per week plus laboratory drill
Prerequisites: FR 101 or equivalent

A continuation of FR 101.

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

... Recognize and use a more varied vocabulary including idiomatic expressions.
... Talk about sports, entertainment, radio, and television.
... Read a simple menu and talk about a meal.
... Ask about clothes in a department store.
... Names the parts of the body and physical handicaps.
... Use verb tenses: imperfect, future, and conditional present subjunctive of all common regular verbs and some irregular.
... Recognize the passe simple, pluperfect, future perfect, and past conditional.
... Manipulate pronouns (direct and indirect, interrogative, relative, Qui, Que, Dont, and demonstrative).
... Use prepositions with geographical nouns.
... Name Francophone countries.
... Recognize the names of the major cities.
... Understand some aspects of every day life.
... Discuss and recite some poems.
... Communicate at an elementary level in the French language.

201 Intermediate French I (3) FL
3 hours lecture per week
Prerequisites: FR 102, appropriate test placement, or instructor consent

Continuation of French 101-102. Refinement of basic language skills through vocabulary development, communicative practice, articulated language lab exercises, and review of grammatical structures. Confidence and fluency in written and oral expression will also be developed. Course will include readings on French culture and its influence in Hawai'i and other parts of the world.

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

... Read selected short stories and articles about French history, culture, and traditions, using a passive and active vocabulary of about 4,500 words broad enough to understand most everyday topics.
... Write one paragraph compositions and brief responses in exercises, demonstrating adequate mastery of noun forms; pronoun case; simple and imperfect verb tenses; conditional and imperative verb forms; simple modifier and article use.
... Discuss non-technical subjects using appropriate grammar and vocabulary, demonstrating adequate mastery of noun forms; pronoun case; simple and imperfect verb tenses; conditional and imperative verb forms; simple modifier and article use.
... Understand everyday conversation about non-technical subjects at a speed acceptable to a native speaker.
... Appreciate the influence of French history, traditions, and culture.

202 Intermediate French II (3) FL
3 hours lecture per week
Prerequisites: FR 201, appropriate test placement, or instructor's consent.

Continuation of French 202. Refinement of basic language skills. Further vocabulary development and increased control over use of grammatical forms and idiomatic expressions in written and oral expression. Course will include more readings on French culture and its influence in Hawai'i and other parts of the world.

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

... Read selected short stories and articles about French history, culture, and traditions, using a passive and active vocabulary of about 6,000 words.
... Write one to two page compositions, demonstrating adequate mastery of relative, demonstrative, and indefinite pronoun forms; perfect verb tenses; tense sequences; verbals; conjunctions; passive voice; direct and indirect discourse.
... Discuss non-technical subjects using appropriate grammar and vocabulary, demonstrating adequate mastery of relative, demonstrative, and indefinite pronoun forms; perfect verb tenses; tense sequences; verbals; conjunctions; passive voice; direct and indirect discourse.
... Further understand the influence of French history, traditions, and culture.

GEOGRAPHY (GEOG)

101 Man's Natural Environment (3) NS3
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of the global environment. Global patterns and processes of climatic, geomorphic, vegetation, animal, and soil systems are studied. Major environmental problems and issues are examined in light of the concepts covered in the course. Emphasis will be placed on relating subject matter to Hawai'i and the Pacific.

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

... Identify the underlying processes affecting the earth's climate, landforms, soils, and distribution of plants and animals. Demonstrate knowledge of and ability to use scientific systems of measurement to describe natural phenomena.
... Demonstrate knowledge of and ability to apply elementary geographic theory and scientific methodology to

the study of the global environment.
... Assess the impact of human societies and technology on the environment.
... Interpret and use a variety of topographic and biophysical maps.
... Critically analyze problems within the framework of the course using appropriate geographic methods and tools (including the computer) and communicate this knowledge in written form.
... Demonstrate knowledge of major world regions, states and cultural/physical features.

101L Man's Natural Environment Lab (1) NS3
3 hours lab per week
Prerequisites: GEOG 101 may be concurrent.
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Analysis of the natural environment through the use of maps, air photos, field and laboratory observation and experimentation. Emphasis on Hawai'i and on human modification of the environment.

Upon successful completion of this course, the student should be able to:
... Use the metric system, scientific notation, and create/interpret graphs.
... Define a problem for study, gather and record data, analyze the data, arrive at appropriate conclusions, and report the findings in written and quantitative form.
... Use a variety of geographic and environmental measuring tools in the gathering of environmental data. These include cartographic, meterologic and geologic instrumentation.
... Utilize a computer to generate graphs for data analysis and reports.

102 World Regional Geography (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of the world's major cultural regions. These regions will be examined in relation to various geographic aspects of contemporary economic, social, and political conditions.

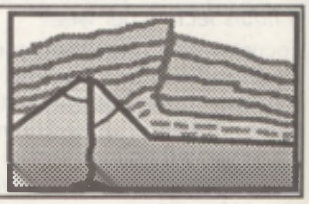
Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of historical, social, and environmental processes that have shaped the world's major cultural regions.
... Compare and contrast human societies that have evolved under differing historical, cultural, and environmental forces.
... Demonstrate knowledge of and ability to apply elementary geographic theory and scientific methodology to the study of the world's regions.
... Demonstrate knowledge of major world regions, states, and cultural/physical features.
... Critically analyze problems within the framework of the course using appropriate geographic methods and tools (including the computer) and communicate this knowledge in written form.

151 Geography and Contemporary Society (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Global survey of economic activity in human societies, from hunting and gathering to the modern industrial state. These activities will be examined in relation to emerging population, resource, environmental, social, and political problems in the world. Emphasis will be placed on Asia/Pacific/the Third World as well as Western economies.

Upon successful completion of this course, the student should be able to:
... Describe the types of economic activities in the world and identify the relevant social, cultural, political, and environmental problems associated with each.
... Compare and contrast economic activities that have evolved under differing historical, cultural, and environmental forces.
... Demonstrate knowledge of and ability to apply elementary geographic theory and scientific methodology to the study of human economic activity.
... Explain the historical evolution of the world economic system.
... Demonstrate knowledge of major world regions, states and cultural/physical features.
... Critically analyze problems within the framework of the course using appropriate geographic methods and tools (including the computer) and communicate this knowledge in written form.

GEOLOGY & GEOPHYSICS (GG)



101L Introduction to Physical Geology Lab (1) NS2
3 hours lab per week
Recommended Preparation: Credit or registration in GG 200

Study of rocks and minerals, interpretation of topographic and geologic maps, and exercises in the basic procedures of geologic investigations.

Upon successful completion of the course, the student should be able to:
... Demonstrate an understanding of the basic principles of geology.
... Identify the major rock and ore-forming minerals.
... Classify the common igneous, metamorphic, and sedimentary rocks.
... Use topographic and geologic maps to study landforms, structure, and geologic history of an area.
... Identify landforms and structures produced by various geologic processes.
... Do some of the mathematical calculations used in the subdisciplines of geology such as geomorphology, geophysics, sedimentology, and geochemistry.

200 Geology of the Hawaiian Islands (3)
3 hours lecture per week
Recommended Preparation: Completion of ENG 22V or placement in ENG 100 or 160

This course provides a survey of Hawaiian geologic processes, volcanoes, rocks and minerals, landforms, groundwater, and engineering problems. Field trips will be taken.

Upon successful completion of the course, the student should be able to:
... Demonstrate an understanding of earth science principles, including aspects of physics, chemistry, and biology that are basic to man's current understanding of the earth.
... Discuss the earth's physical processes, particularly those that bear on the geology of the Hawaiian Islands and other Pacific islands.

... Recognize structures and products of volcanoes and other igneous phenomena.
... Recognize and explain the existence of products of marine and terrestrial sedimentation in Hawai'i.
... Recognize Hawaiian landforms produced by various weathering and erosion processes.
... Discuss man's association with the geologic environment, his vulnerability to geologic hazards, his dependency on natural resources such as groundwater, and the environmental effects of his activities.
... Discuss the important aspects of the regional geology of Hawai'i.

HAWAIIAN (HAW)

50 Basic Conversational Hawaiian (3)
3 hours lecture per week

Focus on basic Hawaiian conversational patterns for the visitor industry and an enrichment in knowing and understanding Hawai'i by way of the language. Familiar place names of Hawai'i based on myths, legends, and historical accounts will be introduced.

Upon successful completion of this course, the student should be able to:
... Recognize and reproduce sounds of the Hawaiian alphabet correctly.
... Recognize Hawaiian words and phrases in daily use.
... Speak and understand conversational, everyday Hawaiian with the proper intonation and inflection.
... Pronounce correctly names of people and places in Hawai'i and know their meanings.
... Explain the background of place names in Honolulu and Hawai'i.
... Understand the meanings of traditional Hawaiian songs.

101 Elementary Hawaiian I (4) FL
5 hours lecture per week

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

Upon successful completion of this course, the student should be able to:
... Understand conversational Hawaiian spoken at normal conversational speed on subject matters covered in class.
... Recognize about 500 Hawaiian words and correctly use them.
... Speak Hawaiian with the proper inflection, intonation, and rhythm.
... Ask and respond to basic questions.
... Exchange about 30 greeting expressions; introduce each other.
... Understand and use loan words in Hawaiian.
... Pronounce correctly names of people and places and know their meanings.
... Understand the use of pronouns, adjectives, possessives, and basic sentence structures.
... Read short passages with comprehension, proper pronunciation, and inflection.
... Write short dictations with 100 percent accuracy.

102 Elementary Hawaiian II (4) FL
5 hours lecture per week
Prerequisite. HAW 101 or equivalent

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

Upon successful completion of this course, the student should be able to:
... Do all the same skills as HAW 101 but with a deeper understanding and appreciation.
... Converse in Hawaiian with a vocabulary of 900 words.
... Discuss topics and situations involving telephone numbers, addresses, the classroom, possession of property, colors, and health.
... Explain their family.
... Write an original short story in Hawaiian.

201 Intermediate Hawaiian I (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: HAW 102 or appropriate score on language placement exam

Continuation of HAW 101, 102. Refinement of basic language skills through vocabulary development, communicative practice, articulated language lab exercises, and review of grammatical structures. Confidence and fluency in oral expression will be developed. Course will include readings on Hawaiian culture, pre-history, and post-contact Hawai'i.

Upon successful completion of this course, the student should be able to:
... Read selected short stories and articles about Hawaiian history, culture, and traditions, using a vocabulary of about 4,000 words.
... Write one page short stories and brief responses in exercises, demonstrating mastery of pronoun forms, possessives, active and passive voices, and verb tenses using positive and negative forms.
... Discuss non-technical subjects using appropriate grammar and vocabulary, demonstrating adequate mastery of pronoun forms, possessives, active and passive voices, and verb tenses using positive and negative forms.
... Understand everyday conversation and colloquial expressions with acceptable voice inflection.
... Appreciate the historical impact of the Hawaiian people, language, customs, and traditions being made today.

202 Intermediate Hawaiian II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: HAW 201 or appropriate score on language placement exam

Continuation of HAW 201. Refinement of basic language skills. Further vocabulary development and increased control over use of grammatical forms and idiomatic expressions in written and oral expression. Course will include readings on Hawaiian culture and tradition, prehistory, and post-contact Hawai'i.

Upon successful completion of this course, the student should be able to:
... Read selected short stories and articles about Hawaiian history, culture, and traditions, using a vocabulary of about 4,000 words.
... Write one to two page compositions, demonstrating adequate mastery of pronoun forms, possessives, active and passive voices, and verb tenses using positive and negative forms.
... Discuss non-technical subjects using appropriate grammar and vocabulary, demonstrating adequate mastery of pronoun forms, possessives, active and passive voices, and verb tenses using positive and negative forms.
... Understand everyday conversation and colloquial expressions with acceptable voice inflection.

... Appreciate the historical impact of the Hawaiian people, language, customs, and traditions being made today.

HAWAIIAN STUDIES (HAWST)

107 Hawai'i: Center of the Pacific
3 hours lecture/lab per week
Recommended Preparation: ENG 100 or 160

Survey of the Pacific Islands of Melanesia, Micronesia, and Polynesia; their various origins, geography, languages, religions, colonial histories, and modern development, seen through the cultural lens of the Hawaiian people.

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

... Demonstrate a knowledge of Pacific geography and the origins and patterns of migration and settlement of Melanesia, Micronesia, and Polynesia.
... Understand the similarities and differences between the cultures and histories of Pacific Islanders through the study of their languages, religious traditions, artistic accomplishments, material culture, and political and economic development.
... Demonstrate an understanding of islanders' physical environments and its role in shaping culture, as well as the effects of increasingly altered environments in the modern period.
... Explore the importance of land to island civilizations and to trace the cultural importance of land historically; from ancient chiefdoms, through European colonization and contemporary problems arising through the loss of lands.
... Show knowledge of the comparative effects of colonization on Pacific Islanders and the similarities and differences of nationalist movements throughout the Pacific.
... Demonstrate a familiarity with a variety of texts that make up the knowledge embodied by Pacific islanders, including oral traditions, primary and secondary literature, as well as visual and tactile expressions of their cultures.

261 Hawaiian Literature in Translation (3)
3 lecture hours per week
Prerequisites: ENG 100
Recommended Preparation: HAWST 107 or HAW 101

Basic works of Hawaiian oral tradition and written literature.

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

... Demonstrate knowledge of major genres, works, themes, and devices of Hawaiian oral and written literature.
... Explain concepts of Hawaian culture which underlie literary themes and styles, such as the link between living people and the gods and between nature and man.
... Demonstrate in-depth knowledge of one major work of Hawaiian literature.
... Express opinions about and respond to Hawaiian literature orally and in writing.
... Discuss the ongoing influence of Hawaiian oral traditions in Hawai'i today.
... Show sensitivity to Hawaiian language and culture in both oral and written literature.

HEALTH (HLTH)

110 Medical Terminology (2)
2 hours lecture/discussion per week
Prerequisites: BIOL 22 or BIOL 130

Medical terminology including pronunciation, spelling, definition, all systems of the body, and supplementary terms applicable to specialty areas of medicine and selected paramedical fields. Emphasis on increasing professional vocabulary.

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

... Recognize medical words and commonly used abbreviations and symbols.
... Spell, define, and pronounce medical words correctly.
... Identify prefixes, suffixes, and roots of words, based on written tests with a minimum of 70 percent proficiency.
... Recognize medical and drug terms, specialized terminology, and commonly used abbreviations and symbols.
... Gain skills in proper pronunciation and correct spelling of medical and related terms.
... Gain skills in identifying and differentiating spoken medical terms.

120 Introduction to the Health Professions (1)
1 lecture hour per week

An introduction to concepts of health and disease, health care systems, organizational structure and function of the hospital, health insurance, patient rights, ethics, medical-legal considerations, federal and state laws significant to the health professions, and the health care team in individualized patient care.

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

... State a description of concepts of health and disease as viewed by current American society.
... Describe the organizational structure of the hospital and its function in society.
... State a brief description of job tasks, educational systems, requirements for licensure, employment opportunities, career opportunities, and any special aptitudes necessary for working in health careers described in the class.
... State the importance of having specific knowledge about professionalism, death, patient rights, ethics, health insurance, and other medical-legal considerations.
... State a realistic description of the health care team in individualized patient care.

125 Survey of Medical Terminology (1)
1 hour of lecture per week
Prerequisites: BIOL 130 (may be concurrent) or equivalent
Not open to those with credit or concurrent registration in HLTH 110

A survey of medical terminology to include: prefixes,

suffixes, and word roots; pronunciation, spelling and definition of selected medical words dealing with all human body systems; commonly used abbreviations; and use of the medical dictionary.

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

... Define and give examples of the following word forms used in word building and word analysis:
  - prefix
  - suffix
  - word root
  - combining forms

... Correctly pronounce, spell, and use the specified word forms given in the above objective.
... Use a medical dictionary.
... Correctly use plural endings for medical terms.
... Correctly pronounce, spell, and define selected medical terms dealing with:
  - anatomical planes and regions
  - body directions
  - integumentary system
  - respiratory system
  - urinary system
  - reproductive system
  - cardiopulmonary and lymphatic systems
  - digestive system
  - musculoskeletal system
  - nervous system
  - endocrine system

... Correctly use and define commonly used medical abbreviations.

130 First Aid and CPR for Health Care Personnel (1)
4 hours lecture/lab for 8 weeks

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

... Identify when, where, and how to get assistance in an emergency.
... Provide standard first aid care to those who need it.
... Perform infant, one-rescuer, and two-rescuer cardiopulmonary resuscitation.
... Correctly use a resuscitation mask.
... Perform alternate methods of opening the airway.

150 Introduction to Study of Diseases (1)
3 hour lecture/discussion for 5 weeks
Prerequisites: HLTH 110 or BIOL 22 or BIOL 130, or consent of instructor

Basic concepts and characteristics of disease processes.

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

... Identify basic concepts, principles, and characteristics of disease processes.
... Recognize and apply terminology pertaining to injuries and disease process

152 Study of Diseases (2)
4 hours lecture/discussion per week for 8 weeks
Prerequisites: HLTH 150, or consent of instructor

Etiology, methods of controlling spread and development of selected diseases.

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

... Identify the etiology of selected diseases.
... Identify methods of external control and the treatment of known diseases.

201 Transfers, Positioning, Mobility, and Assistive Devices (1)
3 hours lab per week
Prerequisites: Admission to PTA program or consent of instructor

Basic patient care skills of wheelchairs, ambulatory aids, selected hospital equipment, and transfers.

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

... Demonstrate wheelchair, hospital bed, ambulation aid, and transfer skills.
... Identify and assess architectural barriers to mobility.
... Fit wheelchairs to meet rehabilitation goals.

270 Aging and Rehabilitation (1)
1 hour lecture per week
Prerequisites: Credit/concurrent ZOOL 141 or BIOL 130 or equivalent; or consent of instructor

An overview of age-related topics for health care providers

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

... Identify the normal developmental changes of aging.
... Discuss introductory concepts of geriatrics and gerontology.
... Identify pathological changes associated with aging.
... Discuss issues in health care and rehabilitation of the elderly.
... Identify and discuss principles of rehabilitation strategies used to resolve geriatric health problems.

280 Disease and Disability for Rehabilitation (2)
2 hours lecture per week
Prerequisites: ZOOL 141, 142, or Biol 130, 130L

Human anatomy and physiology including the musculoskeletal and circulatory systems

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

... Identify the general causes of disease.
... Explain the responses of the cell to stress.
... Discuss the rheumatic diseases in terms of their etiology, symptoms, and medical management.
... Discuss the mechanism of injury, clinical course, and medical management for commonly seen injuries to the skeletal system.
... Define terminology related to diseases of the musculoskeletal system.
... Discuss selected pathologic conditions of the musculoskeletal and circulatory systems in terms of etiology, symptoms, clinical course, and medical management.
... Explain the possible pathologies of the intervertebral disc and the cervical and lumbar spine.
... Differentiate between muscular atrophy and dystrophy and describe the common types of atrophic and dystrophic diseases of the muscle.
... Discuss the classification and healing process of muscle strain.
... Discuss the structure and function of the respiratory system.
... Discuss selected pathologies of the respiratory system in terms of etiology, symptoms, clinical course, and medical management.
... List and define pulmonary volumes and pulmonary capacities and describe their significance.

290 Kinesiology (2)
2 hours lecture per week
Prerequisites: ZOOL 141, 142
Corequisites: HLTH 290L

Recommended Preparation: PHYS 100, 100L

Principles of kinesiology. Included will be body mechanics, alignment, skeletal and muscular system for head, neck, trunk, upper and lower extremities, with exposure to biomechanical principles and nervous system structure and function as they relate to kinesiology principles for the P.T.A..

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

... Classify the joints of the body according to structureand explain the relationship between structure and capacity for movement.
... Name and define the orientation planes of the body and the axes of motion.
... Describe structure and properties of skeletal muscle.
... Define terms relating to muscle structure and function.
... Describe and diagram the events in the motor unit that lead to muscular contraction.
... Describe the means by which muscle attaches to bone.
... Classify muscles according to fiber arrangement and relate to function.
... Recall the insertions, actions, and level class for all the skeletal muscles in the human body.
... Discuss essential concepts in the study of kinesiology/ pathokinesiology.
... Explain the concept of body mechanics and body alignment, the principles involved, and the purpose for evaluation.
... Name the factors contributing to joint ROM and stability.
... Classify the joints of the body according to structure.
... Define types of muscle contraction.
... Define the roles that a muscle can play during movement.
... Define and diagram the functioning of the neuromuscular system during reflex movement.
... Define movements in the extremities and trunk in terms of joint structure, axes of motion, and muscle contraction and interactions.
... Describemechanical principles in terms of human movement

290L Kinesiology Lab (1)
3 hours lab per week
Prerequisites: ZOOL 141, 142
Corequisites: HLTH 290
Recommended Preparation: PHYS 100, 100L

Principles of kinesiology. Included will be body mechanics, alignment, skeletal, and muscular system for head, neck, trunk, upper and lower extremities, with exposure to biomechanical principles and nervous system structure and function as they relate to kinesiology principles for the P.T.A.

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

... Name and define the orientation planes of the body and the axes of motion.
... Describe the structure and properties of skeletal muscle.
... Describe the means by which muscle attaches to bone.
... Classify muscles according to fiber arrangement and relate to function.
... Recall the insertions, actions, and level class for all the skeletal muscles in the body.
... Demonstrate concepts of body mechanics and body alignment, the principles involved, and the purpose for evaluation.
... Classify the joints of the body according to structure and explain the relationship between structure and capacity for movement.
... Identify the factors contributing to joint ROM and stability.
... Define types of muscle contraction.
... Define the roles that a muscle can play during movement.
... Define movements in the extremities and trunk in terms of joint structure, axes of motion and muscle contraction and interactions.
... Identify common substitution which may occur during activity or exercise.
... Describe mechanical principles in terms of human movement

HEALTH, PHYSICAL EDUCATION & RECREATION (HPER)

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

101 Physical Fitness (1)
2 hours lab per week

Conditioning exercises and activities to develop and maintain physical efficiency.

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

... Know the physiological processes of fitness development.
... Improve his or her level of physical fitness including: strength, endurance, flexibility, weight control, and relaxation.
... Make choices toward the development and maintenance of a healthful exercise program to meet present and future needs.

130 Tennis: Beginning (1)
2 hours lab per week

The student must supply own tennis racquet.

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

... Display an appreciation of the game by showing a knowledge of object of the game, history of the game, equipment and facilities, and customs and courtesies of the game.
... Demonstrate a knowledge of the fundamentals of the game by showing: grip, stance, footwork, weight transfer and strokes, forehand, backhand serve, volley, lob, and overhead.
... Show a knowledge of the rules and scoring which includes sequence in scoring, rules of the game, and officiating.
... Show a knowledge of strategy and court position by demonstrating singles strategy and positioning and doubles strategy and positioning.

131 Tennis: Intermediate (1)
2 hours lab per week
Prerequisites: Beginning tennis or its equivalent or consent of instructor

Corrective work in three basic strokes and in net play; the lob, drop shot, overhead smash and half-volley; applying spin in basic strokes and basic strategy in singles and doubles.

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

... Demonstrate a developed proficiency in the competencies of HPER 130.
... Demonstrate an appreciation of the game by showing a knowledge of the background and development of the game, equipment, etiquette and gamesmanship, and the rules of the game.
... Demonstrate a knowledge of the singles and doubles game including court positioning, strategy, conditioning and temperament, and theory of team play.
... Show a knowledge of the strokes of the game by demonstrating: forehand (slice, topspin, flat), backhand (slice, topspin, flat), service (slice, topspin, flat), volley, half-volley and approach shots, lob (offensive and defensive), and overhead smash.

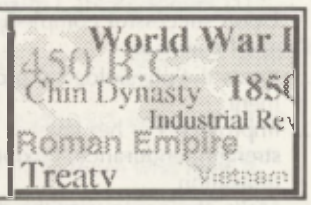
135 Volleyball (1)
2 hours lab per week

Designed to develop and/or improve the student's basic skills in volleyball.

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

... Demonstrate the basic skills of volleyball such as the serve, bump, set, pass, spike, and block.
... Apply and/or describe the rules of volleyball and court offensive and defensive strategy.

HISTORY (HIST)



151 World Civilization I (3) WC
152 World Civilizations II (3) WC
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Note: It is recommended but not required that HIST 151 and HIST 152 be taken in sequence.

An interpretive survey of the development of civilizations. HIST 151: from prehistoric origins to 16th century; HIST 152: from 16th century to the present.

Upon successful completion of HIST 151 or HIST 152, the student should be able to:

... Distinguish the characteristics of the world's major civilizations in their geographic settings.
... Trace the development of traditional civilizations and recognize their enduring influences.
... Describe global processes (e.g. agricultural and urban revolutions, emergence and growth of civilization, human migration, disease, ecological forces, imperialism, neo-imperialism, decolonization, industrialization, etc.).
... Describe the interactive roles which social, religious, political, economic, scientific, and technological forces have played among the civilizations of the world.
... Manifest a sense of historical time.
... Evaluate such historical theories as the "great person" in history or deterministic interpretations.
... Discuss the historical dimensions of contemporary world affairs and issues.
... Compare and contrast responses of the world's peoples as a result of intercultural contacts and the diffusion of ideas, institutions, and inventions.
... Draw upon one's knowledge of the varieties of human experiences and sympathetic understanding of cultures other than one's own, to define one's role as citizen of the contemporary world.
... Express informed judgments on the behavior of peoples and their institutions.
... Analyze cause and effect relationships in history.
... Discuss the major attempts to explore the ethical and fundamental questions of life posed throughout history.

224 History of Hawai'i (3)
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

The economic, political, and social history of Hawai'i from Pre-European era to the present, focusing on ancient Hawaiian civilizations, the period of the monarchy, the impact of the outside world, and Hawai'i under American influence.

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

... Discuss the origin of the early Hawaiians and describe life in early Hawai'i in major areas.
... Discuss the impact of foreigners on life in Hawai'i.
... Discuss American influence in Hawai'i and the Americanization of Hawai'i.
... Discuss the problems/issues in Hawai'i.
... Show an understanding of what happens when two different civilizations collide and the evolutionary changes which may result.

241 Civilizations of Asia (3) AH2 **Fall**
242 Civilizations of Asia (3) AH2 **Spring**
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Notes: HIST 241 and 242 need not be taken in sequence.

This course is cross-listed at UH-Mānoa as Asian Studies 241/242.

A two-semester survey of South, Southeast, and East Asian civilizations. Emphasis on the rise and development of distinctive cultures and on the interaction among them. HIST 241 is concerned with traditional societies prior to Western incursion. HIST 242 probes the experience of those societies in the modern period.

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

... Demonstrate an understanding of the great cultural traditions of Asian civilizations, their philosophies, their institutions and their creative genius.
... Demonstrate acquired information about the environments and experiences of Asian peoples enabling the student to analyze, compare, and interpret major themes that relate to Asia in the World today.
... Show an awareness and appreciation of the continuity and persistence of cultural traditions in the civilizations of Asia.
... Demonstrate through personal research, questioning, and discussion knowledge of areas of interest.
... Show an appreciation for the people of Asia by having attempted to view the hopes, aspirations, and perceptions of the world through Asian eyes.

252 African History (3)
3 hours lecture per week
Prerequisites: HIST 152
Recommended Preparation: Qualification for or completion of ENG 100 or 160

A survey of the history of Africa with emphasis on sub-saharan Africa from the 18th century to the present.

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

... Identify and give the significance of pertinent names, places, and events covered in lectures and in texts.
... Locate place names on a map of Africa and be aware of the general configuration of the continent of Africa and its relative position on the globe.
... Demonstrate knowledge of political, social, cultural, economic, and other contributions of major African civilizations.
... Compare, contrast, and identify the importance of different political, social, and religious philosophies studied in the course.
... Analyze contemporary concerns, problems, and views held by Africans about their countries.
... Develop lucid essays analyzing specific material from the course.

281 Introduction to American History I (3) AH2 **Fall**
282 Introduction to American History II (3) AH2 **Spring**
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Note: HIST 281 and 282 need not be taken in sequence.

An interpretive survey of United States history.

HIST 281: from European settlement to 1865.

HIST 282: from 1865 to the present.

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

... Explain the origins and development of American political, economic, social, and cultural institutions.
... Understand and evaluate contemporary events and problems in the United States through the awareness of all that which leads to the present.
... 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.
... Understand the role of government in the life of the people at different periods of their history.
... Identify individuals significant in the development of the American government and the major movements inspired by these persons.
... Show ability for intelligent analysis of information through writing and/or questioning and discussion.

288 Survey of Pacific Islands History (3) AH2
3 hours lecture per week
Recommended Preparation: Completion of ENG 100 or 160 and completion of HIST 151 or 152

Development from first settlement to modern times: early settlement, culture contact, colonization, decolonization, and contemporary problems.

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

... Demonstrate an understanding of Pacific Islands geography and of the impact of the environment upon history.
... Explain themes in the settlement of the Pacific Islands and in the ancient history of Polynesia, Melanesia, and Micronesia.
... Demonstrate knowledge about culture contact among native island peoples and with outsiders.
... Explore cultural change and cultural persistence in various island communities.
... Show knowledge of colonization and decolonization in several Pacific Islands.
... Demonstrate working knowledge of contemporary problems in the Pacific.
... Discuss orally and in writing themes and problems in Pacific Islands history.

HONORS (HON)

Honors A - Sections
3 Credit hours will be identical to the regular courses
Prerequisites: Admission to the Honors Program

Honors A - Sections are required general education/area requirement courses that have been designated for high achieving students. A - Section courses provide qualified Honor students an opportunity to study in a small, intensive and highly interactive learning environment. Consult semester schedule of courses for current A - Section offerings.

An A - Section course description is identical to its respective general eduation/area requirement course. However, the following competencies are added to the existing general education/area requirement course competencies.

Upon successful completion of an A - Section, the student should be able to:

... Demonstrate ability to think and read critically.
... Develop communication abilities in both individual and group situations.
... Exhibit the ability to learn in both independent and cooperative activities.
... Exhibit decision making and problem solving skills and abilities.
... Examine personal values and value system of others.
... Develop skills for lifelong learning.

HUMANITIES (HUM)

21 Touch the Earth: An Integrated Approach to Nature, Humanity, and Science (3)
3 hours lecture per week

Explores the ways in which humans have related to nature and the effects which technology has had on these links. Complements SCI 21 and SSCI 21.

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

... Understand the state of the pre-industrial world.
... Demonstrate basic knowledge of the impact of technology on the earth, society, and human values.
... Show awareness of a variety of approaches to technological problems.
... Critically analyze and formulate positions on selected issues.
... Have enhanced awareness of the esthetic qualities of both the natural and human world.
... Be aware of the philosophical and religious implications of the human relationship to the natural world.
... Understand the moral problems that are brought on by technology.

100 Themes in the Humanities (3)
3 hours lecture per week
Transfers to UH-Mānoa as an elective only.

A focus on a core of Humanities disciplines in World Civilizations, history, philosophy, literature, religion, and the arts which will examine the place of man in the world and the relevance to man's search for identity.

Upon successful completion of this course, the student should be able to:
... Recognize the humanities as a group and as separate disciplines.
... Listen to and communicate regarding humanities questions.
... Demonstrate possible means for achieving a sense of personal meaning and identity.
... Show ability to think more critically about questions of value.
... Articulate ideas, concepts and personal perspectives in writing.

150 Survey of the Arts and Their Values (3)
3 hours lecture per week
Attendance at cultural events outside of class time is required.

Examines how human beings express their values, beliefs and thoughts about the world through different art forms.

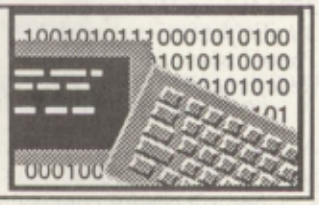
Upon successful completion of this course, the student should be able to:
... Show an increased understanding of society through an examination of the arts.
... Show an ability to perceive works of art with increased understanding and awareness of their elements.
... Show an increased ability to analyze the social content and personal values found in works of art.
... Demonstrate a developed ability to enjoy a work of art.

269V Study Abroad (Designated Region,•Variable Credit)
Various number of hours lecture/lab per week
Recommended Preparation: One or more semester course(s) in the language, history, or culture of the designated country or region

On-site study of designated society's values, arts, and culture.

Upon successful completion of this course, the student should be able to:
... Demonstrate understanding of and sensitivity to the peoples and cultures of the society(s) visited.
... Demonstrate awareness of internationalism and an interdependennce of cultures.
... Compare cultural values and methods of coping with our changing world.
... Discuss, orally and in writing, ways in which the humanities enrich daily life in the societies visited, and in his or her own society.

INFORMATION & COMPUTER SCIENCE (ICS)



100 Computing Literacy and Applications (3)
3 hours lecture per week
Prerequisites: ENG 22V and BUS 55, MATH 24, or MATH 50, or Equivalent Test Results
Comment: This course does NOT satisfy UH-MÅnoa College of Business Administration's computer competency requirement

This course is a non-technical introduction to computers and their uses in society, in business, and at home. This course teaches the knowledge essential to a computer literate functioning member of society. Students will increase their understanding of what computers do, how they do it, and how they are changing the world in which we live. The course includes hands-on experience with word processing, spreadsheet, and database software. This course satisfies the computing literacy requirement.

Upon successful completion of this course, the student should be able to:
... Discuss the evolution of computers in our society.
... Understand the computer as a tool for expanding the capabilities of the human mind.
... Understand the impact of computers on how people live and work, e.g. privacy issues, pollution of information, and the effect of technology on the world of finance.
... Present a balanced discussion of the positive and negative aspects of the Information Age.
... Distinguish between what computers can do well (e.g. process data quickly) and what they cannot do at all (e.g. create ideas).
... Compare and contrast human and artificial intelligence (AI) and discuss the implications associated with research in AI for the future of society.
... Identify basic hardware components of computer systems.
... Identify and describe a variety of widely-used application programs.
... Demonstrate an understanding of the programming process.
... Produce a word-processing document.
... Solve a problem using a spreadsheet program.
... Utilize a database management program to design a database and generate reports.

101 Tools for the Information Age (3)
3 hours lecture per week
Prerequisites: ENG 22 and MATH 27, or test placement at ENG 100 and MATH 135
Comment: This course is designed to satisfy UH-Mānoa College of Business Administration's computer competency requirements

This course examines the utilization of major application packages as tools in business problem-solving. The following application tools will be covered: a microcomputer operating system, word processing, spreadsheet, graphics, and database management systems and communications. Formulas, functions, graphs, and printer options will be emphasized. Hands-on experience is provided on the computer.

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

... Understand computer terminology.
... Understand word processing, spreadsheet, and database specific terminology.
... Use operating system utilities and commands to run programs and to perform file management.
... Use a word processor to produce documents and to perform simple desk top publishing.
... Use a spreadsheet to present numeric information, to do analysis, and to graph data.
... Create, sort, and update database files and produce reports.
... Integrate the output of a database and spreadsheet into a word processor.
... Solve business problems using application programs.
... Understand the impact of computers in society.
... Understand the concept of networking and communications.
... Understand the concept of a simple program.

111 Introduction to Computer Science I (3) NS3
3 hours lecture per week
Prerequisites: MATH 27 or Equivalent Test Results

This is the introductory course for students entering computer science. Algorithm development and structured programming techniques are emphasized. The programs are implemented in a structured language. The course meets the Association for Computing Machinery CS1 course standards.

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

... Explain the steps involved in the programming process.
... Solve simple problems and express those solutions as algorithms.
... Use the fundamental techniques of selection, looping, assignment, input, and output in describing the steps the computer is to take to carry out a problem solution.
... Write algorithms and code in a top-down manner.
... Work with arrays in searching and sorting applications.
... Decide correctly what parameters are needed when writing a subroutine as well as whether they should be passed by reference or by value.
... Write, test, and debug elementary programs.
... Write procedures and functions.
... Work with files and strings.
... Write very simple recursive algorithms and programs.

141 Discrete Mathematics for Computer Science I (3)
3 hours lecture per week
Prerequisites: MATH 205 or concurrent enrollment in MATH 205 or instructor consent

Covers logic, sets, functions, algorithms, number theory, matrices, mathematical reasoning, counting techniques, recurrence relations, relations (including closures, equivalence relations, and partial orders), and basic graph and tree concepts. Selected algorithms/programs will be observed and compared on the computer.

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

... Solve problems in propositional logic, work with truth tables, and use Venn diagrams.
... Solve problems in elementary set theory.
... Prove theorems using mathematical induction.
... Use the formulas for permutations, combinations, and binomial coefficients.
... Solve simple recurrence relations.
... Understand the concept of relations.
... Understand graph terminology.
... Understand tree terminology.

211 Introduction to Computer Science II (3)
3 hours lecture per week
Prerequisites: ICS 111

This course completes the coverage of material that is considered fundamental to a beginning student in computer science. The major areas emphasized are advanced features of programming languages, program correctness, algorithms for searching and sorting, data structures, including lists and binary trees and introduction to the theory of computation. The programs are implemented in a structured language. The course meets the Association for Computing Machinery CS 2 course standards.

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

... Use structured, top-down strategies for developing large effective programs by applying software engineering principles of design, coding, and testing.
... Use pointers and records to create and work with essential data structures such as linked lists, stacks, queues, and binary trees.
... Use complex recursive definitions and algorithms.
... Utilize a systematic approach to analyze complex algorithms in terms of space-time tradeoffs and to determine order of magnitude.
... Prove the correctness of a simple algorithm.
... Discuss future topic in the study of computer science.

241 Discrete Mathematis for Computer Science II(3)
3 hours lecture per week
Prerequisites: ICS 111 and 141

Covers recursive algorithms, program correctness, structured programs, graph theory, treas and their applications, probability theory, boolean algebra, and in introduction to formal languages and automata theory. Selected algorithms will be implemented, observed, and compared on the computer.

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

... Use recursive algorithms.
... Understand the concept of program correctness.
... Use graphs, paths, cycles, and trees.
... Solve problems in elementary probability.
... Use boolean algebra to realize logic circuits.
... Understand basic ocncepts of formal languages and automata theory.

INTERDISCIPLINARY STUDIES (IS)

10 Personal Development (3)
3 hours lecture per week
Note to students: CR/NC grading only

Activity-oriented course which focuses on the development of self-concept and improved interpersonal communication.

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

... Recognize and express own feelings and understand the feelings of others through improved listening and communication skills.
... Analyze and learn techniques to deal with stressful situations related to feelings and behaviors.
... Understand the goal-setting process and apply the skills to setting long-term and short-term goals.
... Use time management techniques to act on decisions and goals.
... Comprehend values clarification techniques to help determine the content and importance of one's own values and how they affect career and life choices.
... Understand the range of occupational and educational opportunities available.
... Develop a knowledge of the Career/Life Planning process.
... Have an awareness of the importance of leisure time and life-long learning.

105B Career Decision Making (2)
2 hours lecture per week
Recommended preparation: ENG 22, 50 or 51
Preparation for career life decisions involving self and the world of work.

Upon successful completion of this course, the student should be able to:
... Identify and prioritize own interests, skills, personality traits, and values.
... Demonstrate ability to use values clarification, decision-making, and time management techniques in developing an individual career/life plan.
... Understand how individual interests, skills, personality traits, and values relate to career choice.
... Understand the changing roles of men and women in the work force.
... Understand federal laws and regulations concerning sex discrimination.
... Identify and use standard career resource books.
... Determine appropriate educational opportunities that are consistent with individual career/life plans.
... Define in class discussion and written examination the terms and concepts relevant to career/life exploration and planning.

105C Job Search SKills (1)
1 hour lecture per week
Recommended preparation: ENG 22, 50 or 51
Preparation for career life decisions involving job seeking skills.

Upon successful completion of this course, the student should be able to:
... Understand how individual interests, skills, personality traits, and values relate to career choice.
... Understand the changing roles of mean and women in the work force.
... Understnad federal laws and regulations concerning sex discrimination.
... Demonstrate awareness of non-traditional career opportunites available in Hawai'i.
... Identify and use standard career resource books.
... Understand the components of a systematic job search.
... Prepare a resume and cover letter.
... Demonstrate knowledge of appropriate job interview techniques.
... Define in class discussion and written examination the terms and concepts relevant to to career/life exploration and planning.
... Discuss employee respnsibilities to employers.

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 lecture per week
No placement test is required
Using the audio-lingual approach this course aims to give the student who plans to work in tourism a number of utility expressions in the Japanese language. It also provides an orientation to Japanese culture to aid in understanding the Japanese visitor to Hawai'i.

Upon successful completion of this course, the student should be able to:
... State orally everyday greetings, names of weeks, days, and months.
... Demonstrate counting systems in numbers and in telling time.
... Give directions; answer and take simple messages on a telephone.
... Interact with hotel guests (help them check-in check-out, make wake-up calls, give luggage and room service).
... Interact with restaurant customers (take orders for meals, bill them).
... Interact with shop customers (buying and selling).
... Understand and practice basic non-verbal communication using one's head, eyes, hands, and fingers.

100 Elementary Japanese, Special (3) FL
3 hours lecture, 3 hours independent practice in lab
Prerequisites: Placement by examination
Intensive elementary Japanese course covering the same material as 101 at a more rapid pace. Intended for students with some Japanese language background.

Upon successful completion of this course, the student should be able to:
... Master basic Japanese vocabulary and sentence patterns.
... Carry on limited conversations in daily situations using basic Japanese sentence patterns and vocabulary.
... Form simple sentences in Japanese using verb, adjective, and noun predicates in past and non-past tenses.
... Use affirmative and negative sentences in Japanese.
... Count and tell time in Japanese.
... Use polite expressions in Japanese.
... Read and write in both katakana and hiragana.
... Become acquainted with aspects of the Japanese culture that relate to the lesson topics.

101 Elementary Japanese I (4) FL
5 hours lecture per week plus laboratory drill
A course designed for beginners of Japanese. Methodical instruction in understanding, writing, and speaking Japanese primarily using aural-oral approach.

Upon successful completion of this course, the student should be able to:
... Read and write hiragana, katakana and romanized Japanese accurately.

... Understand the differences between English and Japanese sentence structure and grammar.
... Understand how verbs and adjectives conjugate.
... Understand formal and informal speech usage.
... Use most everyday greetings, common phrases and modes of introductions.
... Count to 100,000 and tell time.
... Understand and use 50 loan words derived from non-Japanese sources.
... Shop and sell in Japanese.
... Write a diary and letter in hiragana.
... Understand basic Japanese customs and manners.

102 Elementary Japanese II (4) FL
5 hours lecture per week plus laboratory drill
Prerequisites: Satisfactory score on the language placement test or completion of JPNSE 101
Continuation of JPNSE 101.

Upon successful completion of this course, the student should be able to:
... Read about 150 kanji and write about 125 kanji.
... Use formal and informal speech patterns and distinguish masculine/feminine speech.
... Write letters, essays, and diaries using hiragana, katakana, and kanji.
... Demonstrate increased vocabulary; increased proficiency in loan-word usage.
... Give or take orders as: restaurant waiter/waitress, customer, domestic worker.
... Act as host/hostess to Japanese-speaking visitors as well as act as a guest in a Japanese home.
... Understand family relations and use correct speech forms in addressing family members.
... Understand and appreciate Japanese culture and language in depth.

121 Elementary Japanese Conversation I (3)
3 hours lecture per week
Spoken Japanese designed to develop proficiency in understanding and speaking skills. Emphasis on practical conversation ability. For non-majors.

Upon successful completion of this course, the student should be able to:
... Develop proficiency in understanding elementary Japanese.
... Ask simple questions, give short answers, and say everyday greetings.
... Understand basic patterns and sentence structure; basic sounds.
... Develop basic speaking skills; use essential everyday vocabulary.
... Understand the different levels of speech: honorific, plain, and humble.
... Understand the conjugation of over 40 verbs and 15 adjectives.
... Understand and use about 50 loan words.
... Understand the culture related to the language.

122 Elementary Japanese Conversation II (3)
3 hours lecture per week
Prerequisites: JPNSE 121 or consent of instructor
Continuation of JPNSE 121.

Upon successful completion of this course, the student should be able to:
... Use formal and informal speech patterns; distinguish masculine/feminine speech.
... Take telephone messages, make and receive telephone calls.
... Give or take orders as waiter/waitress-customer; domestic worker.
... Act as host/hostess to Japanese-speaking visitors; act as a guest in a Japanese home.
... Use 30 additional verbs in their formal/informal form.
... Understand and use loan words more proficiently.
... Understand family relations and use correct speech in addressing family members.
... Understand and appreciate Japanese culture/language in more depth.

201 Intermediate Japanese I (4) FL
5 hours lecture per week plus laboratory drill
Prerequisites: 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 than in the first year level. Emphasis on reading and writing in preparation for advanced reading.

Upon successful completion of this course, the student should be able to:
... Demonstrate increased ability to read/write kanji.
... Understand and use additional verbs, idiomatic expressions, and loan words.
... Use additional everyday expressions, greetings.
... Ask/answer additional questions.
... Engage in dialogues involving a variety of situations such as barbershops, hotels and inns, theater, picnics, and other outings.
... Write letters, essays, and diaries more proficiently.
... Converse more proficiently on the telephone and other places.
... Have a deeper understanding and appreciation of the Japanese culture and language.

202 Intermediate Japanese II (4) FL
5 hours lecture per week plus laboratory drill
Prerequisites: Satisfactory score on the language placement test or completion of JPNSE 201
Continuation of JPNSE 201. The aural-oral skills and the reading and writing skills are further developed.

Upon successful completion of this course, the student should be able to:
... Demonstrate increased understanding, usage, vocabulary, etc., beyond requirements of JPNSE 201.
... Engage in dialogues relating to renting, shopping, sightseeing, house repairs, personal history, and recreation.
... Understand and use percentages and fractions in Japanese.
... Understand and use verb passive, causative, and imperative forms.
... Have an increased understanding and appreciation of the Japanese culture and language.

JOURNALISM (JOURN)

150 The Press and Society (3) SS
3 hours lecture per week
The course is an informal appraisal of the news and opinion media newspapers, magazines, radio, television, and advertising, and their role as major institutions in America and Hawai'i. The course concentrates on current media analysis and appreciation and strives to make readers, listeners, and viewers more aware of the media's potential and limitations.

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

... Communicate an understanding of the role and effect of mass media on American society.
... Use analytical skills in critiquing the media.
... Demonstrate skill in media reading, viewing, and listening.
... Identify the major personalities in Hawaii's media.
... Explain the law of libel and the right to privacy which govern the press.
... Demonstrate an understanding of the media's ethical codes.
... Show evidence of being a more discernible media consumer.

175 Desktop Publishing (2)
1 hour lecture, 3 hours lab per week
Prerequisites: Qualification for ENG 100 or 160 or instructor recommendation

Introduction to word processing and page design using Microsoft Word, Aldus Pagemaker, and Claris MacDraw II on the Macintosh. Students learn basic skills in preparing text and graphics for publication.

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

... Understand how each of the elements of page design can be used to develop an effective layout.
... Identify the key variables in producing any publication and understand the ways in which they impact upon publication design.
... Prepare a document with text and graphics placeholders using Microsoft Word on the Macintosh.
... Use the mail merge and glossary functions on Microsoft Word.
... Prepare graphic elements using Claris MacDraw II and Aldus Pagemaker.
... Use Aldus Pagemaker to prepare a brochure and a news or magazine page.
... Understand techniques for reproducing line drawings and halftones and draw upon that understanding to select the best method for reproduction.
... Understand the offset printing process.
... Organize and follow a production schedule.
... Produce a camera-ready layout using a combination of the computer and conventional methods.
... Understand the copyright law.

205 Newswriting (3)
3 hours lecture per week
Prerequisites: Qualification for ENG 100 or 160

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

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

... Demonstrate an understanding of the evolution of press freedom and the principles and theory underlying it, as well as an understanding of statutes and court decisions governing libel, privacy, copyright, and obscenity.
... Formulate a respect for ethical and responsible journalism.
... Demonstrate an awareness of the literature of journalism including periodicals which are concerned with events in the world of mass media.
... Write concisely, with speed and accuracy.
... Write the "standard types" of stories found in a newspaper: straight news, features, interpretative stories, editorials, as well as headlines for these stories.
... Demonstrate an understanding of the techniques of interviewing, listening, observing, notetaking, and working effectively with others.
... Show an understanding of how news is gathered and disseminated.
... Demonstrate a mastery of the Associated Press style sheet.

205L Newswriting Laboratory
1 hour lecture per week
Corequisites: Concurrent enrollment in JOURN 205
Recommended Preparation: ENG 100 or 160

Review of grammar, syntax, punctuation, and usage; editing for clarity, conciseness, and coherence; study of the Associated Press style manual. Lab is mandatory for JOURN 205 students.

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

... Use the principles and rules of diction, grammar and mechanics, and the Associated Press style to write more effectively.
... Develop more effective sentence patterns — use the active vs. passive voice, eliminate subject-verb, pronoun reference and verb tense agreement errors, fragments and run-ons.
... Avoid common spelling errors.
... Punctuate and abbreviate according to Associated Press style manual.
... Be more discriminating in word choice and avoid redundancy and wordiness.
... Use parallel structure, repetition and rhythm for emphasis and clarity.
... Be able to apply the rules of the AP style manual.

225 Feature Writing (3)
3 hours lecture per week
Prerequisites: JOURN 205, 205L, ENG 100, 160 or recommendation of instructor

Nonfiction writing for magazines and newspapers.

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

... Gather information through interview, observation, and reading to write the following types of stories:
- Personality profiles
- Descriptions of events and scenes
- Narratives
- Human interest stories
- Indepth news features
- Investigative news features
- Reviews

... Use pacing, detail, repetition, word choice, and metaphor to create a particular mood in a story.
... Understand libel, copyright, and privacy laws as they pertain to the press.
... Use a wide variety of reference materials.

285V News Production (1-3)
2 hours practicum per week for one credit, 1 hour lecture, 2 hours
Practicum per week for two credits; 1 hour lecture, 4 hours practicum per week for 3 credits
Prerequisites: Qualification for ENG 100 or 160 or consent of instructor
May be repeated three times

Theory and practice in all facets of producing a small news magazine including rudiments of press law and ethics, preparation of copy, type design, page layout, advertising, and pasteup.

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

... Demonstrate thinking that is clear, constructive, and critical in writing and speaking.
... Develop a thesis statement and design an expository essay and/or term paper, with attention to research skills and writing form.
... Discern and explain the main meaning or thesis statement in various types of written and oral presentations.
... Separate value judgments and inferences from factual statements in various types of written and spoken material.
... Demonstrate a greater respect for ethical and responsible journalism.
... Understand some of the basic statutes and court decisions governing the press.
... Understand the offset printing process.

101 Elementary Korean I (4) FL
3 hours lecture, 2 hours lab per week

This course provides the development of listening, speaking, reading and writing skills in Korean. Structural points are introduced inductively. Lab work is required.

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

... Recognize and produce the sounds of Korean and learn the Korean writing system.
... Learn basic grammatical structures of Korean including the basic conjugation of verbs and postpositions of nouns.
... Acquire a basic vocabulary consisting of words and expressions dealing with commonly encountered objects, situations, and ideas.
... Learn a set of basic functions in Korean.
... Understand and participate in conversations that use the basic grammatical structures, vocabulary, expressions, and functions.
... Use the same linguistic elements in short and simple compositions.
... Comprehend simple Korean script passages using the same linguistic elements.

102 Elementary Korean II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: KOR 101 or equivalent

This course provides further development of listening, speaking, reading, and writing skills in Korean. Structural points are introduced inductively. Lab work is required.

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

... Learn basic grammatical structures of Korean including the basic conjugation of verbs and postpositions of nouns.
... Acquire a basic vocabulary consisting of words and expressions dealing with commonly encountered objects, situations, and ideas.
... Learn a set of basic functions in Korean.
... Understand and participate in conversations that use the basic grammatical structures, vocabulary, expressions, and functions.
... Use the same linguistic elements in short and simple compositions.
... Comprehend simple Korean script passages using the same linguistic elements.

201 Intermediate Korean I (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: Satisfactory score on the language placement or KOR. 102

This course is a continuation of KOR 102. In this intermediate level course, the four skills of listening, speaking, reading, and writing are further developed.

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

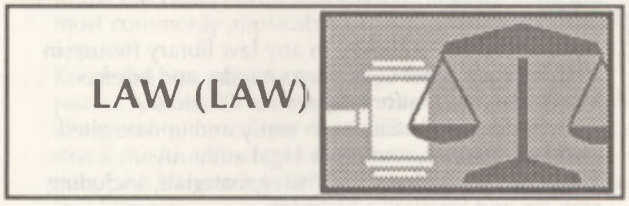
... Ask and answer simple questions on topics such as Korean customs, cultural activities, and simple transactions, such as at a theater or at a sports event.
... Improve the quality of his or her speech.
... Achieve accuracy in basic constructions and use of high frequency verbs and auxiliary verbs.
... Use particles appropriately.
... Be able to distinguish different levels of speech and to adjust the speech to communicate tasks and social situations.

202 Intermediate Korean II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: Satisfactory score on the language placement test or KOR 201

This course is a continuation of KOR 201. In this intermediate level course, the four skills listening, speaking, reading, and writing are further developed.

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

... Ask and answer simple questions on additional topics such as occupations, leisure time activities, and simple transactions.
... Further improve the quality of his or her speech.
... Achieve greater accuracy in basic constructions and use of high frequency verbs and auxiliary verbs.
... Use particles more appropriately.
... Be able to distinguish further different levels of speech and to adjust the speech to communicative tasks and social situations.



22 Law for the Layman (3)
3 hours lecture per week

Introduction to various areas of law having to do with everyday living and business activities.

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

... Recognize the basic legal concepts and judicial processes related to the rights of individuals and family members in everyday living activities.
... Demonstrate knowledge of the general principles of law governing torts; personal, family, occupational and contractual relationships; home ownership and rentals; and estates.

30 Business Law I (3)
3 hours lecture per week
Study of the origin and principles of the American legal system.

Upon successful completion of this course, the student should be able to:
... Demonstrate broad understanding of the American System of jurisprudence, its evolvement and procedures.
... Recognize broad principles of law relating to contracts, agency, personal property, and business organizations.

LEGAL ASSISTANT PROGRAM COURSES
Note: All law courses which follow require approval of the Legal Assistant Program Admissions Committee before registration.

101 The Hawai'i Legal System (3)
3 hours lecture per week
This course is required for all degree candidates in the legal assistant program. Overview of the legal system and insights into the roles of the legal assistant.

Upon successful completion of this course, the student should be able to:
... Identify the structure of the Federal and State court systems.
... Identify and know the public agencies that operate as law firms (Office of the Public Defender, City Prosecutor, Attorney General, Legal Aid Society, and Corporation Counsel).
... Identify and know the structure of the various governmental agencies.
... Describe the functions and authority of the legislative, judicial and executive branches of government.
... Describe basic differences between large and small law firms and know the paralegal's role in each type.
... Know the various ethical issues that confront the paralegal and the rules applicable to these issues.

102 Legal Research (3)
3 hours lecture per week
This course is required for all degree candidates In the legal assistant program.
Students will have a working knowledge of the major techniques of legal research and writing.

Upon successful completion of this course, the student should be able to:
... Locate relevant authority in any law library for use in drafting case notebooks, memoranda, and briefs.
... Work with the Uniform System of Citation.
... Use the Shepard's Citator to verify and update cited caselaw, statutes, and other legal authority.
... Use Federal and State legislative materials, including statutes and legislative histories.
... Prepare a polished legal memorandum exploring both sides of a legal issue.

104 Civil Investigation (3)
3 hours lecture per week
Students will learn basic investigation techniques and gathering of evidence that will be admissible in courts.

Upon successful completion of this course, the student should be able to:
... Locate all commentary and laws pertaining to a case being investigated.
... Know the process of separating facts from assumptions and myths.
... Develop resources regarding the gathering of information.
... Take written and oral statements including how to utilize a tape recorder.

111 Litigation (3)
3 hours lecture per week
This course is highly recommended for all students. Training in legal forms and procedures of litigation in Hawai'i.

Upon successful completion of this course, the student should be able to:
... Understand the types of tortious conduct (negligent misconduct, intentional misconduct, and strict liability).
... Know the theory of complaint drafting and be able to draft a complaint.
... Know the methods and scope of discovery and its applicable rules.
... Summarize and digest a deposition and be familiar with fact, chronological, and index summary methods.

121 Law of Business Organizations (3)
3 hours lecture per week
Familiarity of the legal concepts and procedures relating to commercial transactions.

Upon successful completion of this course, the student should be able to:
... Draft Articles of Incorporation (also close corporations), draft by-laws, initial minutes, stock certificates, obtain corporate seal, minute book, and stock certificates.
... Draft documents for corporate liquidations and dissolutions.
... Prepare all documentation registering a foreign corporation to do business in Hawai'i, including registration statement, Hawai'i Excise Tax Forms, and annual statement of registration.
... Draft partnership agreements.
... Complete a partnership registration statement to be filed at the Department of Regulatory Agencies.
... Draft specific documents and do business research using the best research materials available.
... Prepare contracts.

126 Taxation (3)
3 hours lecture per week
Overview and a working knowledge of the present structure of federal and Hawai'i tax law.

Upon successful completion of this course, the student should be able to:
... Understand the organization and operations of the Internal Revenue Service.
... Know the legal requirements for filing of returns and the payment of taxes.
... Understand basic tax planning strategies and techniques.
... Understand Internal Revenue Service audit procedures and methods.

131 Property Law (3)
3 hours lecture per week
Overview and a working knowledge of the present structure of property law in Hawai'i.

Upon successful completion of this course, the student should be able to:
... Understand the elements of a deed.
... Know the requisite elements of contracts and draft an agreement of sale.
... Know the steps involved in closing a real estate transaction, including the proration of real property taxes, the computation of conveyance taxes and closing costs, the drafting of escrow instructions, and the necessity for and types of title insurance.

... Understand the concept for quieting title to real property and be familiar with the Hawai'i statutes related thereto.
... Have a working knowledge of the landlord-tenant code.

136 Tort and Insurance Law (3)
3 hours lecture per week
Exposure to the legal principles of tort and insurance law.

Upon successful completion of this course, the student should be able to:
... Identify the principles and legal theories relating to torts to the person and property.
... Know the defenses of allegations of negligence.
... Know the legal principles and theories relating to product liability.
... Know how the Hawai'i Worker's Compensation system operates.
... Know the theories and principles of insurance law and how insurance companies protect individuals.

140 Family Law (3)
3 hours lecture per week
Familiarity of the basic legal issues in adoption, divorce, paternity suits, and other legal areas under the jurisdiction of the family court.

Upon successful completion of this course, the student should be able to:
... Recognize the standard Family Court forms, orders and memoranda as they stand at the completion of the course (these forms are subject to frequent change).
... Prepare the initial pleadings in a divorce action, separation or annulment action, including the Matrimonial Action Information Sheet and the Information Concerning Child Care and Custody forms.
... Identify the procedure for setting an uncontested divorce for hearing and identify the documents necessary for presentation to the Court to allow such a setting.
... Determine, in an adoption, the correct proceedings as to whether the case will be a consent or non-consent case.

151 Estate Planning and Probate (3)
3 hours lecture per week
Focus on the practical and theoretical aspects of probate administration and estate planning.

Upon successful completion of this course, the student should be able to:
... Know what assets are probatable and taxable.
... Know how to interview a will client.
... Draft a will from estate planning information.
... Interview the client for probate information.
... Gather together an estate.
... Identify procedures in the handling of small estates, informal proceedings, supervised probate, and ancillary administrations.

161 Public Sector Law (3)
3 hours lecture per week
Overview of public interest laws.

Upon successful completion of this course, the student should be able to:
... Understand the organization and structure of Federal and State public assistance programs.
... Know the eligibility requirements and standards applied with regard to government assistance programs.
... Know the Federal and State forms of proceedings for review of determinations by administrative agencies.
... Know how the areas of environmental law mesh with other areas of substantive law in order to forward environmental policies and objectives.
... Know the scope and enforcement of civil liberties, with particular emphasis on the Bill of Rights.

166 Employment Related Law (3)
3 hours lecture per week
Examination of labor laws, labor relations, and the structure of unions.

Upon successful completion of this course, the student should be able to:
... Identify the theories and policies behind the National Labor Relations Act and be familiar with its history and application.
... Know how standards for minimum working conditions are set and how those standards affect the working environment.
... Identify the function of labor unions in our industrial society and the prospects of labor unions in the future as our industrial base evolves.
... Understand the theories and principles relating to the grievance process and how that process is protected and regulated.

171 Consumer Law (3)
3 hours lecture per week
Overview and insight into the structure of consumer law.

Upon successful completion of this course, the student should be able to:
... Have in-depth awareness of the issues and problems relating to consumers.
... Use the various specialized research tools to do legal research on consumer disputes.
... Thoroughly know all Hawai'i consumer laws (or consumer related laws) that are applicable in the settlements of consumer disputes.
... Select the appropriate remedy for the consumer once the applicable authority has been selected and located.

176 Criminal Law (3)
3 hours lecture per week
Study of the major issues of criminal procedure and substantive criminal law.

Upon successful completion of this course, the student should be able to:
... Know how the Hawai'i Penal Code is interpreted and applied in various hypothetical situations.
... Know the Hawai'i Rules of Court and know how the most commonly applicable Rules are interpreted and applied.
... Know the procedural aspects of Hawai'i's criminal justice system and the pitfalls raised by these procedural aspects in the course of criminal litigation.
... Know the fundamental aspects of prosecutorial discretion, plea bargaining, and negotiation involved in criminal litigation.

181 Legal Rights of the Disadvantaged (3)
3 hours lecture per week
Insight into governmental programs and legal right of the disadvantaged.

Upon successful completion of this course, the student should be able to:
... Know how various areas of substantive law bear upon issues affecting the disadvantaged; these areas of law include truth-in-lending, creditor-debtor, and consumer law.
... Know the origin and procedures of the various public assistance laws in Hawai'i.
... Interview potential public assistance benefit claimants

and know how to elicit information which will assist the claimant in obtaining benefits.
... Act as a legal representative in a hearing before a public assistance agency and be able to conduct direct and cross examination of witnesses, offer evidence into the record, and make opening and closing statements.

201 Law Office Management (3)
3 hours lecture per week
The course is designed to cover the latest systems and procedures to manage a law office effectively and economically.

Upon successful completion of this course, the student should be able to:
... Know general management concepts and systems applicable to law practices.
... Orient and train new employees and understand employee motivation theories.
... Know the various types of attorney fee arrangements and billings.
... Know the factors to be considered in creating a reliable system for transmitting and filing legal documents and information pertinent to the law practice.
... Know the operation and maintenance of the firm's law library.
... Design and implement an office procedures manual.

202 Legal Interviewing, Counseling, and Negotiating (3)
3 hours lecture per week
This course is designed to sharpen verbal and written communication skills.

Upon successful completion of this course, the student should be able to:
... Prepare for an interview.
... Obtain important facts and information from the interviewee.
... Deal with private and public agencies in obtaining necessary information.
... Use effective communication skills in interviewing.

203 Legal Writing (3)
3 hours lecture per week
Prerequisite. LAW 102
Training in proper language and forms for the drafting of legal documents and memoranda.

Upon successful completion of this course, the student should be able to:
... Draft a fact memorandum.
... Draft a demand letter.
... Draft the following documents: complaint, answer, and interrogatories.
... Draft a memorandum of law.

250 Advanced Legal Topics (3)
3 hours lecture per week
Prerequisites: Satisfactory completion of corresponding 100 level course or instructor approval
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 specialized knowledge and more advanced training in that specific topic.

Upon successful completion of this course, the student should be able to:
... Select, subject to the instructor's approval, a limited number of the competencies for the corresponding 100-level course.
... Work with the supervision of the course instructor to strengthen the student's abilities in the competencies selected.

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

282 Computer-Assisted Legal Research (3)
3 hours lecture per week
Prerequisites: LAW 102 or instructor consent
Recommended Preparation: LAW 101
This course provides working knowledge of the most useful legal research functions of LEXIS and/or WESTLAW computerized legal research systems through hands-on experience with the computers and through lectures regarding the theory of the research methods.

Upon successful completion of this course, the student should be able to:
... Have working knowledge of at least one of the two primary national computerized legal research systems (LEXIS or WESTLAW)
... Complete a series of basic research problems on terminals and be able to perform the most common legal research applications of the computerized legal research systems.

193V Cooperative Education (1-3)
293V Cooperative Education (1-3)
3 hours work experience each week for each credit.
Cooperative education: opportunity to use skills learned in the classroom in actual working conditions.

Upon successful completion of this course, the student should be able to:
... Display confidence in working within the legal system and in one's abilities as a legal assistant.
... Be assertive with peers, supervisors, and other personnel with whom he or she has contact within the legal system.
... Develop strategies for dealing with the interpersonal conflicts that sometimes arise with other law-office personnel.
... Explain to attorneys the economic and non-economic benefits of utilizing paralegals.

LEARNING SKILLS (LSK)

30C Listening and Note Taking (1)
3 hours lecture per week for five weeks
Prerequisites: 9.0 on the English Placement test or teacher recommendation

A module designed to improve listening and note-taking skills. Practice in listening to and taking notes of short lectures related to content area courses. Emphasis on techniques of note-taking.

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

... Listen actively and selectively for central ideas and supporting details in short lectures.
... Take notes according to the lecturer's style and the nature of the subject matter.
... Write notes in a modified outline format by using such outlining principles as indenting, headings, and markers.
... Recognize common clues used by a speaker to signal or highlight information.
... Edit lecture notes by adding or deleting information, labeling major and minor points, underlining, organizing the material, and integrating different parts of a lecture.
... Summarize lecture notes to clarify meanings and relationships and to strengthen memory retention.
... Understand the importance of a regular review and recitation of lecture notes for advance preparation for test-taking.

30E Textbook Reading (1)
3 hours lecture per week for five weeks
Prerequisites: 9.0 on the English Placement examination or teacher recommendation

A module designed to improve skills in understanding and retaining textbook material. Practice in applying a textbook study system to content area materials. Includes a brief survey of techniques useful in the study of science and social science courses.

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

... Preview a chapter to aid the student's understanding of textbook material.
... Pose appropriate questions based on a chapter preview to provide focus in the reading process.
... Recognize the structure of a paragraph and types of development.
... Select main ideas and significant supporting data from assigned reading material.
... Recognize different ways used to signal important facts and ideas.
... Highlight important words, sentences, and paragraphs by using specific marking techniques.
... Use appropriate strategies for remembering what has been read.
... Recite and review highlighted text material to ensure retention.
... Recognize patterns of organization commonly used in the social sciences and the sciences.

30F Test-taking (1)
3 hours lecture per week for five weeks
Prerequisites: 9.0 on the English Placement examination or teacher recommendation

A module designed to improve test-taking skills. Emphasis on objective test-taking techniques and writing clear, organized essay answers. Includes test preparation techniques and memory retention.

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

... Understand basic preparation techniques for test-taking such as lecture notes.
... Review for an examination by organizing principles and concepts, seeing interrelationships, and synthesizing the material.
... Determine what is important enough to study when preparing for an examination.
... Use memory techniques for test preparation.
... Prepare for different kinds of tests: objective, short-answer, essay, and problem solving.
... Predict possible questions, objective and essay, that may be asked on given material.
... Survey an examination, noting number of questions and their point value for dividing time allotment.
... Understand instructions commonly used in both objective and essay examinations.
... Recognize particular clues in objective questions such as specific determiners and multiple choice clues as length, most general and word association.
... Write clear, organized essay answers for assigned questions on content area readings.

LINGUISTICS (LING)

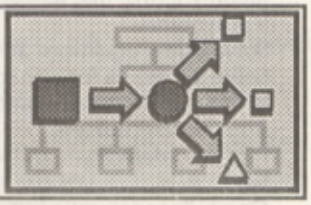
102 Introduction to the Study of Language (3) AH3
3 hours lecture per week
Prerequisite/Recommended Preparation: 13th grade reading level or successful completion of ENG 100 or ENG 160

An investigation of the nature and function of language: its composition (the sound system, grammatical structure and lexicon), representation (oral and written), acquisition, and change (relationships between languages of the world and the changes in language over time). General linguistic principles applicable to all languages will be covered. Terms will be introduced making it possible for students to discuss language and to understand what linguists say and write about it.

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

... Develop a deeper understanding of and appreciation for the nature of language and a livelier interest in all its manifestations.
... Apply the theoretical linguistic principles discussed in class to the analysis of language as it is used in the community.
... Perform basic phonological, morphological, and syntactical analysis of language data.
... Distinguish geographic, historical, and social variation in language.
... Reconstruct the ancestral form of words on the basis of selected data from contemporary daughter languages.
... Explain the differences between human language and animal communication systems.
... Develop an awareness of gender-related issues in language use.
... Transcribe the sounds of English using phonetic symbols.
... Understand the terminology and concepts of the discipline.

MANAGEMENT (MGT)



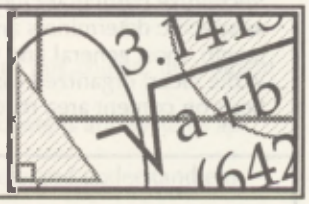
18 Introduction to Supervision (3)
3 hours lecture per week
Recommended Preparation: BUS 20

Insight into management and supervision of personnel.

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

... Demonstrate understanding of the basic principles of successful supervision, i.e. how to motivate, direct, and control small groups of workers especially in service industries.
... Evaluate the supervisor's role in organizations typical of those operating in Hawai'i.

MATHEMATICS (MATH)



1 Basic Mathematics (3)
3 hours lecture per week

A developmental course improving competence in numerical processes involving fractions, decimals, and percents.

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

... Add, subtract, multiply, divide, and round-off fractions and decimals.
... Solve problems using ratio and proportion.
... Change a percent to the equivalent decimal or fraction and vice-versa.
... Solve problems involving percents.
... Solve verbal problems involving fractions, decimals, proportions or percents.

24 Elementary Algebra I (3)
3 hours lecture per week
Prerequisites: A grade of "C" or higher in MATH 1 or a placement test recommendation of MATH 24

Introduction to basic algebra topics. Math 24 is the first course in a two semester sequence of Elementary Algebra courses. Instruction includes units on operations with signed numbers, linear equations and inequalities in one variable, the coordinate plane, and linear systems in two variables. A scientific calculator is required.

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

... Translate word phrases to algebraic expressions.
... Use the order of operations to find the value of algebraic expressions.
... Identify whole numbers, integers, rational numbers, irrational numbers, and real numbers.
... Find the absolute value, additive inverse, and multiplicative inverse of a real number.
... Perform the basic operations (add, subtract, multiply, and divide) with signed rational numbers.
... Identify the following properties: commutative, associative, identity, inverse, and distributive.
... Identify terms, like terms, and numerical coefficients in a polynomial.
... Solve linear equations and inequalities in one variable.
... Solve a formula for a specified variable.
... Write and solve ratios and proportions including those from word problems.
... Plot an ordered pair and state the quadrant in which it lies.
... Graph linear equations and inequalities by point plotting, the intercept method, and the slope-intercept method.
... Write the equation of a line given two points or the slope and y-intercept or the slope and a point on the line.
... Solve linear systems of equations or inequalities in two variables by algebraic and graphic methods.
... Use linear systems to solve word problems.

25 Elementary Algebra II (3)
3 hours lecture per week
Prerequisites: A grade of "C" or higher in Math 24 or a placement test recommendation of Math 25

A continuation of basic algebra topics. Math 25 is the second course in a two semester sequence of Elementary Algebra courses. Instruction includes units on exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations, and quadratic equations. A scientific calculator is required.

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

... Identify and use the laws of exponents to simplify expressions with integral exponents.
... Use scientific notation in calculations.
... Add, subtract, multiply, and divide polynomials in one or two variables.
... Factor the greatest common factor from a polynomial expression.
... Factor a polynomial of four terms by grouping.
... Factor general trinomials ax^2+bx+c, where a, b, and c are integers.
... Recognize and factor the difference of two squares.
... Recognize and factor a perfect square trinomial.
... Write rational expressions in lowest terms.
... Add, subtract, multiply, and divide algebraic fractions.
... Solve equations containing radicals.
... Solve word problems that lead to equations containing radical expressions including indirect variation.
... Identify a given radical as rational, irrational, or not real.
... Evaluate a radical expression.
... Simplify a radical expression.
... Add, subtract, multiply, or divide radical expressions.
... Solve equations containing radicals.
... Solve word problems that lead to equations containing radical expressions.
... Solve a quadratic equation with integral coefficients by factoring.
... Solve equations of the form $(ax+b)^2 = c$, using the square root property of equations.
... Complete the perfect trinomial square given a partial trinomial.
... Use the quadratic formula to solve quadratic equations.

24-25 Elementary Algebra I and II (6)
5 hours lecture per week plus 2 hours per week in the Learning Assistance Center
Prerequisites: Satisfactory performance on placement test or a grade of "C" or higher in MATH 1 and prior experience with elementary algebra

An accelerated elementary algebra course which covers the topics of MATH 24 and 25 in one semester. The course moves at a very rapid pace and is designed for students who need a fast review of elementary algebra.

Upon successful completion of this course, the student should be able to satisfy all competencies listed under MATH 24 and 25.

27 Intermediate Algebra (3)
3 hours lecture per week
Prerequisites: A grade of "C" or higher in MATH 25 or a placement test recommendation of MATH 27

Math 27 extends topics which were introduced in the elementary algebra sequence, and prepares the student for precalculus. Instruction includes units on algebraic simplification of polynomial, rational, exponential, and radical expressions, as well as solving equations, inequalities, and systems of equations involving polynomial, rational, exponential, and radical expressions, and the graphing of lines and parabolas. A scientific calculator is required.

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

... Add, subtract, and multiply polynomial expressions.
... Factor the sum and difference of cubes.
... Divide polynomial expressions using synthetic division.
... Simplify rational expressions, noting restrictions.
... Add, subtract, multiply, and divide rational expressions, noting restrictions.
... Simplify exponential expressions.
... Simplify radical expressions with index three or higher.
... Express solutions to equations and inequalities in solution sets and interval notation, as appropriate.
... Solve a linear equation or inequality.
... Solve an equation or inequality involving absolute values.
... Solve a nonlinear inequality by using sign charts.
... Solve a quadratic equation.
... Solve a radical equation.
... Solve a 3x3 system of linear equations.
... Solve a system of linear and nonlinear equations.
... Graph a linear equation in two variables.
... Determine the equation of a given line.
... Determine the equation of a line parallel or perpendicular to a given line.
... Graph a parabola by plotting points.

50H Technical Mathematics I/Food Service (3)
3 hours lecture per week
Prerequisites: MATH 1 or satisfactory score on math placement test

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

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

... Apply skills in basic arithmetic, measurements, and the addition, subtraction, multiplication, and division of positive and negative numbers to simple problems.
... Evaluate formulas and simple equations in converting between Metric and English measurement systems.
... Understand the basic concept of percentage in terms of applications in all types of common practical situations.
... Understand basic geometric terms and concepts and be able to use these concepts to solve practical problems in geometry.
... Use mathematics to solve problems of production forecasting, standard cost planning, profit planning and cost control, recipe conversion and pre-costing, interests and consumer credit, formulas, and ratios.

100 Survey of Mathematics (3) M/L
3 hours lecture per week
Prerequisites: Satisfactory performance on placement test or excellent performance in MATH 24, or a grade of "C" or higher in MATH 25, or tested placement at MATH 27/100

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

Although this course fulfills UH-Mānoa BA core requirements, it is not acceptable as a prerequisite to QM 252, MATH 135, or any other above 100 mathematics course.

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

... Use basic techniques in symbolic logic to draw deductive conclusions in simple situations.
... Solve some problems in finance (compounded interest, annuity, installment payment, etc.) using hand calculators.
... Understand concepts in permutations and combinations and their applications.
... Understand basic concepts of probability and statistics.

100H Math for Health Sciences (3)
2 hours lecture/2 hours lab per week
Prerequisites: Satisfactory performance on the placement test, C or better in MATH 25 (or equivalent), or A in MATH 24
Note: This course is for Health Science Majors only (Nursing, Allied Health, & EMS)

A survey of concepts in logic, probability, statistics, descriptive geometry, and algebra with emphasis on learning problem-solving, especially problems related to the health sciences.

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

... Use basic techniques from symbolic logic to draw deductive conclusions.
... Apply logic to evaluate health science situations.
... Use basic concepts of probability to determine probable outcomes.
... Use a scientific calculator to help solve numerical problems.
... Use properties of geometric figures and angles as applied to health science situations.
... Solve applied health science problems using skills learned for ratios, proportions, direct and inverse variation, and units conversions (dimensional analysis).
... Use and interpret logarithmic and exponential functions to illustrate appropriate health science applications.
... Use a scientific statistical calculator to help analyze sets of data.
... Use a spreadsheet to enter data and create graphs to illustrate the data.
... Read and draw conclusions from varied types of charts and graphs.
... Write a report describing a simple statistical study about an aspect of health science and the conclusions from this study.

115 Statistics (3)
3 hours lecture per week
Prerequisites: Satisfactory performance on placement test or ade of "C" or higher in MATH 27

Elementary probability and statistics.

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

... Articulate and interpret various descriptive statistics, such as mean, median, mode, range, variance, and standard deviation.
... Draw and interpret various graphs, such as as frequency histograms, bar graphs, and cumulative relative frequency histograms.
... Solve probability problems involving the concepts of independent events, mutally exclusive events, and conditional probability.

... Calculate probabilities involving normal random variables.
... Determine and interpret (for large samples) confidence interval estimates of population means and proportions.
... For a set of paired data: draw a scatter diagram, determine and draw the corresponding regression line, and calculate and interpret the corresponding correlation coefficient.

135 Elementary Functions (3)
3 hours lecture per week
Prerequisites: Satisfactory performance on placement test or aade of "C" or higher in MATH 27

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

Upon successful completion of this course, the student should be able to:
... Understand and apply definitions of functions, inverse functions, and composition functions.
... Show familiarity with all principles involving linear , functions.
... Find roots, evaluate, sketch, and solve inequalities involving polynomial functions.
.... Graph rational functions using the concept of asymptotes.
... Understand and be able to apply definition and principles of logarithmic and exponential functions.
... Use knowledge and techniques of this course in solving applied problems.

140 Trigonometry and Analytic Geometry (3) M/L
3 hours lecture per week
Prerequisites: Satisfactory performance on placement test or a grade of "C" or higher in MATH 135

Properties of trigonometric functions, analytic geometry, polar coordinates, conic sections, vectors.

Upon successful completion of this course, the student should be able to:
... Solve verbal and non-verbal problems in plane trigonometry.
... Relate functional and geometric properties of conic sections.
... Simplify algebraic expressions involving complex numbers.
... Use and apply polar expressions of complex numbers.
... Relate vectors with circular functions.

205 Calculus I (4) M/L
4 hours lecture per week
Prerequisites: A grade of "C" of higher in MATH 140 or equivalent

First semester calculus on algebraic functions.

Upon successful completion of this course, the student should beable to:
... Understand the concept of limit.
... Differentiate polynomial functions and products, quotients, and compositions of polynomial functions.
... Use differential calculus to sketch curves and to solve applied problems.
... Integrate functions by approximation and by use of the anti-derivatives.
... Use integral calculus to determine area and to solve applied problems.

206 Calculus II (4)
4 hours lecture per week
Prerequisites: A grade of "C" or higher in MATH 205 or equivalent

Explores derivatives and integrals of trigonometric, exponential, and logarithmic functions; techniques of integration; Taylor approximations.

Upon successful completion of this course, the student should be able to:
... Differentiate and integrate elementary transcendental functions.
... Integrate functions using special methods.
... Express certain functions in polar coordinate system and sketch the curve of such functions.
... Use the techniques developed in this course to solve applied problems.

231 Calculus III (4)
4 lecture hours per week
Prerequisites: Grade of "C" or higher in MATH 206

This is the thrid course in the calculus sequence, which focuses on functions of several variables using a vector oriented approach. The course also studies partial differentiation.

Upon successful completion of this course, the student should be able to:
... Acquire the ability to use differential calculus on functions of several variables of mathematics.
... Be able to differentiate functions of several variables and use the derivative to solve problems.
... Be exposed to and acquire some knowledge of the methods and logic of mathematics.
... Acquire an understanding of what a limit is and of the properties of limits of vector functions.

232 Calculus IV (4)
4 lecture hours per week
Prerequisites: Grade of "C" or higher in math 231

This is the fourth course in the calculus sequence, which focuses on multiple integrals, line and surface integrals and applications, and an introduction to ordinary differential equations.

Upon successful completion of this course, the student should be able to:
... Acquire the use of multivariable and basic differential equations calculus as a tool of mathematics.
... Be able to solve problems using multivariable calculus and differential equations.
... Be exposed to and acquire some knowledge of the methods and logic of mathematics.

MEDICAL ASSISTING (MEDAS)

100 Introduction to Medical Assisting (3)
3 hours lecture per week

Survey of the role of the Medical Assistant in patient care; basic knowledge of administrative and clinical skills, including ethical and legal issues, communication skills, and nutrition.

Upon successful completion of this course, the student should be able to:
... Describe the duties and responsibilities of the Medical Assistant.
... Develop an understanding of Medical Assisting as a profession.
... Understand the role of other health care members in patient care.

... Understand the importance of ethics in health care.
... Discuss fundamental legal aspects of patient care.
... Demonstrate basic knowledge of communication skills required of a Medical Assistant.
... Demonstrate fundamental math skills required of a Medical Assistant.
... Define terminology pertinent to the study of nutrition.
... Identify the six nutrients, their functions, and their common sources.
... Name the Basic Food Groups.
... Identify nutritional needs in life cycles.

120 Clinical Medical Assisting (2)
2 hours lecture/discussion per week
Prerequisites: Admission into the Medical Assisting Program or consent of instructor
Recommended Preparation : High school course work in health science. Clinical care skills as an assistant to a physician in an ambulatory care facility setting

Upon successful completion of this course, the student should be able to:
... Explain basic ambulatory care concepts and principles in the performance of back office duties.
... Discuss routine patient care/diagnostic procedures to assess the health status of patients including:
... Vision testing
... Hearing testing
... Electrocardiography
... Discuss preparation of back office, equipment, and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.

120L Clinical Medical Assisting Lab (2)
6 hours lab per week
Prerequisites: Admission into the Medical Assisting Program
Corequisites: MEDAS 120, 125
Recommended Preparation: High school course work in health science

Training in preparing and performing medical office procedures and diagnostic tests and follow-up care.

Upon successful completion of this course, the student should be able to:
... Apply basic ambulatory care concepts and principles with entry-level proficiency in the performance of duties in the back office.
... Perform routine patient care procedures to assist the physician in the examining room.
... Demonstrate the practice of medical-surgical asepsis.
... Demonstrate sterilization/disinfection of instruments and supplies.
... Demonstrate ability to obtain and record medical data from patients.
... Prepare patients for exams and/or treatments.
... Measure and record vital signs, height, and weight.
... Perform hearing and vision screening and ECG tracings.

125 Clinical Office Experience (1)
50 hours clinical total
Prerequisites: "C" or better in MEDAS 120 and 120L
Corequisites:MEDAS 120, 120L
Recommended Preparation: High school course work in health science

Application in the medical office of knowledge and skills gained in Corequisites major courses.

Upon successful completion of this course, the student should be able to:
... Perform in the role of a beginning Medical Assistant in the clinical area by demonstrating the necessary traits acceptable of the profession, including communication skills and working relationship with medical and allied health personnel.
... Obtain and record medical data from patients.
... Perform routine patient care procedures to assist the physician in the examining room.
... Assist the physician with exams and/or treatments.
... Assist the physician with minor surgery.
... Demonstrate ability to adjust when associating and working with others in the medical office.
... Obtain and record medical data from patients.
... Prepare exam/treatment rooms.
... Prepare patients for exams and/or treatments.
... Measure and record vital signs, height, and weight.
... Perform hearing and vision screening and ECG tracings.

140 Administrative Medical Assisting (2)
2 hours lecture per week
Prerequisites: OAT 21 and admission to MEDAS program
Corequisites: MEDAS 140L, 145

Administrative front office procedures for clinics and/or physician's office.

Upon successful completion of this course, the student should be able to:
... Apply the basic concepts and principles of medical office practices and procedures with entry-level proficiency in the performance of duties in the administrative or front office.
... Perform medical office administrative tasks as a receptionist and bookkeeper, and assist the physician in handling correspondence and appointments.
... Discuss importance of accurate record keeping.
... Utilize the principles of medical economics.
... Proper filing of insurance claims, collection, and banking techniques.
... Prepare the front office, equipment, and supplies to facilitate the smooth flow of patients through the clinic and/or the physician's office.

140L Administrative Medical Assisting Lab (2)
6 hours lab per week
Prerequisites: OAT 21 and admission to MEDAS program
Corequisites: MEDAS 140, 145

Laboratory practice in performing administrative office procedures.

Upon successful completion of this course, student should be able to:
... Perform administrative planning functions for an ambulatory care facility in the lab.
... Demonstrate various routine office reception and oral communication techniques.
... Role-play common administrative medical assistant/client situations.
... Complete various reimbursement forms using a computer.
... Prepare patient schedules, equipment requests, and budgetary forms for the office.
... Perform exercises in written communication, dictation, and transcription.

145 Administrative Medical Assisting Practicum (1)
50 hours total
Prerequisites: OAT 21 and C or better in MEDAS 140, 140L.

Application of knowledge and skills gained in MEDAS 140, 140L

Upon successful completion of this course, the student should be able to:
... Exhibit professional behavior in working with clients.

... Demonstrate ability to organize tasks efficiently.
... Demonstrate ability to perform general reception responsibilities.
... Perform medical records responsibilities.
... Perform correspondence responsibilities.
... Perform business office responsibilities.
... Demonstrate ability to adjust when associating and working with others in the medical office.

150 Community Health Worker (3)
8 hours lecture/lab per week
Prequisites: Admission to Community Health Worker Program
*Corequisites: MEDAS 155, *HSERV 140 and 190, BIOL 22, PHARM 103, and HLTH 150*

* Leeward Community College courses

Introduction to fundamental concepts and skills essential to function as community-based health care provider: concepts of community health and human services, basic skills in health screening, appropriate referral and follow-up.

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

... Identify the role of the Community Health Worker (CHW) and explain interaction with local, regional, and national levels of the health care system.
... Demonstrate basic knowledge and skills in community health needs assessment.
... Demonstrate understand human services roles and relationships.
... Identify common health care problems, refer to appropriate resources, and provide basic services.

155 Community Health Worker Externship and Seminar (3)
33 hours practicum per week for four weeks.
Prerequisites: Admission to Community Health Worker Program and satisfactory completion of MEDAS 150
*Corequisites: MEDAS 150, BIOL 22, HLTH 150, PHARM 103, *HSERV 140 and 190*
Recommended Preparation: First Aid/CPR certification

* Leeward Community College courses.

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

... Use community resources to meet client needs.
... Demonstrate ability to work as part of a community-based health care team.
... Apply interviewing and counseling skills with clients in the community.
... Use ethical standards in relationships with clients.
... Demonstrate appropriate home visiting skills.
... Develop skills in observing and recording behaviors of parents and children within the home setting.
... Develop skills to assist clients in learning problem solving techniques to access specific community services/resources.
... Discuss clinical experiences and relation to academic content.
... Use appropriate referral forms for each agency or clinic.
... Discuss specific health risk behaviors with clients.
... Contribute to treatment plans for clients.
... Demonstrate skills in administrative procedures such as scheduling of appointments, record keeping, and record charting.
... Demonstrate understanding of basic principles of authority and responsibility in the clinic or agency setting.
... Exhibit professional behavior.
... Demonstrate ability to organize tasks efficiently.
... Exhibit adaptability to various settings.
... Develop case management techniques to follow-up patient care.
... Develop strategies to assess a client's health educational needs.
... Establish linkages to community support services for the client.

201 Medical Law and Ethics (2)
2 hours lecture/discussion per week
Prerequisites: MEDAS 120, 140

Legal and ethical responsibilities in patient care and management: laws pertaining to medical practice and medical assistants and application of medical ethics in performance of duties.

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

... Apply a working knowledge of laws which affect medical practice and the practice of Medical Assistants.
... Apply basic concepts of medical ethics in relationships with physicians, patients, and co-workers in the performance of duties as a Medical Assistant.

210 Medical Assisting Critique (1)
2 hours lecture/discussion per week
Prerequisites: Satisfactory completion of MEDAS 120, 120L, 125, 140, 140L, 145, 201, and consent of instructor
Corequisites: MEDAS 215

An analytical approach to correlate practical experience in the delivery of quality patient care.

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

... Function effectively as an allied health team member in the delivery of quality patient care through knowledge and skills with entry-level proficiency in the performance of all aspects of a beginning professional medical assistant.
... Correlate basic ambulatory patient care concepts and principles to analyze, synthesize, and evaluate patient situations in the externship experience of potential ethical and legal ramification of patient management ... both medical and economical ... as well as the consideration of governmental laws, safety standards, record maintenance, quality patient care, and education.
... Identify problem areas and select alternatives in the solution of these through active participation in class problem-solving methods using effective communication skills.
... Perform satisfactorily in objective testing, demonstrating in-depth knowledge of illness/wellness, medical care objectives and/or philosophies and the student's role in assisting in the diagnosing, examining, and treatment procedures.
... Assume the responsibility for self-improvement and development as demonstrated by the selection and completion of individual projects as well as seeking community and professional workshops to attend.
... Review and prepare for certification as a Professional Medical Assistant.

215 Externship (5)
37.5 hours of clinical per week for six (6) weeks
Prerequisites: Satisfactory completion of MEDAS 120, 120L, 125, 140, 140L, 201, and consent of instructor
Corequisites: MEDAS 210

Development of professional characteristics as a practicing Medical Assistant.

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

... Function and demonstrate professional characteristics expectant of a beginning practicing Medical Assistant.
... Apply basic ambulatory patient care concepts and principles with entry level proficiency in the performance of their duties in the administrative and clinical areas.
... Perform routine patient care procedures to assist the physician in examination and treatment rooms.
... Perform simple laboratory diagnostic tests to assist the physician in the health appraisal of patients.
... Prepare the back office, equipment, and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.
... Perform routine front office procedures to assist the physician in the care of patients.
... Prepare the front office, equipment, and supplies to facilitate the smooth functioning of this area.
... Use the working knowledge by which the law affects a medical practice and the student specifically as a Medical Assistant.
... Apply the basic concepts of medical ethics and economics in relationships with the physician, patients and co-workers in the performance of identified duties as a Medical Assistant.

220 Clinical Medical Assisting Specialties (2)
4 hours lecture/lab per week
Prerequisites: MEDAS 120, 120L, 125, BIOL 130
Corequisites: MEDAS 220L, 225

Advanced clinical care procedures skills as an assistant to a physician in an ambulatory care facility.

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

... Assist the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care.
... Correctly and efficiently perform electrocardiography.
... Coordinate patient treatment with modalities.
... Coordinate diagnostic radiographic procedures.

220L Clinical Medical Assisting Specialties Lab (1)
3.5 hours of laboratory per week for thirteen weeks
Prerequisites: MEDAS 120, 120L, 125, BIOL 130
Corequisites: MEDAS 220, 225

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

... Demonstrate proper procedure for ECG tracing set-up.
... Identify and trouble-shoot mechanical artifacts on ECG tracings.
... Assess patient skills and understanding of basic principles of physical therapy.
... Demonstrate proper procedure in preparing patients for diagnostic radiographic procedures.
... Demonstrate proper patient preparation procedures with treatment modalities.
... Demonstrate coordination of patient treatment with treatment modalities.

225 Clinical Medical Assisting Specialties Practicum (1)
50 hours total
Prerequisites: Satisfactory completion of MEDAS 220, 220L

Application in an ambulatory care setting of knowledge and specialty procedures gained in MEDAS 220 and 220L.

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

... Assist physician with examination and treatments.
... Application of basic concepts and principles of medical office practices and procedures.
... Preparation of back office, equipment, and supplies to facilitate smooth flow of patients through clinic/physician's office.
... Assisting physicians in appraisal of health status of patients through
  - Application of diagnostic concepts and procedures
  - Prescribed diagnostic tests
  - Follow-up care and treatment
... Performing routine office diagnostic tests and procedures.
... Functioning and demonstrating professional characteristics expected of a beginning practicing medical assistant.

250 Basic Cardiac Arrhythmias (3)
3 hours lecture per week
Prerequisites: BIOL 130, or ZOOL 141
Comment: Crosslisted as RESP 250

Survey of cardiac anatomy and function, electrophysiological properties of the heart, common rhythms and arrhythmias.

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

... Identify the basic anatomy of the heart.
... Describe the heart's systemic and pulmonary circulation.
... Discuss each phase of the cardiac cycle.
... Describe the electrophysiological properties of the heart.
... Discuss the nervous control of the heart.
... Demonstrate correct lead placement for the common monitoring leads.
... Identify and describe how the electrical activity of the heart is represented on the electrocardiograph.
... Identify common cardiac rhythms and arrhythmias and describe the treatment for each arrhythmia.
... Identify commonly used pacemakers and how they are represented on the electrocardiograph.
... Identify patterns of myocardial infarction on the electrocardiograph.

MEDICAL LABORATORY TECHNICIAN (MLT)

100 Introduction to the Clinical Laboratory (2)
4 hours lecture/lab per week
Prerequisites: Admission into the MLT, MEDAS, or PHLEB program or permission of MLT program Director

This course provides an introduction to the field of laboratory technology, to include basic laboratory skills, including phlebotomy.

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

... Demonstrate knowledge of clinical laboratory organizations and the roles of various laboratory personnel within the organization.
... Perform basic laboratory techniques.
... Use basic laboratory instruments and equipment.
... Demonstrate competence in obtaining blood specimens.
... Demonstrate ability to effectively interact with patients, hospitals and laboratory personnel.
... Describe quality control in the clinical laboratory.

100B Phlebotomy Practicum I (1)
50 clinical hours
Prerequisites: MLT 100 (may be concurrent)
This course is the clinical application of the skills and knowledge learned in MLT 100. Fifty hours will be spent in an affiliated clinical laboratory collecting and processing specimens for the laboratory.

Upon successful completion of this course, the student should be able to:
... Effectively select and utilize vacutainers, syringes, and butterflies to obtain blood samples.
... Perform a minimum of 50 successful, unaided venipunctures after choosing the appropriate supplies for each sample.
... Perform a minimum of five successful, unaided fingersticks after choosing the appropriate supplies for each sample.
... Explain and follow the basic rules and regulations essential for safe and accurate phlebotomy.
... Process specimens accurately, according to the procedures set in the specific clinical laboratory.
... Exhibit appropriate interpersonal skills with patients, coworkers, and other health care personnel in person and on the telephone.
... Explain the policies and use the procedures in the clinical laboratory to assure quality in the obtaining of blood specimens.
... Exhibit a professional demeanor while performing phlebotomist duties.

100C Phlebotomy Practicum II (1)
50 clinical hours
Prerequisites: MLT 100B (may be concurrent)
This course is the clinical application of the skills and knowledge learned in MLT 100 and a continuation of MLT 100B with more in-depth practice, specialized techniques and computerized processing of laboratory specimens. Fifty hours will be spent in an affiliated clinical laboratory collecting and processing specimens for the laboratory.

Upon successful completion of this course, the student should be able to:
... Effectively select and utilize vacutainers, syringes, and butterflies to obtain blood samples.
... Perform a minimum of 50 successful, unaided venipunctures after choosing the appropriate supplies for each sample.
... Perform a minimum of five successful, unaided fingersticks after choosing the appropriate supplies for each sample.
... Perform accurately at least two bleeding time tests.
... Make a minimum of 25 blood slides that meet the following criteria:
- Blood covers 1/2 to 2/3 the length of the slide.
- Blood film is smooth with no holes or dust.
- The edges do not reach the lateral end of the slide.
- The thick end flows evenly to the feather edge.

... Explain and follow the basic rules and regulations essential for safe and accurate phlebotomy.
... Utilize the laboratory computer system for specimen processing.
... Process specimens accurately, according to the procedures set in the specific clinical laboratory.
... Demonstrate proper techniques to perform venipuncture and capillary puncture by performing a stated minimum number of successful unaided venipunctures, fingersticks, and heel sticks using appropriate supplies for each sample.
... Make a stated minimum number of blood slides meeting stated criteria.
... Exhibit a professional demeanor while performing phlebotomist duties.

101 Hematology I (1) **Fall I**
1 hour lecture per week
Prerequisites: Admission to the MLT program or permission of MLT program Director
Corequisites: MLT 101L
This course will enable the students to learn the basics of human red and white blood cell structure and function and the theoretical aspects behind the enumeration and identification of the blood cells.

Upon successful completion of this course, the student should be able to:
... List the different types of human blood cells.
... Describe the morphology, function, and formation of:
- Erythrocytes
- Leukocytes
- Thrombocytes

... Describe the theory behind the following laboratory procedures:
- Hemoglobin
- Hematocrit
- Manual cell counting
- Differential count
- Sedimentation rate

... List the normal values for the laboratory tests listed above.
... Describe the safety precautions necessary in the Hematology laboratory.
... Describe quality control in the Hematology laboratory.

101L Hematology I Laboratory (1) **Fall I**
3 hours lab per week
Prerequisites: Admission the MLT program or permission of MLT program Director
Corequisites: MLT 101
This course will enable the students to learn the basic techniques of red and white blood cell counting and microscopic identification, as well as hemoglobin and hematocrit determinations.

Upon successful completion of this course, the student should be able to:
... Identify the following cells under the microscope:
- Erythrocytes
- Leukocytes
- Thrombocytes

... Perform the following procedures within the limits of two standard deviations:
- Hemoglobin
- Hematocrit
- Manual cell counting
- Differential count
- Sedimentation rate

... Perform the appropriate quality control procedures for Hematology.
... Utilize the safety precautions necessary in the Hematology laboratory.

103 Urinalysis (1) **Spring I**
2 hours lecture/lab per week
Prerequisites: Admission into MLT program
Study of basic principles and laboratory procedures for urinalysis.

Upon successful completion of this course, the student should be able to:
... Discuss the basic principles underlying routine laboratory procedures in urinalysis.

... Describe normal and abnormal constituents of urine and their clinical significance.

104 Clinical Immunology (2)
2 hours lecture per week
Prerequisites: MLT 100, BIOL 130

Study of immune system in health and disease and the theory behind antigen-antibody reactions in vivo and in vitro.

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

... Describe the structure and chemistry of immunoglobulins and their role in the immune response.
... Discuss the mechanisms that protect the body from disease and/or injury.
... Discuss the underlying principles of laboratory testing for antigen and antibody reactions.

105 Serology (1) **Spring I**
2 hours lecture/lab per week
Prerequisites: Admission to the MLT program, MLT 100 or consent of MLT Program Director

This course will provide the basic laboratory experience in Clinical Immunology and Serology, encompassing the major antigen-antibody reaction technology.

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

... Demonstrate proper techniques of pipetting and making serial dilutions and accurately calculate dilutions
... Describe the clinical significance, antigens, and antibodies of the most commonly performed tests in the serology laboratory.
... Perform the following tests with 100% accuracy:
- Agglutination
- Enzyme immunoassay (colorimetric)
- Immunodiffusion
- Immunofluorescence

... Perform and record quality control in equipment, reagents and technique with 100% accuracy.
... Utilize the safety precautions necessary in the Serology laboratory.

106 Clinical Microbiology I (2) **Spring I**
2 hours lecture per week
Prerequisites: MLT 100, BIOL 130, CHEM 161, 161L, or consent of instructor
Corequisites: MLT 107

Introduction to study of microorganisms, host-parasite relationships, control and characterization of disease-causing organisms.

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

... Describe morphology, growth, and metabolism in bacteria.
... Identify principles of host-parasite relationships.
... Describe principles and methods of control of microorganisms.
... Identify principles of action of antibiotics.
... Describe specimen collection and handling.

107 Clinical Microbiology Laboratory Techniques (2) **Spring I**
4 hours lecture/lab per week
Prerequisites: MLT 100, Admission to the MLT Program or consent of instructor
Corequisites: MLT 106

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

... Make smears of bacterial cultures, stain and identify the cellular characteristics of bacteria by color, shape, and arrangement.
... Streak a culture plate for isolation of bacteria and describe colonial morphology.
... Explain the collection and proper handling of specimens received in a clinical microbiology lab and list pathogens and non-pathogens found in each specimen.
... Perform laboratory exercises on selected bacterial organisms to define characteristic and biochemical reactions useful in identification of bacteria.
... Identify the bacteria in an unknown specimen with 100% accuracy.
... Utilize the safety precautions necessary in the Clinical Microbiology laboratory.

111 Hematology II (2) **Spring I**
2 hours lecture per week
Prerequisites: Admission to the MLT Program or consent of MLT Program Director; MLT 101, 101L; BIOL 130
Corequisites: MLT 111L

This course will enable the students to identify abnormal human red and white blood cells and discuss the diseases associated with these cells. The basic principles of laboratory procedures in Hematological and coagulation disorders are included in this course.

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

... Define and identify the various inclusion bodies found in red and white blood cells and the conditions in which they occur.
... Describe the cellular picture and clinical significance of the following disease states:
- Anemias (macrocytic, normocytic, microcytic, hemolytic)
- Polycythemias
- Pancytopenias
- Leukemias
- Lymphomas
- Multiple myelomas

... Describe the clinical significance of and differences among the various hemoglobins.
... Summarize the facets of hemostasis and their interrelationship.
... Discuss the coagulation mechanism, its stages, and each factor involved in coagulation.
... List and describe coagulation abnormalities and the laboratory resultsassociated with each disorder.
... Discribe and discuss the fibrinolytic system.

111L Hematology II Laboratory (1) **Spring I**
3 hours lab per seek
Prerequisites: MLT 101, 101L, BIOL 130
Corequisite: MLT 111

This course will provide the laboratory experience in performing the Hematology and Coagulation procedures that are discussed in MLT 111. The student will learn specialized hematology techniques and instrumentation and coagulation procedures, safety, and quality control.

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

... Identify microscopically the various inclusion bodies found in red and white blood cells in pathological conditions.
... Identify microscopically the cellular picture of the following disease states:
- Anemias (macrocytic, normocytic, microcytic, hemolytic)
- Polycthemias
- Pancytopenias

- Leukemias
- Lymphomas
- Multiple myelomas

... Operate and maintain equipment applicable to hematology and coagulation laboratories.
... Perform the following laboratory procedures within ± two standard deviations:
- Prothrombin time
- Activated Partial Thromboplastin time
- Thrombin time
- Fibrinogen titer

... Perform the appropriate quality control procedures for Hematology and coagulation.
... Utilize the safety precautions necessary in the Hematology and coagulation laboratories.

140C Clinical Rotation I - Urinalysis (1) Summer I
5 hours supervised clinical experience per week for 10 weeks
Prerequisites: MLT 100, 101, 102, 102L, and 103 and/or consent of program director

Application of knowledge and skills learned in MLT 103; work to be done in affiliated clinical laboratories.

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

... Transfer knowledge and skills learned in MLT 103 to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

140D Clinical Rotation I - Serology (1) Summer I
5 hours supervised clinical experience per week for 10 weeks
Prerequisites: MLT 100, 101, 102, 102L, 105, or consent of program director

Application of knowledge and skills learned in MLT 105; work to be done in affiliated clinical laboratories.

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

... Transfer knowledge and skills learned in MLT 104 and 107 to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

202 Clinical Chemistry I (2) Summer I
5 hours lecture per week for six week summer session
Prerequisites: Admission to the MLT Program or consent of MLT Program Director; CHEM 162, 162L; BIOL 130
Corequisites: MLT 202L

This course will cover the principles of clinical biochemistry as it pertains to testing for chemical constitutents in blood and body fluids. This beginning level course will include an introduction to the general biochemistry of metabolism, carbohydrates, kidney, and liver function.

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

... Demonstrate knowledge of the theoretical principles of clinical biochemistry in laboratory diagnosis.
... Describe the metabolic pathways basic to the physiology of the human body.
... Describe the collection and handling of all clinical specimens to be processed for clinical chemistry.
... Describe the function, structure, mode of action and clinical significance of each of the following chemical substances:
- Glucose
- BUN
- Uric acid
- Creatinine
- Bilirubin
- Calcium
- Phosphorous
- Iron/iron binding capacity

... Describe the theory behind the preceding laboratory procedures and list the normal values associated with each.
... Correlate abnormalities of blood and urine chemistry associated with:
- Altered carbohydrate metabolism
- Kidney disease
- Liver disease

202L Clinical Chemistry I Laboratory (1) Summer I
7 hours lab per week for six week summer session
Prerequisites: Admission to the MLT Program or consent of MLT Program Director; CHEM 162, 162L; BIOL 130
Corequisites: MLT 202

This course will provide the laboratory experience in performing the Clinical Chemistry procedures that are discussed in MLT 202. The student will learn the techniques for analyzing blood and body fluids for diagnosis of diabetes, kidney disease, and liver disease.

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

... Calculate mean and standard deviation and apply basic statistics to quality control in the chemistry laboratory.
... Use the appropriate statistical formula for determining reliability of clinical chemistry assays.
... Perform the following manual clinical chemistry determinations on serum, plasma, or urine within ± two standard deviations of the stated value of the sample:
- Glucose
- BUN
- Creatinine clearance
- Bilirubin
- Calcium and phosphorous
- Iron/iron binding capacity

... Operate and maintain according to standarized procedures and describe the principles of the following instruments:
- Spectrophotometers
- Atac 2000
- automatic dilutors and pipettors

... Prepare written laboratory reports on each procedure performed and each instrument used to include:
- Principle of the procedure (and/or instrument)
- Function of each reagent used
- Clinical significance of the test
- Results (including standard curves and graphs where applicable) and calculations
- Conclusions

... List and describe coagulation abnormalities and the laboratory results associated with each disorder.
... Describe and discuss the fibrinolytic system.
... Perform all tests utilizing appropriate safety measures as stated in safety manuals.
... Organize work in an orderly manner and maintain the laboratory area in a clean, working condition.

203 Clinical Chemistry II (3) Fall II
3 hours lecture per week
Prerequisites: MLT 202
Corequisites: MLT 203L

This course will cover the principles of clinical biochemistry as it pertains to testing for chemical constituents in blood and body fluids. This advanced level course will include protein and lipid chemistry, acid-base balance, enzymes, endocrinology, instrumentation, and recent advances in clinical chemistry.

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

... Describe the function, structure, mode of action, and clinical significance of each of the following chemical substances:
- Electrolytes
- Blood gases
- Protein and fractions
- Lipids
- Enzymes
- Hormones - steroid, protein, and peptide

... Describe the theory behind the preceding laboratory procedures and list the normal values associated with each.

... Correlate abnormalities of blood and urine chemistry associated with:
- Altered acid base balance
- Kidney disease
- Liver disease
- Heart disease
- Neurological system disorders
- Endocrine and reproductive system disorders
- Bone and muscle disease
- Neoplasma

... Explain enzyme kinetics and relate the concept to laboratory testing for enzymes.

... Describe laboratory instrumentation to include:
- Centrifugal analyzers
- Discrete analyzers
- Continuous flow analyzers

... Describe the general principle of electrophoresis and its role in disease diagnosis.

... Describe the mode of action, clinical significance, and methods for determining therapeutic drugs and drugs of abuse.

... List and describe tumor markers found in blood and body fluids.

... List the substances measured to determine fetal maturity and the clinical significance of each test.

203L Clinical Chemistry II Laboratory (1) **Fall II**
3 hours lab per week
Prerequisites: MLT 202, 202L
Corequisites: MLT 203

This course will provide the laboratory experience in performing the Clinical chemistry procedures that are discussed in MLT 203. The student will learn the techniques for analyzing blood and body fluids for diagnosis of various disease states by manual and automated methods.

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

... Perform the following manual clinical chemistry determinations on serum, plasma, or urine within ± two standard deviations of the stated value of the sample:
- Protein and Albumin
- Chloride and CO2
- Amylase and lipase
- Enzyme determinations
- Salicylate
- Immunoassay

... Operate and maintain according to standardized procedures and describe the principles of the following instruments:
- Ion selective electrode
- Atac 2000
- Chloridometer
- Flame photometer
- Electrophoresis equipment
- Blood gas analyzer
- DuPont ACA II

... Prepare written laboratory reports on each procedure performed and each instrument used to include:
- Principle of the procedure (and/or instrument)
- Function of each reagent used
- Clinical significance of the test
- Results (including standard curves and graphs where applicable) and calculations
- Conclusions

... Perform all tests utilizing appropriate safety measures as stated in safety manuals.

... Organize work in an orderly manner and maintain the laboratory in a clean, working condition.

204 Immunohematology (2) **Fall II**
4 hours lecture/lab per week
Prerequisites: MLT 105 and acceptance into MLT program or consent of instructor

Principles of Blood Banking, blood typing, donor-patient testing, and antibody identification in human blood. Inheritance and transfusion problems will be discussed, as well as disease states affected by antigen-antibody reactions on blood cells.

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

... Describe the red cell antigens (blood types) and the characteristics of their corresponding antibodies.

... Discuss the causes of transfusion reactions, hemolytic disease of the newborn, and hemolytic anemia.

... Describe the clinical significance of antibody and antiglobulin testing.

... List donor qualifications.

... Accurately determine the ABO and Rh type of a blood specimen and identify atypical antibodies.

... Accurately perform crossmatch procedures with donor and patient blood specimens

206 Clinical Microbiology II (2) **Fall II**
2 hours lecture per week
Prerequisites: MLT 106 or consent of instructor
Corequisites: MLT 207

Study of pathogenic microorganisms and parasites as they relate to human disease.

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

... Identify characteristics of pathogenic microorganisms and parasites and their relationship to human disease.

... Describe processes used in the identification of pathogenic microorganisms and parasites.

207 Clinical Microbiology II Laboratory (2) **Fall II**
4 hours lecture/lab per week
Prerequisites: Admission to the MLT program or consent of MLT Program Director; MLT 106, 107
Corequisites: MLT 206

This course will provide the advanced laboratory experience in Clinical Microbiology, including a continuation of MLT 107 techniques and parasitology and mycology lab techniques.

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

... Identify unknown cultures of medically significant bacteria to genus and species level and determine antibiotic susceptibility.

... Describe the technique used to collect, handle, and/or

preserve specimens received in the laboratory for parasite examination.
... List and describe methods of concentrating stool specimens for parasites.
... Identify the most commonly found parasites to genus and species upon observation of appropriate material.
... List and describe: methods of preparing fungal smears and culturing fungi; collection and handling of specimens for fungal examination; and media used in the isolation and identification of fungi.
... Utilize the safety precautions necessary in the Clinical Microbiology laboratory.

240 Seminar (1) **Spring II**
1 hour lecture per week
Prerequisites: Consent of MLT Program Director; MLT 203, 203L, 204, 206, 207
Corequisites: MLT 242B, C, D, E
This is a seminar in which students discuss clinical experiences and other topics related to clinical laboratory medicine.

Upon successful completion of this course, the student should be able to:
... Think critically about the clinical laboratory as a career choice.
... Communicate ideas relevant to laboratory medicine to peers.
... Develop skills for lifelong learning.
... Correctly answer at least 70 percent of the questions asked on a comprehensive medical laboratory technician exam.
... Present a two hour seminar for peers on a topic relevant to laboratory medicine as a career choice.
... Prepare a resumé for obtaining a position in a clinical laboratory.
... Discuss the basic requirements for a successful job interview.

242B Clinical Rotation II - Blood Bank (2) **Spring II**
100 total hours
Prerequisites: MLT 105, 204
Corequisites: MLT 240
This is the application of knowledge and skills learned in MLT 104 and MLT 204. The work is performed in affiliated clinical laboratories.

Upon successful completion of this course, the student should be able to:
... Transfer knowledge and skills learned in MLT 104 and MLT 204 to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

242C Clinical Rotation II - Chemistry (4) **Spring II**
200 total hours
Prerequisites: MLT 203, 203L
Corequisites: MLT 240
This is the application of knowledge and skills learned in MLT 202/202L and MLT 203,/203L. The work is performed in affiliated clinical laboratories.

Upon successful completion of this course, the student should be able to:
... Transfer knowledge and skills learned in MLT 202/202L and MLT 203/203L to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

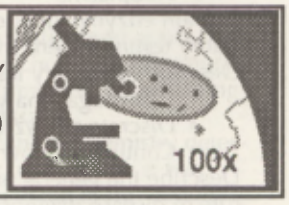
242D Clinical Rotation II-Microbiology (4) **Spring II**
200 total hours
Prerequisites: MLT 106, 107 and MLT 206, 207
Corequisites: MLT 240
This is the application of knowledge and skills learned in MLT 106, 107 and MLT 206/207. The work is performed in affiliated clinical laboratories.

Upon successful completion of this course, the student should be able to:
... Transfer knowledge and skills learned in MLT 106, 107 and MLT 206/206L to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

242E Clinical Rotation II - Hematology (4) **Spring II**
200 total hours
Prerequisites: MLT 111, 111L
Corequisites: MLT 240
This is the application of knowledge and skills learned in MLT 101/101L and MLT 111/111L. The work is performed in affiliated clinical laboratories.

Upon successful completion of this course, the student should be able to:
... Transfer knowledge and skills learned in MLT 101, 101L and MLT 111, 111L to the clinical laboratory.
... Interact effectively with patients and laboratory personnel.

MICROBIOLOGY (MICRO)



130 General Microbiology (3) NS1
3 hours lecture per week
Recommended Preparation: MATH 25, CHEM 101, 151, 161, or BIOCH 241
The fundamentals of microbiology with an emphasis on microorganisms as they affect people, property, and the environment. Broad aspects of biochemistry, genetics, molecular biology, physiology, host-parasite relationships, infectious diseases, immunology, public health, epidemiology, food microbiology, and environmental microbiology will be covered.

Upon successful completion of this course, the student should be able to:
... Describe the organization of life at the cellular and subcellular levels.
... Describe the main characteristics of bacteria, including their morphology, growth, reproduction, and classification.
... Understand and describe in general terms, the fundamental biochemistry of bacterial metabolism and compare it to eukcaryotic cell metabolism.
... Understand and describe the basic principles of molecular genetics as they relate to cell division, mutation, genetic engineering, bacterial virulence, and antibiotic resistance.
... Understand and describe the fundamental principles of the host-parasite relationship both in health and disease.
... Describe the components of the human immune system and understand how these components interact in generating an immune response.
... Mathematically express the growth characteristics of a bacterial culture.
... Describe the major and the common infectious diseases of humans.
... Understand and apply methods of microbial control

that can be used to prevent both the transmission of infectious diseases and the spoilage of foods and textiles.
... Read and understand microbiology articles in nursing journals and the popular press.

140 General Microbiology Laboratory (2) NS1
4 hours lecture/lab per week
Prerequisites: MICRO 130. (may be concurrent)
Recommended Preparation: MATH 25

The fundamental laboratory aspects of microbiology with a public health and medical emphasis.

Upon successful completion of this course, the student should be able to:
... Use the metric system and scientific notation.
... Use and properly care for the compound microscope, including the oil immersion lens.
... Prepare, examine, and accurately interpret various stained slide specimens including gram stained, capsule stained, endospore stained, and flagella stained specimens.
... Understand and properly execute the aseptic transfer of bacterial cultures.
... Use sterile pipettes aseptically and accurately.
... Demonstrate the ubiquity of microbes as part of our normal flora and as present in the environment.
... Understand and demonstrate the principles and the techniques which are used to control microorganisms such as antibiotics, food preservatives, and the chemical and physical disinfecting and sterilizing agents.
... Enumerate the bacteria in food and water samples and mathematically predict the growth characteristics of these bacteria.
... Understand and demonstrate the effect of different personal hygiene practices on our normal flora and on pathogens.
... Demonstrate and understand the various nutritional requirements and characteristics of medically important bacteria
... Demonstrate the ability to isolate in pure culture and to identify common human commensal bacteria.
... Demonstrated the principles involved in the transmission of pathogenic organisms by the common routes.
... Demonstrate the thinking skills needed to critically observe, measure, evaluate, and interpret experimental data and the creativity needed to formulate hypotheses to explain the data.

MOBILE INTENSIVE CARE TECHNICIAN (MICT)

150 Pre-Hospital Assessment and Treatment I (10)
8 hours lecture, 6 hours lab per week
Prerequisites: Acceptance into MICT program (Credit by exam for LEAP candidates) (CR/NC for LEAP program)

Upon successful completion of this course, the student should be able to:
... Build upon knowledge and skills obtained at the EMT level to refine patient assessment, including taking the patient's history and performing a physical examination to assess illness or degree of injury.
... Safely and accurately administer medications by a variety of routes.
... Explain and demonstrate the initiation and continuation of advanced life support care under medical control, including recognition of presenting symptoms and initiation of appropriate invasive and non-invasive treatment for: surgical, medical, pediatric, obstetric, and psychiatric emergencies; and airway and respiratory problems.
... Safely and accurately perform in a non-patient care situation, designated advanced life support measures.

160 Pre-Hospital Assessment and Treatment II (5)
8 hours lecture, 6 hours lab per week
Prerequisites: MICT 150 with a grade of "C" or above (Credit by exam for LEAP candidates) (CR/NC for LEAP program)

Theory and laboratory practice of advanced life support skills in assessment and treatment of patients with cardiac conditions which require pre-hospital emergency care.

Upon successful completion of this course, the student should be able to:
... Describe detailed anatomy and physiology of the cardiovascular and respiratory systems.
... Recognize and interpret 12-Lead EKGs.
... Recognize normal and abnormal EKG rhythm disturbances and interpret life threatening dysrhythmmias.
... State specific treatment of arrthymias according to approved standing orders for MICTs.
... Perform advanced cardiac life support skills.

200 Advanced Pre-Hospital Assessment and Treatment (5)
6 hours lecture, 4.5 hours lab per week
Prerequisites: MICT 160 with a grade of "C" or above (CR/NC for LEAP program)

Theory and laboratory practice of additional advanced cardiac life support and advanced trauma life support in the pre-hospital emergency environment.

Upon successful completion of this course, the student should be able to:
... Complete the Advanced Cardiac Life Support-Provider course according to standards set by the American Heart Association.
... Complete the Pre-Hospital Trauma Life Support-Provider course according to standards set by the National Association of Emergency Medical Technicians.
... Recognize signs and symptoms, and perform medical management of various types of burns in the pre-hospital environment.
... Perform, in the non-patient care situation, all skills required for functioning as a MICT.

201 Pre-Hospital Assessment and Treatment Clinical Experience (4)
18 hours clinical (10 weeks)
Prerequisites: MICT 160 with a grade of "C" or above (CR/NC for LEAP program)
Mandatory CR/NC

Participation in basic and advanced life support skills for patients in selected clinical facilities, including major hospitals, ambulances, and the blood bank.

Upon successful completion of this course, the student should be able to:
... Safely and accurately perform advanced life support procedures, under direct supervision, in a hospital or ambulance setting.
... Correlate the clinical and theoretical aspects of selected patient situations, through a series of case reports.

202 Pre-Hospital Assessment and Treatment Internship I (4)
3 hours lecture, 27 hours ambulance
Prerequisites: MICT 200 with a grade of "C" or above; MICT 201 with a grade of credit
Mandatory CR/NC

Initial experience as a MICT intern on an advanced life support emergency ambulance.

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

... Safely and accurately perform in the emergency situation, at an introductory level, all advanced life support procedures as listed in the Board of Medical Examiners Rules for Emergency Ambulance Personnel.
... Exercise personal judgement in case of interruption in medical direction caused by communication failure or in cases of immediate life threatening conditions; under these conditions, provide such emergency care as has been specifically authorized by approved standing orders.

250 Pre-Hospital Assessment and Treatment Internship II (14)
1 hour lecture, 39 hours ambulance
Prerequisites: MICT 201, 202 with a grade of credit
Mandatory CR/NC

MICT internship experience on selected advanced life support ambulances.

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

... Perform in an entry-level position as a Mobile Intensive Care Technician.
... Safely and accurately perform all advanced life support procedures as listed in the Board of Medical Examiners Rules for Emergency Ambulance Personnel.
... Take a leadership role with ambulance, first responder, and other personnel to ensure the safety and care of the patient.
... Exercise personal judgement in case of interruption in medical direction caused by communication failure or in cases of immediate life threatening conditions; under these conditions, provide such emergency care as has been specifically authorized by approved standing orders.

MUSIC (MUS)

51, 52, 53, 54 Reading Rhythms I/II/III/IV (1-1-1-1)
1.5 hours lab per week
Mandatory CR/NC

A programmed learning lab course required of all students who register in any music course except MUS 201, 201L. The next higher level is required each semester that new music courses are elected.

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

... MUS 51-Complete Tape 12, Exercise 1, with a score of 205 (out of 207).
... MUS 52-Complete Tape 19, Exercise 2, with a score of 170 (out of 173).
... MUS 53-Complete Tape 19, Exercise 3, with a score of 168 (out of 173) and Tape 26, Exercises 20-23 nonstop, with a score of 116 (out of 119).
... MUS 54-Complete Tape 30, Exercise 3, with a score of 56 (out of 56), Exercise 4, with a score of 54 (out of 54), and Tape 38, Exercise 2, with a score of 42 (out of 46).

106 Music Appreciation (3) AH1
3 hours lecture per week
Corequisites: MUS 51, 52, 53, or 54

Analysis of music through listening and critique. All types of music are surveyed, but emphasis is upon classical. Four observations of performances in the community required.

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

... Demonstrate familiarity with the masterpieces of classical music repertoire.
... Demonstrate knowledge of stylistic periods in music/art history, including representative composers from each, and salient compositional characteristics which help place unfamiliar repertoire into familiar periods.
... Analyze music of any type (i.e., classical, ethnic, popular, seasonal) for texture, rhythm, form, melodic contour, harmonic orientation, and time of composition.
... Discuss intelligently the live performances seen during the semester.
... Understand classical performance tradition and etiquette.

107 Music in World Culture (3) AH1
3 hours lecture per week
Corequisites: MUS 51, 52, 53, or 54

Music of different cultures as cultural product and process, as well as sound organization. Musical concepts, performance contexts, and cultural process of specific regional musics. Particular emphasis on the music of Asia and the Pacific.

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

... Demonstrate knowledge relating to the following with regard to each culture studied.
... Salient repertoire
... Analysis of harmonic format used (western, non-western)
... Instruments or vocal techniques unique to this group
... The history of music in this society.
... Discuss intelligently the series of live performances observed during the semester.

108 Beginning Theory (3) AH1
3 hours lecture per week
Prerequisites: Qualification for MATH 25
Corequisites: MUS 51, 52, 53, or 54

Learning to read and write music.

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

... Demonstrate the basic components of western music notation: major, minor, and chromatic scales, key signatures, intervals, chords, and chord symbols.
... Understand keyboard structure and its relevance to harmonic and melodic relationships.
... Demonstrate ability to notate basic rhythmic patterns, both in simple and compound meters.
... Understand the rationale for harmonization and its application to simple melodies.

114 College Chorus (2) AH1
3 hours lecture/lab per week
Corequisites: MUS 51, 52, 53, or 54

May be repeated for credit. Choral music, both serious and recreational.

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

... Demonstrate knowledge of repertoire presented.
... Demonstrate knowledge of basic vocal technique.
... Understand problems of performance in a variety of physical settings.
... Understand performance etiquette.
... Discuss intelligently the extra-class performances observed.

121B Voice I (2) AH1
3 hours lecture/lab per week
Corequisites: MUS 51, 52, 53, or 54
Prerequisites: Ability to carry a tune on pitch. (Subject to audition during first week of class) Cannot be audited

A beginning class in solo singing. Basic principles of performance.

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

... Demonstrate an understanding of basic notational concepts.
... Intelligently critique a wide variety of singing styles.
... Perform (alone) a series of vocal solos with close attention to techniques demonstrated in class.
... Demonstrate knowledge of tome production, the breathing apparatus, interpretation, and the qualities of an artist.

121C Piano 1 (2) AH1
1 hour lecture/2 hours lecture/lab per week
Corequisites: MUS 51, 52, 53, or 54

The first of a four-semester sequence in learning to play the piano utilizes electronic piano lab. Practice facilities available on weekdays.

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

... Demonstrate the ability to play simple songs: first level literature.
... Build triads in root position from any given note.
... Demonstrate the ability to play all major scales, one octave/two hands.

121D Guitar I (Classical) (2) AH1
1 hour lecture, 2 hours lab per week
Prerequisites: Consent of instructor
Corequisites: MUS 51, 52, 53, or 54

Cannot be audited. Basic principles of classical guitar performance.

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

... Demonstrate the ability to tune the guitar properly.
... Show how to properly care for the instrument.
... Demonstrate basic playing skills; major scales, arpeggios, etudes/exercises.
... Demonstrate ability to play first level songs.
... Demonstrate an ability to perform elementary solo and ensemble literature in a public recital.
... Demonstrate an understanding of elementary music notation and style interpretation.

122B Voice II (2) AH1
1 hour lecture, 2 hours lecture/lab per week
Prerequisites: MUS 121B or consent of instructor
Corequisites: MUS 51, 52, 53, or 54

An intermediate class in solo singing. Basic principles of performance. Cannot be audited.

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

... Demonstrate a knowledge of various vocal styles and musical terms.
... Demonstrate a historical knowledge of the origin and development of vocal music.
... Demonstrate an in-depth understanding of intermediate level vocal techniques: diction, tone production and breath control.
... Demonstrate the ability to perform intermediate level solo vocal literature in a public recital.

122C Piano II (2) AH1
1 hour lecture, 2 hours lecture/lab per week
Prerequisites: MUS 121C or consent of instructor
Corequisites: MUS 51, 52, 53, or 54

The second of a four-semester sequence in learning to play the piano. Utilizes electronic piano lab. Practice facilities available on weekdays.

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

... Play second level repertoire, along with supplementary literature on the level of First Lessons in Bach.
... Play all the sharp scales, two hands/two octaves.
... Build commercial music chords in triad position and expand to various positions.

122D Guitar II (Classical) (2) AH1
1 hour lecture, 2 hours lecture/lab per week
Corequisites: MUS 51, 52, 53, or 54
Prerequisites: MUS 121D or consent of instructor

Cannot be audited. Basic principles of classical guitar performance.

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

... Demonstrate basic playing skills: major scales, arpeggios, etudes/exercises on an intermediate level.
... Demonstrate ability to play accompaniments and solo songs.
... Demonstrate an ability to perform elementary solo and ensemble literature in a public recital.
... Demonstrate an understanding of more advanced notation and style interpretation.

80 Ear Training (2)
3 hours lecture/lab per week
Prerequisites: MUS 108
Corequisites: MUS 51, 52, 53, or 54

Transcribing sound to notation; sightreading.

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

... Transcribe intervals accurately.
... Transcribe rhythmic patterns in both simple and compound meters.
... Transcribe simple melodies, including rhythm used.
... Sightread (sing) simple melodies.

201 Vocal Ensemble (The Maile Aloha Singers) (2)
6 hours rehearsal/performance per week
Repeatable six times for credit
Prerequisites: Audition and consent of instructor
Corequisites: MUS 201L

Rehearsals and performances of the Maile Aloha Singers.

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

... Demonstrate knowledge of repertoire and dance routines presented.
... Demonstrate knowledge of basic vocal technique.
... Understand the problems of performance in a variety of physical settings.
... Understand performance etiquette, including behavior expectations prior to and after performances.
... Understand principles of good grooming (for stage purposes), costume maintenance, the importance of positive social relationships within a musical ensemble, responsibility for personal promptness, and seriousness of purpose.

201L Dance Lab (1)
3 hours lab per week
Repeatable five times for credit
Corequisites: MUS 201

Basic dance warm-ups and routines for use in performances of Vocal Ensemble (MUS 201/aka Maile Aloha Singers).

Upon successful completion of this course, the student should be able to:
... Show a greater awareness of body movement.
... Demonstrate basic dance steps.
... Demonstrate routine taught.

221C Piano III (2)
1 hour lecture, 2 hours lecture/lab per week
Prerequisites: MUS 122C or consent of instructor
Corequisites: MUS 51, 52, 53, or 54

The third in a four-semester sequence in learning to play the piano. Utilizes electronic piano lab. Practice facilities available on weekdays.

Upon successful completion of this course, the student should be able to:
... Play third level repertoire on a level with Clementi Sonatinas or easier Chopin Preludes.
... Play the major scales in flats, two hands/two octaves.
... Play an elementary harmonization from chord symbols.
... Participate with growing confidence in a public performance.

222C Piano IV (2)
1 hours lecture, 2 hours lecture/lab per week
Prerequisite: MUS 221C or consent of instructor
Corequisites: MUS 51, 52, 53, or 54

The fourth in a four-semester sequence in learning to play the piano. Utilities electronic piano labs. Practice facilities available on weekdays.

Upon successful completion of this course, the student should be able to:
... Play all major scales, two hands/four octaves, with correct fingering.
... Improvise an accompaniment from chord symbols.
... Sight-read simple songs.
... Perform on level of Chopin Preludes, Bach Two-Part Inventions or higher.
... Participate in recital with relative confidence.

231B Elementary Applied Music, Western (Voice) (1 or 2)
30 minutes to 1 hour per week individual lesson
Repeatable four times for credit
Prerequisites: MUS 121B or audition and consent of instructor
Comment: Special course offered by the Office of Community Services, may be taken for 1 or 2 credits, $165 fee per credit

Individual instruction in vocal performance at the elementary level. This course cannot be taken as an audit or CR/NC.

Upon successful completion of this course, the student should be able to exhibit:
... The ability to discern and demonstrate range, good intonation, and tone production using proper breathing and vocal techniques.
... Knowledge and exposure to a variety of song types and singing styles ranging from classical music to present day popular music.
... The ability to perform each vocal solo, particularly in English, with a relatively high degree of musicianship throughout all singing styles studied.
... Exposure to and knowledge of the qualities of an artist (interpretation, musicality, the breathing apparatus, and stylization).
... The ability to perform a series of vocal songs in a recital program.

231C Elementary Applied Music, Western (Piano) (1 or 2)
30 minutes to one hour per week, individual lessons
Repeatable four times for credit
Prerequisites: Audition and consent of instructor
Comment: Special course offered by Office of Community Services, may be taken for 1 or 2 credits, $165 fee per credit
Recommended Preparation: 2 years of previous piano study.

Individual instruction in piano performance at the elementary level. This course cannot be taken as an audit or CR/NC. Student must have access to a piano for practice.

Upon successful completion of this course, the student should be able to:
... Demonstrate ability to play piano literature at the following level:
- Two-Part Invention by J. S. Bach.
- First movement of a sonata by Haydn, Mozart, or Beethoven.
- One composition by a Romantic, Impressionistic, or Contemporary composer.

... Play scales: Major and Harmonic Minor, four octaves, hands together, M.M. 92 to the quarter note.
... Play arpeggios: Major and minor triads in root position, parallel and contrary motion, two octaves.

231G Elementary Applied Music, Western (Classical Guitar) (1 or 2)
0.5 hour private instruction plus 2.5 hours independent practice per week (for one credit) or 1 hour private instruction plus 5 hours independent practice per week (for 2 weeks)
Repeatable four times for credit
Prerequisites: MUS 122D or consent of instructor
Comment: Special course offered by the Office of Community Services;may be taken for 1 or 2 credits, $165 fee per credit. Cannot be audited.

Advanced individual instruction in classical guitar playing.

Upon successful completion of this course, the student should be able to:
... Demonstrate an ability to play solo guitar literature (pieces with two or more voices, e.g., melody and harmony), such as:
- Lagrima, by Francisco Tarrega
- Romance, anon.
- Adelita, by Francisco Tarrega
- One etude by Fernando Sor
- One etude by Matteo Carcassi

... Demonstrate the ability to play major scales on the entire fingerboard
... Demonstrate the ability to play major and minor triads, solid and broken (arpeggios).

NURSING (NURS)

9 Long Term Care/Home Health Nurses Aide (4)
10 hours lecture and 8 hours of lab per week for 4 wks, and 6 hours clinical per day for 2 weeks.
2.2 credits (36 hours) lecture.
1.8 credits (84 hours) lab/clinical
Prerequisites: G.E. reading level of 9.0, First Aid and One Man CPR Certification

This is a 6-week course to prepare entry level nurses aides who can function in the long-term care and home health settings. Students in the course will learn to provide basic personal care, communicate with patients and staff, perform simple nursing procedures and provide basic emotional support to the elderly, ill, and disabled in the long term care and home health settings.

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

... Function as a member of the Long Term Care (LTC) health care team under the supervision of L.P.N., R.N., or M.D.
... Experience the role and skills of the home health aide and be aware of the adaptations of basic care to the home setting.
... Provide safe, simple basic nursing care to clients in Long Term Care (LTC) and in the home care setting.
... Assist the client/family to meet the nutritional and therapeutic needs as required or ordered.
... Use communication skills to facilitate understanding between client, self, and agency staff.
... Effectively carry out simple housekeeping tasks.
... Provide companionship and comfort to clients in Long Term Care and at home.
... Recognize the legal and ethical responsibilities of a Long Term Care/Home Health Aide.

The following three courses are for individuals who will be operating Adult Residential Care Homes.

12 Diseases, Special Diets, Medicines (1)
6 hours lecture per week for 3 weeks
Prerequisites: Reading Level of 8.0 or better, high school diploma, or G.E.D; Nurses Aide Training or 1 year experience

This course prepares the adult residential care home operator to observe the resident for signs and symptoms of common diseases, make medications available, and prepare special diets.

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

... Review the major structures and functions of six body systems.
... Recognize common chronic diseases in the elderly, their signs and symptoms and usual treatment.
... Identify common types of therapeutic diets and apply guidelines for preparing such diets.
... Identify the role and responsibilities of the adult residential care home operator in making medications available to residents.

13 Helping Therapies and Behavior Management (1)
6 hours lecture per week for 3 weeks
Prerequisites: Reading level 8.0 or better, high school diploma, or G.E.D; Nurses' Aide Training or 1 year experience

This course prepares adult residential care home operators to assist in the provision of occupational, physical, recreational, and diversional therapies. It also prepares them to identify the operator's role in fostering mental health and caring for the mentally ill and the mentally retarded.

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

... Identify the adult residential care home operator's role in assisting the occupational, physical, and recreational therapists.
... Plan and implement diversional and recreational programs suited to the needs and interests of the resident.
... Recognize common behavioral problems of the mentally ill and mentally retarded and the operator's role in caring for these individuals.

14 Regulations, Accounts, Community Resources (1)
6 hours lecture per week, 3 weeks
Prerequisites: Reading level 8.0 or better, high school diploma, or G.E.D; Nurses' Aide Training, or 1 year experience

This course will help to prepare the adult residential operator to implement specified regulations of Chapter 100, Title II, Department of Health; prepare simple accounting records; and identify community resources available to residents and operators.

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

... Identify policies outlined in Chapter 100, Title II relating to general operational policies and environmental regulations of Adult Residential Care Homes operation by:
  - Identifying general policies and the purpose of Chapter 100 Title II.
  - Identifying policies related to written agreements with families, admission, transfer and discharge of residents and staffing requirements.
  - Identifying policies and completing sample forms relating to fire, sanitation, safety, and other environmental regulations.
... Complete sample client records and reports as required by Chapter 100, Title II.
... Complete sample financial records involving monetary transfers made by the care home on behalf of residents.
... Identify social, recreational, health, and respite services available in the community for residents and operators.

16 Nurses' Aide (8) **Fall, Spring**
Short-term course-8 weeks
A Certificate of Completion will be awarded when a student completes this course with a minimum grade of "C." 7.5 hours lecture, 22.5 lab per week
Prerequisites: Minimum grade equivalent of 9.0 on Nelson Denny; current one man CPR certification

A course to teach simple nursing procedures in preparation for employment in hospitals, nursing and private homes, and clinics.

Upon successful completion of this course, 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 L.P.N., R.N., or M.D..
... Perform basic nursing and patient care skills safely.
... Perform selected therapeutic nursing care safely.
... Implement effective communication skills.

101 Nursing Perspectives (1)
1 hour lecture per week
Prerequisites: Admission to the Practical Nursing Program; BIOL 130 may be concurrent
Corequisite: NURS 120
Recommended Preparation: ENG 100, basic word processing skills

Examines the role of the practical nurse.

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

... Describe the role of the Licensed Practical Nurse on the health and nursing teams.
... Describe the factors that influence the practice of nursing.
... Identify the legal and ethical responsibilities of the practical nurse.

120 Fundamentals of Nursing (13)
8 hours lecture, 15 hours lab per week
Prerequisites: Admission to the Practical Nursing Program; BIOL 130 may be concurrent
Corequisites: NURS 101; Credit or registration in BIOL 130
Recommended Preparation: ENG 100, basic word processing skills

This course is an introduction to basic nurisng theory and skills. It focuses on the nurse/patient relationship and assisting with the activities of daily living, nutrition, mental health, and rehabilitation. Knowledge is applied in patient care situations in the long term care and acute care settings under supervision of the faculty.

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

... Demonstrate understanding of the fundamental concepts of health and illness.
... Observe, report, and record accurately.
... Perform basic patient care skills safely.
... Perform selected therapeutic nursing care skills safely.
... Use the nursing process in caring for patients.
... Interact effectively with patients, visitors, and staff.
... Calculate drug dosage accurately.
... Demonstrate introductory knowledge of drug therapy.
... Demonstrate competency by functioning as a beginning member of the health care team under the supervision of the RN or MD.

122 Medical-Surgical Nursing (14)
8 hours lecture, 18 hours lab per week
Prerequisites: NURS 101, 120, BIOL 130, or equivalent, FAMR 230 may be taken concurrently

This course focuses on the practical nurse's use of the nursing process to apply nursing theory and skills in the care of patients from varied cultural backgrounds who have medical and surgical disorders. Knowledge is applied in patient care situations in acute care settings, including the administration of medication under supervision of the faculty.

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

... Apply knowledge and skills acquired from previous nursing and related courses.
... Perform safe nursing care for medical-surgical patients.
... Administer medications safely.
... Utilize mental health concepts while caring for patients in the acute care setting.

126 Child Nursing (3)
6 hours lecture, 18 hours lab per week for 4 weeks
Prerequisites: NURS 122, FAMR 230

This course focuses on the nursing theory and skills for the care of children from varied cultural backgrounds with medical and surgical disturbances using the nursing process. Knowledge is applied in patient care situations in acute pediatric care settings, including the administration of medications udner supervision of the faculty.

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

... Apply competencies previously acquired from FAMR 230 and NURS 122 to the care of the child.
... Assist health practitioners with meeting the emotional and physical needs of the child and his or her family.
... Administer medications to a child safely.
... Provide safe nursing care for the child with conditions of specified body systems.

128 Perinatal Nursing (3)
6 hours lecture, 18 hours lab per week for 4 weeks
Prerequisites: NURS 122, FAMR 230

Application of nursing care skills for the childbearing woman and her newborn, with consideration of all family members.

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

... Apply competencies previously acquired from FAMR 230 and NURS 122 to the care of the mother and newborn.
... Describe the scope and aims of maternity nursing.
... Perform safe, culturally appropriate nursing care for the woman during antepartum, labor and delivery, and postpartum periods.
... Perform safe nursing care for the newborn.

153 Basic Nursing Concepts (8)
3 hours lecture, 15 hours lab per week
Prerequisites: Acceptance into the Associate Degree Nursing Program and ENG 100 or 160, ZOOL 141, 141L, MATH 25 or higher, FAMR 230, high school or college chemistry ZOOL 142, 142L, and PSY 100 may be concurrent
Corequisites: NURS 158

This course focuses on identifying the basic needs of the total person and assisting clients requiring minimal adaptation to meet needs resulting from altered states of wellness. It introduces the roles of the nurse, the nursing process, basic nursing concepts, and beginning nursing skills. In introducing these concepts there is a special focus on the needs of the elderly.

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

... Identify the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to assist the adult client in satisfying basic unmet needs resulting from altered states of wellness.
... Describe the components of the nursing process in planning the care of the client with unmet needs resulting from altered states of wellness.
... Define therapeutic communication techniques used to determine the unmet needs of the adult client.
... Implement an existing teaching plan to assist the adult client in satisfying biological, psychological, sociological, cultural, and spiritual needs.
... Organize basic care for an adult client.
... Explain the legal standards and ethical concepts which are used in the delivery of nursing care to the adult client.
... Identify own responsibility for completion of prescribed learning activities in the delivery of nursing care to the adult client.

156 Adult Health Nursing I (5)
4 hours lecture, 18 hours lab per week, 8 weeks
Prerequisites: NURS 153W, 158; ZOOL 142, 142L; PSY 100

This course focuses on the use of the nursing process to assist clients to meet needs related to alterations in psychosocial, metabolic, circulatory, immunologic, and respiratory functioning.

This is a required course in the Associate Degree Nursing Program curriculum.

Upon successful completion of this course, the student should b1e able to:

... Apply the facts and principles of biological, psychological, sociological, cultural and spiritual functioning to intervene in the nursing care of the adult client with needs resulting from altered states of wellness.
... Use the nursing process in the care of the client with needs resulting from altered states of wellness.
... Utilize communication techniques in the care of the adult client
... Contribute to a teaching plan which provides the client with information related to identified learning needs for the promotion, restoration and maintenance of health.
... Apply organizational skills in caring for an adult client.
... Apply knowledge of legal standards and ethical concepts in the delivery of nursing care to the adult client.
... Identify own strengths and areas for improvement in meeting prescribed learning goals while delivering nursing care to the adult client.

157 Adult Health Nursing II (5)
4 hours lecture, 18 hours lab per week, 8 weeks
Prerequisites: NURS 156; MICRO 130, 140 may be concurrent

This course focuses on the use of the nursing process to assist clients requiring moderate adaptation to meet alterations in elimination, metabolic, mobility, body integrity, neurosensory, and reproductive functioning.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Apply the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to intervene in the nursing care of adult clients with needs resulting from altered states of wellness.
... Use the nursing process in providing care to clients with needs resulting from altered states of wellness.
... Utilize communication techniques in the care of adult clients.
... Develop a teaching plan for the promotion, restoration and maintenance of health of adult clients with identified learning needs.
... Apply organizational skills in caring for adult clients.
... Apply knowledge of legal standards and ethical concepts in the delivery of nursing care to adult clients.
... Develop learning experiences in the delivery of nursing care to adult clients based on own strengths and identified areas for improvement.

158 Issues and Trends in Nursing (1)
1 hour lecture per week
Prerequisites: Admission to the Associate Degree Nursing Program and ENG 100 or ENG 160; MATH 25 or higher; ZOOL 141, 141L; FAMR 230, ZOOL 142, 142L, and PSY 100 may be concurrent
Corequisites: NURS 153W

This is a non-clinical course which introduces the student to the development of nursing and the ethical and legal responsibilitiesof the nurse: communicator, member of the nursing profession, client teacher, and manager of client care.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Describe factors which affect the client's ability to meet client needs within the health care system.
... Differentiate between the scope of practice of the R.N., L.P.N., and nurses' aide members of the health care team in the use of the nursing process to bring about the desired client outcomes.
... Discuss the legal and ethical importance of accurate and appropriate verbal and written communication between the nurse and the client, the family, and members of the health care team.
... Identify the legal responsibilities of the nurse in providing teaching for the client, serving as a client advocate, and obtaining consent in a way appropriate to the cultural, educational, and personal needs of the client.

164 Family and Child Health Nursing I (6)
6 hours lecture/18 hours lab per week for 8 weeks
Prerequisites: NURS 156

This course focuses on the nursing process to assist childbearing families, newborns, and pediatric clients and their families to maintain optimal functioning and to meet needs related to alterations in wellness.

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

... Apply the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to intervene in the nursing care for maternal, newborn, and pediatric clients and their families to maintain optimal functioning and to meet needs related to altered states of wellness.
... Use the nursing process to intervene in the care of the maternal, newborn, and pediatric client and family with identified needs resulting from altered states of wellness.
... Demonstrate therapeutic and age-specific communication techniques used in the care of the maternal, newborn, and/or pediatric clients and their families.
... Implement a teaching plan for the promotion, restoration, and maintenance of health of the maternal, newborn, and pediatric clients and families with identified learning needs.
... Participate as a member of the health care team in providing care to the maternal, newborn, and pediatric clients and their families.
... Apply knowledge of legal standards and ethical concepts in the delivery of nursing care to the maternal, newborn, and pediatric clients and their families.
... Develop learning experiences in the delivery of nursing care to the maternal, newborn, and pediatric clients and their families based on own strengths and identified areas for improvement.

166 Nursing Transition (5)
3 hours lecture per week for 15 weeks, and 16 hours of lab per week for 7 weeks
Prerequisites: Completion of a practical nursing program and licensure as a practical nurse. ENG 100 or 160, FAMR 230, high school of college chemistry, MATH 25 or higher, ZOOL 141, 141L, 142, 142L, and PSY 100. MICRO 130 and 140 may be concurrent

Recommended Preparation: Employment as a licensed practical nurse in an acute care setting for at least one year

This course exposes the L.P.N. to the organizing framework of the Kapi'olani Community College Nursing Program. Emphasis is placed on the role of the registered nurse and the use of the nursing process.

Nursing Transition further focuses on the use of the nursing process to assist clients to meet needs related to alterations in psychosocial, metabolic, circulatory, immunologic, respiratory, neurosensory, elimination, integumentary, musculoskeletal, andproductive functioning.

NURS 166W is a required course in the Associate Degree Nursing Program curriculum.

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

... Apply the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to intervene in the nursing care of adult clients with needs resulting from altered states of wellness.
... Use the nursing process in the care of clients with needs resulting from altered states of wellness.
... Utilize therapeutic communication techniques in the care of adult clients.
... Develop a teaching plan for the promotion, restoration, and maintenance of health of adult clients with identified learning needs.
... Apply organizational skills in caring for adult clients.
... Apply knowledge of legal standards and ethical concepts in the delivery of nursing care to adult clients.
... Develop learning experiences in the delivery of nursing care to adult clients based on own strengths and identified areas for improvement.

253 Mental Health/Psychiatric Nursing (5)

3 hours lecture, 2 hours lecture/lab and 15 hours of lab per week for 8 weeks

Prerequisites: NURS 164 and 157 or NURS 166W. MICRO 130, 140, NURS 264, and PHARM 203 may be concurrent

This course focuses on the use of the nursing process to meet the psychosocial needs of a culturally diverse population across the life span. Psychosocial needs include safety, love and belonging, esteem and recognition, self-actualization, and aesthetic needs. Emphasis is placed on self-awareness, the health-illness continuum, therapeutic communication, and the development of a therapeutic relationship with the client who has alterations in psychosocial functioning.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Assess the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning while providing nursing care to clients with needs resulting from altered states of psychosocial wellness.
... Use the nursing process when providing care to clients with needs resulted from altered states of psychosocial wellness.
... Communicate effectively using self therapeutically with clients who have needs resulting from altered states of psychosocial wellness.
... Analyze the effective use of the teaching/learning process for clients with altered states of psychosocial wellness.
... Identify critical aspects of the nurse's role in the management of the client with altered states of psychosocial wellness.
... Analyze legal standards and ethical concepts in the delivery of nursing care to the client.
... Assess self as a basis for the establishment of immediate and life long learning and professional development.

256 Adult Health Nursing III (5)

2 hours lecture, 12 hours clinical, 12 weeks

Prerequisites: NURS 253, 264; PHARM 203, Humanities Group II, and ANTH 200 (may be concurrent)

Corequisites: NURS 258

This course focuses on the use of the nursing process to assist patients requiring maximal adaptation to meet biological, psychological, sociological, cultural, and spiritual needs. An emphasis is placed on actual or potential crisis resulting from altered states of wellness.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Evaluate and apply the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning while providing nursing care to clients with needs resulting from altered states wellness throughout the life span.
... Evaluate the effectiveness of care given using the nursing process and modify care for clients accordingly.
... Integrate therapeutic communication techniques in the care of clients from diverse cultural backgrounds across the life span in a variety of health care settings.
... Develop, communicate, implement, and evaluate teaching plans for clients to foster health maintenance, prevent illness, and to promote recovery from illness.
... Incorporate time management, decision making and delegation skills in the care of a small group of clients.
... Integrate legal principles, nursing standards, and ethical concepts into the management of the nursing care of clients.
... Assumes the role of a member of the profession by demonstrating responsibility and accountability for own practice, meeting learning needs, and participating in community service and professional activities.

258 Issues and Trends in Nursing II (1)

1 hour lecture per week

Prerequisites: NURS 253, 264. PHARM 203, ANTH 200, and a Humanities Group II course may be concurrent

Corequisites: NURS 256

This is a non-clinical course continuing the content of NURS 158. It focuses on the three roles of the nurse, legal and ethical responsibilities, and transition from student to professional as the student becomes responsible and accountable for practice as a registered nurse.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Explore alternatives within the health care system (and within the individual's cultural group) which can be used to assist the client to meet needs resulting from altered states of wellness.
... As a member of the health care team, analyze the effectiveness of the nursing process in bringing about desired patient outcomes.
... Demonstrate therapeutic communication strategies which can be used to facilitate the nurse's role as the patient's advocate.
... Analyze the role of the nurse as a teacher of the client

and of staff in the restoration of health and prevention of illness.
... Compare and contrast various nursing care delivery systems and the limitations and advantages of each.
... Synthesize options for an ethical dilemma in health care, addressing the unique needs of the involved parties and the laws and other rules of conduct which affect the possible responses.
... Create a personal development plan as a graduate entering the nursing profession.

264 Family and Child Health Nursing II (4)
4 hours lecture, 12 hours lab per week, 8 weeks
Prerequisites: NURS 157 and 164 or MICRO 130 and 140 and PHARM 203 (PHARM 203 may be concurrent)

This course focuses on the use of the nursing process to assist high risk childbearing families and pediatric clients and their families to meet needs related to alterations in wellness.

This is a required course in the Associate Degree Nursing Program curriculum.

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

... Integrate the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to provide nursing care for maternal, newborn, and pediatric clients and their families to meet needs related to altered states of wellness.
... Analyze the use of the nursing process while assisting the high risk maternal, newborn, and pediatric clients and their families to meet needs related to altered states of wellness.
... Evaluate the effectiveness of therapeutic communication techniques used when interacting with the maternal, newborn and/or pediatric clients and their families.
... Evaluate the effectiveness of the teaching/learning process for promoting, restoring, and maintaining the health of maternal, newborn, and pediatric clients and their families with identified learning needs.
... Manage the care of high risk maternal, newborn, and pediatric clients and their families.
... Analyze legal standards and ethical concepts in the delivery of nursing care to the maternal, newborn and pediatric client and their families.
... Analyze learning experiences in the delivery of nursing care of maternal, newborn, and pediatric clients and their families based on self-established learning goals.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

100 Introduction to Occupational Therapy (4) Fall I
4 hours lecture per week
Prerequisites: Placement at ENG 100 or consent of instructor
Recommended Preparation: Satisfactory completion of ENG 100

Survey of the past, present, and future of the profession of occupational therapy.

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

... Relate the early history of the profession.
... Discuss the role of the Certified Occupational Therapy Assistant and Occupational Therapist, Registered.
... Understand purposeful activity and its use as treatment in occupational therapy.
... Understand the treatment models used in occupational therapy.
... Understand the role and effect of third party payers on health care services.
... Describe the legal and ethical responsibilities of occupational therapy professionals.
... Participate with basic knowledge in public relation activities.
... Participate with basic skill in Service Management projects.
... Discuss visits to traditional and non-traditional health care facilities utilizing occupational therapy services and the impact of these visits on general informal knowledge base.

102 Physical Dysfunction (4) Spring I
4 hours lectures
Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, 130L, FAMR 230, or consent of instructor

The study of (1) physical disabilities and diseases most commonly referred to occupational therapy services and (2) the appropriate occupational therapy remediation theories and techniques.

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

... Develop an understanding of the role of occupational therapy and the Certified Occupational Therapy Assistant in physical dysfunctional conditions.
... Provide instruction in the theories and techniques of physical dysfunction treatment as practiced in occupational therapy.
... Define physical dysfunctional conditions most commonly seen in occupational therapy treatment setting.
... Develop intellectual/professional desire to learn.
... Identify the role of the U.S. government in the Health Care Industry.

105B, C, D Field Work Level I (1) Spring I
4 hours lab per week
Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, 130L, FAMR 230, or consent of instructor

Sixty hours of practical experience and learning in an occupational therapy department/activity setting.

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

... Demonstrate an understanding of the role of occupational therapy and/or Certified Occupational Therapy Assistant in the selected setting assigned coinciding with the student's present level of academic/social abilities and stressing one occupational component of either self care/productivity or leisure.

112 Critique: Field Work Level I (1) Spring I
1 hour per week
Prerequisites: Satisfactory completion of OTA first semester, BIOL 130, 130L, FAMR 230, or consent of instructor
Corequisites: OTA 105B, C, or D
Mandatory CR/NC grading

Discussion groups related to fieldwork assignments, activities, and experiences.

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

... Explain the role of Occupational Therapist and the Certified Occupational Therapy Assistant at the facility assigned.
... Describe the treatment modalities and activity utilized.
... Generalize personal student experiences to clarify role and expectations.

121 Therapeutic Activities: Minor Crafts (2) **Fall I**
1 hour lecture, 3 hours lab per week
Prerequisites: Admission to the OTA program
Therapeutic application of minor crafts most commonly used in occupational therapy departments.

Upon successful completion of this course, the student should be able to:
... Develop an awareness of the role of therapeutic modalities in occupational therapy.
... Provide instruction in basic skills in minor crafts.
... Develop awareness of materials, process, equipment, tools, storage, and maintenance in each medium.
... Develop awareness of therapeutic application of modalities to major dysfunctional categories.
... Develop intellectual curiosity.

123 Therapeutic Activities: Major Crafts (2)
4 hours lecture/lab per week
Prerequisites: Satisfactory completion of OTA first semester
Corequisites: OTA 102
Recommended Preparation: BIOL 130, 130L
Basic processes and skills of woodworking, weaving, leather, and ceramics; their application in occupational therapy. Emphasis is on process, materials, teaching techniques, selection of purposeful activities and their significance as age-appropriate therapy and/or occupational task. Course relates to pediatric and adult major dysfunctional categories.

Upon successful completion of this course, the student should be able to:
... Identify the various materials and tools used; describe or demonstrate their application.
... Define the terms commonly associated with these therapeutic activities.
... Demonstrate basic technical skills or the processes most commonly used in these traditional therapeutic modalities.
... Demonstrate and discuss viable non-traditional alternatives to woodworking, weaving, leather, and ceramics.
... Demonstrate and identify adaptations needed to modify or grade the activity for a wide range of disabilities.
... Discuss the therapeutic benefits of these activities throughout the age continuum being cognizant of a wide range of dysfunctional conditions.
... Discuss the role of purposeful activity and the influence of culture on the process of selecting a therapeutic task.
... Practice basic service management skills and observe appropriate safety precautions.

132 Life Skills Laboratory I (2) **Spring I**
1 hour lecture, 3 hours lab per week
Prerequisites: Satisfactory completion of OTA first semester
Corequisites: 2nd semester OTA courses
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 and task analysis as applied in occupational therapy practice.

Upon successful completion of this course, the student should be able to:
... Develop an understanding of the importance of life skills and their influence on effective human function.
... Develop an understanding of occupational therapy practice in the area of life skills.
... Be able to provide instruction in principles, theory, and practice of life skills habilitation and rehabilitation.
... Develop intellectual curiosity.

203 Pediatric Disabling Conditions (4) **Fall II**
3 hours lecture, 2 hours lecture/lab per week
Prerequisites: Satisfactory completion of First year of OTA program
Corequisites: 3rd semester OTA courses
The study of physical and psycho-social disorders most commonly referred to occupational therapy in a pediatric setting and the occupational therapy remediation theories and techniques utilized.

Upon successful completion of this course, the student should be able to:
... Comprehend current knowledge concerned with the etiology, course of disease/disability process, medical impact, and future implications associated with the conditions commonly referred to occupational therapy in a pediatric setting.
... Contribute to the evaluation and planning of an occupational therapy program applicable to the needs of pediatric clients from the age of 0-20.
... Select basic, age appropriate, purposeful activities in accordance with the needs of case histories and clients as described and role-played in class.
... Demonstrate competency in a basic feeding technique.
... Demonstrate competency in executing a gross motor program.
... Demonstrate competency in executing a minimum of one basic evaluation test used by occupational therapists in the school setting.
... Understand the role of the parent in the Individual Education Program process as well as the role of the parent in all occupational therapy goal setting.
... Understand and be able to communicate objectively to clients' parents and significant others, being mindful of the cultural influences upon the family and occupational therapy treatment.
... Understand the role of the Occupational Therapist, Registered and the Certified Occupational Therapy Assistant in the pediatric setting and ethically, safely adhere to the basic knowledge level of the Certified Occupational Therapy Assistant.
... Identify at least two models of occupational therapy treatment used in pediatrics.
... Use appropriate health/medical terminology.

204 Psycho-social Dysfunction (4) **Spring II**
4 hours lecture per week
Prerequisites: Satisfactory completion of third semester of OTA program
Corequisites: Fourth semester OTA courses
The study of psycho-social dysfunctions most commonly referred to occupational therapy services and occupational therapy remediation theories and techniques.

Upon successful completion of this course, the student should be able to:
... Develop an understanding of the role of the occupational therapy assistant in the treatment of psycho-social dysfunction.
... Provide instruction in the theories and techniques of psycho-social dysfunction treatment as practiced in occupational therapy.
... Define psycho-social dysfunction conditions commonly

referred to occupational therapy settings.
... Identify and describe basic influences contributing to mental health including the impact of culture and environmental conditions.
... Delineate occupational therapy practice (evaluation, treatment planning, and implementation of age-appropriate activities, modalities, and teaching methods) for psycho-social dysfunction.

205B, C, D Field Work Level I (1) Fall II, Spring II
4 hours lab per week
Prerequisites: Satisfactory completion of first year of OTA program, or consent of instructor
Corequisites: OTA 213 or 214
Sixty hours of practical experience and learning in an occupational therapy department/activity setting.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of the role of occupational therapy and/or certified occupational therapy assistants in the selected setting assigned coinciding with the student's present level of academic/social abilities and stressing one occupational component of either self care/productivity or leisure.

213 Critique: Field Work Level I (1) Fall II
1 hours per week
Prerequisites: Satisfactory completion of first year of OTA program, or consent of instructor
Corequisites: OTA 205B, C, or D
Mandatory CR/NC grading
Discussion group related to field work assignments, activities and experiences.

Upon successful completion of this course, the student should be able to:
... Compare present student roles with experiences of the first semester student.
... Constructively criticize student behaviors and activities.
... Question origin of feelings and attitudes revealed in class discussion.

Occupational Therapy Assistant students learn to use assistive devices in their laboratory kitchen.

214 Critique: Field Work Level I (1) Spring II
1 1/2 hours per week for 12 weeks
Prerequisites: Satisfactory completion of third semester of OTA program, or consent of instructor
Corequisites: OTA 205B, C, or D
Mandatory CR/NC grading
Discussion related to fieldwork assignments, activities, and experiences.

Upon successful completion of this course, the student should be able to:
... Generate constructive discussion of student roles in the fieldwork setting.
... Help second semester students design activity projects as requested.
... Summarize feelings expressed.

234 Life Skills Laboratory II (2) Spring II
1.5 hours lecture, 4.5 hours lab per week for 12 weeks
Prerequisites: Satisfactory completion of third semester of OTA program, or consent of instructor
Work simplification techniques and splint-making as they relate to occupational therapy/patients.

Upon successful completion of this course, the student should be able to:
... Develop an understanding of the importance of life skills and their influence on effective human function.
... Develop an understanding of occupational therapy practice and its role in the area of life skills.
... Provide instruction in the principles of design and construction of splints and other adaptive devices.
... Provide general instruction in work simplification: home/work/leisure.

253 Therapeutic Interpersonal Skills (3) Fall II
3 hours lecture per week
Prerequisites: Satisfactory completion of first year of OTA program, or consent of instructor
Identification, discussion, and application of diverse communication techniques useful in an occupational therapy group setting.

Upon successful completion of this course, the student should be able to:
... Develop an understanding of the role of therapeutic interpersonal relations and group dynamics in occupational therapy.
... Develop awareness of therapeutic interaction and its influence on relationships with others.
... Foster greater skills in interpersonal relationships.
... Develop awareness of verbal and non-verbal communication.
... Provide instruction in the process and techniques of group dynamics as needed in clinic settings.
... Develop intellectual curiosity.

256 Role of Occupational Therapy in the Community (3) Spring II
3 hours lecture per week
Prerequisites: Enrollment in OTA 4th semester or consent of instructor
This course explores the impact of Occupational Therapy on community health; demonstrates and provides experience in a variety of community roles appropriate to a career in Occupational Therapy; and develops skills needed to further wellness in the community.

Upon successful completion of this course, the student should be able to:
... Discuss current theories of aging.

... Compare and contrast the normal signs of aging with those displayed by the fragile or chronically ill aged person.
... Evaluate an existing Activity Program and discuss its strengths and weaknesses.
... Design an activity for a group of well seniors using occupation/activity processes to analyze interests and abilities.
... Modify an existing Activity Program using Occupational Therapy basics.
... Demonstrate concrete and specific knowledge of the Hawai'i State legislative system, Honolulu City Council and Neighborhood Boards.
... Experience the legislative system of government by participating in the process.

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

40 hours per week for six weeks in spring semester
Prerequisites: Completion of academic OTA program

Five weeks of full time performance displaying entry level OTA skills in two different occupational therapy settings.

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

... Provide in-depth experience in the practice of occupational therapy.
... Expand understanding of the role of occupational therapy and the certified occupational therapy assistant in the treatment of clients.
... Further develop intellectual and professional curiosity.
... Further the sense of civic and professional responsibility.

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

40 hours per week for six weeks
Prerequisites: OTA 260

Five weeks of full time performance displaying entry level OTA skills in two different occupational therapy settings.

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

... Demonstrate entry-level competence as an Occupational Therapy Assistant.

OTA 260 and 261: Total of 12 weeks meeting American Occupational Therapy Association Essentials.

OCEANOGRAPHY (OCEAN)

201 Science of the Sea (3) NS3

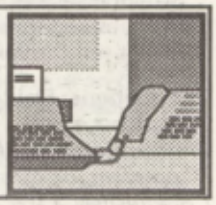
3 hours lecture per week
Prerequisites: Satisfactory completion of MATH 25 or high school algebra

A survey of the science of the ocean involving the study of the geological, physical, chemical, and biological properties of the ocean.

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

... Use the metric system and scientific notation.
... Explain the concept of density and its regulatory effects on the circulation of air and water systems.
... Describe all major features of the ocean floor.
... Explain using examples how the plate tectonics theory accounts for current locations of continents, earthquakes, mountain building, island chain creation, and seafloor features.
... Account for, in chemical terminology, the anomalous properties of seawater.
... Describe the composition of seawater and methods of analyzing salinity.
... Describe the interactions between atmosphere and ocean in terms of heat and water budgets and the effects these interactions have on temperature and salinity of ocean waters.
... Classify the major ocean currents.
... Describe the forces responsible for surface currents, deep ocean currents, geostrophic currents, Ekman transport of surface waters, and tides.
... Describe the relationships between all variables used in describing ocean waves.
... Explain the physical factors which influence life in the oceans.
... Explain the parameters used in quantifying bio-productivity in the oceans.

OFFICE ADMINISTRATION & TECHNOLOGY (OAT)



20 Keyboarding (3)

3 hours lecture per week

The student will learn to operate the computer keyboard and ten-key pad by touch, learn basic information processing vocabulary, and use a microcomputer for a variety of common applications such as word processing, database management, payroll and inventory control.

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

... Develop keyboarding skills for entering alphanumeric data on information processing equipment for the primary purposes of obtaining, inputting, processing, and communicating information.
... Understand basic information processing vocabulary as well as concepts used in inputting and retrieving information.
... Use the microcomputer proficiently and demonstrate its many applications.
... Demonstrate the ability to follow oral and written instructions.
... Key in entries from a variety of source documents and proofread final copy for accuracy.

21 Keyboarding/Formatting (3)

3 hours lecture per week

A basic course which develops keyboarding by touch on the computer. Students will use word processing software to produce business letters with envelopes, memos, reports with footnotes/endnotes, outlines, and tabulated material. By the end of the semester, a minimum speed of 25 net words per minute with no more than one uncorrected error is required.

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

... Demonstrate keyboard mastery and proper use of a computer with correct word processing techniques.
... Demonstrate an understanding of basic word processing terminology.
... Use word processing equipment to produce memoran-

da, letters with envelopes, reports with endnotes, outlines, and tabulated material from typewritten, handwritten, and rough-draft material.
... Key straight copy at a minimum of 25 net words per minute with no more than one uncorrected error.
... Key mixed copy at a minimum of 10 net words per minute for one minute with no more than one uncorrected error.
... Demonstrate proper use of basic typewriter machine parts.

22B Keyboarding-Skillbuilding (2)
4 hours lecture per week, 8 weeks
Prerequisites: OAT 20 or OAT 21 or equivalent

Upon successful completion of this course, the student should be able to:
... Demonstrate keyboard mastery of the alphabet, numbers and symbols on an information processor.
... Use various skill-building strategies to improve keying skills.

22C Keyboarding-Documents (2)
4 hours lecture per week, 8 weeks
Prerequisites: OAT 20 or OAT 21 or 25 net words per minute or Department Chair approval

Introduction to basic word processing and computer usage. Introduction to memoranda, personal and business letters, manuscripts with footnotes, and tables from keyed, handwritten, and roughdraft material.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of basic word processing and computer usage.
... Produce mailable documents under timed conditions while using word processing software that meet industry's standards.
... Demonstrate proficiency in keying memoranda, personal and business letters, manuscript with footnotes, and tables from keyed, handwritten, and rough-draft material.

23 Document Formatting (3)
3 hours lecture/lab per week
Prerequisites: OAT 21 or OAT 22 and 25 net words per minute or Department Chair approval

Development of proficiency in keyboarding skill. Use of word processing software to produce business letters, memos, reports, tables, and rough-draft materials. Minimum speed of 35 net words per minute with no more than one uncorrected error is required by the end of the semester.

Upon successful completion of this course, the student should be able to:
... Demonstrate proficiency in the mastery of the keyboard by increasing keying speed and improving accuracy.
... Demonstrate an understanding of word processing terminology and functions such as widow/orphan protection, spell check, flush right, and footnote.
... Use word processing software to upgrade production skill level and use appropriate language skills in creating letters, memos, reports, tables, rough-draft materials, and form letters used in businesses.
... Use a typewriter to prepare various types of business forms.
... Key straight copy at the rate of at least 35 net words per minute for five minutes with no more than one uncorrected error at least three times.
... Key mixed copy at the rate of at least 15 net words per minute for one minute with no more than one uncorrected error at least three times.

30 Information Processing (3)
3 hours lecture/lab per week
Prerequisite/Corequisites/Recommended Preparation: ENG 51B, C, D, OAT 23, OAT 80 or approval by Department Chair

An advanced course in word/information processing. Word processing software, a microcomputer, and machine transcriber are used to produce a variety of business documents and forms. An introduction to desktop publishing is included in this course. A minimum keying speed of 45 net words per minute with no more than one uncorrected error is required by the end of the semester.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of advanced word processing terminology and functions.
... Use word processing software to produce mailable documents from recorded dictation, handwritten copy, and/or typewritten drafts in appropriate formats as required in general and specialized fields.
... Demonstrate an understanding of basic desktop publishing terminology and functions.
... Use desktop publishing software to produce mailable documents and forms from recorded dictation, handwritten copy, and/or typewritten drafts.
... Demonstrate the ability to operate the machine transcriber.
... Type straight copy at a minimum of 45 net words per minute for five minutes with no more than one uncorrected error.

31 Information Processing Applications (3) Spring
1 hour lecture, 4 hours lecture/lab per week
Prerequisites: OAT 30 or approval of Department Chairperson

Students will be introduced to two or three different software programs and learn how to integrate information from these various types of application programs. A minimum keying speed of 50 net words per minute with no more than one uncorrected error is required by the end of the semester.

Upon successful completion of this course, the student should1 be able to:
... Demonstrate knowledge of the document workflow in an automated office.
... Learn two or three different software programs.
... Use word processing equipment and integrate two or three software programs to produce mailable documents in appropriate formats.
... Key straight copy at a minimum of 50 net words per minute for five minutes with no more than one uncorrected error.

33 Principles of Office Automation (3)
3 hours lecture per week

Upon successful completion of this course, the student should be able to:
... Understand and use office automation terminology.
... Recite an overview of the development of computers and word processors.
... Recognize the continuing evolution from the traditional to the integrated office and beyond.
... Outline the impact of the systems approach to office organization, office systems integration, and the paper flow cycle and its importance to today's businesses and industries.
... Explain the uses of available software applications, electronic networks, and data bases.

... Describe the variety of hardware utilized in office automation systems and how these systems are integrated in the modern office.
... Assess and examine the health, psychological, and sociological concerns of those who use office automation equipment.

38 Spreadsheet and Database (3)
3 hours lecture per week
Prerequisites: OAT 21, OAT 20, or equivalent and BUS 55

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

... Enter alphanumeric data on information processing equipment for the primary purposes of inputting, obtaining and processing information in a spreadsheet.
... Understand basic functions of a spreadsheet program.
... Become proficient in designing a form on a spreadsheet.
... Enter alphanumeric data on information processing equipment for the primary purposes of inputting, obtaining, and processing information in a database.
... Understand basic functions of a database program.
... Become proficient in retrieving information from a data bank.

40B Filing (2)
2 hours lecture per week

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

... Apply indexing rules of filing.
... Process and file records using the alphabetic, numeric, geographic, and subject systems.
... Identify and use filing supplies and equipment.

40C Records Management (1)
1 hour lecture per week
Prerequisites: OAT 40B

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.

42 Introduction to Office Organization (2)
2 hours lecture per week

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

... Plan a day's work schedule according to priority, given a set of jobs to do.
... Demonstrate efficiency in performing clerical tasks following a logical sequence of steps.
... Use appropriate references in order to research a given set of questions.
... Prepare an office FACT BOOK using the appropriate subject headings necessary to maintain such an office desk reference.
... Identify unsafe conditions and unsafe acts which contribute to office accidents and seek measures to prevent such accidents from occurring.
... Establish a calendar and reminder system to help keep appointments and meet deadlines.
... Design a job strategy for promotion and success on the job and be able to communicate requests for transfer or resignation.
... Demonstrate effective listening skills in following oral instructions.
... Plan a conference and meeting and be able to prepare minutes of the meeting.
... Greet visitors and clients skillfully, applying learned skills and principles of office etiquette.
... Demonstrate understanding of ergonomic factors in the office environment.

43 Professional Development (3)
3 hours lecture per week

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

... Demonstrate business-like appearance of office personnel.
... Demonstrate conduct for improved interpersonal relationships.
... Display understanding of the social competencies including effective communications, group dynamics, and personality strengths and weaknesses.
... Undergo a job interview successfully.

50 Clerical Office Procedures (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 23 or concurrent enrollment

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

... Perform duties common to most clerical positions.
... Perform work more efficiently.
... Demonstrate good work habits including integrity, discretion, dependability, follow-through, excellent attendance, accuracy, neatness, cooperation, loyalty, and ability to follow oral and written instructions.

52 Administrative Office Procedures (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 30, or concurrent enrollment, OAT 64

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

... Discuss the secretary's role and responsibilities in today's general and specialized fields.
... Integrate shorthand/transcription skills, typewriting, business communications and research skills, and other skills and knowledge needed to handle on-the-job situations.
... Assess personal and technical competencies essential for initial job entry.

53 Office Simulation (4) **Spring**
2 hours lecture, 4 hours lecture/lab per week
Prerequisites:

Clerical Certificate: OAT 23, 40B, 43, and MATH 1

A.S. Degree: OAT 23, 40B, 43, MATH 1, and ENG 55

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

... Solve office-type problems by adapting and applying past learnings, knowledge, skills, and efficient utilization of available, modern office equipment.
... Understand and appreciate the office worker's role in the total system of a business office.
... Function in an efficient and businesslike manner.
... Initiate simple management decisions.
... Communicate clearly in verbal and written communications common in the business office.
... Incorporate peer/supervisor's evaluations and self-assessment of strengths and weaknesses in order to secure a satisfactory job commensurate with one's abilities.
... Make a wise job choice as a result of a job market study and the assessment of personal interests and qualifications.

54 Legal Office Procedures I (4) **Fall**
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 30 (Information Processing)

Corequisites: ENG 55 or higher, LAW 30, or BLAW 200

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

... Understand and perform duties of legal office workers.
... Analyze and type real estate documents, business incorporation papers, wills, and other non-court instruments.

55 Legal Office Procedures II (4) **Spring**
3 hours lecture, 3 hours lab per week
Prerequisites: OAT 54 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 for preparing legal documents for litigation.
... 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 probate, all phases of litigation, family court cases, and appeals.

56 Court Reporting Office Procedures (3)
3 hours lecture per week
Prerequisites: OAT 73

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

... Understand the ethical principles and practices used by court reporters.
... Apply the legal procedures used by the judiciary.

60 Beginning Symbolic Shorthand (5)
4 hours lecture, 2 hours lecture/lab per week
Prerequisites: OAT 21 or equivalent
Corequisites: ENG 51B, C, D, OAT 80

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

... Demonstrate proficiency in reading and writing shorthand outlines.
... Take new-material dictation (official) at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

60B Beginning Symbolic Shorthand I (2)
1 hour lecture, 2 hours lecture/lab per week
Prerequisites: OAT 21 or equivalent
Corequisites: ENG 51B, C, D; OAT 80

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

... Demonstrate a knowledge of Gregg shorthand theory.
... Take material dictation at a minimum of 40 words per minute for two minutes and transcribe with a minimum of 95 percent accuracy.

60C Beginning Symbolic Shorthand II (3)
3 hours lecture per week
Prerequisites: OAT 60B

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

... Demonstrate proficiency in reading and writing shorthand outlines.
... Take new-material dictation at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

61 Skill Building , Symbolic (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 60 or equivalent and OAT 21 or equivalent
Corequisites: ENG 51B, C, D, OAT 80

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

... Read and write shorthand outlines fluently.
... Transcribe from shorthand notes.
... Take unpreviewed new-material dictation.

62 Intermediate Symbolic Shorthand (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 60 or equivalent and OAT 21 or equivalent, or consent of instructor
Corequisites: ENG 51B, C, D, OAT 80

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

... Integrate English, shorthand, and typewriting skills to produce transcripts in mailable formats applying the rules of punctuation, capitalization, number usage, word division, and word usage.
... Take unpreviewed new-material dictation at a minimum of 60 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

64 Advanced Symbolic Shorthand (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 62 or equivalent

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

... Demonstrate the ability to construct shorthand outlines under the stress of dictation.
... Produce mailable transcripts under the stress of time using the basic elements of transcription: English usage, grammar, punctuation, capitalization, number usage, spelling, word division, word usage, and acceptable formats.
... Take unpreviewed new-material dictation (official) at a minimum of 80 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

65 Executive Symbolic Shorthand (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 62 or equivalent

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

... Demonstrate the ability to construct shorthand outlines under the stress of dictation.
... Produce mailable transcripts under the stress of time using the basic elements of transcription: English usage, grammar, punctuation, capitalization, number usage, spelling, word division, word usage, and acceptable formats.
... Take unpreviewed new-material dictation (official) at a minimum of 100 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.
... Demonstrate the ability to take notes of meetings and transcribe in acceptable format.

66B Beginning Shorthand, Alpha I (2)
2 hours lecture per week
Prerequisites: OAT 20 or 21 or Department Chair approval

Introduces reading and writing alphabetic shorthand theory. Develop speed in taking dictation and transcribing. Take new-material dictation (official) at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 90 percent accuracy.

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

... Use a fast and legible writing system that will enable

students to take notes from readings and lectures.
... Take new-material dictation (official) at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 90 percent accuracy.

66C Beginning Shorthand, Alpha II (2)
2 hours lecture per week
Prerequisites: OAT 20 or 21, and OAT 66B, or Department Chair approval

Further develops reading and writing alphabetic shorthand theory. Integrates English, alpha shorthand, and keyboarding skills to produce transcripts in acceptable formats while incorporating all grammar rules. Take new-material dictation (official) at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy while incorporating all grammar rules during the transcription.

Upon successful completion of this course, the student should be able to:
... Demonstrate proficiency in reading and writing abbreviated outlines.
... Produce acceptable transcripts of new material dictated at a minimum of 40 words per minute.
... Take new-material dictation (official) at a minimum of 40 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

68 Intermediate Shorthand, Alpha (4)
2 hours lecture and 4 lecture/lab per week
Prerequisites: OAT 66C or Department Chairperson's approval

Integrate English, shorthand, and transcription skills to produce transcripts in mailable formats while applying the rules of punctuation, capitalization, number usage, word division, and word usage. Take unpreviewed new-material dictation at a minimum of 60 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

Upon successful completion of this course, the student should be able to:
... Integrate English, shorthand, and transcription skills to produce transcripts in mailable formats while applying the rules of punctuation, capitalization, number usage, word division, and word usage.
... Take unpreviewed new-material dictation at a minimum of 60 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

70 Advanced Shorthand, Alpha (4)
2 hours lecture and 4 lecture/lab per week
Prerequisites: OAT 68 or Department Chairperson's approval

Construct shorthand under the stress of dictation. Produce mailable transcripts under the stress of time using the basic elements of transcription. Take unpreviewed new-material dictation (official) at a minimum of 80 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

Upon successful completion of this course, the student should be able to:
... Demonstrate the ability to construct shorthand under the stress dictation.
... Produce mailable transcripts under the stress of time using the basic elements of transcription: English usage, grammar, punctuation, capitalization, number usage, spelling, word division, word usage, and acceptable formats.
... Take unpreviewed new-material dictation (official) at a minimum of 80 words per minute for three minutes and transcribe with a minimum of 95 percent accuracy.

71 Machine Shorthand Theory I (5)
4 hours lecture, 2 hours lecture/lab per week
Prerequisites: Type at 45 words per minute for five minutes with no more than five errors, qualification for ENG 100 or 160

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic responses and reading from machine shorthand notes.
... Transcribe machine notes in acceptable formats.

72 Machine Shorthand Theory II (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 71 or equivalent

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic responses and reading from machine shorthand notes.
... Take familiar-material dictation at a minimum of 60-80 words per minute for three minutes with a minimum of 95 percent accuracy.
... Transcribe shorthand notes in acceptable formats.

73 Machine Shorthand Theory III (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 72 or equivalent

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic responses and reading from machine shorthand notes.
... Take familiar-material dictation at a minimum of 80-100 words per minute for five minutes with a minimum of 95 percent accuracy.
... Transcribe machine notes in acceptable formats.

74 Machine Shorthand Skill Building I (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 73 or equivalent

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic response.
... Demonstrate use of the stenograph machine in taking verbatim dictation of material found in literary material at 100 to 140 words per minute.
... Demonstrate familiarity in the use of business terminology.
... Read and transcribe shorthand notes accurately, and present them in acceptable formats within a given time frame.

75 Machine Shorthand/Skill Building II (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 74 or equivalent

Upon successful completion of this course, the student should be able to:
... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic response.
... Demonstrate use of the stenograph machine in taking verbatim dictation of material found in literary and jury charge material at 140 to 180 words per minute.
... Demonstrate familiarity in the use of business and legal terminology.
... Read and transcribe shorthand notes accurately and present them in acceptable formats within a given time frame.

76 Machine Shorthand/Skill Building III (4)
2 hours lecture, 4 hours lecture/lab per week
Prerequisites: OAT 75 or equivalent and type at 65 words per minute for 5 minutes with no more than 5 errors

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

... Demonstrate a knowledge of machine shorthand theory by writing machine shorthand with accurate automatic response.
... Demonstrate use of the stenograph machine in taking verbatim dictation of material found in literary, jury charge, and two-voice testimony material at 140 to 160 words per minute.
... Demonstrate familiarity in the use of business and legal terminology.
... Read and transcribe shorthand notes accurately and present them in acceptable formats within a given time frame.

80 Machine Transcription I (2)
2 hours lecture per week
Prerequisites: OAT 21 or equivalent and qualify for/or completion of ENG 51 B, C,

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

... Demonstrate proficiency in operating transcribing equipment.
... Transcribe material in acceptable business correspondence format.
... Proofread and edit documents.

81 Machine Transcription II (3) **Fall**
3 hours lecture per week
Prerequisites: OAT 80 or equivalent, OAT 30

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

... Demonstrate the efficient operation of transcribing equipment and its operating features.
... Demonstrate the ability to transcribe in mailable format for dictated material on a word processor.

83 Medical Transcription (3)
3 hours lecture per week
Prerequisites: OAT 80 or equivalent; HLTH 110 or concurrent enrollment; ENG 50 or 51B, C, D

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

... Attain a level of competency in medical transcription and qualify forinitial position in a clinic, a hospital, or a doctors office.
... Identify a wide variety of new careers once the student has become proficient as a medical transcriptionist.

93V Cooperative Education (3-4) **Spring**
1 hour lecture, 4-6 hours lecture/lab per week. Hours variable.
Prerequisites: OAT 21 or equivalent

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

... Obtain related paid work experience in the business community which correlate with the student's major area of study and the skills and knowledge acquired in the classroom.
... Develop characteristics necessary to successfully hold a job in the present business world - sense of responsibility, independent judgment, growth in maturity, and human relations.

PHARMACOLOGY (PHARM)

103 Introduction to Pharmacology (1)
1 hour lecture per week
Prerequisites: BIOL 22, 130, or ZOOL 141
Recommended Preparation: HLTH 110 and 150

Scope of pharmacology including definitions, drug standards, classification, common drugs within each classification; drugs commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities); legislation.

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

... Identify major drug classifications and common drugs within each classification.
... Identify drugs commonly used in the prevention, diagnosis, and treatment of disease (action, side effect, and related responsibilities).
... Interpret abbreviations and symbols accurately as they relate to drug administration.
... Recognize major factors which affect drug action.
... Become familiar with standards and legislation as they relate to drugs and their administration.
... Use appropriate references for obtaining drug information.

104 Pharmacological Treatment of Disease (1)
Prerequisites: BIOL 22, 130, or ZOOL 141
Corequisites: PHARM 103
Recommended Preparation: HLTH 150 and HLTH 110

Survey of medications commonly used in the prevention, diagnosis, and treatment of diseases, with discussion of pharmacological action, side effects, and related responsibilities.

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

... Identify major drug classifications and common drugs within each classification.
... Identify drugs commonly used in the prevention, diagnosis and treatment of disease (action, side effect, and related responsibilities).
... Interpret abbreviations and symbols accurately as they relate to drug administration.
... Recognize major factors which affect drug action.
... Become familiar with standards and legislation as they relate to drugs and their administration.
... Use appropriate references for obtaining drug information.

105 Administration of Medications (1)
2 hours lecture/lab per week
Prerequisites: BIOL 22, 130, or ZOOL 141
Corequisites: PHARM 103, 104
Recommended Preparation: HLTH 150 and 110

Application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections; preparation and administration of oral medication, immunizations.

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

... Apply the basic concepts required for medication administration.
... Solve conversion problems within and among the following systems: household, metric, and apothecary.
... Interpret abbreviations and symbols accurately as they relate to drug administration.
... Solve drug calculation problems.
... Apply the specific rules of safe drug administration.
... Correctly administer oral, eye, ear, nose, and parenteral drugs in simulated lab situations.

203 General Pharmacology (3)
3 hours lecture per week
Prerequisites: ZOOL 141, 141L, ZOOL 142, 142L, or equivalent; Chemistry is recommended

This is a general pharmacology course that includes discussion of the major categories of drugs, their mechanism of action, toxicity, administration considerations, and uses. This course is intended for nursing student and students in the other health occupations.

PHILOSOPHY (PHIL)

100 Introduction to Philosophy (3) AH4
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of methods, values, and types of philosophy. Intended for non-majors.

Upon successful completion of this course, the student should be able to:
... Recognize the major world views that have dominated and sometimes polarized Western philosophy.
... Demonstrate knowledge of major Western thinkers and of the major concerns of Western philosophy, such as the problem of God, the nature of reality, the nature of self, ethical concerns, problems of truth, and problems of meaning.
... Show awareness of contemporary philosophical trends and conflicts.
... Better understand their own world view and value system.
... Express ideas and opinions clearly in writing.

102 Introduction to Philosophy: Asian Traditions (3) AH4
3 hours lecture per week
Recommended Preparation: Completion of or qualification for ENG 100 or 160

A survey of the major themes and schools of Asian philosophy.

Upon successful completion of this course the student should be able to:
... Critically reflect upon and articulate their ideas about reality.
... Understand the concerns of Asian philosophy.
... Appreciate contrasts between Asian and Western thought.
... Recognize the methods of philosophical reflection.
... Be aware of their personal value system.
... Understand the vocabulary of Asian philosophy.
... Know the existence and characteristics of the major schools of Asian philosophy.
... Be aware of the development of the schools of Asian philosophy and their occasional influence on each other.
... Appreciate influence of Asian philosophy on the West.
... Express ideas and opinions clearly in writing.

110 Introduction to Logic (3) M/L
3 hours lecture per week
Prerequisites: Qualification for MATH 27.
Recommended Preparation: Completion of or qualification for ENG 100 or 160

Development of basic problem-solving skills and an understanding of the principles and concepts involved in clear thinking. Emphasized will be the concepts of truth and validity, deductive reasoning, fallacious modes of argument, and the criteria of adequate evidence in science and ordinary life.

Upon successful completion of this course the student should be able to:
... Demonstrate knowledge of informal fallacies by identifying typical instances in everyday life.
... Translate logical problems into symbolic notation.
... Show ability to recognize the basic valid forms of argument.
... Employ formal rules of logic in deductive analysis.
... Construct truth-tables for argument forms.
... Understand the use of Venn Diagrams.

200 History of Philosophy I (3) AH4
201 History of Philosophy II (3) AH4
3 hours lecture per week

PHIL 200 covers Western philosophy from the era of Greek thinkers to the Renaissance.

PHIL 201 covers Western philosophy from the Renaissance to the present.

Upon successful completion of PHIL 200 or 201, the student should be able to:
... Recognize the major world views of ancient and medieval/modern and contemporary western philosophy.
... Demonstrate knowledge of the ways in which ancient and medieval/modern and contemporary Western philosophers deal with topics such as the nature of reality, the nature of the self, the existence of God, social and political problems, and the problem of meaning.
... Show awareness of the major thinkers of ancient and medieval/modern and contemporary philosophy.
... Express ideas and opinions clearly in writing.

250 Ethics in Health Care (3)
3 hours lecture per week
Prerequisites: ENG 100

Exploration of basic ethical theories and their application to ethical dilemmas with discussion of various methods of decision-making. Critical analysis of the ethical dimensions of health care.

Upon successful completion of this course, the student should be able to:
... Describe and apply a variety of major ethical theories to "real life" situations involving ethical decision making.
... Use such methods as Inquiry Based Learning for the study of ethical problems.
... Gain access to the literature of ethical theory.
... Describe multicultural perspectives that may affect ethical decisions in health care.
... Describe the criteria for decision making competency.
... Distinguish between personal values, professional values and obligations, and legal obligations.

... Distinguish between personal morality and professional ethics.

PHYSICAL THERAPIST ASSISTANT (PTA)

100 Introduction to Physical Therapy (3) Fall, Spring
3 hours lecture per week, 10 hours P.T. observation
Recommended Preparation: ENG 100, COMUN 145

It is strongly recommended that this course be taken prior to application to the PTA program.

This course defines the role of the physical therapist assistant in patient care; provides basic knowledge and skills in record-keeping and communications in a health care facility including ethical, medical, legal, and fiscal considerations; and introduces rehabilitation concepts, procedures, aids, and terminology.

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

... Define student and faculty responsibilities and duties in the Physical Therapist Assistant program.
... Describe the key terms in Physical Therapy.
... Describe the history and development of Physical Therapy as a profession.
... Understand the roles of the Physical Therapy and the Physical Therapy Assistant.
... Understand the role of other health care workers in patient care.
... Understand the importance and successfully deal with the psychological aspect of patient care.
... Understand the importance of ethics in clinical behavior.
... Discuss the legal aspects of patient care.
... Understand and discuss the fiscal aspects of patient care.
... Observe 10 hours in a Physical Therapy department/ practice.
... Describe key services provided by Physical Therapy.

202 Thermal Agents (1)
1 hour per week
Note: the descriptions of 202 and 202L are identical

202L Thermal Agents Lab (1)
3 hours lab per week
Note: the descriptions of 202 and 202L are identical
Prerequisites: Admission to PTA program or consent of PTA program director
Corequisites: All 3rd semester PTA courses

This course covers the pathophysiological processes involved in the use of physical agents, the effects of the agents, their production, and any hazards inherent in their use. The physical agents addressed are heat, cold, ultraviolet, and ultrasound. Emphasis is placed on the theory and application as they may be used in a fully integrated treatment plan.

Upon successful completion of these courses, and given a patient of any age with a referral and a complete physical therapy evaluation, the student should be able to:

... Identify and collect appropriate data about the patient.
... Identify the patient's physical therapy problems from evaluation data, given or gathered, that can be addressed by physical agents.
... Set realistic goals that can be accomplished by using physical agents.
... Plan a treatment program for the patient, which includes appropriate utilization of physical agents.
- Compare alternative methods based on pathology effects of treatment, precautions, factors imposed by the patient's condition and age, departmental policy, equipment availability, cost and time factors.
- Select the appropriate treatment based on comparison of alternative methods.
- Sequence treatments in order to maximize the effectiveness of each part.
- Discuss delegation of treatment to non-professional personnel and their supervision.
- Describe the physical agents portion of the treatment plan in detail, including: effects, precautions, appropriate dosage for optimal safety, comfort and effectiveness, proper position for optimal safety, comfort and effectiveness.

... Implement treatment maintaining standards of comfort, modesty, safety, accuracy, and specificity.
- Position the patient considering comfort, accessibility, and safety. Drape the patient for comfort and accessibility.
- Instruct the patient accurately and thoroughly in language the patient can understand.
- Demonstrate all appropriate safety precautions, including use of correct body mechanics, in carrying out the treatment.
- Measure the correct dosage.
- Give appropriate follow-up care and instructions to the patient.
- Clean and maintain the equipment and treatment area.

... Describe the assessment of the patient's physiological, physical and subjective responses to treatment during and after each component of treatment and compare the responses to pre-treatment data.
... Modify treatment and/or goals according to reassessment results when appropriate.
- Describe the adaptation of the treatment for home use if indicated.

203 Therapeutic Exercise I (1)
1 hour lecture per week
Note: The descriptions of 203 and 203L are identical

203L Therapeutic Exercise Lab I (1)
3 hours lab per week
Note: The descriptions of 203 and 203L are identical
Prerequisites: Admission to PTA program or consent of PTA program director
Corequisites: All third semester PTA courses

Basic principles of therapeutic exercise to include theory of the body's response to exercise in normal and pathological states: passive, assistive, and active ROM; isometric, isotonic, isokinetic techniques, and PRE programs.

Upon successful completion of of these courses, the student will be able to:

... Position a person correctly for exercise considering gravitational efforts.
... Stabilize correctly for exercise.
... Demonstrate range of motion exercise to all body segments in a safe, effective and efficient manner to include passive, assistive, and active techniques.
... Demonstrate strengthening exercise programs for neck, trunk, UE, and LS.

... Demonstrate and describe differences in strength versus endurance exercise.
... Demonstrate and describe by contrast and comparison the types of exercise labeled isometric, isotonic, isokinetic.
... Demonstrate, describe, and apply PRE techniques using the following methods: Oxford, DeLorme, BME.
... Design an exercise program based on the instructor's evaluation of the individual and care plan developed.

204 Traction (1)
2 hours lecture/lab per week
Prerequisites: Admission to Physical Therapist Assistant program or consent of PTA program director
Corequisites: PTA 3rd semester courses

Principles of cervical and lumbar traction as they relate to clinical application: description, indications, contraindications, techniques, frequency, and safety.

Upon satisfactory completion of this course, the student should be able to:
... Position a person correctly for cervical lumbar traction considering treatment goals.
... Demonstrate application of and use of a variety of cervical and lumbar procedures including standard, occipital harness, over-the-door cervical, and supine prone asymmetric inversion lumbar traction techniques.
... Identify the differences in static and intermittent procedures and know the rationale behind treatment choices.
... Document accurately the use of cervical and lumbar traction apparatus
... Perform ethically and safely traction techniques.

205 Measurement for the Physical Therapist Assistant (1)
3 hours lab per week
Prerequisites: Admission to PTA program or consent of PTA program director
Corequisites: All third semester PTA courses

Theory and skills in basic measurements within the role of the Physical Therapist Assistant. Includes goniometry, ROM, gross functional strength testing, circumferential and axial measurements.

Upon successful completion of this course, the student should be able to demonstrate:
... Accurate and efficient goniometry, muscle testing, and other measures of the extremities, trunk and neck.
... Accurate and efficient recording in medical records of each of the various measurements presented in class.
... Selection of the correct measurement tool for the task.
... Accurate positioning and stabilization of the body when performing or assisting the physical therapist in measurements (i.e. goniometry and muscle tests).
... Ability to describe and apply the theoretical concepts of goniometry, gross strength tests, circumferential and axial measures.
... Completion of the MACs skills in both lab and clinic assignments.

206 Massage (1)
3 hours lab per week
Prerequisites: Completion of third semester of PTA program or consent of PTA program director
Corequisites: All fourth semester PTA courses

A basic course in Swedish massage techniques with significant manual skills practice in all areas of the body. Exposure to selected other massage techniques.

Upon successful completion of this course, the student should be able to:
... Perform a basic therapeutic massage to include effleurage, petrissage, and friction appropriately applied in sequence.
... Apply massage techniques appropriately to body parts in relation to desired physiologic effects.
... Recall and apply indications and contraindications for massage.
... Perform ethically and safely the therapeutic techniques.

207 Aquatic Physical Therapy (1)
3 hours lab per week
Prerequisites: Satisfactory completion of PTA third semester or consent of PTA program director
Corequisites: PTA 4th semester courses

Current physical therapy concepts related to the use of an aquatic medium for therapeutic and rehabilitative purposes.

Upon satisfactory completion of this course, the student should be able to:
... Apply an understanding of the physical properties of water to the design of effective pool treatment programs.
... Demonstrate knowledge of the body's physiological response to immersion in the therapeutic pool.
... Demonstrate knowledge of health and safety issues related to pool therapy.
... Demonstrate knowledge of principles of selected pool therapy techniques and effective application to specific patient problems.
... Demonstrate knowledge of available pool design options and pool therapy equipment for conducting a pool therapy program.
... Demonstrate knowledge of adapted swimming techniques and wheelchair athletics.
... Integrate dry land stabilization exercises with aquatic physical therapy techniques.

208 Advanced Therapeutic Exercise (1)
1 hour lecture per week
Note: The descriptions of 208 and 208L are identical

208L Advanced Therapeutic Exercise Lab (1)
3 hours lab per week
Note: The descriptions of 208 and 208L are identical
Prerequisites: Satisfactory completion of PTA third semester or consent of instructor
Corequisites: PTA fourth semester

A presentation of advanced principles of therapeutic exercise to include theory of the body's response to exercise. Exposure to the variety of advanced therapeutic exercises principles, including but not limited to proprioceptive neuromuscular facilitation, V02 maximum testing, isokinetic testing, advanced application of endurance, resistance, and strength equipment.

Upon successful completion of these courses and given: 1) an individaul of any age, and 2) a subjective and objective evaluation of the individual, the student should be able to:
... Discuss the value of exercise for rehabilitating, promoting, and maximizing health and performance.
... Discuss the biomechanical, physiological, neuromotor, and cognitive/behavioral parameters of any exercise and their impact on the response to the exercise.
... Design an exercise program for any individual or group of individuals applying the principles of biomechanics, exercise physiology, kinesiology, motor learning, neurophysiology, and pathophysiology.

... Implement an exercise program applying the principles of biomechanics, exercise physiology, kinesiology motor teaming.
... Assess the outcome of an exercise program and implement appropriate modifications.
... Critically analyze a given exercise program for any individual.

209 Modalities/Techniques (1)
3 hours lab per week
Prerequisites: Satisfactory completion of PTA third semester or consent of PTA program director
Corequisites: PTA fourth semester courses

Basic principles of modalities and techniques in physical therapy, including but not limited to burn care, gait analysis, prosthesis/orthotics, bracing apparatus.

Upon successful completion of this course, the student will be able to:
... Apply given techniques appropriately in relation to desired effects.
... Document accurately therapeutic intervention and response
... Identify characteristics of given modalities and techniques by diagnosis.
... Recognize accurate responses to modalities and techniques.
... Recognize the range of patient responses to each form of modality and technique and take appropriate action
... Operate in a safe, efficient, and effective manner all forms of modalities and techniques presented in class.
... Follow a licensed physical therapist plan of care for given modality or technique.

212 Techniques for Neuropathologies (1)
1 hour lecture per week
Note: The descriptions of 212 and 212L are identical

212L Techniques for Neuropathologies Lab (1)
3 hour lab per week
Note: The descriptions of 212 and 212L are identical
Prerequisites: Satisfactory completion of third semester of PTA program or consent of PTA program director
Corequisites: All fourth semester PTA courses

An overview of techniques in use with various neuropathologies, indications, contraindications, goals, and objectives. Lab practice of therapeutic techniques used for patients with neuropathologies such as TBI, SCI, CVA, Guillain-Barre' syndrome, Parkinson's syndrome, Alzheimer's, PNI, polio, ALS, multiple sclerosis, various dystrophies, and others. Emphasis is on neuropathology acquired in adulthood.

Upon successful completion of this course, the student should be able to:
... Identify classifications of neuropathologies.
... Identify rehabilitation potential of neuropathologies
... Recognize accurate responses to techniques.
... Follow POC designed by Physical Therapist to apply techniques.
... Document accurately therapeutic intervention and response
... Identify characteristics of neuropathologies by diagnoses

245 Clinical Practicum and Seminar I (4)
1 hour seminar per week, 160 hours total clinical practice
Prerequisites: Admission to PTA program
Corequisites: All third semester PTA courses

The first of a three-part series designed to integrate the student's clinical and didactic experiences by developing problem-solving and interpersonal skills. Application of the knowledge and skills gained in corequisite major courses with refinement of skills and abilities in therapeutic procedures and modalities occurring in off-campus clinical settings. Basic patient care skills are included in the initial seminar classes.

Upon successful completion of this course, the student should be able to:
... Provide physical therapy services as specified in the plan of care developed by the supervising physical therapist using appropriate selected treatment procedures and skills.
... Exhibit proper professional behavior.
... Identify the respective responsibilities of the student, clinic and college in the clinical experience.
... Use the PTA/MACS as a competency based assessment, study, and performance guide.
... Know select issues of the clinic as a classroom.
... Practice patient confidentiality concerning patient information.

255 Clinical Practicum and Seminar II (3)
1 hour seminar per week, 80 hours total clinical practice
Prerequisites: Satisfactory completion of 3rd semester of PTA program
Corequisites: All fourth semester PTA courses

The second of a three-part series designed to integrate the student's clinical and didactic experiences by developing problem-solving and interpersonal skills. Application of the knowledge and skills gained in corequisite major courses with refinement of skills and abilities in therapeutic procedures and modalities occurring in off-campus clinical settings. Basic documentation and employment skills.

Upon successful completion of this course, the student should be able to:
... Complete MACS skills assigned.
... Complete optional MACS skills as clinical assignments allow.
... Use SOAP and problem-oriented documentation procedures.
... Practice clinical skills from prerequisite and corequisite courses at or above minimal acceptable competency at assigned clinical sites.
... Demonstrate competency in documentation and required technical writing.
... Demonstrate comprehension of patient care audits for quality assurance.
... Role play employment interviews and prepare employee documentation.

260 Clinical Practice III (6)
40 hours per week, 8 weeks
Prerequisites: Satisfactory completion of fourth semester of PTA program
Note: Mandatory CR/NC grading.

A continuation of PTA 140 and 240, this course is the application in the clinical setting of knowledge and skills gained in prerequisite major courses. It provides for the development and refinement of skills and abilities in therapeutic procedures and modalities.

Upon successful completion of this course the student should be able to:
... Provide physical therapy services as specified in the plan developed by the physical therapist which includes:
1. Skills .1 through .39 of the Physical Therapist Assistant Mastery and Assessment of Clinical Skills (PTA/MACS) with emphasis on skills .30-.37.
2. Use of appropriate treatment techniques including:

- Instruction of patient as to method and purpose of treatment procedure and proper use of assistive devices.
- Encouraging the patient to achieve maximum potential.
- Selection of effective sequence for treatment.
- Instruction of health care providers to perform selected treatment procedures and functional activities.
- Modification of program according to patient's needs.
- Demonstration of an awareness of the total patient.
- Response to acute changes in physiological state.
- Demonstration of safe, ethical, and legal practice.
- Practicing the principles of body mechanics.
- Proper use and adjustment of equipment.
- Cleaning of treatment area after use.
- Demonstration of ability to organize time.

... Exhibit proper personal behavior

1. Present a professional appearance in the assigned Physical Therapy Assistant uniform.
2. Conduct themselves in a professional manner.
   - Accept responsibility.
   - Abide by the regulations of the clinical facility.
   - Seek out learning experiences.
   - Show consideration of the attitudes and beliefs of others.
   - Assist and cooperate willingly with co-workers.
   - Refer question(s) they cannot or should not answer to the proper authority.
   - Identify situations that should be reported to the supervisor.
   - Maintain confidentiality of information.
   - Response favorably to criticism and suggestions.
   - Recognize their own strengths and limitations.
   - Indicate clear understanding of their role as a Physical Therapist Assistant.
   - Be able to problem-solve in the role of the Physical Therapist Assistant.
   - Seek assistance with patient care as needed to insure adequate treatment.
   - Complete assignments.
3. Maintain appropriate interpersonal relationships.

265 Electrotherapy for Physical Therapist Assistants (1)

1 hour lecture per week
Prerequisites: Satisfactory completion of third semester of PTA program or consent of PTA program director
Corequisites: All fourth semester PTA courses

Theories and physiological responses of human tissue to electrical stimulation. Therapeutic applications of various forms of electrical stimulation; indications, contraindications, and precautions. Lab experience and demonstration of safe, efficient therapeutic electrical stimulation.

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

... Recall indications/contraindications for electrical stimulation.
... Follow a licensed physical therapist plan of care for patient electrical stimulation.
... Choose the correct stimulation for the treatment.
... Recognize the range of patient responses to each form of electrical stimulation and take appropriate action.

265L Electrotherapy Lab for Physical Therapist Assistants (1)

3 hours lab per week
Prerequisites: Satisfactory completion of third semester of PTA program or consent of PTA program director
Corequisites: All fourth semester PTA courses

Therapeutic applications of various forms of electrical stimulation; indications, contraindications, and precautions. Lab experience and demonstration of safe, effective, and efficient therapeutic electrical stimulation.

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

... Operate in a safe, efficient, and effective manner all forms of electrical stimulations presented in class.
... Recall indications/contraindications for electrical stimulation.
... Follow a licensed physical therapist plan of care for patient electrical stimulation.
... Choose the correct stimulation for the treatment.
... Recognize the range of patient responses to each form of electrical stimulation and take appropriate action.

275 Pediatrics for the Physical Therapist Assistant (1)

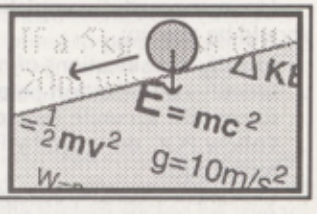
1 hour lecture 3 hours lab per week
Prerequisites: Satisfactory completion of third semester of PTA program or consent of PTA program director
Corequisites: All fourth semester PTA courses

Fundamental theory of normal motor development, developmental disability, and pathophysiology of the pediatric patient. Includes selected therapeutic interventions for orthopedic and neurological disorders in pediatrics, introduction to adaptive and therapeutic equipment for treating pediatric patients, and special techniques for working with pediatric patients and care givers.

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

... Describe general concepts of infant motor development and infant movement.
... Demonstrate functional movements and components of flexion, extension, lateral flexion and rotation as they occur in infant development.
... Identify normal and abnormal postures in infant development.
... Recognize types of behavior problems and an approach to behavior management.
... Identify the components of development as they apply to abnormal neurologic and orthopedic development of children.
... Describe or identify selected deformities, activities and indications for therapeutic interventions in selected muscle diseases and general medical conditions which contribute to abnormal development of children.

PHYSICS (PHYS)



100 Survey of Physics (3) NS2

3 hours lecture per week
Prerequisites: MATH 25 or its equivalent.
Registration in PHYS 100L optional

Introduction to physics; concepts and developments of classical physics.

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

... Demonstrate knowledge and understanding of some basic concepts and principles of physics.
... Demonstrate insights into associations and relationships of the topics treated in the course.
... Utilize elementary abstract thinking and analytical reasoning.
... Understand mathematical proportionality in physical principles.
... Utilize calculation techniques with mathematically formulated principles.
... Identify and assess quantitative information in terms of principles.
... Better utilize and control the physical environment.
... Understand the descriptions and principles of motion.
... Understand mechanical energy, power, and efficiency.
... Understand thermodynamics and the kinetic theory of matter.
... Understand the basic principles of electricity and magnetism.

100L Survey of Physics Laboratory (1) NS2
3 lab hours lab per week
Prerequisites: Credit or registration in PHYS 100

Simple experiments in basic concepts of physics.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of direct experience into some scientific concepts and principles.
... Demonstrate insights into the interaction between theory and experiment.
... Design procedures for acquiring information from experimentation.
... Record data, analyze data, and extract information from data.
... Demonstrate skills at making quantitative determinations with formulations.
... Demonstrate some experience with the use of instruments and equipment.

151 College Physics I (3) NS2
3 hours lecture per week
Prerequisites: MATH 140 or knowledge of trigonometry

Principles, theories, and problem solving in motion, mechanical energy, waves, thermal energy, and thermodynamics.

Upon successful completion of this course, the student should be able to:
... Demonstrate minimum knowledge and skills of motion, mechanical energy, thermal energy, and thermodynamics.
... Demonstrate an understanding of and insights into the concepts and principles related to motion, mechanical energy, thermal energy and thermodynamics.
... Develop insights into the associations and relationships in the above topics.
... Utilize abstract thinking and analytical reasoning.
... Understand mathematical proportionality in physical principles.
... Identify and assess quantitative information in terms of physical principles.
... Utilize calculation techniques with mathematically formulated principles.

151L College Physics Laboratory I (1) NS2
3 hours laboratory per week
Prerequisites: Credit or registration in PHYS 151

Introduction to experimental analysis, physical observations, and measurements in subjects related to PHYS 151.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of some direct experiences in concepts and principles.
... Develop insights into the interactions between theory and experiments.
... Design procedures for acquiring information from experimentation.
... Record, analyze, and extract information from data.
... Demonstrate skills at making quantitative determinations with formulations.
... Use laboratory instruments and equipment.
... Acquire knowledge and insights into the subjects of laboratory projects.

152 College Physics II (3) NS2
3 hours lecture per week

Principles, theories and problem solving in electricity, magnetism, light, relativity theory, quantum atomics, and nuclear reactions.

Upon successful completion of this course, the student should be able to:
... Demonstrate minimum knowledge and skills in electricity, magnetism, light, relativity theory, quantum atomics, and nuclear reactions.
... Demonstrate an understanding of and insights into the concepts and principles related to electricity, magnetism, light, relativity theory, quantum mechanics, and nuclear reactions.
... Develop insights into the associations and relationships in the above topics.
... Utilize abstract thinking and analytical reasoning.
... Understand mathematical proportionality in physical principles.
... Identify and assess quantitative information in terms of physical principles.
... Utilize calculations techniques with mathematically formulated principles.

152L College Physics Laboratory II (1) NS2
3 hours laboratory per week
Prerequisites: Credit or registration in PHYS 152

Introduction to experimental analysis, physical observations and measurements in subjects related to PHYS 152.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of some direct experiences in concepts and principles.
... Develop insights into the interactions between theory and experimentation.
... Design procedures for acquiring information from experimentation.
... Record, analyze, and extract information from data.
... Demonstrate skills at making quantitative determinations with formulations.
... Use laboratory equipment and instruments.
... Acquire knowledge and insights into the subjects of laboratory projects.

170 General Physics I (4)
4 hours lecture per week
Prerequisites: MATH 206 (or concurrent)
Recommended Preparation: PHYS 100 or high-school physics

An introductory calculus-based course dealing with the

principles and theories of the mechanics of particles, rigid bodies, and fluids; wave motion; thermodynamics and kinetic theory

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge and skills of motion, energy, wave theory, and thermodynamics.
... Demonstrate an understanding of and insights into the concepts and principles related to the kinematics and dynamics of motion, energy, wave theory, and thermodynamics
... Demonstrate insights into the associations and relationships of the topics treated in the course.
... Utilize abstract thinking and analytical reasoning in the analysis and solution of word problems.
... Understand mathematical techniques used in the explanation of physical phenomena.
... Utilize calculation techniques with mathematically formulated principles.
... Identify and assess quantitative information in terms of physical principles.

170L General Physics Lab I (1)
3 hours lecture/lab per week
Prerequisites: PHYS 170 (or concurrent)

Experimental analysis, physical observation, and measurements in mechanics, fluids, heat, and thermodynamics, emphasizing error analysis, measurement techniques, and report writing.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of some direct experiences of the concepts and principles covered in the course.
... Develop insights into the interaction between theory and experiments.
... Design procedures for acquiring information from experimentation.
... Record, analyze, and extract information from data acquired.
... Demonstrate skills at making quantitative determinations with formulations.
... Use laboratory instruments and equipment.
... Write a technical report.

272 General Physics II (3)
3 hours lecture per week
Prerequisites: PHYS 170, 170L, and MATH 206

An introductory calculus-based course dealing with the principles and theories of the mechanics of particles, rigid bodies and fluids; wave motion; thermodynamics, and kinetic theory.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge and skills of electricity, magnetism, and geometric optics.
... Demonstrate insights into the associations and relationships of the topics treated in the course.
... Utilize abstract thinking and analytical reasoning in the analysis and solution of word problems.
... Understand mathematical techniques used in the explanation of physical phenomena.
... Utilize calculation techniques with mathematically formulated principles.
... Identify and assess quantitative information in terms of physical principles.

272L General Physics Lab II (1)
3 hours lecture/lab per week
Prerequisites: PHYS 272 (or concurrent) and PHYS 170L

Experimental analysis, physical observation, and measurements in electricity, magnetism, and geometric optics; emphasis on error analysis, measurement techniques, and report writing.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of some direct experiences of the concepts and principles covered in the course.
... Develop insights into the interaction between theory and experiments.
... Design procedures for acquiring information from experimentation.
... Record, analyze and extract information from data acquired.
... Demonstrate skills at making quantitative determinations with formulations.
... Use laboratory instruments and equipment.
... Write a technical report.

POLITICAL SCIENCE (POLSC)

110 Introduction to Political Science (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

An introduction to the scope of political science, approaches to the discipline, its methods, its tools, its problems, and its processes.

Upon successful completion of this course, the student should be able to:
... Demonstrate an appreciation and interest in politics.
... Acquire the necessary political skills to cope with political life.
... Develop a political perspective which one may apply to contemporary social problems and institutions.
... Show the beginnings of a world view and a sensitivity to political and socio-economic events in other parts of the world.
... Show a personal growth which reflects a sharpened sense of one's own values in relation to political issues.
... Express ideas and opinions clearly in writing.

120 Introduction to World Politics (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Power and contemporary world politics since 1945 with emphasis on U.S. role.

Upon successful completion of this course, the student should be able to:
... Understand the relationships between nation states and the development of the international political order.
... Understand the role of international organizations and laws.
... Understand the different modes of conflict resolution.

... Apply knowledge of foreign, strategic and economic policy to analyzing current events.
... Understand politics of Europe, Middle East, Asia, Africa, and the Americas.

130 Introduction to American Politics (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

American political processes and institutions as seen through alternate interpretations.

Upon successful completion of this course, the student should be able to:
... Weigh critically the political alternatives and develop a sense of political efficacy and identity.
... Perceive the linkages between the political, economic, and social areas.
... Analyze current American political problems and propose possible solutions.
... Demonstrate a systems oriented approach to study political life in America.
... Propose viable political alternatives and strategies for change.

171 Political Design and Futuristics (3) SS
3 hours lecture per week
Prerequisites: Qualification for or completion of ENG 100 or 160

Using science, fact and fiction, this course shows how past and present images of the future influence peoples' actions.

Upon successful completion of this course the student should be able to:
... Demonstrate an appreciation and awareness of futuristic studies.
... Develop futurisitic interdisciplinary perspectives which may be applied to contemporary socio-economic and political problems and institutions.
... Demonstrate the ability to understand various cosmologies (a banch of philosophy dealing with the origins, processes, and structure of the universe) and epistemologies (a division of philosophy that investigates the nature and origins of knowledge) of the past and present as well as of the future.
... Exercise the ability to critically analyze material, empirical, and theoretical concepts. The student should be able to formulate and express values and opinions orally and in writing.
... Formulate alternative perspectives of personal and career choices.

270 Public Policy (3)
3 hours lecture per week
Recommended Preparation: ENG 100 or 160

A study of how various issues and problems of society become the basis of public policies.

Upon successful completion of this course the student should be able to:
... Demonstrate an appreciation and awareness of public policy analysis. Various public policy methodologies will be introduced to the student.
... Develop an interdisciplinary perspective which may apply to contemporary socioeconomic and political problems.
... Demonstrate critical thinking by being able to evaluate different approaches to the study of public policy.
... Critically analyze material, empirical and theoretical concepts. The student should be able to formulate and express values and opinions orally and in writing.

PSYCHOLOGY (PSY)

100 Survey of Psychology (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

A survey of psychology to acquaint students with the basic concepts and principles of psychology. Emphasizes lecture, multimedia presentations, discussions, and experimentation.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of the basic concepts and principles of psychology.
... Analyze skills necessary in scientific inquiry.
... Show how knowledge of psychology is useful to one's own life and in helping solve societal problems.
... Exhibit knowledge for problem solving and critical discussion.
... Demonstrate a critical approach to reading psychological literature.
... Express ideas and opinions clearly in writing.

170 Psychology of Adjustment (3) SS
3 hours lecture per week
PSY 170 may not be substituted for the PSY 100 prerequisite for 200 level PSY courses
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Understanding, evaluation, and improving adjustment ideas and techniques concerning behavior change and personal growth.

Upon successful completion of this course, the student should be able to:
... Describe four different models of human behavior: psycho-analytic, behavioristic, existential, and humanistic.
... Discuss what are normal and abnormal coping mechanisms and how these effective/ineffective coping behaviors are manifested.
... Develop a concept of "self" through self-examination, value clarification, etc.
... Discover tools for personal adjustment.
... Show knowledge of available psychological resources in the community and the basic method(s) they employ.
... Show awareness of the different roles one must take to live a responsible life within the family, community, and the general society.
... Express ideas and opinions clearly in writing.

202 Psychology of Women (3) SS
3 hours lecture/lab per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160
Cross-listed as WS 202

Survey of contemporary theoretical and research issues relevant to the psychological development and functioning of women. Topics covered include: gender differences in biology, personality, behavior, and development. Multicultural perspectives are emphasized.

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

... Demonstrate an understanding of theoretical perspectives on the development and functioning of women.
... Demonstrate an awareness of various methodological approaches used to research the psychology of women.
... Demonstrate awareness of contemporary psychological research on gender differences in biology, personality, behavior, and development.
... Demonstrate an ability to critically review material related to the psychology of women.
... Express ideas and opinions clearly in writing.

230 Introduction to Psychobiology (3)
3 hours lectures per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of the relation between behavior and biology. Emphasis will be on structure and function of the central nervous system along with the ethological analyses of behavior.

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

... Demonstrate an understanding of the basic structures and functions of the central nervous system and how these relate to observable behavior.
... Demonstrate an understanding of the methodologies used to explore the physiological bases of behavior.
... Demonstrate the ability to critically review material related to psychobiology.

240 Developmental Psychology (3)
3 hours lecture per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Emphasis on the psychological processes underlying development of the person from infancy through adulthood.

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

... Demonstrate awareness and understanding of the developmental process from conception to adulthood.
... Demonstrate an elementary awareness and understanding of the various stages of development.
... Critically review material about developmental psychology.
... Express ideas and opinions clearly in writing.

260 Psychology of Personality (3)
3 hours lecture per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of major theoretical approaches to personality, personality assessment, and personality change. Current research issues will be emphasized.

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

... Demonstrate understanding of the basic theoretical approaches to personality, and their corresponding views of development, change, and assessment.
... Demonstrate understanding of the various methodological approaches to personality research.
... Demonstrate ability to critically review material related to psychology of personality.

270 Introduction to Clinical Psychology (3)
3 hours lecture per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Survey of types of psychological problems, methods of assessment, types of treatment, along with the history and theories of behavior problems.

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

... Demonstrate an understanding of the development and maintenance of pathological behavior.
... Demonstrate awareness and basic understanding of the types of assessment and treatment of pathological behavior.
... Demonstrate an ability to critically review material related to clinical psychology.

QUANTITATIVE METHODS (QM)

252 Applied Math in Business (3)
3 hours lecture per week
Prerequisites: MATH 135 or placement recommendation of MATH 140 or above

The algebra and geometry of linear, quadratic, exponential, and logarithmic functions. Mathematics of finance-annuities, perpetuities, and present value. Derivatives, graphical analysis, and mathematical models as applied to business. Applications of the derivative to curve sketching and optimization.

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

... Understand and apply the concepts of functions, limits, and continuity to business and financial problems.
... Compute the derivatives of power functions, exponential and logarithmic functions, and any combination of these functions using the sum product, quotient, and chain rules.
... Apply the derivative to problems involving slopes, tangent lines, rates of change, and optimization.
... Apply concepts of limits and derivatives to graphing.
... Apply the graphing techniques of this course in solving applied problems.

RADIOLOGIC TECHNOLOGY (RAD)

Note: RAD courses are presented in two sections with sequential numbering within each section.

100 Introduction to Radiologic Technology (3) Fall
3 hours lecture per week
Prerequisites: Admission to the radiologic technology program

Corequisites: RAD 100L and 140, credit or concurrent BIOL 130

Radiologic technology and its role in health care, application of basic ethical principles in radiologic technology, darkroom procedures and techniques, principles of radiologic techniques and practical application, and basic positioning of structures.

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

... Practice basic ethical principles as a radiologic technologist in the performance of one's duties.
... Apply the knowledge and skill necessary for thorough and efficient function in a darkroom.
... Apply the principles of radiologic techniques and correlate this knowledge with practical application.
... Apply the principles of basic radiologic positioning of structures and correlate this knowledge with practical application.
... Describe the organizational structure of the hospital and its function in society.
... State a brief description of job tasks, educational systems, requirements for licensure, employment and career opportunities, and any special aptitudes necessary for working in radiologic technology as a health career.
... State the importance of having specific knowledge about professionalism, death, patient rights, ethics, health insurance, and other medical-legal considerations.

100L Introduction to Radiologic Technology Laboratory (1) **Fall**

3 hours laboratory per week
Prerequisites: Admission to the radiologic technology program
Corequisites: RAD 100 and 140

Lab to accompany RAD 100.

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

... Demonstrate mastery of tasks taught in RAD 100, including processing techniques, radiographic exposure and positioning, with emphasis on 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, BIOL 130
Corequisites: RAD 110L, 141, 149

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

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

... Apply the principles of x-ray technique and correlate this knowledge with practical application.
... Construct technique charts for all situations and kilovoltage ranges.
... Apply the principles of basic x-ray positioning of structures and correlate this with practical application.
... Apply knowledge of nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations.

110L Radiologic Technique Laboratory (1) **Spring**

3 hours lab per week
Prerequisites: RAD 100, 100L, 140
Corequisites: RAD 110, 141, 149

Lab to accompany RAD 110.

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

... Demonstrate mastery of tasks taught in RAD 110, including producing 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 135, or consent of instructor

Electrical and radiation physics.

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

... Explain the fundamentals of electrical and radiation physics and the basic principles underlying the operation of x-ray equipment and auxiliary devices.
... Apply the principles of radiation protection.
... Understand the effects of ionizing radiation in biologic systems.

149 Radiographic Film Critique I (1) **Spring**

1 hour lecture per week
Prerequisites: RAD 100, 100L, 140, BIOL 130
Corerequisites: RAD 110, 110L

Evaluation of radiographic technique through critique of films.

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

... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture classes.
... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture classes.
... Correlate knowledge of anatomy and physiology with radiographic procedures performed in RAD 140 and 141.

150 Radiographic Film Critique II (2) **Summer**

3 hours lecture per week for 12 weeks
Prerequisites: RAD 110, 110L, 120, 141, 149
Corequisites: RAD 142

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

... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture classes.
... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture classes.
... Correlate knowledge of anatomy and physiology with radiographic procedures performed in RAD 141 and 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.

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

... Practice principles of advanced x-ray positioning of osseous structures and correlate this knowledge with practical application.

200L Advanced Radiologic Positioning Laboratory (1) **Fall**

3 hours lab per week

Prerequisites: RAD 142, 150
Corequisites: RAD 200, 210, 240, 248
Lab to accompany RAD 200.

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

... Demonstrate mastery of tasks taught in RAD 200.
... Demonstrate mastery in construction of technique charts in advanced anatomy and positioning of the osseous system.
... Demonstrate mastery in procedures involving the use of contrast media.

210 Advanced Radiologic Technique (3) Fall
3 hours lecture per week
Prerequisites: RAD 142, 150
Corequisitess. RAD 200, 200L, 240, 248
Advanced principles of radiographic exposure.

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

... Explain the manipulation of exposure factors.
... Explain procedure in radiography involving the use of contrast media.
... Explain the methods of pediatric radiography.
... Explain certain changes that occur in disease and injury and their application to radiologic technology.
... Explain advanced principles of imagery and technique.
... Describe computer applications in radiology.

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.

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

... Explain the organization, function, supervision, and financial arrangements relative to the department of radiology.
... Explain the role of union in relationship to radiology department administration.

230 Special Radiographic Procedures (3) Spring
3 hours lecture per week, writing intensive
Prerequisites: RAD 200, 210, BIOL 130; C or better in ENG 100 required
Corequisites: RAD 220, 230L, 241, 249
Insight into special radiographic imaging and accessory equipment.

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

... Describe each special radiographic procedure in terms of patient preparation, contrast medium employed, general procedural methods, method of administering contrast media, special equipment utilized, projections required, and anatomy visualized.
... Describe the function of pneumo chairs and patient cradle.
... Explain the basic function of basic physiologic monitoring equipment.
... Describe the special needles, guide wires, and catheters required for each special procedure.
... Label the component parts, and explain how each type of changer works in a clinical situation.
... Describe the procedural steps involved in the Seldinger technique and lumbar puncture.
... Distinguish between the different modes of imaging systems.
... Analyze the types of image intensification system.
... Describe new types of image detector principles.

230L Special Radiographic Procedures Laboratory (1) Spring
3 hours lab per week
Prerequisites: RAD 200, 210, BIOL 130
Corequisites: RAD 220, 230, 241, 249
Lab to accompany RAD 230.

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

... Demonstrate mastery of tasks taught in RAD 220 and 230.

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.

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

... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture and lab classes.
... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture and lab classes.
... Correlate knowledge of anatomy and physiology with radiographic procedures performed during RAD 240.

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 mode during special procedures.

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

... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture and lab classes.
... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture and lab classes.
... Correlate knowledge of anatomy and physiology with radiographic procedures performed during RAD 241.

255 Applied Radiologic Principles (1) Spring
1 hour lecture per week
Prerequisites: Satisfactory completion of third semester of Radiologic Technology (RAD) program
Corequisites: All major courses in 4th semester of RAD program
Synthesis and correlation of imaging techniques as related to basic principles of radiography and implications of emerging technology.

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

... Describe all aspects of radiographic imaging principles and procedures.
... Describe impact of emerging technology in diagnostic imaging on radiography.
... Demonstrate responsibility for continuing education.
... Demonstrate proficiency in the following areas:
- Radiation protection
- Equipment operation and maintenance
- Image production and evaluation

- Radiographic procedures
- Patient care and management

260 Radiation Biology and Protection (2) Summer
4 hours lecture per week for eight weeks
Prerequisites: Satisfactory completion of 4th semester of Radiologic Technology program
Corequisites: RAD 242

Effects of ionizing radiation in biologic systems; application to radiography, radiation therapy, and nuclear medicine; importance of minimizing exposure and proper techniques.

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

... Describe the effects of ionizing radiation in a given biologic system.
... Understand the importance of minimizing radiation exposure.
... Cite the importance of specific proper techniques in minimizing exposure.
... Demonstrate an understanding of radiobiology as it pertains to radiography, radiation therapy, and nuclear medicine.

Hospital Radiographic Technique

Courses in this area provide approximately 2200 hours of clinical 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 radiograph 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, skull (sinuses, facial bones, mastoids, mandible), spine, pelvis (hip-nailing), shoulder and thoracic cage and cavity (lungs, heart, and sternum).

140 Hospital Radiographic Technique (6) Fall

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis on the chest, abdomen, upper extremity, shoulder girdle, lower extremity, hip joint, and pelvic girdle.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

141 Hospital Radiographic Technique (6) Spring

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis on the skull, facial bones, spine, and bony thorax.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

142 Hospital Radiographic Technique (6) Summer

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis on the cranium and bedside radiography of the chest, abdomen, and skeletal system.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

240 Hospital Radiographic Technique (6) Fall

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis upon radiographics examinations using contrast media of the gastrointestinal and urinary systems.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.
... Demonstrate knowledgeof pediatric radiography.

241 Hospital Radiographic Technique (6) Spring

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis on special radiographic examinations and imaging techniques studied in RAD 230 and 230L.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

242 Hospital Radiographic Technique (6) Summer
36 hours clinical per week for nine weeks
Prerequisites: Satisfactory completion of fourth semester of RAD program
Corequisites: RAD 260

Hospital clinical experience with emphasis on experiences in operating room examinations with an advanced level of safe, correct radiographic technique and positioning, adaptation of technical factors to meet the clinical situation, and correlation of anatomy and physiology to radiographic procedure and techniques. Includes rotation in either nuclear medicine or radiation therapy.

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

... Demonstrate knowledge of safe correct radiographic technique and positioning with emphasis on experiences in operating room examinations.
... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.
... Demonstrate introductory knowledge of clinical practice in either nuclear medicine or radiation therapy.

270V Advanced Radiologic Technology I (1-3) Fall
1 hour lecture per week per credit
Prerequisites: Graduation from an approved school of radiologic technology or consent of instructor. This course is for continuing education, not regular students

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.

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

... Demonstrate knowledge of current technical information in the field of radiologic technology.
... Demonstrate responsibility for self-learning.

280 Advanced Radiologic Technology II (3) Spring
3 hours lecture per week
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 Hawai'i Board of Radiologic Technology, 3 credits of RAD 270V or consent of instructor. This course is for continuing education, not regular students

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

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

... Exhibit a desire for continued interest in education by registering for additional courses toward graduation or by applying for graduation if requirements are met.
... Demonstrate an ability to perceive situations as a future educator, supervisor, administrator, or specialized technologist.
... Properly interpret technical articles in professional journals.
... Engage in peer teaching.

RELIGION (REL)

150 Introduction to the World's Major Religions (3) AH4
3 hours lecture per week

A historical survey of major world religions designed for an understanding and appreciation of these religions and of their cultural influence on history.

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

... Recognize the essential characteristics which distinguish the major religious traditions of mankind.
... Demonstrate knowledge of the basic components of each major religious tradition, such as its concept of the divine, moral code, value system, rituals, and art expression.
... Show awareness of the religious conflicts and trends of the modern world.
... Demonstrate a better understanding of their own religious background and that of the surrounding community.
... Express ideas and opinions clearly in writing.

151 Religion and the Meaning of Existence (3) AH4
3 hours lecture per week

Introduction to contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?"

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

... Demonstrate awareness of contemporary religious concerns.
... Recognize different responses toward issues such as the conflict between science and religion, problems of meaning and death, and the human search for identity.
... Demonstrate an understanding of one's own religious view and values.
... Express ideas and opinions clearly in writing.

200 Understanding the Old Testament (3) AH4
201 Understanding the New Testament (3) AH4
3 hours lecture per week
Recommended Preparation: REL 150 or 151

REL 200 studies the developing beliefs and practices of the Hebrew religion. REL 201 covers the origin and development of early Christianity, with special attention to Jesus and Paul.

Upon successful completion of REL 200 or REL 201, the student should be able to:

... Demonstrate awareness of the historical and literary context of the Old/New Testament.
... Show knowledge of modern Biblical interpretation and criticism.
... Show an understanding of the major parts and types of literature contained in the Old/New Testament.
... Demonstrate recognition of how Old/New Testament teachings have shaped modern society and human understanding of self.

209 Contemporary Religions (3)
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Study of contemporary transformations of traditional religions and new expressions of religion in the 20th century.

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

... Demonstrate insight into the social pressures and influences on traditional religions.
... Give examples of transformations in traditional religions.
... Show recognition of influences from traditional religions at work in the modern world.
... Show awareness of distinguishing characteristics of new religions.
... Demonstrate understanding of religious ideas in contemporary culture.
... Show recognition of important modern religious figures.
... Express ideas and opinions about modern religion clearly in writing.

RESPIRATORY CARE (RESP)

110 Clinical Practice I (5)
16 hours clinical per week
Prerequisites: Admission to the Respiratory Care Program
Corequisites: RESP 113, 116, 127

Performance of non-invasive respiratory care procedures and patient assessment skills.

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

... Document and communicate results of patient assessment.

... Perform routine cardiopulmonary patient assessment.
... Perform incentive spirometry and document the results.
... Perform oximetry and assess the results.
... Apply oxygen administration devices to the patient.
... Administer medications via the aerosol route.
... Perform intermittent positive pressure breathing and document the results.
... Apply humidification and aerosol devices to the patient.
... Discuss the role of the RCP in the allied health team.
... Communicate with various members of the health care team.
... Perform basic breathing and coughing techniques.
... Perform clapping, vibration, and drainage of the chest.
... Apply universal precautions in the patient care setting.
... Recognize equipment used to deliver respiratory care.
... Identify normal and abnormal values obtained during assessment.

113 Respiratory Therapy Techniques I (3)
3 hours lecture per week
Prerequisites: Admission to the RESP Program
Corequisites: RESP 110, 116
Introduction to non-invasive respiratory care procedures and patient assessment skills.

Upon successful completion of this course, the student should be able to:
... Discuss the respiratory care practitioner's role in patient assessment, documentation, and communication of results.
... Discuss the indications, techniques, modifications, and hazards of various routine non-invasive respiratory care procedures.
... Describe the proper techniques for various routine non-invasive cardiopulmonary diagnostic techniques.
... Discuss the elements of Emergency Medical Support and Basic Cardiac Life Support.

116 Respiratory Care Science I (3)
3 hours lecture per week
Prerequisites: Admission to the Respiratory Care program
Corequisites: RESP 110, 113
Selected topics in basic sciences for the respiratory care technician student.

Upon successful completion of this course, the student should be able to:
... Discuss the structure and function of the respiratory system.
... Discuss the structure and function of the cardiovascular system.
... Discuss the structure and function of the renal system and its relationship to the cardiovascular system.
... Describe cleaning and sterilization of medical equipment.
... Discuss basic principles of microbiology and their relationship to health and disease.
... Describe the process of respiration.
... Describe general principles of pharmacodynamics.
... Discuss commonly used cariopulmonary medications.
... Describe the safe administration of medications by the respiratory care practitioner.

120 Clinical Practice II (5) **Spring I**
16 hours lab
Prerequisites: Satisfactory completion of first semester of the Respiratory Care Program
Corequisites: RESP 123, 126, 129
Introduces the technician student to advanced respiratory care procedures including airway management, arterial puncture, and mechanical ventilation.

Upon successful completion of this course, the student should be able to:
... Document and communicate results of patient assessment.
... Perform tracheostomy and endotracheal tube care.
... Perform orotracheal suctioning with MUC and SUC.
... Perform orotracheal suctioning and care.
... Perform manual ventilation techniques.
... Select, assemble, and troubleshoot ventilation equipment.
... Perform nasotracheal suctioning.
... Select and insert airways.
... Communicate with critically ill patients.
... Assist in the intubation procedure.
... Initiate mechanical ventilation.
... Perform ventilator system checks.
... Monitor cuff pressures.
... Identify proper x-ray placement of indwelling catheters.
... Perform arterial punctures and draw from arterial lines.
... Perform assessment of critically ill patients.
... Measure values and assist in ventilator weaning.
... Attend ICU rounds and physician inservices.

123 Respiratory Care Techniques II (4) **Spring II**
4 hours lecture per week
Prerequisites: Completion of Fall I semester of the Respiratory Care Program
Corequisites: RESP 120, 126, 129
Introduction to advanced respiratory care techniques and patient assessment skills.

Upon successful completion of this course, the student should be able to:
... Collect and evaluate pertinent clinical data.
... Collect and evaluate additional pertinent clinical information.
... Assemble, check for proper function, and identify malfunctions of equipment.
... Evaluate, monitor, and record patient's response to respiratory care.
... Discuss the therapeutic procedures necessary to achieve maintenance of a patient airway, including care of artificial airways.
... Explain the therapeutic goals, indications, hazards and complications, and physiological response to mechanical ventilation.
... Initiate and adjust mechanical ventilator settings.
... Describe the different modes of ventilation.
... Diagram the flow and pressure of waveforms of the different modes of ventilation.
... Explain the effect of inspiratory flow wave patterns on the inspiratory flowrate.
... Explain the maintenance of the patient-ventilator interface.
... Explain the process of weaning and extubation.
... Calculate I:E ratios, inspiratory flowrates, inspiratory time, expiratory time, total I:E time.
... Calculate %shunt and deadspace ventilation ratio.
... Calculate airway resistance and compliance.
... Explain the effects of increased or decreased airway resistance and compliance on the patient's status.

126 Respiratory Care Science II (3) **Spring I**
3 hours lecture per week
Prerequisites: Completion of Fall I Respiratory Care courses
Corequisites: RESP 120, 123, 127, 129
Introduction to mechanical ventilation and applied physiology of critical care practice.

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

... Classify and analyze the function of mechanical ventilator systems commonly used in the United States.
... Describe the use of 10 ventilator modalities.
... Perform calculations of physiologic equations.
... Recognize the need to modify therapy based on assessment of interventions and monitoring.

127 Cardiopulmonary Pathophysiology (3) **Fall I**
3 hours lecture per week
Prerequisites: Admission to Respiratory Care Program
Corequisites: RESP 110, 113, 116

Introduction to disease processes, examination of cardiopulmonary and related diseases, and relationships to therapeutic interventions.

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

... Define and describe fundamental characteristics of cardiopulmonary diseases and conditions.
... Discuss etiology, pathology, diagnosis, and prognosis of common cardiopulmonary diseases.
... Relate chronic cardiopulmonary diseases to appropriate rehabilitative techniques.
... Relate abnormal lab values to appropriate diseases.
... Discuss traumatic injuries to the chest wall.
... Describe common pathology seen on chest x-ray exam.
... Complete a concise written and oral case presentation to the class.

129 Pulmonary Diagnostic Techniques (3) **Spring I**
3 hours lecture, 3 hours lab per week

Introduces the technician student to pulmonary laboratory techniques including blood gas sampling, analysis, interpretation, and instrumentation; bronchoscopic lung examination; bedside pulmonary function testing; routine pulmonary function laboratory methods and equipment. Emphasizes interpretation of test results and correlation to disease states and appropriate therapeutic interventions.

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

... Evaluate and interpret pulmonary function test and arterial blood gas results.
... Evaluate a chest x-ray.
... Discuss clinical laboratory results.
... Discuss the oxygen and carbon dioxide transport system.
... Calculate the following:
  - ideal alveolar oxygen tension
  - deadspace ventilation ratio
  - oxygen content
  - intrapulmonary shunt
  - alveolar-arterial gradient
... Describe the technique for drawing an ABG sample.
... Perform a modified Allen's test.
... Describe the function of the blood gas electrodes.
... Describe the function of the co-oximeter.
... State the symptoms associated with acid-base disturbances.
... State the uses of pulmonary function tests.
... State the definitions of the lung volumes and capcities.
... Explain the methods for determining lung volumes.
... Explain the methods for determining lung capacities.
... Perform an FVC maneuver on a peer.
... State the definitions of measured flowrates obtained in basic spirometry.
... Draw and label a flow-volume loop.
... Draw flow-volume loops of normal, restrictive, and obstructive patterns.
... Describe the standard positions of chest radiography.
... State the landmarks of a normal chest radiograph.
... Describe the correct placement of an endotracheal tube on a chest radiograph.
... Identify the chest radiographs of selected pulmonary abnormalities.
... State the normal electrolyte values.
... State the normal values for a CBC.
... State the normal blood chemistry values.
... State the normal intake/output fluid values.
... Describe the method for obtaining sputum.
... Evaluate the results of a sputum culture and sensitivity, and Gram staining of microorganisms.

131 Clinical Practice III (5) **Summer**
24 hours lab per week for 10 weeks
Prerequisites: Satisfactory completion of Spring Respiratory Care courses
Corequisites: RESP 136, 213

Designed to facilitate enhancement of technician critical care skills, increase ability to perform routine tasks to practitioner entry level, and permit observation and participation in special procedures.

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

... Document and communicate results of patient assessment.
... Perform tracheostomy and endotracheal tube care.
... Perform orotracheal suctioning and care.
... Perform manual ventilation techniques.
... Select, assemble, and troubleshoot ventilation equipment.
... Perform nasotracheal suctioning.
... Select and insert airways.
... Communicate with critically ill patients.
... Assist in the intubation procdure.
... Initiate mechanical ventilations.
... Perform ventilator system checks.
... Monitor cuff pressures.
... Identify proper x-ray placement of indwelling catheters.
... Perform arterial punctures and draw from arterial lines.
... Perform assessment of critically ill pa tients.
... Measure values and assist in ventilator weaning.
... Attend ICU rounds and physician inservices.
... Observe routine pulmonary function tests.
... Perform routine pulmonary function tests.
... Observe advanced pulmonary function tests.
... Interpret results of routine pulmonary function tests.

136 Respiratory Care Seminar (2) **Summer**
5 hours lecture per week for 6 weeks
Prerequisites: Satisfactory completion of Spring I Respiratory Care courses
Corequisites: RESP 131, 213

Designed to develop a comprehensive perspective of respiratory care, and prepare for the board examinations (Entry Level Exam).

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

... Correlate basic patient care concepts to analyze and evaluate clinical situations encountered during practicum.
... Use case studies as a means of reviewing therapeutic interventions and modifications of therapy.
... Understand the role of other health care members in patient care.
... Analyze potential ethical and legal ramifications of patient management.
... Understand the importance of ethics in health care.

... Develop and demonstrate basic communication and listening skills required of a respiratory care practitioner.

210 Clinical Practice IV (5) **Spring II**

16 hours lab per week

Prerequisites: Completion of Fall II semester of Respiratory Care Program

Corequisites: RESP 206, 236

Clinical practice in specialized neonatal and pediatric respiratory care.

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

... Assess vital signs of infants and children.
... Perform monitoring in the PICU and NICU.
... Discuss the significance of abnormal values for vital signs.
... Administer medical gas therapy to infants and children.
... Discuss the significance of abnormal values for assessment.
... Observe and discuss PCGs.
... Select and assemble equipment and perform routine procedures.
... Document procedures.
... Perform all aspects of mechanical ventilation.
... Perform suctioning and tube care.
... Perform noninvasive monitoring techniques on infants and children.

213 Neonatal/Pediatric Respiratory Care (3)

3 hours lecture per week

Prerequisites: Completion of Spring I Respiratory Care program

Corequisites: RESP 210, 226

Didactics in specialized neonatal and pediatric respiratory care.

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

... Discuss embryonic and fetal lung development.
... Identify anatomy and physiology of fetal respiratory and cardiovascular systems.
... Describe changes that occur at birth.
... List normal values for lab data and vital signs.
... Discuss common neonatal/pediatric diseases/conditions.
... Identify differences between adult and pediatric respiratory care techniques.
... Describe all aspects of neonatal/pediatric mechanical ventilators and ventilator care.
... Discuss long-term care and outcome for selected conditions.
... Complete didactic training in PALS and NALS.
... Discuss ethics in care of neonates.

216 Advanced Pharmacology/PulmonaryFunction Testing (2)

2 hours lecture per week

Prerequisites: Current enrollment in the program and successful completion of the prior Fall, Spring, and Summer semesters

Corequisites: RESP 217, 220, 223

Basic principles of pharmacology and pulmonary function testing; pharmacologic interventions and advanced pulmonary function techniques.

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

... Define terminology related to pharmacology.
... Discuss the general principles of pharmacology.
... Calculate prescribed drug dosages.
... Explain the different routes of administering therapeutic drugs.
... Describe the autonomic nervous system: parasympathetic/sympathetic.
... Explain the effect of drugs on the autonomic nervous system.
... Describe and draw the bioamplification loop.
... Discuss the following as related to bronchodilators:
- generic and trade names
- mode of action
- indications
- side effects and adverse effects

... Discuss the clinical applications and actions of the following drugs:
- corticosteroids
- cromolyn sodium
- antibiotics/antiviral/antipneumocystics
- CNS depressants and stimulants
- cardiovascular agents
- muscle paralyzing and relaxing agents
- diuretics
- sedatives/analgesics

... Explain the clinical applications of the drugs used in Advanced Cardiac Life Support (ACLS).
... List the drugs used ACLS.
... Run a mock CODE 500 using the ACLS algorithm.
... Explain how FRC is determined by using the nitrogen washout distribution test.
... Explain the purpose of performing a diffusion study.
... Explain the purpose of performing a pulmonary stress test.
... Analyze and interpret the findings of the following tests
- nitrogen washout distribution test
- diffusion study
- pulmonary stress test

217 Respiratory Care Administration (2)

2 hours lecture per week

Prerequisites: Acceptance in Respiratory Therapist program

Corequisites: RESP 216, 220, 223

Survey of supervisory, management, educational, and utilization and review techniques.

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

... Describe organization of the hospital and respiratory care department.
... Discuss management styles and techniques.
... Role play common supervisory situations.
... Describe the utilization and review process.
... Write staffing schedules, equipment requests, training programs, disciplinary actions, and budgets.
... Discuss reimbursement and the financial relationships between various parts of the health care system.
... Present a structured inservice.
... Complete a project related to the course content.
... Write a resumé using a computer.

220 Clinical Practice V (5)

16 hours clinical per week

Prerequisites: Acceptance into Respiratory Therapist program

Corequisites: RESP 223, 2326, 236

Clinical practice requiring mastery of advanced intensive respiratory care skills.

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

... Document and communicate results of patient assessment.

... Perform tracheostomy and endotracheal tube care.
... Perform endotracheal suctioning with MUC and SUC.
... Perform orotracheal suctioning and care.
... Perform manual ventilation techniques.
... Select, assemble, and troubleshoot ventilation equipment.
... Perform nasotracheal suctioning.
... Select and insert airways.
... Communicate with critically ill patients.
... Perform the intubation procedure.
... Initiate mechanical ventilation.
... Perform venilator system checks.
... Monitor cuff pressures.
... Identify proper x-ray placement of indwelling catheters.
... Perform arterial punctures and draw from arterial lines.
... Perform advanced assessment of critically ill patients.
... Measure values and assist in ventilator weaning.
... Attend ICU rounds and physician inservices.
... Calculate shunt, deadspace, cardiac index, DO2, Vd/Vt, compliance, resistance, and other critical care equations.
... Recognize and interpret hemodynamic parameters.

223 Intensive Respiratory Care (3)
3 hours lecture per week
Prerequisites: Admission to Respiratory Therapist program
Corequisites: RESP 216, 217, 220

Didactics in specialized adult critical care.

Upon successful completion of this course, the student should be able to:
... Discuss application of non-standard methods of ventilation.
... Relate hemodynamic monitoring information to therapeutic interventions and pathologic states.
... Discuss ventilator care and complications.
... Analyze case studies and suggest interventions.
... Evaluate weaning parameters and procedures.
... Discuss ethico-legal issues in intensive care medicine.

226 Advanced Cardiopulmonary Pathophysiology (3)
3 hours lecture per week
Prerequisites: Completion of second Fall semester of Respiratory Therapist program
Corequisites: RESP 210, 213

In-depth study of cardiopulmonary diseases and conditions.

Upon successful completion of this course, the student should be able to:
... Describe all aspects of related rehabilitation and home care techniques.
... Complete five written and 10 computerized clinical simulations.
... Discuss diagnosis, etiology, pathology, and treatment of all major cardiopulmonary diseases and conditions.
... Complete the National Board of Respiratory Care Self Assessment Exams.
... Complete three practice written registry exams.
... Complete a study plan for the National Board of Respiratory Care Registry Exams.

236 Respiratory Care Seminar II (2)
2 hours lecture per week
Prerequisites: completion of Fall II semester of program
Corequisites: RESP 220, 223, 226

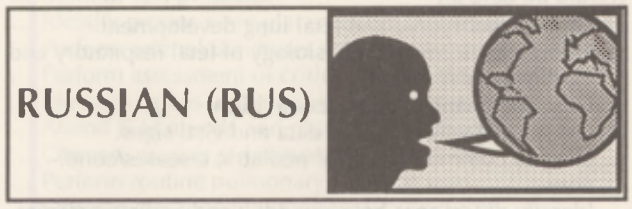
Develops a comprehensive perspective of respiratory care.

Upon successful completion of this course, the student should be able to:
... Complete 10 computerized clinical simulations.
... Complete the National Board for Respiratory Care Entry-Level Self-Assessment Examination.
... Complete three practice Entry-Level Examinations.
... Develop a study plan for the Entry-Level Examination.
... Complete the comprehensive Entry-Level Program examination.
... Relate diagnosis, clinical condition, physical findings, therapeutic interventions and modifications per the Entry-Level Examination Matrix.

250 Basic Cardiac Arrhythmias (3)
3 hours lecture per week
Prerequisites: BIOL 22, 130 or ZOOL 141
Cross-listed as MEDAS 250

Survey of cardiac anatomy and function, electrophysiological properties of the heart, common rhythms and arrhythmias.

Upon successful completion of this course, the student should be able to:
... Identify the basic anatomy of the heart.
... Describe coronary circulation and the conduction system of the heart.
... Discuss the heart's systemic and pulmonary circulation.
... Discuss each phase of the cardiac cycle.
... Describe the electrophysiological properties of the heart.
... Discuss the nervous control of the heart.
... Demonstrate correct lead placement for the common monitoring leads.
... Identify and describe how the electrical activity of the heart is represented on the electrocardiograph.
... Identify common cardiac rhythms and arrhythmias.
... Describe the treatment for each arrhythmia.
... Identify commonly used pacemakers and how they are represented on the electrocardiograph.
... Identify patterns of myocardial infarction on the electrocardiograph.



101 Elementary Russian I (4) FL
3 hours lecture, 2 hours lab per week

Development of listening, speaking, reading, and writing skills in Russian. Independent lab work required.

Upon successful completion of this course, the student should be able to:
... Recognize and produce the sounds of Russian; understand the concepts of voiced and voiceless sounds, "hard" and "soft" sounds, and the environments where these sounds occur; observe the reduction of the pronunciation of "o" and "e" in unstressed syllables.
... Be able to recognize and correctly use the first five sentence intonational constructions of Russian (IC-1, 2, 3, 4 and 5).
... Recognize and correctly produce the Russian script used for writing by hand and recognize the Russian system of printed letters used in all printed materials (books, magazines, newspapers).
... Be able to understand and read aloud with correct pronunciation and intonation sentences and complete texts that contain familiar words.
... Be able to recognize the grammatical form and sound

of the intonation of the four basic types of Russian questions: questions with a question word, formal questions, yes-no questions, and either-or questions; be able to answer these questions with the correct form and to orally create such questions to obtain needed information.
... Understand and participate in conversations that use the basic grammatical structures and words the student has learned.
... Be able to conjugate verbs in the present and past tenses, to know the basic difference in meaning between imperfective and perfective verbs, to have an elementary knowledge of two of the basic verbs of motion and an elementary knowledge of the differences in expressing location and direction in Russian.
... Be able to form and use the singular forms of the nominative, inanimate accusative, prepositional, and dative cases and the plural forms of the nominative and inanimate accusative.
... Correctly use or omit the Russian verb "to be" in the three types of sentence where the use of this verb is problematical.

102 Elementary Russian II (4) FL
3 hours lecture, 2 hours lab per week
Continuation of RUS 101. Further development of listening, speaking, reading, and writing skills in Russian. Independent lab work required.

Upon successful completion of this course, the student should be able to:
... Understand and participate in conversations that use the basic grammatical structures and words that the student has learned.
... Be able to make suggestions using the imperative and other means.
... Express states of physical comfort or discomfort.
... Be able to express the absence or non-existence of something.
... Recognize and use the basic verbs for teaching and learning in Russian.
... Be able to express and use time and date constructions that include the names of the months.
... Be able to conjugate verbs in the future tense.
... Be able to request, give, and deny permission.
... Be able to form and use the forms for the prepositional plural, genitive singular, animate accusative singular and instrumental singular of nouns and modifiers.

201 Intermediate Russian I (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: RUS 102 or equivalent
Continuation of RUS 102. Further development of listening, speaking, reading, and writing skills in Russian. Independent lab work required.

Upon successful completion of this course, the student should be able to:
... Improve pronunciation and intonation, increase ability to use familiar words, and increase oral comprehension skills.
... Recognize and understand participial and verbal adverb constructions that are common in Russian newspaper texts and formal writing.
... Know and use all of the singular and plural case endings of Russian nouns and adjectives.
... Read with comprehension texts that contain familiar words as well as a number of unfamiliar words. The meanings of the unfamiliar words should be obtained from the surrounding context, word-building principles, and the judicious use of a separate dictionary.
... Increase active knowledge of Russian lexical units by about 600.
... Gain an increased ability to act and react correctly with respect to certain speech functions and speech situations in Russian: greeting other persons, beginning a conversation, getting the attention of a stranger, expressing apologies and regrets, introducing one's self, and making other introductions.
... Know more about Russian culture from the situations presented in texts and dialogues.
... Compose paragraphs in Russian on suggested topics.

202 Intermediate Russian II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: RUS 201 or equivalent
Continuation of RUS 201. Further development of listening, speaking, reading, and writing skills in Russian. Independent lab work required.

Upon successful completion of this course, the student should be able to:
... Improve the quality of speech with respect to pronunciation and intonation, have an increased ability to use the words known and have increased oral comprehension skills.
... Read with comprehension texts that contain familiar words as well as a significant number of words unfamiliar to them. The meanings of the unfamiliar words should be obtained from the surrounding context, word-building principles, as well as the judicious use of a separate dictionary.
... Write correctly short original compositions.
... Enlarge the number of Russian lexical units known actively by about 600.
... Gain an increased ability to act and react correctly with respect to the following speech functions and speech situations in Russian: using public transportation; using the public telephone and postal service; making a request or asking a favor; requesting permission; granting or refusing permission; expressing congratulations and greetings (birthday greetings, holiday greetings, congratulations, expressing best wishes of good luck, toasts, expressions of gratitude, and responses); expressing distress, anxiety, and agitation; expressing sympathy and reassurance; expressing compliments; expressing approval, responding to compliments.
... Recognize the meaning of verbal prefixes.
... Know more about Russian classical and everyday culture from the situations presented in texts and dialogues.

SALES AND MARKETING (SMKT)

20 Principles of Marketing (3)
3 hours lecture per week
Recommended Preparation: BUS 20
An introductory course to theories and principles of marketing. Emphasis is on understanding the importance of every channel of distribution, market research, and marketing application. Consumer buying preferences and buying behavior are examined. The student should be able to apply basic principles and concepts of product selection and development, marketing research, promotion,

channels of distribution, and pricing to market goods and service in a free enterprise economy.

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

... Understand the marketing philosophy and functions.
... Understand the consumer-oriented approach to marketing.
... Demonstrate an understanding of consumer goods and industrial goods.
... Understand methods in marketing and market research.
... Understand basic concepts of retailing, wholesaling, and physical distribution.
... Understand basic concepts of advertising, personal selling, sales promotion, and public relations.
... Evaluate a marketing application.

30 Principles of Retailing (3)
3 hours lecture per week
Recommended Preparation: BUS 20 and SMKT 20

An introductory review of retailing and its relationships in the marketing and free enterprise system. Emphasis is on the basic function of a retail store, finance, inventory and expense control, operations, personnel, merchandise, and sales promotion.

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

... Recognize the role of retailing in the free enterprise system.
... Identify factors that influence consumer buying behavior.
... Apply concepts and principles of store organization, operations, and supervision.
... Understand the basic concepts of store location, design, and layout.
... Apply the principles and practices of the buying function.
... Apply concepts and principles of merchandise and expense control systems.
... Understand facts and principles of credit and collections.
... Recognize the significance and techniques of retail promotion.

50 Principles of Personal Selling (3)
3 hours lecture per week

A study of the principles and methods and their role in the marketing process. Emphasis is on the sales process and the various aspects involved in making a sales presentation. Students will select a product, service, or intangible, develop a complete sales presentation and role play the presentation for analysis and evaluation.

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

... Understand the nature of selling.
... Demonstrate an understanding of the various sales principles and methods, steps in the sales process and the aspects involved by developing and role playing a sales presentation.
... Recognize and understand terminology associated with the field of selling.
... Apply course material to pursue a successful sales career and/or to improve existing selling skills to be more effective.

52 Principles of Sales Management (3)
3 hours lecture per week
Prerequisites: SMKT 50
Recommended Preparation: SMKT 20

An introductory course on sales management providing an integration of personal selling and sales management, including planning, organizing, developing, and directing the sales force. The methodologies for evaluating sales force performance and the functions of sales management are emphasized.

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

... Understand the scope and purpose of sales management.
... Understand the methodologies used to measure sales management performance.
... Measure markets and forecast sales.
... Compute allocation of resources, including budgets and quotas.
... Use preferred parameters for recruitment, training, motivating, and compensating salespersons.
... Understand leadership and supervision techniques used in an effective sales management program.

60 Principles of Advertising (3)
3 hours lecture per week
Recommended Preparation: BUS 20 and SMKT 20

An introduction to advertising and its marketing role in selling a product. A non-technical, practical approach involving basic media evaluation, media rates, and purchasing methods, and advertising creation and production.

The student should be able to manage the application of skills in areas of marketing research in advertising, selection of media, evaluation and testing of advertising effectiveness, and writing and designing of advertising copy.

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

... Understand the dynamics of society and the advertiser's response to change.
... Demonstrate the ability to plan an advertising program.
... Demonstrate the correct usage of selecting advertising media.
... Understand advertising media.
... Understand how advertising agencies work.
... Understand the legal and ethical restraints on advertising.

60L Principles of Advertising Lab (1)
2 hours lecture/lab per week
Prerequisites: Credit or concurrent registration in SMKT 60
Recommended Preparation: BUS 20 and SMKT 20

A hands-on course in correct usage of selecting advertising media, appropriate selection of proper merchandise to advertise, writing proper newspaper copy, creativity and production of broadcast media, and elements of display, design, and arrangement.

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

... Produce and direct a TV commercial as well as a radio commercial.
... Write appropriate copy and do layout for a magazine and newspaper.
... Design a display window with proper lighting.
... Be able to evaluate advertisements and displays.

66 Principles of Publicity and Public Relations (3)
3 hours lecture per week
Prerequisites: SMKT 20 and ENG 50 or 160
Recommended Preparation: SMKT 60

An introduction to publicity and public relations including methods of informing, persuading, and integrating information to create a positive image. Public relations helps our society to reach decisions and function more effectively by contributing to mutual understanding among groups

and institutions. The management of institutions needs to understand the attitudes of its public in order to achieve institutional goals.

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

... Understand the role publicity and public relations play in the marketing scheme.
... Write effective public relations/publicity copy.
... Develop visibility in a Public Relations program.
... Implement a simulated Public Relations program from start to finish.
... Work with media in Public Relation and publicity events.

80 International Marketing (3)
3 hours lecture per week
Recommended Preparation: BUS 20 and SMKT 20

International marketing is the performance of business activities that direct the flow of goods and services to consumers or users in more than one nation. By recognizing the uniqueness of foreign markets, their unfamiliar problems and varied strategies, the student will study marketing in a new setting, a different environment and a different culture.

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

... Understand the scope and challenge of international marketing.
... Understand the world marketing environment to include the role of cultural dynamics in foreign markets, business customs and practices, political considerations, and legal environment.
... Demonstrate the ability to apply general marketing concepts to the international marketing environment.

93V Cooperative Vocational Education (1-3)
1 hour lecture per week, supervised work on the job, three hours work experience for each credit.
Recommended Preparation: SMKT 20, 30, 50, and 60

A work study course providing opportunities to reinforce skills learned in Sales and Marketing courses by applying them in an actual job situation.

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

... Gain added insight into the occupation of the student's choice through meaningful Sales and Marketing industry experience.
... Demonstrate the ability to utilize classroom concepts in industry work situations.

SAMOAN (SAM)

50 Basic Conversational Samoan (3)
3 hours lecture per week

Introduction of basic conversational Samoan incorporating useful everyday expressions. Practical vocational vocabulary will be introduced. Samoan culture will be integrated into the study of the language.

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

... Recognize 35 Samoanized English words.
... Reproduce orally 15 everyday greetings.
... Demonstrate orally the counting system of numbers in Samoan.
... Name six basic colors in Samoan.
... List of months, weeks, and days in Samoan.
... Recognize Samoan foods in a store and be able to name them.
... Demonstrate how to accurately ask for geographical directions.
... Identify 20 parts of the human body in Samoan.
... Tell time and correctly ask for the time in Samoan.
... Recognize Samoan non-verbal communication using head, eyebrows, fingers, and shoulders.

101 Elementary Samoan I (4) FL
3 hours lecture, 2 hours lab per week

Development of listening, speaking, reading, and writing skills in Samoan. The structure of the language will be taught inductively. Samoan history and culture will be integrated into the study of the language.

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

... Recognize and represent in speech and writing the basic phonological, morphological, and syntactical features of Samoan.
... Acquire a basic vocabulary consisting of approximately 350 words and expressions dealing with commonly encountered objects, situations, and ideas.
... Understand and participate in conversations that use the basic vocabulary.
... Read Samoan texts that use the basic vocabulary.
... Write properly formed sentences and brief compositions in Samoan, using the basic vocabulary and proper orthography.
... Appreciate and use idiomatic nuances and bodily gestures common to native speakers of Samoan.
... Understand the special significance of words in songs, proverbs and ceremonial speech.

102 Elementary Samoan II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: SAM 101 or consent of instructor

Development of listening, speaking, and reading skills in polite Samoan. Oratorical Samoan will be introduced relative to cultural settings. Samoan culture will be integrated into the study of oratorical Samoan.

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

... Recognize the basic difference between regular Samoan and oratorical Samoan.
... Recognize and use a basic vocabulary consisting of approximately 300 words and expressions in oratorical Samoan.
... Recognize oratorical speech in different settings.
... Understand a short passage written in polite style, using polite vocabulary.
... Write properly formed sentences and brief compositions in polite Samoan, using the basic vocabulary and proper orthography.
... Understand the spelling differences between written and spoken, formal and informal Samoan.

201 Intermediate Samoan I (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: SAM 102 or instructor's approval

Introduction to polite Samoan using basic colloquial Samoan. Development of transitional skills to interpret and

translate from colloquial Samoan to polite Samoan through listening, speaking, and writing. Historical content of the culture in these two levels of Samoan will be integrated into the study of the language.

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

... Recognize and represent in speech and writing the basic phonological, morphological, and syntactical features of Samoan.
... Demonstrate a basic vocabulary consisting of approximately 250 words and expressions in formal Samoan (Gagana Fa'aaloalo).
... Understand basic formal Samoan.
... Read Samoan texts that use the basic formal vocabulary. Write properly formed sentences and brief compositions in Samoan, using the formal vocabulary and proper orthography.
... Write letters and diaries more proficiently in formal Samoan.
... Appreciate and use idiomatic nuances and bodily gestures common to native speakers of Samoan.
... Understand the special significance of proverbs (Alagaupu) used in ceremonial speech (lauga).
... Have a deeper understanding and appreciation of the Samoan language and culture.

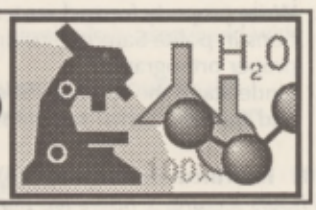
202 Intermediate Samoan II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: Completion of SAM 201 or instructor's approval

Continuation of SAM 201. Further development of listening and speaking skills in polite Samoan, integrating formal and informal Samoan. Samoan history and culture will also be covered.

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

... Recognize and represent in speech and writing more complex phonological, morphological, and syntactical features of Samoan.
... Demonstrate a basic vocabulary consisting of approximately 350 words and expressions in formal Samoan (Gagana Fa'aaloalo).
... Understand and use basic formal Samoan in paired conversations.
... Read more complex Samoan texts that use the basic formal vocabulary.
... Write properly formed sentences and brief compositions in Samoan, using formal vocabulary and proper orthography.
... Appreciate and use idiomatic expressions and bodily gestures common to native speakers of Samoan.
... Understand the special significance of complex proverbs used in ceremonial speech.
... Understand dialectical differences between American Samoa and Western Samoa.
... Have a deeper understanding of and appreciation for the Samoanlanguage and culture.

SCIENCE (SCI)



21 Environmental Science (3)
3 hours lecture per week

An integrated approach to understanding the environment from the standpoint of science. Designed for the non-liberal arts major.

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

... Demonstrate knowledge of the basic principles of chemistry and physics.
... Demonstrate knowledge of the basic principles of ecosystem function and structure.
... Demonstrate knowledge and concern with the environment problems of pollution, energy, resources and depletion, and overpopulation.
... Demonstrate basic knowledge of the impact of technology on man and the environment.
... Analyze critically and formulate positions on selected issues.

121 Introduction to Science: Biological Sciences (3) NS1
3 hours lecture per week
Registration in SCI 121L optional
Recommended Preparation: CHEM 101 or higher level chemistry

Characteristics of science, historical development of scientific concepts, and interaction of society with science illustrated by topics from biological science.

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

... Appreciate the complexities and interrelationships in nature.
... Understand major biological concepts including evolution, classification, cell structure and function, genetics, energy acquisition and utilization, human biology, and ecology.
... Understand the scientific process, its characteristics, its limitations, and its place in society.
... Make informal decisions on biologically-related issues.

121L Biological Sciences Laboratory (1) NS1
3 discussion/lab hours per week
Prerequisites: Credit or registration in SCI 121

Laboratory experiments illustrating topics in the biological sciences.

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

... List the sequence of steps followed in the scientific method and understand the logic and significance of each step.
... Describe the many applications of the scientific method to everyday life.
... Demonstrate the proper techniques and procedures for microscopy, magnification, scientific illustrations, dissection, genetics, sampling techniques, and other pertinent biological lab experiments.

122 Introduction to Science: Physical Science (3) NS2
3 hours lecture per week
Prerequisites: MATH 25 or its equivalent
Registration in SCI 122L optional

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

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

... Demonstrate knowledge and understanding of some basic concepts and principles.
... Demonstrate insights into associations and relationships of the topics treated.
... Utilize elementary abstract thinking and analytical reasoning.

... Understand mathematical proportionality in physical principles.
... Utilize calculation techniques with mathematically formulated principles.
... Identify and assess quantitative information in terms of principles.
... Better utilize and control the physical environment.
... Understand the descriptions and principles of motion.
... Understand mechanical energy, power, and efficiency.
... Understand thermal energy and the kinetic theory of matter.
... Understand the basics of chemical bonding and reactions.

122L Physical Science Laboratory (1) NS2
3 lab hours per week
Prerequisites: Credit or registration in SCI 122
Simple experiments in the physical science

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of the direct experience into some scientific concepts and principles.
... Demonstrate insights into the interaction between theory and experiment.
... Design procedures for acquiring information from experimentation.
... Record data, analyze data, and extract information from data.
... Demonstrate skills at making quantitative determinations with formulations.
... Demonstrate some experience with the use of instruments and equipment.

124 Man, Technology, and Ecology (3) NS3
3 hours lecture per week
Registration in SCI 124L optional
Recommended Preparation: CHEM 101 or a higher level chemistry or biochemistry course

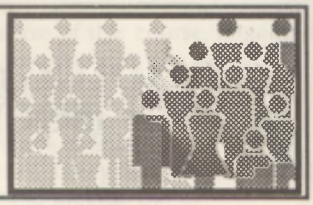
Human ecology in the past, present, and future viewed through an analysis of the relationships between science and technology; the means these provide for manipulation of the environment; and the effects of manipulation on the environment and human populations.

Upon successful completion of this course, the student should be able to:
... Demonstrate knowledge of the basic principles of ecosystem structure and functions.
... Demonstrate knowledge of the effects of technology on the environment and its impact on human life-style.
... Critically analyze and evaluate the values and limitations of technological progress.
... Demonstrate knowledge of and concern for global ecological problems of overpopulation, pollution, resource depletion, energy, etc.

124L Man, Technology and Ecology Laboratory (1) NS3
3 discussion/lab hours per week
Prerequisites: Credit or registration in SCI 124
Laboratory experiments and projects illustrating topics on human ecology.

Upon successful completion of this course, the student should be able to:
... Demonstrate the ability of critical thinking and logical reasoning through the use of scientific methods, research procedures, and discussion groups.
... Develop laboratory skills and techniques, including skill in writing laboratory reports.
... Demonstrate responsibility and respect for one another.

SOCIAL SCIENCES (SSCI)



21 Introduction to the Social Sciences I (3)
3 hours lecture per week

An introduction to the core disciplines which make up the social sciences.

Upon successful completion of this course, the student should be able to:
... Understand the state of the post-industrial world.
... Demonstrate basic knowledge of the impact of technology on the earth, society and human values.
... Critically analyze and formulate positions on selected issues of society.
... Use the various social sciences as means to understand the issues presented by the course.
... Examine personal values and formulate positions concerning social issues.

120 Hawai'i's People (3)
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

History and sociology of immigration. Insight into: adaptation process of major immigrant groups, labor problems, urbanization, political and economic strategies.

Upon successful completion of this course, the student should be able to:
... Show an awareness of ethnic groups in Hawai'i and in the continental United States of America.
... Demonstrate familiarization with basic concepts in the social sciences and humanities.
... Show awareness, concern, and a sense of responsibility for contemporary events, issues, and problems related to the total environment.
... Demonstrate knowledge of the political, cultural, psychological, and sociological aspects of various ethnic groups.
... Confront contemporary ethnic problems and relate them to the problems of society as a whole.
... Critically examine the values of these various ethnic groups and the student's own values and attitudes.

200 Social Science Research Methods
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160, MATH 27, and one 100 level course in Social Science

The course focuses on the various ways social scientists carry out research. It introduces the student to research methods, decision making with statistics, and the use of computers to assist with statistical analyses.

Upon successful completion of this course, the student should be able to:
... Apply critical thinking skills to solve research problems.
... Demonstrate a basic understanding of research design.
... Perform elementary statistical analyses of data with computer assistance.
... Demonstrate research skills in an applied manner.

SOCIOLOGY (SOC)

100 Survey of General Sociology (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

Study of the nature of human society. Attention to American social institutions and the American value system. Consideration of the basic processes of social interaction and those factors which effect social change.

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

... Demonstrate understanding of the process, assumptions, and limitations involved in the scientific methods.
... Achieve understanding of the relationship of individuals and the social and cultural environment.
... Analyze alternative courses of action regarding particular societal problems on the basis of feasibility, acceptance by groups, and accuracy.
... Analyze contemporary social events in the context of historical events.
... Demonstrate understanding of behavioral expectations in a variety of situations.
... Identify own strengths and weaknesses in group situations.
... Identify the basic social institutions of a society in terms of structure, function, change and interrelationship.
... Describe the basic social processes that affect societies' and individual's behavior.
... Demonstrate perception and knowledge of observable events in society.
... Express ideas and opinions clearly in writing.

214 Introduction to Race and Ethnic Relations (3)
3 hours lecture/lab per week
Recommended Preparation: SOC 100

Race and ethnic relations in world perspective; social, economic, and political problems associated with perception, existence, and accommodation of varying racial and ethnic groups within the wider society.

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

... Identify the major ways in which "race" has been defined throughout human history.
... Differentiate between "races" and "ethnic groups."
... Compare and contrast varying racial and ethnic groups that make up the population of the American society and discuss the diversity in backgrounds.
... Describe the basic social processes that affect societies and individual behavior.
... Achieve a better understanding of the relationship of individuals and the social and cultural environment.
... Analyze predictions concerning the size and composition of the minority populations being studied for the future.
... Describe how prejudice and discrimination may be related, or unrelated, to each other.
... Identify the components of assimilation, including the less tangible aspects such as values, sentiments, and attitudes.
... Express ideas and opinions clearly in writing.
... Define and give examples of each of the major patterns of intergroup relations: assimilation, pluralism, subjugation, segregation, expulsion, and annihilation.
... Describe the theoretical perspectives that relate to the study of race and ethnic relations.

218 Introduction to Social Problems (3) SS
3 hours lecture per week
Recommended Preparation: ENG 100, 160, or their equivalent

Theoretical and substantive survey of the nature and causes of social problems; selected types to vary from semester to semester.

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

... Apply critical thinking skills to evaluate social problems.
... Detail and evaluate proposed solutions to social problems.
... Define sets of circumstances which become problematic for large segments of the population.
... Identify attitudinal changes toward social problems.
... Develop an objective approach to the observation and analysis of social problems in society.

231 Introduction to Juvenile Delinquency (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160 and SOC 100

A sociological analysis of the social realities of juvenile delinquency in contemporary America its nature, prevalence, etiology, treatment, and future.

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

... Describe and define juvenile delinquency, in particular, socio-legal and statistical characterizations of that form of youthful deviance.
... Explain the underlying, finite, and multiple causes of juvenile delinquency which refer in particular to the sociogenic, psychogenic, and biogenic etiologies popularly offered in the sociological study of juvenile delinquency.
... Demonstrate awareness and understanding of official and unofficial reactions to youthful offenders, especially in light of victim and offender characteristics, juvenile Justice System policies and operations, and community sensitivity to and reporting of the problem (victimization surveys) of delinquency.
... Express ideas and opinions clearly in writing.

251 Introduction to Sociology of the Family (3) SS
3 hours lecture per week
Recommended Preparation: Qualification for or completion of ENG 100 or 160

A study of courtship, marriage, and family relationships, interrelationships, and problems in contemporary society.

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

... Employ the sociological perspective and research methods in studying marriage and family.
... Recognize the basic sociological theories and concepts that have been employed in the study of marriage and family.
... Understand the origins of such basic institutions including their life cycles.
... Demonstrate understanding of diverse and universal forms of marriage and family and their impact on American Societies.

... Identify the major societal changes affecting marriage and family and their resultant institutional consequences.
... Demonstrate awareness of family dysfunction and its impact on society.
... Recognize the family's role in modern society and speculate about the future of marriage and family as global institutions.

257 Sociology of Aging (3)
3 lecture hours per week
Recommended Preparation: ENG 100, 160, or their equivalent

This course is intended to provide an overview of the significant sociological perspectives, social issues, and empirical social science research pertaining to the phenomenon of aging in society.

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

... Appreciate that aging is both a biological and social process.
... Develop an objective approach to the observation and analysis of aging in a modern society.
... Analyze the demographics of an aging society.
... Evaluate and interpret social attitudes, values, and practices with respect to aging and appreciate how those may influence their life.
... Identify attitudinal changes that accompany aging.

101 Elementary Spanish I (4) FL
5 hours lecture per week plus 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.

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

... Recognize the differences between the sounds of their native language and Spanish.
... Understand the meaning of words, word-groups, and sentences.
... Reproduce the brief speech of the models established for the classroom.
... Apply orally a variety of brief answers to questions on familiar topics.
... Read aloud familiar materials.
... Read with understanding several paragraphs in which a majority of the structure elements are familiar, but the combination of elements or the order of presentation has been varied.
... Write with a reasonable degree of accuracy all materials dictated.
... Produce appropriate grammatical forms in familiar contexts.
... Vary a response in writing.
... Recall familiar facts of Hispanic and Latin American civilization presented in reading experiences.

102 Elementary Spanish II (4) FL
5 hours lecture per week plus laboratory drill
Prerequisites: SPAN 101 or equivalent

Continuation of SPAN 101.

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

... Understand the meaning of words, word-groups, and sentences beyond those studied in SPAN 101.
... Carry out familiar commands in Spanish.
... Produce with reasonable accuracy the phonetic sounds of the Spanish language and include the correct rhythm, stress, and linking components.
... Express ideas on a comprehensible level.
... Demonstrate understanding of dialogues and passages by creating sentences based on textbook vocabulary and patterns.
... Read and understand several unfamiliar, coherent paragraphs which utilize learned concepts.
... Apply knowledge of grammar to the creation of new sentences by responding correctly when given precise directions as to structures.
... Recognize and recall vocabulary and lexical items, grammatical forms and patterns, word meaning, and appropriate correspondences to idiomatic structures.
... Recall familiar facts of Hispanic and Latin American civilizations presented in reading experiences.

201 Intermediate Spanish I (3) FL
3 hours lecture per week
Prerequisites: SPAN 102 or equivalent

Refinement of basic language skills acquired in SPAN 101, 102. Emphasis on vocabulary development and increased control over grammar and idioms, written and oral expression. Reading selections and videos on Hispanic culture and society are included.

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

... Understand everyday conversation about non-technical subjects at native speed in Spanish.
... Discuss non-technical subjects using appropriate grammar and vocabulary, demonstrating adequate mastery of present and some past tenses, common forms and object pronouns.
... Write well-developed paragraphs showing mastery of vocabulary and structures of Intermediate Spanish I.
... Read selected articles and literary excerpts of moderate difficulty.
... Be aware of the customs and cultures of Hispanic people.

202 Intermediate Spanish II (3) FL
3 hours lecture per week
Prerequisites: SPAN 201 or equivalent

Continuation of SPAN 201. Further refinement of basic skills acquired in SPAN 101, 102 including vocabulary development beyond the SPAN 201 level. Increased control over grammar and idioms in written and oral expression. Reading selections and videos on Hispanic culture and society are included.

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

... Read selected short excerpts from magazines, newspapers, and literature about Hispanic society and culture, using a passive and active vocabulary of about 6,000 words.
... Write one- to two-page compositions, demonstrating adequate mastery of past and past subjunctive tenses, conditional tense, expressions of obligation, and correct use of "por" and "para."
... Discuss non-technical subjects using appropriate grammar and vocabulary, with acceptable pronounciation and fluency to be understood by a native-speaker.

... Further awareness and knowledge of Hispanic customs and cultures gained in SPAN 201.

SPEECH (SP)

51 Oral Communication Techniques (3)
3 hours lecture per week
Recommended Preparation: Qualification for ENG 50/51/55

A study of principles of oral communication designed to develop skills and understanding needed in business and in daily life. Includes modules in Interpersonal Communication, Small Group Communication, and Presentational Communication.

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

... Identify the components of the communication process.
... Understand and explain the concept of oranizations and comunication networks within an organization.
... Demonstrate appropriate verbal and nonverbal behaviors in an interview, small group, and presentational setting.
... Apply skills of effective listening.
... Prepare and conduct an informational and employment interview.
... Understand the role of work groups in an organization.
... Prepare an agenda and conduct a small group meeting.
... Participate effectively in group meetings and discussions.
... Analyze audiences and adapt messages to listeners.
... Identify types of presentations within an organization.
... Prepare and deliver public presentations applying appropriate organization and delivery skills.
... Write clear, specific, and organized interview, small group, and public speech outlines.
... Speak with greater self-confidence in interpersonal, small group, and large group settings.

151 Personal and Public Speech (3)
3 hours lecture per week
Recommended Preparation: Qualification for ENG 100 or 160

A course designed to help students develop oral communication skills vital in career and personal life. The focus is on principles and skills of effective communication in personal interviews, small group discussions, and public speeches.

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

... Understand and apply principles of effective verbal and non-verbal communication in interpersonal, small group, and public speaking situations.
... Apply skills of effective listening.
... Prepare and conduct informational interviews.
... Participate effectively in small group discussions.
... Analyze audiences and adapt a messages to listeners.
... Research, organize, outline, and present informative and persuasive speeches.
... Critically evaluate claims and supporting evidence.
... Understand and appreciate differences between written and spoken messages.
... Speak with greater self-confidence in personal and public situations.
... Write clear and organized interview, small group, and public speech outlines.
... Write clear, specific, and organized self-evaluation papers..

200 Speaking Skills for Prospective Teachers (3)
3 hours lecture per week
Recommended Preparation: Placement in ENG 100, 160, or ESL 100 (13.0 or higher); or placement in ENG 100 or 160 via writing sample test, or instructor recommendation

Practice and activities to develop competence in speaking skills useful in the classroom setting (e.g. appraisal interview, group discussion, lecture, and lecture/discussion). Emphasis and focus on educational issues; designed especially for pre-education majors.

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

... Explain the nature of the speech process and the importance of speech communication in the classroom.
... Explain the role self-concept plays in personal development and in the teaching/learning process.
... Describe the factors of person-to-person speech and apply appropriate interpersonal speaking skills.
... Recall the definition of an interview and recognize the importance of verbal and nonverbal communication, role differences, listening, and defensiveness in the interview process.
... Demonstrate understanding of how to prepare, conduct, and evaluate an informational interview; apply appropriate communication skills in the opening, body, and closing of an interview; and evaluate one's performance as an interviewer.
... Give specific responses to an interviewees questions; clarify an interviewees question(s) or remark(s) when necessary; evaluate one's performance as an interviewee.
... Apply the methods of conducting appraisal interviews.
... Describe the nature of the small group communication process to include group types, factors influencing interaction, and group development.
... Explain the importance of and participate appropriately in a discussion.
... Use the problem-solving format in a problem-solving group.
... Recognize different types of task, maintenance, and self-centered roles and use appropriate task and maintenance roles in group discussions.
... Fulfill the roles used as a chairperson or leader of a discussion by organizing and developing an agenda, moving a group through a discussion, using the agenda as a guide, developing skill in phrasing questions to stimulate group interaction, paraphrasing and synthesizing ideas in a discussion, and opening and closing a discussion.
... Describe the types of information that can be used in discussion and follow the appropriate steps in gathering information.
... Recognize the importance of obtaining student feedback.
... Analyze an audience (a class of students) and occasion, select and research a subject, amplify and support ideas appropriately, and outline a presentation.
... Engage an audience (a class of students) in meaningful discussion through stimulating questions, responding to comments, and encouraging participation.
... Recognize and apply the methods of organizing a lecture and a class discussion.
... Recognize and apply methods of effective delivery to include appropriate voice and body movements and methods of transmitting ideas.

231 Performance of Literature (3) AH1
3 hours lecture per week
Recommended Preparation: Placement in ENG 100
Introduction to the study of literature through performance. Practice in critical and literary analysis culminating in solo performance of literary selections for an audience and to study the nature of perfomance criticism.

Upon successful completion of this course, the student should be able to:
... Demonstrate ability to use an in-depth process of literary analysis to understand and appreciate various selections from prose,fiction, poetry, and dramatic literature.
... Demonstrate ability to properly utilize voice, speech and body to effectively and orally interpret and communicate to an audience selections from prose, fiction, poetry, and dramatic literature.
... Demonstrate ability to effectively use emotion and imagination through recall and transference to bring the literary happenings alive in a creative experience.
... Demonstrate ability to listen critically and appreciatively to the oral presentation of various selections from prose, fiction, poetry and dramatic literature; and give evaluation feedback to peers.

251 Principles of Effective Speaking (3) AH1
3 hours lecture per week
Prerequisites: SP 151 or ENG 100 or 160
Practice in speech composition and delivery. Emphasis is on critical thinking, clear reasoning, appropriate support, and lively delivery. Students present several prepared speeches and learn how to debate important topics.

Upon successful completion of this course, the student should be able to:
... Speak in public with increased self-confidence.
... Develop, present, and defend positions on important issues.
... Organize, outline, and present ideas clearly.
... Support ideas using a variety of evidence.
... Analyze and evaluate methods of reasoning.
... Recognize and refute fallacious arguments.
... Present ideas with appropriate use of body and voice.
... Provide helpful feedback to other speakers.
... Understand a speaker's ethical responsibilities.
... Appreciate the role of speech in a democratic society.

253 Argumentation and Debate (3)
3 hours lecture per week
Prerequisites: SP 151 or equivalent or instructor approval
Practical experience in argumentation, critical thinking, and debate. Application of principles of argument in formal and informal debate situations.

Upon successful completion of this course, the student should be able to:
... Participate in debates with increased skill and self-confidence.
... Discover and present evidence on important questions.
... Analyze and evaluate arguments on current issues.
... Organize, outline, and present positions clearly.
... Utilize debate skills in promoting and defending ideas.
... Describe and participate in various debate formats.
... Recognize and refute fallacious arguments.
... Present ideas with appropriate use of body and voice.
... Provide helpful feedback to other debaters.
... Understand and respect a debater's ethical responsibilities.
... Appreciate the role of friendly debate in a democratic society.

TAGALOG (TAG)

101 Elementary Tagalog I (4) FL
3 hours lecture, 2 hours lab per week
Development of listening, speaking, reading, and writing skills in Tagalog.

Upon successful completion of this course, the student should be able to:
... Acquire a basic vocabulary consisting of words and expressions dealing with commonly encountered objects, situations, and ideas.
... Recognize and produce the basic sounds, words formations, and grammatical structures of Tagalog.
... Understand and participate in conversations that use the basic vocabulary.
... Learn a set of basic functions in Tagalog.
... Use basic structures and vocabulary in short compositions.
... Comprehend simple reading passages using vocabulary or expressions and structures learned.

102 Elementary Tagalog II (4) FL
3 hours lecture, 2 hours lab per week
Prerequisites: TAG I or equivalent
Continuation of Elementary Tagalog I. Development of listening, speaking, reading, and writing skills in Tagalog.

Upon successful completion of this course, the student should be able to:
... Acquire a basic vocabulary consisting of words and expressions dealing with commonly encountered objects, situations, and ideas.
... Recognize and produce the basic sounds, word formations, and grammatical structures of Tagalog.
... Understand and participate in conversations that use the basic vocabulary.
... Learn a set of basic functions in Tagalog.
... Use basic structures and vocabulary in short compositions.
... Comprehend simple reading passages using vocabulary or expressions and structures learned.

201 Intermediate Tagalog I (4) FL
3 hours lecture, 2 hours lab per week (meets daily)
Prerequisites: TAG 102 or equivalent
This course is a continuation of Elementary Tagalog II. Lab work is required daily.

Upon successful completion of this course, the student should be able to:
... Handle communicative tasks and social situations.
... Initiate, sustain, and close a general conversation.
... Handle connected discourse particularly for simple narration and/or description.
... Understand sentence-length utterances which consist of recombinations of learned utterances on a variety of topics.
... Sustain understanding over longer stretches of connected discourse on a number of topics pertaining to different times and places.
... Read consistently with full understanding simple connected texts dealing with basic personal and social needs.
... Get some main ideas and information from texts featur-

Students in the Tagalog 201 class participate in the re-enactment of Mary and Joseph's search for lodging in Bethlehem. The Philippine traditional street theater and tableau, called "Pasko Sa Waipahu," was held at Hawai'i Plantation Village in Waipahu. The entire performance was done in Tagalog.

Photo courtesy of Dr. Ruth Mabanglo

ing description and narration.
... Meet a number of practical writing needs.

202 Intermediate Tagalog II (4) FL
3 hours lecture, 2 hours lab per week (meets daily)
Prerequisites: TAG 201 or equivalent

This course is a continuation of TAG 201. Lab work is required daily.

Upon successful completion of this course, the student should be able to:
... Handle communicative tasks and social situations.
... Initiate, sustain, and close a general conversation.
... Handle connected discourse particularly for simple narration and/or description.
... Understand sentence-length utterances which consist of recombinations of learned utterances on a variety of topics.
... Sustain understanding over longer stretches of connected discourse on a number of topics pertaining to different times and places.
... Read consistently with full understanding simple connected texts dealing with basic personal and social needs.
... Get some main ideas and information from texts featuring description and narration.
... Meet a number of practical writing needs.

WOMEN'S STUDIES (WS)

202 Psychology of Women (3) SS
3 hours lecture/lab per week
Prerequisites: PSY 100
Recommended Preparation: Qualification for or completion of ENG 100 or 160
Cross-listed as PSY 202

Survey of contemporary theoretical and research issues relevant to the psychological development and functioning of women. Topics covered include: gender differences in biology, personality, behavior, and development. Multicultural perspectives are emphasized.

Upon successful completion of this course, the student should be able to:
... Demonstrate an understanding of theoretical perspectives on the development and functioning of women.
... Demonstrate an awareness of various methodological approaches used to research the psychology of women.
... Demonstrate awareness of contemporary psychological research on gender differences in biology, personality, behavior, and development.
... Demonstrate an ability to critically review material related to the psychology of women.
... Express ideas and opinions clearly in writing.

ZOOLOGY (ZOOL)

100 Fauna of Hawai'i (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 utilization of animals and

animal products by the ancient Hawaiians. Major animal groups to be studied include aquatic invertebrates, fishes, birds, selected terrestrial invertebrates, and mammals.

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

... Describe the various kinds of habitats that make up the Hawaiian environment, the geological composition and geographic location of different habitats, and the effect of topography on the local climate and associated fauna.
... Discuss the factors that affect the dispersal of animal species over wide stretches of ocean.
... Discuss the factors that have affected the establishment of immigrant animal species in Hawai'i.
... Explain the factors that have affected the evolution of new species from the original colonizers.
... List the factors that are causing the extinction of native Hawaiian species.
... Describe the factors that are leading to the gradual degradation of the Hawaiian environment.
... List the common animal species found in Hawai'i; their scientific, Hawaiian, or common names; their adaptations for particular life styles; their associations with particular habitats; and defensive mechanisms that may make these animals dangerous to humans.
... Recognize the recreational, nutritional, sociological, and ecological values of Hawaiian species.

101 Principles of Zoology (3)
3 hours lecture per week
Recommended Preparation: CHEM 101, 151, 161, or BIOCH 241
Registration in ZOOL 101L optional
Introduction to zoology for nonscience majors. Living animals, their structure, reproduction, and ecology with emphasis on their relationship to other living organisms and the environment.

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

... Demonstrate an understanding that biological processes may be explained in terms of the laws of physics and chemistry.
... Describe a cell, its parts, and their functions; including selected topics of cell biology, such as cellular respiration, mitosis, and protein synthesis.
... Discuss in detail, animal patterns of locomotion, support, circulation, respiration, excretion, osmoregulation, digestion, reproduction, heredity, evolution, behavior, ecology, and control by nervous and hormonal systems.
... Describe the unique anatomical features of the major animal phyla and be able to relate structure to functions.
... Intelligently discuss environmental issues, pseudoscience, and biology-related articles and newscasts.
... Competently undertake further coursework in biological science.

101L Principles of Zoology Laboratory (1)
3 hours lab per week
Prerequisites: Credit or registration in ZOOL 101
Laboratory observation and experiments illustrating basic principles of animal biology.

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

... Explain the scientific method as a mode of inquiry.
... Demonstrate the use of various scientific tools and equipment: dissecting tools, microscope, stereomicroscope, transect, and quadrat.
... Demonstrate dissection procedures used for the fetal pig.
... Correlate the anatomical patterns and functions presented in lecture with the structures of the fetal pig.

141 Human Anatomy and Physiology (3) NS1
3 hours lecture per week
Recommended Preparation: CHEM 101 and any college level 100 or higher course in chemistry, zoology or biology
A basic course in the structure and function of the human body which includes a study of its embryology, gross anatomy, microanatomy, physiology, pathology, and homeostatic relationships.

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

... Memorize the required anatomical structures of the systems.
... Relate previous chemistry and biology knowledge of the function of the human body in the systems.
... Analyze the structure and function of the cell and its interactions with the environment and the systems.
... Explain gross and cellular physiology of the systems.
... Describe the functional relationship between the systems.
... Discuss the negative and positive feedback process in the systems.
... Identify the basic embryology of the systems.
... Discuss the maturation and aging process involving these systems.
... Relate metabolic processes to everyday activities such as eating, exercise, and sleep.
... Discuss newspaper articles related to subject matter.
... Discuss current research related to subject matter.

141L Human Anatomy and Physiology Laboratory (1) NS1
3 hours lab per week
Corequisites: ZOOL 141
Recommended Preparation: CHEM 101 or higher and a college level course in biology or zoology
Observation and identification of human tissues under light microscopy, transparency observation of human cells and tissues photographed under electron microscopy, dissection and anatomical identification of human models, animal organ dissection to analogize human anatomical structure, media and software tutorials. Includes detailed coverage of cells, tissues, integumentary, skeletal, muscular, digestive, respiratory, and cardiovascular systems.

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

... Describe the planes, cavities, and gross anatomy of the human body.
... Identify specific anatomical parts of the skeletal, muscular, cardiovascular, and digestive systems of the human body.
... Perform measures involving electromyography, electrocardiography, sphygmometry, body composition, metabolic rate, and blood composition and type.

142 Human Anatomy and Physiology (3) NS1
3 hours lecture
Prerequisites: ZOOL 141
Corequisites: ZOOL 142L recommended
Recommended Preparation: CHEM 101 or higher CHEM or BIOCHEM and a college level course in biology or zoology
A basic course in the structure and function of the human body which includes a study of its embryology, gross anatomy, microanatomy, physiology, pathology, and homeostatic relationships. The systems that will be studied include: Nervous (neurons), Central NS, Autonomic NS, Peripheral NS, Special Senses, Endocrine, Urinary, Repro-

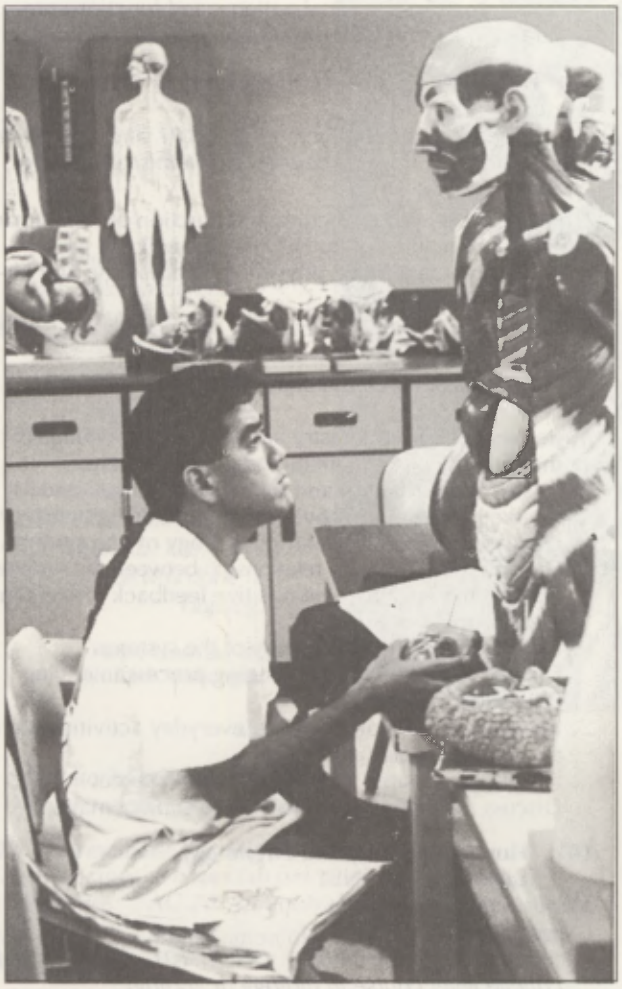


Photo by Raymond Yuen

Models in the Health and Natural Science Learning Assistance Center help students study organs and muscles for anatomy class. The Center also offers a laserdisc/ computer system with software for biology and chemistry. Tutors are available for most science and health courses.

ductive, and Embryology/Genetic.

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

... Memorize the required anatomical structures of the systems.
... Relate previous chemistry and biology knowledge to the function of the human body in the systems.
... Analyze the structure and function of the cell and its interactions with the environment and the systems.
... Explain the gross and cellular physiology of the systems.
... Describe the functional relationship between the systems.
... Discuss the negative and positive feedback process in the systems.
... Identify the basic embryology of the systems.
... Discuss the maturation and aging process involving these systems.
... Discuss the various patholological diseases of the systems.
... Relate metaboloic processes to everyday activities such as eating, exercise, and sleep.
... Discuss newspapaer articles related to subject matter.
... Discuss current research related to subject matter.

142L Human Anatomy and Physiology Laboratory II (1) NS1

1 hour lab
Prerequisite: ZOOL 141L
Corequisite: ZOOL 142
Recommended Preparation: CHEM 101 and any colege level course in biology or zoology

Dissection of human models and animal organs. Observation of laserdisc/computer images of microscopic and gross anatomy and pathology. Experiments involving human neurophysiology, special senses, urinary physiology, and pulmonary function. Includes detailed coverage of nervous, endocrine, repiratory, urinary, and reproductive systems.

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

... Describe the planes, cavities, and gross anatomy of the human body.
... Identify specific anatomical parts of the nervous, endocrine, respiratory, urinary and reproductive systems of the human body.
... Perform measurements involving human neurophysiology, special senses, urinary physiology, and pulmonary function.

200 Marine Biology (3) NS1

2 hours lecture, 3 hours lab per week
Registration in ZOOL 101L optional

An introduction to the biological and morphological characteristics of the world's oceans. Topics include marine flora and fauna, a survey of ocean habitats, fisheries and other marine resources, aquaculture, and the effects of pollution on sea life.

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

... List the properties and composition of sea water.
... Discuss the interaction of the marine environment and its inhabitants, and how the two have evolved together to the present.
... Describe the taxonomic method of classification.
... Identify the common marine plants and animal groups.
... Define the roles of marine plants and animals in their respective environmental situations.
... Describe the structural, physiological, and behavioral adaptations necessary to survive in the various habitats of the marine environment.
... Discuss the effects of human utilization of marine resources.
... Differentiate between the experimental and descriptive approaches to scientific investigation.
... Demonstrate proper handling and use of the compound and dissecting microscopes.
... Demonstrate smear preparation and simple staining techniques.
... Describe and demonstrate the proper use of dichotomous identification keys.
... Describe the proper use of field study techniques, including collection, transect and quadrant sampling, and preservation of specimens.
... Draw accurate representations of common marine organisms.
... Design and conduct valid scientific experiments to investigate a variety of biological topics provided by the instructor.

Administration

E kuhikuhi pono i na au iki a me na au nui o ka 'ike
Instruct well in the little and the large currents of knowledge

Board of Regents University of Hawai'i

H. Howard Stephenson, Chairperson
Joseph F. Blanco
Momi W. Cazimero
Clyde T. Kodani
Edward M. Kuba
Lee A. Ohigashi
Ruth N. Ono
Roy Y. Takeyama
Larry S. Tanimoto
John T. Ushijima
Lily K. Yao

Office of the Chancellor for Community Colleges

Joyce Tsunoda
Senior Vice President and
Chancellor for Community Colleges

Michael T. Unebasami
Vice Chancellor for Administrative Affairs

Michael T. Rota
Vice Chancellor for Academic Affairs

Melvyn K. Sakaguchi
Vice Chancellor for Student and
Community Affairs

University of Hawai'i Administration

Kenneth P. Mortimer
President

Paul C. Yuen
Senior Vice-President and
Executive Vice Chancellor

David E. Yount
Vice President for Research and
Graduate Education

Rockne C. Freitas
Vice President for University Relations

Ralph T. Horii
Vice President for Finance and Operations

Rodney T. Sakaguchi
Director, Budget Office

Colleen O. Sathre
Director, Planning, Policy, and
Institutional Research

James H. Takushi
Director, Personnel

Kapi'olani Community College Administration

John Morton, M.A.
Provost

Leon Richards, Ph.D.
Dean of Instruction

Ralph Ohara, M. Ed.
Dean of Student Services

Angela Meixell, Ed.D
Acting Director of Aministrative Services

Carol Hoshiko, M.A.
Director of Community Services

Robert Franco, Ph.D..
Acting Assistant Dean of Instruction

James Jeffryes, M.A.
Assistant Dean of Instruction

Cactus flowers in the KCC Cactus and Succulents Garden.

Faculty and Staff

Abbott, Lawrence, Educational Specialist, Arts and Sciences

Abou-Sayf, Frank, Institutional Analyst, Institutional Research; Ph.D. 1972, University of Pennsylvania;

Ah Yo, Carol, Assistant Professor, Emergency Medical Services; B.S.N. 1980, University of Hawai'i at Mānoa

Akana, Darlene, Clerk-Steno, Educational Media Center

Akana, Francis, Groundskeeper, Operations and Maintenance

Alfonsi, Theresa, Library Assistant, Library

Allis, Robert, Instructor, Mathematics; M.A. 1971, Miami University

Amano, Reef, Electronics Technician, Educational Media Center; A.S. 1984, Honolulu Community College

Anbe, Ethel, Secretary, Business Education

Ane, Michael, Counselor, Student Services; B.S. 1974, University of Hawai'i at Mānoa

Aoki, Charles, Coordinator, Computing Center, M.Ed. 1987, University of Hawai' at Mānoa

Aoki, Josephine, Assistant Professor, Nursing; B.S.N. 1967, St Louis University

Arakaki, Roy, Instructor, Emergency Medical Services; L.P.N. 1976, Queen's Medical Center

Aranca, Fernando, Janitor, Operations and Maintenance

Arellano, Milton, Instructor, Food Service and Hospitality Education; A.S. 1970, Kapi'olani Community College

Armstrong, Marcia, Associate Professor, Medical Laboratory Technician Program; M.S. 1976, University of Massachusetts at Dartmouth

Astromoff, Andrew, Instructor, Mathematics; Ph.D. 1963, University of California at Berkeley

Au, Alexandra, Instructor, Community Services; B.A. 1969, Jacksonville University

Awong, Mirriam, Clerk Typist, Student Services

Bahrami, Eileen, Instructor, Nursing; M.S.N. 1989, Loyola College

Bantolina, Clara, Secretary, Instructional Services

Barnes, Bruce E., Instructor, Legal Assistant Program; L.L.M. 1985, Columbia University

Basuel, Terry, Instructor, Nursing; M.P.H. 1986, University of Hawai'i at Mānoa

Bautista, Maria, Instructor, Physics; Ph.D. 1987, University of the Phillipines

Becker, James, Assistant Professor, Social Sciences; M.A. 1978, University of Illinois at Chicago Circle

Belisle, Linda, Instructor, Nursing; B.S.N. 1987, California State University

Beresiwsky, Carol, Associate Professor, French and Spanish; M.A. 1978, University of Hawai'i at Mānoa

Berestecky, John, Instructor, Microbiology; Ph.D. 1988, University of Hawai'i at Mānoa

Betonio, Melanie, Clerk Typist, Admissions and Information Service

Billingham, Graham, Assistant Professor, Emergency Medical Services; M.D. 1986, University of California at Los Angeles

Bogdanowicz, Maureen, Instructor, Language Arts; Ph.D. 1983, University of Toronto

Brakenhoff, Kelly, Counselor, Special Student Services; B.A. 1988, University of Nebraska

Breed, Allen, Instructor, Learning Assistance Center; M.A. 1950, University of the Pacific

Brennan, Barbara, Instructor, Emergency Medical Services; B.A. 1967 Boston University

Britos, Barbara, Clerk Typist, Learning Center

Buffington, Judith, Registrar, Registration and Records; B.S. 1961, Illinois State University

Bushnell, Nancy, Instructor, Anatomy and Physiology; M.A. 1984, University of Hawai'i at Mānoa

Cabacungan, Alfredo, Instructor, Food Service and Hospitality Education; C.T.A. 1988, The Cooking School of Umbria

Cadelinia, Stephanie, Secretary, Administrative Services

Caoagdan, Conrad, Janitor, Operations and Maintenance

Carrero, Eugene, Educational Specialist, Community Services

Caldwell, Martin, Acting Instructor, Allied Health; B.A. 1990, Fort Sam Houston Academy of Health Sciences

Chagami, Barbara, Secretary, Student Services

Chai, Kuuipo, Instructor, Nursing; M.S.N. 1989, University of Hawai'i at Mānoa

Chan, Kenwrick, Computer Specialist, Educational Media Center; M.Ed. 1991, University of Hawai'i at Mānoa

Chinen, Robert, Associate Professor, Food Service and Hospitality Education; C.T.A. 1956, Culinary Institute of America

Ching, Gregory, Janitor, Operations and Maintenance

Chock, Darrell, Security Officer, Operations and Maintenance

Chock, Karen, Associate Professor, Mathematics; M.A.T. 1968, Indiana University

Chong, Chelsea, Instructor, Food Service and Hospitality Education; B.A. 1976, University of Hawai'i at Mānoa

Choy, Elsie, Counselor, Nursing; M.Ed. 1983, University of Hawai'i at Mānoa

Chun, Joe, Professor and Director, Educational Media Center; M.A. 1968, University of Hawai'i at Mānoa

Chung, Kyong Soo, Professor, Mathematics; Ph.D. 1970, University of Colorado

Clements, Roland, Professor, Radiologic Technology Program; M.S. 1970, Northeast Louisiana State College

Coker, Karen, Instructor, Nursing; M.S.N. 1990, University of the Phillipines

Cole, John, Instructor, History; M.A. 1976, University of Hawai'i at Mānoa

Conchee, Loretta, Clerk Stenographer, Student Services

Cook, Janice, Assistant Professor, English; M.A. 1979, Iowa State University

Cooray, Kusuma, Instructor, Food Service and Hospitality Education; 1980, LaVarenne Ecole de Cuisine

Corbin-Mullikin, Linka, Assistant Professor, English; Ph.D. 1979, University of New Mexico

Cristobal, Pedro, Janitor, Operations and Maintenance

Cruz, Bonita, Acting Instructor, Nursing; B.A. 1989, Texas Tech University

Daniels, Charles, Professor, Anatomy and Physiology; M.S. 1966, University of Hawai'i at Mānoa

Dang, Michael, Janitor, Operations and Maintenance

Davies, Susan, Educational Specialist, Educational Media Center

Davis, Harry, Assistant Professor, Chemistry; Ph.D. 1985, University of Hawai'i at Mānoa

Davis, Irmagard, Professor, Business Administration; M.S. 1952, New York University

DeMello, Donna, Instructor, Nursing; M.S.N. 1986, University of Pittsburgh

DeMello, Lee Ann, Clerk Typist, Emergency Medical Services

DeSilva, Kauka, Assistant Professor, Art; M.F.A. 1978, Pratt Institute

Devenport, Pamela, Groundskeeper, Operations and Maintenance

Dias, Bruce, Painter, Operations and Maintenance

Dik, Ibrahim, Associate Professor, Social Sciences; Ph.D. 1982, University of Hawai'i at Mānoa

Dooley, Kevin, Assistant Professor, Business Administration; B.B.A. 1979, University of Hawai'i at Mānoa

Duffy, Lois, Acting Instructor, Nursing; B.S.N. 1992, University of Hawai'i at Mānoa

Dughi, Carl, Associate Professor and Department Chair; Business Administration, M.B.A. 1959, Harvard Business School

Duncan, John, Instructor, Business Administration; M.B.A. 1982, University of Texas at San Antonio

Dunn, Ronald, Instructor, Business Administration; Ph.D. 1990, University of Hawai'i at Mānoa

Edman, Jeanne, Instructor, Psychology; Ph.D. 1989, University of Hawai'i at Mānoa

Engle, Robert, Professor, Music; M.A. 1973, University of Hawai'i at Mānoa

Ewing, Regina, Associate Professor, Student Services; M.Ed. 1975, University of Connecticut

Fernandez, Edward, Instructor, Food Service and Hospitality Education; A.S. 1969, Kapi'olani Community College

Fernandez, James, Director of Gallaudet University Regional Center, Community Services; Ph.D. 1980, University of Michigan

Ferreira, Carol, Groundskeeper, Operations and Maintenance

Flanigan, Anne, Instructor, Math/Science; M.A.T. 1966, Indiana University

Flanigan, John, Instructor, Learning Assistance Center; M.A.T. 1966, Indiana University

Forster, Michele, Clerk Typist, Emergency Medical Services (Hilo)

Forsythe, Darlene, Development Officer Office of the Provost; B.A. 1985, University of Hawai'i at Mānoa

Francisco, Randall, Instructor, Community Services; M.Ed. 1984, University of Hawai'i at Mānoa

Fried, Jan, Instructor, Community Services; B.A. 1980, University of California at Santa Cruz

Fujikawa, Robin, Assistant Professor; Philosophy, Ph.D. 1978, University of Hawai'i at Mānoa

Fujimoto, Donald, Professor, Student Services; M.A. 1959, Central Washington State College

Fujitani, Shu-Fen, Instructor, Chinese; M.A. 1985, University of Hawai' at Mānoa

Fukui, Christine, Medical Director for Respiratory Care Program; M.D. 1974, University of California at San Francisco

Fukunaga, Jane, Professor and Department Chair, Social Sciences; M.Ed. 1966, University of Hawai'i at Mānoa

Furuno, Nora, Educational Specialist, Community Services

Gerlock, Stephen, Educational Specialist, Community Services; M.B.A. 1991, Pennsylvania State University

Goya, Kelli, Distance Educational Specialist, Educational Media Center; B.A. 1986, University of Hawai'i at Mānoa

Griffith, Susanna, Instructor, Nursing; M.A. 1989, University of California at San Francisco

Hall, Fred, Security Officer, Operations and Maintenance

Hamada, Helen, Graphic Artist, Educational Media Center; B.F.A. 1969, University of Hawai'i at Mānoa

Hamada, Lynn, Instructor, Medical Assisting Program; B.S. 1979, University of Hawai'i at Mānoa

Hamberg, Glenn, Assistant Professor, Emergency Medical Services; B.S. 1972, Hillsdale College

Hao, Amy, Cashier Clerk, Business Office

Hara, Mavis, Instructor, Arts and Sciences; M.A. 1979, University of California at Santa Barbara

Harada, Gail, Instructor, Learning Assistance Center; M.F.A. 1977, University of Iowa

Harada, Suzan, Instructor, Community Services; B.A. 1980, University of Hawai'i at Mānoa

Harrer, Thomas, Instructor, Physical Therapist Assistant Program; B.S. 1988, Northwestern University Medical Center

Harrington, Rosemae, Assistant Professor, Student Services; M.S. 1967, University of California at San Francisco

Harris, Margaret, Professor, Office Administration and Technology; M.A. 1963, Colorado State College

Hatakeyama, Etsuko, Library Assistant, Library

Haverly, Mary Joan, Assistant Professor, Student Services; M. Ed. University of Hawai'i at Mānoa

Hayashi, Lori, Administration and Fiscal Support Specialist, Administrative Services

Heen, Shellee, Bookstore Manager, Bookstore

Henderson, Marcia, Janitor, Operations and Maintenance

Hershinow, Sheldon, Professor, English; Ph.D. 1975, University of Hawai'i at Mānoa

Hickock, Monte, Media Production Specialist, Educational Media Center, M.A. 1972, San Francisco State University

Higa, Holli, Clerk Typist, Admissions and Information Services

Higa, Kevin, Cook, Food Service

Higashi, Carol, Personnel Clerk, Administrative Services

Hiltbrand, Ernst, Associate Professor, Food Service and Hospitality Education

Hong, Christopher, Clerk, Operations and Maintenance

Hong, Doris, Clerk Steno, Health Education

Horikawa, Susan, Library Assistant, Library

Hunt, Terri, Instructor, ETC; B.S., Susquehanna University

Ikezaki, Lawrence, Instructor, Business Administration; M.B.A. 1958, Indiana University

Ishigami, Yukiyasu, Instructor, Japanese; M.A. 1974, University of Hawai'i at Mānoa

Ishikawa, Arlene, Secretary, Community Services

Jasso, Rene, Groundskeeper, Operations and Maintenance

Johnson, Jim, Instructor, ETC; M.A. 1983, Central Michigan University

Johnson, Mary Ann, Associate Professor, Nursing; B.S.N. 1964, Northwestern University

Johnson, Robert, Instructor, Speech; Ph.D. 1973, University of Wisconsin

Kabei, Gerri, Instructor, ETC; B.A. 1972, University of Hawai'i at Mānoa

Kadoguchi, Ann, Assistant Professor, Occupational Therapy Assistant Program; B.S. 1954, New York University

Kalinowski, Edward, Associate Professor and Department Chair, Emergency Medical Services; M.Ed. 1986, University of Hawai'i at Mānoa

Kama, Marvelene, Cafeteria Helper, Food Service

Kamauoha, Keith, Groundskeeper, Operations and Maintenance

Kamp, Anthony, Janitor, Operations and Maintenance

Kaneshiro, Irma, Secretary, Provost's Office

Kashiwada, Keith, Instructor, Speech; M.A. 1990, University of North Carolina at Chapel Hill

Kawaharada, Dennis, Assistant Professor, English; Ph.D. 1988, University of Washington

Kealoha-Beck, May, Instructor, Nursing; M.P.H. 1988, University of Hawai'i at Mānoa

Keliiaa, Paul, Security Officer, Operations and Maintenance

Kelso, Mary, Instructor, Emergency Medical Services; B.S. 1987, Hawai'i Loa College

Kepilino, Florence, Library Technician, Library

Keyworth, Judith, Instructor, Nursing; B.A. 1986, Fairfield University

Killam, Kent, Assistant Professor, Business Administration; M.S. 1974, Naval Postgraduate School

Kim, Helen, Secretary, Food Service and Hospitality Education

Kimura, Bert, Professor and Instructional Development Coordinator, Educational Media Center; Ph.D. 1969, University of Illinois

Kimura, Cynthia, Associate Professor, Student Services; M.Ed. 1974, University of Hawai'i at Mānoa

Kimura, Robert, Professor, Business Administration; M.A. 1973, Pepperdine University

Kirkpatrick, Judith, Instructor, English; M.A.T. 1968, Indiana University

Klobe, Delmarie, Assistant Professor and Department Chair, Humanities; M.A. 1969, California State University at Los Angeles

Kodama, Alva, Library Technician, Library

Kodama, Linda, Associate Professor, Mathematics; M.A. 1964, Teachers' College, Columbia University

Komoto, Kellie, Clerk Typist, Community Services

Kondo, Thomas, Associate Professor, Japanese; M.A. 1969, Ryukoku University

Kopelke, Caroline, Instructor, Nursing; M.S. 1972, University of Oregon

Koseki, Aaron, Instructor, Respiratory Care Program; Ph.D. 1977, University of Wisconsin

Kostlan, Eric, Instructor, Mathematics; Ph.D. 1985, University of California at Berkeley

Krishna, Monomita, Instructor, History; M.A. 1990, Syracuse University

Krusemark, Ann, Acting Instructor, Nursing; B.A. 1978, University of Virginia

Kurata, Amy, Professor, English; M.Ed. 1968, University of Hawai'i at Mānoa

Lacayanga, Odetta, Library Assistant, Library

Lai, Sandra, Associate Professor, Business Administration; B.A. 1968, University of Hawai'i at Mānoa

Lam, Mia, Clerk Stenographer, Admissions and Information Services

Lam, Wilson, Offset Press Operator, Educational Media Center

Laoan, Consolacion, Janitor, Operations and Maintenance

Lau, Virginia, Secretary, Legal Assistant Program, Office Administration and Technology

Leake, Frank, Instructor and Department Chair, Food Service and Hospitality Education; A.O.S. 1974, The Culinary Institute of America

LeClair, Robert, Professor and Department Chair, Legal Assistant Program; J.D. (cum laude) 1971, Harvard Law School

Lee, Mona, Associate Professor, Student Services; M.Ed. 1973, University of Hawai'i at Mānoa

Lee, Patricia, Clerk Typist, Registration and Records

Levy, Irena, Instructor, English; M.A. 1979, Arizona State University

Lighthill, Michael, Instructor, Community Services; M.A. 1981, University of Southern California

Lilly, Chris, Student Services Specialist, Student Services; M.S. 1993, Chaminade University of Honolulu

Lock, Charlene, Clerk Steno, Student Services

Lum-Akana, Aileen, Student Services Specialist, Student Services; B.S. 1992, University of Hawai'i at Mānoa

MacDonald, Kathleen, Professor, English; M.A. 1968, University of Hawai'i at Mānoa

Maeda, Janice, Clerk Typist, Arts and Sciences

Maekawa, Wes, Instructor, Student Services; M.Ed. 1993, University of Hawai'i at Mānoa

Makagon, Jill, Instructor, Language Arts; M.A. 1971, University of North Carolina

Mamaclay, Blandina, Acting Instructor, Nursing; M.S.N. 1986, University of Hawai'i at Mānoa

Mann, Robin-Claire, Associate Professor, Social Sciences; M.A. 1970, University of Hawai'i at Mānoa

Marko, Mary, Associate Professor, Library; M.L.S. 1974, University of Hawai'i at Mānoa

Maruya, Jayne, Administrative Officer, Business Office

Masada, Jerry, Associate Professor, Mathematics; B.S. 1959,

Brigham Young University

Masutani, Carol, Administrative Officer, Business Office; B.B.A. 1982, University of Hawai'i at Mānoa

Matias, Antonio, Janitor Supervisor, Operations and Maintenance

Matsuda, Charles, Assistant Professor and Department Chair, Math and Sciences; M.Ed. 1973, University of Hawai'i at Mānoa

Matsui, Carl, Audio Visual Technician, Educational Media Center, B.A. 1979, University of Hawai'i at Mānoa

Matsukawa, Joan, Assistant Professor and Department Chair, Nursing; M.P.N. 1982, University of Hawai'i at Mānoa

Matsumoto, Izumi, Instructor, Community Services; M.A. 1990, University of Hawai'i at Mānoa

McCabe, Ralph, Assistant Professor, Emergency Medical Services; B.Ed. 1987, University of Hawai'i at Mānoa

McWilliams, Janet, Instructor, Art; M.F.A. 1990, University of California at Los Angeles

Mero, Genevieve, Library Assistant, Library

Metzger, Patricia, Instructor, Nursing; B.S.N. 1972, Michigan State University

Miguel-deSousa, Linda; Instructor, Nursing; M.S.N. 1990, University of Hawai'i at Mānoa

Miller, Deborah, Assistant Professor, Office Administration and Technology; M.A. 1984, Michigan State University

Miller, Linda, Educational Specialist, Community Services/Gallaudet University regional Center; A.A. 1989, University of Hawai'i at Mānoa

Miller, Marilyn, Assistant Professor, Physical Therapist Assistant Program, Ph.D. 1990, University of Southern California

Mito, Kenneth, Instructor, Respiratory Care Program; M.P.H. 1988, University of Hawai'i at Mānoa

Modavi, Neghin, Instructor, Sociology; M.A. 1988, University of Hawai'i at Mānoa

Moikeha, Sanae, Professor and Department Chair, Allied Health; Ph.D. 1968, University of Hawai'i at Mānoa

Molloy, Michael, Professor, Philosophy; Ph.D. 1981, University of Hawai'i at Mānoa

Momohara, Janet, Clerk Typist, Educational Media Center

Moore, Phyllis, Instructor, ETC; B.S. 1951, Pearl City College, Pennsylvania

Moore, Sharoh, Counselor, Student Services; M.Ed. 1979, Oregon University

Morita, Carolyn, Janitor, Operations and Maintenance

Mowbray, John, Professor, Mathematics; M.A. 1970, University of Illinois

Munger, Michael, Educational Specialist, Instructional Services, Ph.D. 1974, University of Nebraska

Murakami, Gary, Electronics Engineer, Educational Media Center, B.S. 1976, University of Hawai'i at Mānoa

Murakami, Gwene, Clerk Typist, Arts and Sciences

Murata, Lynn, Instructor, Art; M.A. 1985, Sophia University Graduate School

Nagaue, Ellen, Instructor, ETC; B.A. 1969, University of Hawai'i at Mānoa

Nakamaejo, David, Associate Professor, Business Administration; M.Ed. 1980, University of Hawai'i at Mānoa

Nakamura, Barry, Educational Specialist, Community Services

Nakamura, Betty, Secretary, Instructional Services

Nakamura, Caroline, Professor and Department Chair, Humanities; M.A. 1964, University of Hawai'i at Mānoa

Nakamura, Joyce, Professor, Office Administration and Technology; M.Ed. 1963, Colorado State College

Nakayama, Harry, Associate Professor, Radiologic Technology Program; B.S. 1976, University of Nevada

Natto, Paiea, Educational Specialist, Community Services,

Naughton, Noreen, Assistant Professor, Art; M.F.A. 1979, University of Hawai'i at Mānoa

Nedervelt, Andrea, Instructor, Nursing; M.S. 1989, University of Hawai'i at Mānoa

Neidhardt, Wayne, Assistant Professor, Mathematics; Ph.D. 1985, University of Wisconsin

Niethammer, Anne, Instructor, Business Administration

Nishimoto, Guy, Associate Professor and Department Chair, Language Arts, M.Ed. 1976, Claremont Graduate School

Noji, Frank, Assistant Professor, English; M.A. 1980, University of Hawai'i at Mānoa

Nordyke, Gretchen, Educational Specialist, Community Services

Oda, Dale, Assistant Professor and Medical Director, Emergency Medical Services; M.D. 1985, University of Hawai'i at Mānoa

Ogawa, Estelle, Assistant Professor, Office Administration and Technology; M.Ed. 1980, University of Hawai'i at Mānoa

Ogawa, Suzanne, Acting Instructor, Nursing; M.Ed. 1975, University of Hawai'i at Mānoa

Okada, Nancy, Clerk Typist, Arts and Sciences

Okamura, Vera, Assistant Professor, Mathematics; M.Ed. 1973, Stanford University

Okino, Lori, Instructor, Community Services, B.A. 1980, University of Hawai'i at Mānoa

Olson, Patricia, Instructor, Nursing; M.S.N. 1985, University of Hawai'i at Mānoa

Oshiro, Scot, Janitor, Operations and Maintenance

Ottoson, Liz, Instructor, Nursing; M.S.N. 1991, University of Hawai'i at Mānoa

Pagotto, Louise, Instructor, English; Ph.D. 1987, University of Hawai'i at Mānoa

Pak, Andrew, Assistant Professor, Mathematics; M.A. 1981, University of Hawai'i at Mānoa

Pang, Barry, Instructor, Business Administration; M.A. 1972, University of Hawai'i at Mānoa

Pang, Henry, Computer Specialist, Computing Center

Pang , Loretta, Professor, History; M.A. 1967, University of Hawai'i at Mānoa

Pang, Trude, Professor and Department Chair, Office Administration and Technology; M.Ed. 1977, University of Hawai'i at Mānoa

Parmelee, Martha Jean, Instructor, Nursing; M.S.A. 1982, University of Hawai'i at Mānoa

Paul-Watanabe, Carol, Assistant Professor, Occupational Therapy Assistant Program; M.P.H. 1993, University of Hawai'i at Mānoa

Pedro, Valerie, Account Clerk, Business Office

Perez, Sandra, Professor, Speech-Communications and Drama; M.A. 1967, Wayne State University

Pestana, Sally, Assistant Professor, Medical Laboratory Technician Program; B.S. 1978, University of North Dakota

Phillips, Gene, Offset Press Operator, Educational Media Center

Pintor, Damiana, Janitor, Operations and Maintenance

Pyun, Yul, Computer Specialist, Computer Center, B.S. 1984, Rochester Institute of Technology

Quensell, Nelda, Associate Professor, Botany; M.S. 1972, University of Hawai'i at Mānoa

Rand, John, Instructor, Physics; M.S. 1988, The American University

Reimer, Connie, Associate Professor, Student Services; M.Ed. 1982, University of Hawai'i at Mānoa

Renner, Tanya, Instructor, Psychology; Ph.D. 1988, University of California at Berkeley

Robinson, James, Instructor, Language Arts, Ph.D. 1986, University of New Hampshire

Ross-Pfeiffer, Barbara, Instructor, Social Sciences; M.A. 1989, University of Hawai'i at Mānoa

Rota, Sharon, Professor, Student Services, M.A. 1970, University of Hawai'i at MÅnoa

Sachdeva, Meena, Assistant Professor, English; M.A. 1981, University of Hawai'i at Mānoa

Saito, Carol-Lynn, Secretary, Library

Saito, John, Assistant Professor, Emergency Medical Services; M.P.H. 1981, University of Hawai'i at MÅnoa

Salas, Ricardo, Janitor, Operations and Maintenance

Sato, Gladys, Professor, Food Service and Hospitality Education; M.Ed. 1978, University of Hawai'i at Mānoa

Sears, C. Eric, Associate Professor, Social Sciences, Ph.D. 1976, University of Hawai'i at Mānoa

Seguirant, Genevieve, Education and Academic Support Specialist, Food Service and Hospitality Education

Seita, Alfred, Instructor, Business Administration, M.S. 1981, University of Illinois

Shideler, Katherine, Instructor, Nursing, M.S.N. 1984, University of California at San Francisco

Shimabukuro, James, Assistant Professor, English; Ed.D. 1970, University of Hawai' at Mānoa

Shimabukuro, Mae, Secretary, Allied Health

Shinoki, Amy, Professor, Business Administration; M.Ed. 1976, University of Hawai'i at Mānoa

Shiraki, David, Electronics Technician, Educational Media Center, A.S. 1980, Honolulu Community College

Shwe, Lone, Groundskeeper, Operations and Maintenance

Singer, Steven, Educational Specialist, Learning Center

Slatoff, Saul, Assistant Professor, Library, M.L.S. 1962, State University of New York at Albany

Smith, Whitney, Instructor, Food Service and Hospitality Education, A.A.S. 1982, Johnson and Wales University

Sodoma, Thomas, Instructor, Emergency Medical Services

Soma, Dirk, Instructor, Food Service and Hospitality Education; B.B.A. 1986, University of Hawai'i at Mānoa

Somer, Marcia, Instructor, Social Sciences, M.A. 1988, Washington State University

Sturges, Michelle, Instructor, Library, M.L.I.S. 1988, University of Hawai'i at Mānoa

Sugai, Jamie, Secretary, Emergency Medical Services

Sugihara, Evelyn, Instructor, ETC; B.A. 1988, University of Hawai'i at Mānoa

Taamu, Jacqueline, Cashier, Food Service

Tabisola, Robert, Building Maintenance Worker, Operations and Maintenance

Tagawa, Michael, Associate Professor, Social Sciences; M.A. 1980, University of Hawai'i at Mānoa

Takahashi, Ron, Instructor, Hotel Operations; B.B.A. 1975, University of Hawai'i at Mānoa

Takaki, Janice, Student Service Specialist, Student Services

Takanishi, Kendace, Clerk, Student Services

Takazawa, Evelyn, Instructor, Nursing; M.S.N. 1977, University of Hawai'i at Mānoa

Taketa, Iris, Professor, Office Administration and Technology; M.Ed. 1976, University of Hawai'i at Mānoa

Tanabe, Joy, Secretary, Instructional Services

Tani, Carolyn, Professor, Dental Assisting; M.Ed. 1972, University of Hawai'i at Mānoa

Tani, Daniel, Janitor, Operations and Maintenance

Taum, Fulton, Janitor, Operations and Maintenance

Toguchi, Charlotte, Associate Professor, Speech-Communications; M.A. 1970, University of Hawai'i at Mānoa

Tom, Tenny, Professor, Business Administration, J.D. 1954, New York University Graduate School of Law

Tredick, Barbara, Instructor, Nursing; B.S.N. 1966, Lebanon Valley College

Udani, Florentino, Janitor, Operations and Maintenance

Umehira, Ronny, Assistant Professor, Hotel Operations; B.B.A. 1976, University of Hawai'i at Mānoa

Uno, John, Instructor, Anatomy and Physiology; Ph.D. 1989, University of Hawai'i at Mānoa

Valdez, Edward, Educational Specialist, Community Services, M.S. 1984, University of Illinois

Van Gieson, Donald, Instructor, Business Education; M.A. 1953, University of Hawai'i at Mānoa

Vanairsdale, Dennis, Associate Professor, Business Administration, J.D. 1975, Gonzaga University

Vashishta, Shirley, Assistant Professor, Library, M.L.S. 1969, University of Hawai'i at Mānoa

Viela, Raymond, Janitor, Operations and Maintenance

Voyce, Donald, Professor, Chemistry and Oceanography; M.S. 1973, University of Hawai'i at Mānoa

Waggoner, Barbara, Instructor, Nursing; B. A. 1981, University of Wyoming

Wall, Brendan, Professor, Philosophy, M.A. 1966, St. Albert's College

Walsh, Janice, Counselor, Business Education; M.B.A. 1991, Chaminade University of Honolulu

Watanabe, Lynn, Clerk Typist, Health Education

Watase, Amy, Clerk Typist, Emergency Medical Services (Kauai)

Webb, Terry, Head Librarian, Library, Ph.D. 1990, Arizona State University

Wehrman, Catherine Chow, Assistant Professor, Student Services; M.Ed. 1983, University of Hawai'i at Mānoa

Wehrman, Stephen, Assistant Professor, Respiratory Care, A.S. 1982, East Los Angeles College

Wheeles, Holly, Education and Academic Support Specialist

Wight, Kahi, Instructor, Hawaiian, M.A. 1971, University of Washington

Williams, Gemma, Instructor, Student Services, M.A. 1984, Northeastern University

Wong, Roberta, Instructor, B.S. 1989, Weber State University

Wong, Vernon, Auxilliary Services Officer, Operations and Maintenance

Yamamoto, Jan, Clerk Typist, Emergency Medical Services (Maui)

Yamamoto, Louise, Coordinator, Learning Assistance Center, M.A. 1972, University of Hawai'i at Mānoa

Yamamoto, Marylin, Clerk Typist, Business Education

Yoder, Lane, Assistant Professor, Mathematics; Ph.D. 1973, Purdue University

Yonemori, Lori, Counselor, Food Service and Hospitality Education; B.B.A. 1981, University of Hawai'i at Mānoa

Yoshihara, Elva, Instructor, Nursing; B.S.N. 1953, The Johns Hopkins Hospital School of Nursing

Yoshimoto, Naomi, Instructor, Nursing; M.S.N. 1983, University of Hawai'i at Mānoa

Yoshimura, Joselyn, Instructor, Student Services, M.Ed. 1985, University of Hawai'i at Mānoa

Young, Clarence, Library Assistant, Library

Young, Joan, Assistant Professor, Medical Assisting, B.Ed. 1989, University of Hawai'i at Mānoa

Zane, Jonna, Student Services Specialist, Student Services; Ed.D. 1993, University of Hawai'i at Mānoa

Zanni, Anthony, Acting Instructor, 1980, University of Florida

Kalanchoe in the KCC Cactus and Suculents Garden. **Photo by Bryan Sekiguchi**

Adjunct Faculty

Dental Assisting

Galen Chee, D.M.D.
Mark Chun, D.M.D.
Mitchell Chun, D.M.D.
Norman Chun, D.M.D.
Scott Gomez, D.D.S.
Glenn Hanada, D.M.D.
James R. K. Higa, D.D.S.
Jason Hiromoto, D.D.S.
Karen Hu, D.D.S.
Owen Kawakami, D.M.D.
Winfred Kubo, D.D.S.
Robert Kuribayashi, D.D.S.
Francis Lock, D.D.S.
Beatrice Loo, D.D.S.
Pete Nishimura, D.D.S.
Ronald Ohtani, D.D.S.
Walter Sakamaki, D.D.S.
Jon Tanabe, D.D.S.
Marsha Tanabe, D.D.S.
Clyde Umaki, D.D.S.
Carolyn Yamaoka, D.D.S.
David Yee, D.D.S.
Ping K. Yee, D.D.S.
Jon Yoshimura, D.D.S.

Emergency Medical Services

Dennis Aguiar, M.I.C.T.
Ron Ah Loy, M.D.
Chris Ano, M.I.C.T.
Wayne Awai, M.I.C.T.
Heidi Awohi, EMT
Rusall Azuma, EMT
John (Jay) Bartholomew, M.I.C.T.
Edward Ballerini, M.D.
John Bello, M.I.C.T.
Fredrick Berkle, M.D.
Bob Bonham, M.D.
John Bowen, Ph.D.
Rod Boychuck, M.D.
James Burnett, M.I.C.T.
Bruce Butler
George Carlson, M.D.
James Carpentier, M.D.
Reuben Chun, M.I.C.T.
Linda Conboy, R.N.
Wayne DeMotta, M.I.C.T.
Lorne Derenfeld, M.D.
Joe Domingo, M.I.C.T.
Patricia Dukes, M.I.C.T.
John Elliot, M.I.C.T.
Eddie Fujioka, M.I.C.T.
Mark Furiya, M.I.C.T.
Gregory Gangwes, M.I.C.T.
Donnie Gates, M.I.C.T.
Samuel Gingrich, M.D.
Pat Gragas, M.I.C.T.
Sandy Gresham, BSN, M.ED
Diana Gunther, M.I.C.T.
Norman Hahn, M.I.C.T.
Peter Halford, M.D.
Larry Hall, M.I.C.T.
Joseph Hew, M.D.
Fred Holshuh, M.D.
Jake Hoopai, M.I.C.T.
Thomas Hughes, M.I.C.T.
Dennis Iyo, M.I.C.T.
Brian Izumoto, M.I.C.T.
Tom Jones, M.I.C.T.
Johnson Kahili, M.I.C.T.
Christopher King, M.D.
Eric Kitagawa, M.I.C.T.
Kathy Kruger, R.N.
Wayne R. Kruse, M.I.C.T.
Les Kurano, M.I.C.T.
William Lau, M.I.C.T.
Robert Lebel, MICT
Belinda Lee, M.I.C.T.
Jeff Lee, M.I.C.T.
Joe Lewis, M.D.
Djon Lim, M.D.
Curtis Matsui, M.I.C.T.
Michael Matsui, M.I.C.T.
Don Matsuura, M.D.
Kevin McGough, M.I.C.T.
William Mitchell, M.D.
Wayne Miyashiro, M.I.C.T.
Brenda Molina, M.I.C.T.
Candy Morimoto, M.I.C.T.
Curt Morimoto, M.I.C.T.
Patricia Morine, M.I.C.T.
Steve Moser, M.D.
Clesson Murasaki, M.I.C.T.
David Nelson, M.D.
Kathleen Ohara, M.D.
Darryl Oliverira, M.I.C.T.
Robert Overlock, M.D.
Barton Paiva, M.I.C.T.
Paul Paiva, M.I.C.T.
Paul (Scotty) Paiva, M.I.C.T.
Moon Park, M.D.
Terry Reed, M.I.C.T.
Steve Rhody, M.I.C.T.
Douglas Rogers, M.D.
Linda Rosen, M.D.
Myron Rosenhill, M.I.C.T.
Dennis Rowe, M.D.
Greg Ruhland, M.D.
Winthrop Schafer, M.I.C.T.
Sue Schulz, M.I.C.T.
Mandy Shiraki, M.I.C.T.
Jackie Sing, M.I.C.T.
Chester Sukekane, M.I.C.T.
Robert Sussman, M.D.
Brian Swindale, M.I.C.T.
Rick Sword
Randal Tanaka, M.I.C.T.
Marilu Townsend, M.D.
John Uohara, M.D.
Carl Urban, M.I.C.T.
D. Leslie Van Gieson, M.I.C.T.
Harry Van't Groenewout, EMT
Arnold Villanueva, M.I.C.T.
Jon Weisul, M.D.
Desmond Wery, M.I.C.T.
Charles Whittle, M.I.C.T.
Darryl Willis, M.I.C.T.
Bradley Wong, M.D.
Colin Wong, M.I.C.T.
Steven Woo, M.D.
David Wung, M.I.C.T.
Justin Yamamoto, M.I.C.T.
Tracy Yanagi, M.I.C.T.
Ralph Yawata, M.I.C.T.
Myron Yoshioka, M.I.C.T.
Alan Young, M.I.C.T.
Dennis Yurong, M.I.C.T.
Stanley Zukeran-Kerr, M.I.C.T.

Legal Assistant

Bruce E. Barnes, Esq.
Benjamin L. Carroll, III, Esq.
Harold Chu, Esq.
James Hershey, Esq.
Ernst Kimoto, Esq.
Robin Kishi, Esq.
Christine Kurashige, Esq.
Cynthia Lee, Esq.
Lenora Lee
Robert Lerud, Esq.
Gail Nakatani, Judge
David J. Minkin, Esq.
Michael Nauyokas, Esq.
James Pietsch, Esq.
Hal Schofield, Esq.
Neal Seamon
James Seki, Esq.
Raymond F. Zeason, Esq.

Medical Assisting

Fay Aki, R.N.
Vivien Asakura, C.M.A.
Lois Chinen, L.P.N
Karen Fo, C.M.A.
Fred Farzami, M.D.
Nathan Fujita, M.D.
Trude Hall, R.N.
Mary Ann Hew, R.N.
Maile Howick, R.N.
Rae Kobayashi, R.N.
Pat Leong, R.N.
Kathleen Matsumura, R.N.
Rose McIntyre, R.N.
Antya Miller, R.N.
Ellen Murobayashi, C.M.A.
Janet Nakagawa, C.M.A.
Susan Nakamoto, R.N.
Gail Navor, C.M.A.
Sylvia Pager, M.D.
Candace Park, R.N.

Patricia Raffeto, R.N.
Wealth Ramos, C.M.A.
Denise Redfern, M.A.
Jodi Rosado, C.M.A.
Barbara Running, R.N.
Nora Salvador, C.M.A.
Sherry Sashara, C.M.A.
Sheri Shimata, C.M.A.
Maria Smith, C.M.A.
Barbara Suenishi, C.M.A.
Mona Takara, R.N.
Joy Tamaribuchi-Geranian, R.N.
Martina Valencia, C.M.A.
Courtney Yaji, M.A.
Georgiana Yap, R.N.

Medical Lab Technician

Castle Medical Center
Gayle Chun, M.B.A., M.T. (A.S.C.P.)
Kathleen Kendro, B.S., M.L.T. (A.S.C.P.)
Deanne D. Miller, B.S., M.T. (A.S.C.P.)
Alfred Reyno, B.S., M.T. (A.S.C.P.)
Tina Robinson, B.S., M.T. (A.S.C.P.)
Dita Yago, B.S., M.T. (A.S.C.P.)

Clinical Laboratories of Hawai'i (Hilo)
Mavis Hagiwara, A.S., M.L.T.(A.S.C.P.), M.T. (H.E.W.)
Lisa Javier, B.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)
Gavin Kawano, B.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)
Jean Kawano, B.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)
Brian Koge, B.S., M.T. (A.S.C.P.)
Wayne Long, B.S., M.T. (A.S.C.P.)
Ayoung Pavao, B.S., M.T. (A.S.C.P.), S.B.B. (A.S.C.P.)

Clinical Laboratories of Hawai'i (Kona)
Francis Boyce, B.A., M.T. (A.S.C.P.), S.M. (N.C.A.)
Penny Mack, B.A., M.T. (A.S.C.P.)
Patrick T. Power, B.A., M.T. (A.S.C.P.), C.L.S. (N.C.A.)

Clinical Laboratories of Hawai'i (Maui)
Vicki A. D. Eto, B.S., M.T. (A.S.C.P.)
Wade Hiraga, B.S., M.T. (A.S.C.P.)
Linda Rivera, B.A., M.T. (A.S.C.P.)
Robin Terui, B.S., M.T. (A.S.C.P.)

Diagnostic Laboratory Services, Inc.
Amelia Chan, B.S., M.T. (A.S.C.P.)
Chris Chun, B.S., M.T. (A.S.C.P.)
Lavonne Hara, B.S., M.T. (A.S.C.P.)
Linda Hashiro, B.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)
Lynette Kilantang, B.S., M.T. (A.S.C.P.)
Sharon Maluo, B.S., M.T. (A.S.C.P.)
Charmain Mayeda, B.S., M.T. (A.S.C.P.)
Kay Nishimura, B.S., M.T. (A.S.C.P.)

Hawai'i State Department of Health Laboratories Branch
Harry Y. Domen, M.S., S.M. (A.S.C.P.)
Henry Higa, B.S., state license
Lei Inouye-Ching, A.S., M.L.T. (A.S.C.P.)
Glen Kobayashi, B.S., state license
Norman O'Commer, B.S., M.T. (A.S.C.P.), S.M. (A.S.C.P.)
Robert Ueki, B.S., state license

Hawai'i State Hospital
Satoru Hijirida, B.S., M.T. (A.S.C.P.)

Kapi'olani Medical Center for Women and Children
Fred Gross, B.S., M.T. (A.S.C.P.)
Lila Lum, B.S., M.T. (A.S.C.P.)
Loretta Ricketts, B.S., M.T. (A.S.C.P.)
Robert Stanton, B.S., M.T. (A.S.C.P.)
Mary Kay Wagner, B.S., M.T. (A.S.C.P.)

Kuakini Medical Center
Aldine Brown, B.S., M.T. (A.S.C.P.), C.L.S. (N.C.A.)
Dianne Downey, B.S., M.T. (A.S.C.P.)
Bessie Fukeda, B.S., M.T. (A.S.C.P.)
Mabel Ishizaki, B.S., M.T. (A.S.C.P.)
Norman Oshiro, B.S., M.T. (A.S.C.P.)
Judy Takazawa, B.S., M.T. (A.S.C.P.)

St. Francis Medical Center
Lynn Chase, B.S., M.T. (A.S.C.P.)
Gayle Kagemoto, B.S., M.T. (A.S.C.P.), S.M. (A.S.C.P.)
Kane Kanetani, B.S., M.T. (A.S.C.P.)
Blane Nagareda, B.S., M.T. (A.S.C.P.)

Smithkline/Beecham Clinical Laboratories
Deanna Chu, B.S., M.T. (A.S.C.P.)
Deanna Frank, B.S., M.T. (A.S.C.P.)
Cora Marshall, B.S., M.T. (A.S.C.P.)
Ben Perry, B.S., M.T. (A.S.C.P.)
Shirley Sasaki, M.S., M.T. (A.S.C.P.)

Straub Clinic and Hospital, Inc.
Emma Duarte, B.S., M.T. (A.S.C.P.)
Sharon Higashi, A.S., M.L.T. (A.S.C.P.)
Kathy Fleury, B.S., M.T. (A.S.C.P.)
Eleanor Nitta, B.S., M.T. (A.S.C.P.)
Dean Nomura, B.S., M.T. (A.S.C.P.)
Wilam Ogimi, B.S., M.T. (A.S.C.P.)
Patricia Sakata, B.S., M.T. (A.S.C.P.)

Tripler Army Medical Center
Clayton Au, M.T. (A.S.C.P.)
Bardwell J. Eberly, M.T. (A.S.C.P.), S.M. (A.S.C.P.)
Annette Harada, M.T. (A.S.C.P.), S.H. (A.S.C.P.)
Deanne M. Horie, M.T. (A.S.C.P.), S.C. (A.S.C.P.)
Major Morris, M.T. (A.S.C.P.)
Paula Tadaki, M.T. (A.S.C.P.)
Yvonne N. N. Togi, M.T. (A.S.C.P.), S.B.B. (A.S.C.P.)

The Veteran's Administration Clinic
David Mulling, M.T. (A.S.C.P.)

Wahiawa General Hospital
Arthur Choy, M.T. (A.S.C.P.)
Nolan Nakasone, M.T. (A.S.C.P.)
Priscilla Saqui, M.T. (A.S.C.P.)
Beverly Sora, M.T. (A.S.C.P.)
Edgar C. Talavera, M.T. (A.S.C.P.)

Waianae Coast Comprehensive Health Center
Jack Furuta, M.T. (A.S.C.P.)
Dale Nakayama, M.T. (A.S.C.P.)
Dean T. Yoshimura, M.T. (A.S.C.P.), C.L.S. (N.C.A.)

Office Administration and Technology

Aihara, Deborah
Harada, Deborah
Nasson, Fred
Takekawa, Lynette

Occupational Therapy Assistant

Valerie Chang, O.T.R.
Jennifer Chilton-Brown, C.O.T.A.
Jane Kapoi, O.T.R.
Deborah Morikawa, O.T.R.
Gail Peralta, O.T.R.
John Reardon, O.T.R.
Carolyn Uehara, O.T.R.

Physical Therapist Assistant

Elaine Arakaki, P.T.
Beth Arruda, P.T.
Patrick Ariki, P.T.
Sandy Beuregard, P.T.
Mandy Burnett, P.T.
Alan Cashen, P.T.
Carolyn Doughery, P.T.
Diane Eisele, P.T.
Maj. Robert Elveru, P.T.
Gail Emerson, P.T.
Barbara Engel, P.T.
Florian Flores, P.T.
Lois Frasier, P.T.
Cpt. Jane Freund, M.S., P.T.
Jean Hamilton, P.T.
Cynthia Iwata, P.T
Cpt. Lou Ann Jones, P.T.
Joni Kanazawa, M.S., P.T.
Myrtle Kaneshiro, P.T.
Colin Kato, P.T.A.
Susan LaFountaine, M.P.H., P.T.
Laura Leone, P.T.A.
Stuart Lund, P.T.
Kimberly McKenna, P.T.
Kathy Meyer, P.T.A.

Dorothy Myrdal, P.T.
Ruth Nugent, P.T.
Kitty O'Reilly, M.P.H., P.T.
James Palmer, M.S., P.T.
Patti Paradis, P.T.
Judy Perrault, P.T.
Kevin Platt, P.T.
S. Marc Pruyser, P.T.A.
Kathy Ratliffe, M.A., P.T.
Charlien Resba, P.T.
Marion Speers, P.T.
Lt. Dick Schreck, P.T.
Sue Spring, P.T.
Corrine Taniguchi, P.T.
Lt. Robert Taylor, P.T.
Carol Tokishi, P.T.
Placido Valenciano, P.T.
Christine Wilkerson, P.T.A.
Vicki Zurlage, P.T.

Radiologic Technology

Charlene Aoki, R.T.
Henri-Ann Clements, R.T.
Priscilla Dela Cruz, R.T.
Janet Farineau, R.T.
Kathy Fogarty, R.T.
Diane Fudge, R.T.
Joan McGarry-Nakayama, R.T.
Keith Miyashiro, R.T.
Michael Sato, R.T.
Suzanne St. Clair, R.T.
June Tyau, R.T.
Lester Yoshimoto, R.T.

Respiratory Care

Brad Bransford, R.R.T.
Edmund Borza, R.R.T.
David Chock, R.R.T.
Val Chong, R.R.T.
Karen Connolly,R.R.T.
Hayes Gregory, R.R.T.
Wendall Inouye, R.R.T.
Steven Lee, R.R.T.
Dwayne Lopes, R.R.T.
Jun Luga, R.R.T.
Laura Masuda, R.R.T.
Dawn Matson, R.R.T.
Michael McGuire, R.R.T.
Nancy Mendoza, R.R.T.
Beverly Nakamura, R.R.T.
Michelle Newkirk, R.R.T.
Norman Ohta, R.R.T.
Lance Oyama, R.R.T.
Peggy Palmyra, RTT
Wayne Saito, R.R.T.
Ronald Sanderson, R.R.T.
Paul Sayurin, R.R.T.
Eric Sellona, R.R.T.
Kathy Snowbarger, R.R.T.
Vanessa Stanley, R.R.T.
Dan Turner, R.R.T.
Dwight Watanabe, R.R.T.
Denise Wheatley, R.R.T.
Carolyn Yanagi, RTT
Alan Yoneshige, C.R.T.T.

The Koa Gallery

The Koa Gallery features exhibits works by students and guest artists around the world. Last year the gallery exhibits included weavings by Kyoto craftsmen, blown glass by a University of Hawai'i at Mānoa artists Rick Mills and Bud Spindt, a retrospective of the work of ceramicist and painter Lucille Cooper, and paintings by KCC faculty artist Russell Sunabe. The pieces shown here are from a student exhibition titled "Works on Paper."

"Rosie" by Valerie Brancher, watercolor

'Olelo No'eau Nō 'Oia no Wa'a by Adam Cobeen, photo book

"Banana John" by Phyllis M. Stine, photograph, sepia toned, hand tinted

Advisory Committees

Kapi'olani 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 content, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program. Advisory committees are formed as new needs and programs are identified. Current advisory committee members are listed below.

Kapi'olani Community College Advisory Committee

Mr. Roy Benham
Mrs. Betty Crocker
Mr. Albert Feirer
Mr. Dewey Kim
Mr. Ernest Lamb
Mrs. Robin Loomis
Mrs. Bertha Nahoopii
Mr. Dan Oredson
Mr. Gregory Pai
Mrs. Patricia Saiki
Mr. Tim Shiraki
Mr. Brian Yanagi
Mr. James Yano

Accounting

Allen Arakaki, C.P.A., Arakaki and Kirio , CPAs, Inc.

Fred Badua, Assistant Controller, Servco Pacific

Patrick D. Ching, Senior Vice-President & Treasurer, Servco Pacific Inc.

Beverly Garcia, Controller, Oceanic Propertes, Inc.

Jerilyn L. O. Jeffryes, Assistant Administrator, Central Medical Clinic

Deborah Nolan, C.E.D., Internal Revenue Service

Carleton Williams, C.P.A., Detor & Williams, CPA's

Allan Yasue, C.P.A., Partner, Coopers & Lybrand, CPA's

Art

Frank Beaver, Artist and Art Major Advisor, UH-Mānoa

Kim Bridges, Associate Professor ofBotany and Electronic Media Specialist, UH-Mānoa

Fredrica Cassiday, Artist and Community, Representative, Honolulu

Larry Callahan, Retired, Student Advisor, Humbolt State University California

Nicolas Carone, Artist, Co-Founder and Director, International School of Art, Umbria, Italy

Sara Dudgeon, Community Representative

John Dunn, Computer Programmer, Artist and Electronic Musician

George Ellis, Director, Honolulu Academy of Arts

Elizabeth Grubic, Admissions Counselor, New York Fashion Institute of Technology

John Hara, Architect

Dan Iki, Electronic Multi-Media Specialist and Community Representative

Victor Kobayashi, Dean of Summer Sessions and Arts Educator, UH-Mānoa

Kit Kowalke, Designer and Educator, Commercial Art Program, Honolulu Community College

Wendie Liu, Art Specialist, Department of Education

John Morita, Artist

Dusty Short, Community Member and Arts Supporter

Todd Siler, Artist and Scientist, Center for Advanced Visual Studies, MIT

Toshiko Takaezu, Artist and Educator, Princeton University, New Jersey

Joanne Trotter, Community Representative

Helaine Treitman, Co-Founder and Director, International School of Art, Umbria, Italy

Jeanne Wiig, Design Educator, UH-Mānoa

John Wisnosky, Artist and Educator, UH-Mānoa

Char Asian Pacific Room

Edward G.H. Au, Past President, Chinese Chamber of Commerce

Peter C. P. Char, Attorney, Char, Hamilton, Campbell, and Thom

Wallace S. J. Ching, President, United Chinese Society

Honorable Harold Fong, Judge, United States District Court

Walter T. Y. Lau, Director, Chinese Chamber of Commerce

Ernest J. T. Loo, General Counsel, Char Board of Directors

Honorable Ronald Moon, Chief Justice, Hawai'i State Supreme Court

Wendell Pang, President, Chinese Chamber of Commerce

Carol Saito, Executive Directory, Char Asian Pacific Room Board of Directors

Frances K. Tsui, Bank of Hawai'i

Kendall C. S. Wong, Past Presidnet, United Chinese Society

Puanani Woo, Hawai'i Chinese History Center

Francis T. L. Yim, Past President, See Dai Doo Society

Court Reporting

David N. Baba, Donna N. Baba and Associates

Terrence Chun, Official Court Reporter

Vikki Devich

Cindy Garduque

William LaBorde

Sheila Lipton

Jean McManus

Sharon Mujtabaa

Anthony Ornellas, Supervisor, First Circuit Court

Judy Powers

Data Processing

Don Fujimoto, Director, Management Information Services, Alexander & Baldwin

Georgiana Fujita, Vice President, HMSA, Systems Development

Clyde Jenkins, President, Jenkins, Consulting Service, Inc.

Barbara Kahana, Director, Data Processing, Kuakini Medical Center

Noreen Kuniyuki, Director, Data Processing, Oceanic Cablevision

Samuel C. Luke, International Director, Data Processing, Management Assoc., V.I.P. Underwriter Corporation

Kent Murata, Head, Planning, Programming, and Environment Facilities Department, Marine Corp Air Station

Michael Powers, Principal, The Power Group

Thomas See, Systems Analyst, TYC Consulting Resources

Assumpta Siu, Assistant Vice President, Bank of Hawai'i, Systems Engineering

Calvin Yamasaki, Manager, Information Systems and Services, Dole Packaged Foods Company

Dental Assisting

Karen Hu, D.D.S.

Terry Ishiara, C.D.A.

Ann Nakahara, C.D.A.

Kenneth Minato, D.D.S.

Pete Nishimura, D.D.S.

Jane Tokumaru, R.D.H.

Diagnostic Medical Sonography

Ronald Berman, M.D., Kapi'lani Medical Center, OBGYN Department

Donna Christle, R.T., Queen's Medical Center, Imaging Services Department

Henryann Clements, R.T., R.D.M.S., Queen's Medical Center, Imaging Services Department

Robert DiMauro, M.D., Kapi'olani Medical Center, Radiology Department

Pamela Gallagher, R.D.M.S., Kapi'olani Medical Center, Radiology Department

Dennis Hansen, Kaiser Medical Center, Diagnostic Imaging Department

Stanley Ishizaki, R.T., Kuakini Medical Center, Radiology Department

Ofelia Loo, R.D.M.S., Kapi'lani Medical Center, Radiology Department

Robert May, M.D., Straub Clinic and Hospital, Radiology Department

Joan McGarry-Nakayama, R.T., Kapi'olani Medical Center, Radiology Department

Gary Miyama, R.D.M.S., Kuakini Medical Center, Radiology Department

Keith Miyashiro, R.T., Straub Clinic and Hospital, Radiology Department

Joanne Nishigawa, R.T., Kapi'lani Medical Center, OBGYN Department

Howard Oda, R.D.M.S., Straub Clinic and Hospital, Radiology Department

Russell Okamura, R.D.M.S., Kapi'lani Medical Center, OBGYN Department

Jan Onaga, R.D.M.S., Kaiser Medical Center, Diagnostic Imaging Department

David Sakuda, M.D., Kuakini Medical Center, Radiology Department

Norman Sato, M.D., Queen's Medical Center, Imaging Services Department

Thomas Smith, M.D., Kaiser Medical Center, Diagnostic Imaging Department

Emergency Medical Services

Henry Akau, Battalion Chief, Training and Research, Honolulu Fire Department

William Bailey, Operations Manager, International Life Support

John Bello, EMS Coordinator, Hawai'i County Fire Department, Central Fire Station

Shay Bintliff, M.D., American College of Emergency Physicians

John Elliott, President, American Safety

Richard Frost, Training and Research, Honolulu Fire Department

Ralph Goto, Director, City and County Lifeguards

Peter Halford, M.D., Advanced Trauma LifeSupport Committee

Barbara Ideta, R.N., Kuakini Medical Center, State EMS Advisory Council

Donna Maiava, Chief, EMSS Branch, State Department of Health

Robin McCulloch, Administrator, Emergency Ambulance Services, City and County Honolulu

Richard Meiers, Executive Director, Health Care Association

Paul Trepte, Training Officer, Honolulu Police Department

Vanessa Van Dyken, Hawai'i Heart Association

Alan Young, PECPA President, Emergency Medical Services, Kapi'olani Community College

Food Service

Marsha Azuma, Director of Human Resources, Otaka, Inc.

Scott Carter, Dietary Consultant

Vital Demonti, Food and Beverage Manager, Hano Hano Room, Sheraton Waikiki

Samuel Favella, Chef Garde Manger, Hilton Hawaiian Village

Dominique Jamain, Executive Chef, Kahala Hilton Hotel

Eugene Kaneshiro, Director, Hawai'i School Food Service Association

Nathan Kina, Executive Chef, Outrigger Prince Kūhiō

Cheryl Kincaid, Coordinator, H.A.R.I.E.T.T. Training Office

Stephanie Koga, School Food Service Manager, Maemae Elementary School

Cherlyn Logan, Director of Human Resources, Hilton Hawaiian Village

Donna Matsufuru, Supervisor, Hawai'i School Food Service Association

George Mavrothalassitis, Executive Chef, Halekulani Hotel

Conrad Nonaka, Director of Food and Beverage, Royal Hawaiian Hotel

Gale O'Malley, Executive Pastry Chef, Hilton Hawaiian Village

Gaylynne Sakuda, Director of Personnel, Kahala Hilton Hotel

Franz Shaier, Executive Pastry Chef, Halekulani Hotel

William Trask, Executive Chef, Ilikai Hotel Nikko Waikiki

Guido Ulmann, Executive Chef, Hilton Hawaiian Village

Jane Umeda, Director of Dietary Services, Kuakini Medical Center

Linda Uyehara, Voc-Tech Educational Coordinator, Farrington High School

Sharen Wago, Director of Personnel, Hyatt Regency Waikiki

Charijean Watanabe, Account Executive, Hawaii Baking Company, Inc.

Max Wilhelm, Instructor, University of Hawai'i at Mānoa Travel Industry Management Program

Legal Assistant

Bernard Bays, Attorney, Bays, Deaver, Hiatt, Kawachika, Lezak, and Kodani

David Harris, General Public

Tami Higa, Legal Assistant, Greeley, Walker and Kowen

Jeanne Keller, Legal Assistant, Law Offices of David C. Schutter

Karen Kokubun, Legal Assistant, Bayes, Deaver, and Hiattt

Gerald Lamb, Professor Emeritus, Kapi'olani Community College

Lenora Lee, Legal Assistant, UH Elder Law Project

Elwood Mott, Research Coordinator, AFL-CIO Local-5

Rodney Nagasako, Legal Assistant, Goodwill, Anderson, Quinn, and Stifel

Sue Oliver-Nicholson, Legal Assistant

James T. Paul, Attorney, Paul, Johnson, Park, and Niles

Karyl Scheffer, President, Executive Support Hawai'i

Paul A. Tomar (Chairperson), Attorney, Law Offices of Paul A. Tomar

B. J. Wade, Legal Assistant, Schmidtke and Lockwood

Gemma Williams, Counselor, Kapi'olani Community College

Francis Yee, Legal Assistant, Chun, Kerr, Dodd, and Kaneshiga

Medical Assisting

Vivien Asakura, C.M.A., Central Medical Clinic

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

Maile Howick, R.N., Director, Clinic Nursing Services, Kaiser Medical Center Clinics, Honoululu

Gail Li, M.D.

Rose McIntyre, R.N., Kapi'olani Medical Center for Women and Children

June Morioka, R.N., C.M.A., Physician's Exchange

Janet Nakagawa, C.M.A., Hawai'i Society of Medical Assistants

Niranjan Rajdev, M.D., The Honolulu Medical Group

Barbara Running, R.N., Director of Nursing, Honolulu Medical Group

Rose Sakamoto, C.M.A.., Hawai'i Society of Medical Assistants

Susan Van Ham, R.N., Director of Nurses, Clinical Services, Straub Clinic and Hospital, Inc.

Sorrell Waxman, M.D., Kapi'olani Medical Center for Women and Children

Jon Won, Executive Director, Hawai'i Medical Association, Executive Secretary, Honolulu County Medical Society

Franklin Young, M.D., Medical Advisor, Medical Assisting Program, Kapi'olani Community College

Medical Laboratory Technician

Aldine Brown, M.T.(A.S.C.P.), Kuakini Medical Center

Lei Inouye-Ching, M.L.T.(A.S.C.P.) Laboratories Branch, Department of Health

Glenn Kobayashi, Laboratories Branch, Department of Health

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

Kenneth Sato, M.T.(A.S.C.P.), Diagnostic Laboratory Services

Gloria Shishido,M.T.(A.S.C.P.), Director of Personnel, Diagnostic Laboratory Services

Patricia Taylor, M.T.(A.S.C.P.), Chairperson, Medical Technology, UH-Mānoa

Raecene Watkins, M.T.(A.S.C.P.), Coulter Corporation

Judith Young, M.T.(A.S.C.P.), S.B.B., Vice President, Q.A. Education, Blood Bank of Hawai'i

Nursing

Mae Alcamine, M.S.N., Medical Unit, Clinical Manager, Castle Medical Center

Barbara Canaan, R.N., M.S., Assistant Director of Nursing, Pali Momi Medical Center

Faith Inoshita, R.N., Assistant Director of Nursing, Pali Momi Medical Center

Mae Kuramoto, R.N., M.P.H. Director, Orientation and Continuuing Education, Interim Health Care

Gayle Kutaka, R.N., M.S., Director of Mental Health, and Rehabilitation Services, Queen's Medical Center

Susan Lundy, R.N., Nurse Recruiter, Kapi'olani Medical Center

Dorothy Motoyama, M.S., Director of Nursing, Staff Development, Kuakini Medical Center

Rose Ann Poyzer, R.N., Home Care Consultant, Abbey Home, Healthcare, Inc.

Ellen Sherman, R.N., Director of Nursing, Le'ahi Hospital

Betsy Toma, R.N., M.S., Nursing Education and, Training Coordinator, Kaiser Medical Center

Susan Van Hamm, Nursing Education, Supervisor, Straub Clinic and Hospital

Shron Yamauchi, R.N., M.S., O.C.N., Director of Nursing, Educational Services, Queen's Medical Center

Occupational Therapy Assistant

Lucinda Barrett, O.T.R., Jefferson School

Jennifer Chilton-Brown, C.O.T.A., Kamehameha Schools

Alison Fong, C.O.T.A., Rehabilitation Hospital, of the Pacific

Jacki Hughes, C.O.T.A., Le'ahi Hospital

Satoru Izutsu, Ph.D., O.T.R., Associate Dean, School of Medicine, UH-Mānoa

Jarrett James, C.O.T.A., School Health Branch, Department of Health

William Kealoha, Jr., C.O.T.A., O.T.R., Shriners Hospital

John Reardon, (Col.), Ed.D, O.T.R., Tripler Hospital

Joann Tsark, M.P.H., C.O.T.A.

Virginia Tully, O.T.R., Rehabilitation Hospital of the Pacific

Office Administration and Technology

Grace Asato, Community Relations, Bank of Hawai'i

Tom Cesar, President, Networx, Unlimited

Doris Hannaford, Area Manager, Manpower

Cynthia Kirby, Goodsill, Anderson, Quinn, and Stifel

Linda Kihune, Supervisor, Department of Personnel Services

Don Mueller, Peck, Sims, Mueller, Inc.

Sam Slom, Executive Director, Small Business Hawai'i

Pam Tanigawa, Manager, Medical Transcription, Kapi'olani Medical Center

Physical Therapist Assistant

Denise Blasi, P.T.A., Rehabilitation Hospital of the Pacific

Estellita Go-Soko, P.T., Hale Nani Rehabilitation and Nursing Center

Christian Gulbrandsen, M.D., John A. Burns School of Medicine

Linda Hamasaki, P.T., Kaiser Medical Center

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

Mary Ann Ishikane, R.N., Farrington High School, Health Academy

Colin Kato, P.T.A., Hawai'i Physical Therapy

Katherine O'Reilly, M.P.H., P.T., Kapi'olani Medical Center for Women and Children

Wendy Tada, Ph.D., P.T., College of Education SPEO/UAP, University of Hawai'i at Mānoa

Christine Wilkinson, P.T.A., Castle Medical Center

James Yano, Assistant Administrator, St. Francis Medical Center

Radiologic Technology

Helen Aldred, Vice-President, Kuakini Medical Center

Charlene Aoki, R.T., Department of Radiology, Queen's Medical Center

Donna Christle, R.T., Imaging Services, Queen's Medical Center

Robert N. Di Mauro, M.D., Medical Advisor to Radiologic Technology Program, Department of Radiology, Kapi'olani Medical Center for Women and Children

Janet Farineau, R.T., Department of Radiology, Kaiser Medical Center

Diane H. Fudge, R.T., Department of Radiology, St. Francis Medical Center

Dennis Hanson, Manager, Diagnostic Imaging Department, Kaiser Medical Center

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

Lori Kamikawa, Department of Radiology, STraub Clinic and Hospital

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

Joan Nakayama, R.T., Department of Radiology, Kapi'olani Medical Center for Women and Children

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

Keith Miyashiro, R.T., Department of Radiology, Straub Hospital

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

Mary Oyadomori, R.T., Department of Radiology, Queen's Medical Center

Edward Power, Assistant Administrator, Straub Hospital

Priscilla Rayray, R.T., Department of Radiology, Kuakini Medical Center

Michael Sato, R.T., Department of Radiology, Kuakini Medical Center

Thomas K. Smith, M.D., Department of Radiology, Kaiser Medical Center

Suzanne St. Clair, R.T., Department of Radiology, Kaiser Medical Center

Jane Tyau, R.T., Department of Radiology, St. Francis Hospital

James Yano, Assistant Administrator, St. Francis Medical Center

Lester Yoshimoto, R.T., Department of Radiology, Straub Clinic and Hospital

Respiratory Care

Carol Agard, R.R.T., R.C.P.T., Chief Therapist, Queen's Medical Center

Daryl Jean Carter, R.R.T., Director, Cardiopulmonary Services, Castle Medical Center

David Fox, R.R.T., Director, Cardiopulmonary Services, Pali Momi Medical Center

Christine Fukui, M.D., Medical Director, Respiratory Care Program

Wilford Kouke, R.R.T., Coordinator, Respiratory Therapy, Straub Hospital

Ray Manabat, R.R.T., Director, Cardiopulmonary Services, St. Francis Medical Center West

John Mendoza, R.R.T., Chief, Pulmonary Services, Kuakini Hospital

John Gabison, R.R.T., Director, Respiratory Care, Kaiser Medical Center

Frank Rincon, R.R.T., Director, Respiratory Care, St. Francis Medical Center

Maria Smedegard, R.R.T., Respiratory Care, Tripler Army Medical Center

Martha Smith, M.B.A., RT.T. (Chairperson), Assistant Vice President, Respiratory Therapy, Kapi'olani Medical Center for Women and Children

Rosemary Respicio, R.N., American Lung Association, of Hawai'i

Karlene Meyer, Director, Vounteer Services, Castle Medical Center

Linda Miyasato, C.R.T.T., Student Representative

Sales and Marketing

William Bullard, Assistant Professor, University of Hawai'i at Mānoa

Donald Clifford (Vice-Chair), President, Clifford Projects

S. Patrick Corrigan, CEO, Global Resources

Susan Dik, President, Dik & Associates, Inc.

Beverly Espiritu, Manager, Local Sales Development, Hertz Corporation

Tom Fedzer, Consultant, Young Brothers, Ltd.

Louise Fleming, President, CPM & F

Celeste Fox, Director of Public Affairs, KITV Channel 4

Frank Haas, Vice President, Marketing, Theo H. Davies Food Service Group

Phyllis Horner, Vice-President, PRISE Program

Kim Jacobsen, Publisher, Hawai'i Business

Michael Roeder, Vice President, Marketing Division, First Hawaiian Bank

Linda Spratt, Human Resources Director, Liberty House

Becky Ward, President, Ward Research

Index

C

D

E

F

G

H

I

J

K

L

Q

R

S

TDD Payphones

'Ilima
Lama

TDD Offices sites

Admissions - 'Ilima 106
Counseling - 'Ilima 103
Sign Language Interpreter Training Program- Manono 116
Gallaudet University Regional Center - Manono 102
Learning Assistant Center - 'Iliahi 228
Provost's Office - 'Ilima 213
Koa 109
Office of Community Services - Manono 101
Special Student Services - 'Ilima 104

KAPI'OLANI COMMUNITY COLLEGE

Directory

Main switchboard 734-9111

Subject	Contact	Location	Phone
Academic Information	Counseling Offices	'Ilima 103	734-9500
Application, Admissions	Admissions	'Ilima 106	734-9559
Application, Graduation	Records	'Ilima 102	734-9532
Affirmative Action	Personnel	'Ilima 208	734-9575
Blind Services	Special Student Services	'Ilima 104	734-9552
Book / Supplies, Refunds	Bookstore	'Ōhi'a 116	734-9589
Business Education Learning Assistance Center		Kopiko	734-9898
Business Office		'Ilima 101	734-9524
Career Counseling	Counseling Offices	'Ilima 103	734-9500
Cashier	Business Office	'Ilima 101	734-9524
Chancellor for Community Colleges	2327 Dole Street, Honolulu		956-7313
Child Care Center	Counseling Offices	'Ilima 103	734-9500
Commencement	Student Activities	'Ōhia 101	734-9576
Community Services		Manono	734-9211
Computer Lab	Computer Center	'Iliahi 123	734-9340
Course Advising	Counseling Offices	'Ilima 103	734-9500
Disabled Services	Counseling Offices	'Ilima 104	734-9552
Deaf and hard of hearing classes	Gallaudet Center	Manono	734-9210
Employment Training Center	Rm 308,33 South King Street		587-2600
Equal Access	Dean of Student Services	'Ilima 205	734-9522
Evening Advising	Counseling Offices	'Ilima 103	734-9500
Facilities, Use/Rental	Administrative Services	'Ilima 211	734-9571
Fee Payments / Refunds	Business Office	'Ilima 101	734-9524
Financial Aid	Financial Aids	'Ilima 102	734-9536
Financial Obligation	Business Office	'Ilima 101	734-9524
Graduation Application	Records	'Ilima 102	734-9532
Graduation Requirements	Counseling Offices	'Ilima 103	734-9500
Handicapped, Services	Counseling Offices	'Ilima 104	734-9552
Instructional Services Office		'Ilima 206	734-9515
International Student Admission	Admissions	'Ilima 106	734-9559
International Student Advising	Counseling Offices	'Ilima 103	734-9500
Job Placement Center	Counseling Offices	'Ilima 103	734-9500
Learning Assistance/Tutoring	Learning Assistance Center	'Iliahi 228	734-9343
Lost and Found	Student Activities	'Ōhi'a 101	734-9576
Natural Science Learning Assistance Center		Kokio 202	734-9389
Noncredit courses, Diamond Head Focus	Office of Community Services	Manono	734-9211
Orientation	Admissions Office	'Ilima 106	734-9559
Parking / Citations	Auxiliary Services	'Ilima 203	734-9541
Placement Tests / Scores	Admissions Office	'Ilima 106	734-9559
Registration / Records	Records	'Ilima 102	734-9532
Scholarship / Loans	Financial Aids	'Ilima 102	734-9536
Security	Security Office	'Ilima 204	732-9542
Special Counseling	Special Student Services	'Ilima 104	734-9552
Student Activities	Student Activities	'Ōhi'a 101	734-9576
Student Publications, Advertising	Student Publications	Lama 119	734-9120
Student Government	Student Congress	'Ōhi'a 104	734-9580
Transcript Evaluation	Records	'Ilima 102	734-9532
Transcript Request	Records	'Ilima 102	734-9532
Tuition Refund	Business Office	'Ilima 101	734-9524
Veterans' Certification	Records Office	'Ilima 102	734-9532
Vocational Rehabilitation	Counseling Offices	'Ilima 104	734-9552

University of Hawai'i

Kapi'olani Community College
4303 Diamond Head Road
Honolulu, Hawai'i 96816