



MAUI Community College

310 KAAHUMANU AVENUE KAHULUI, MAUI, HAWAII 96732 TELEPHONE 39-181

General Catalog 1970 - 1971

COMMUNITY COLLEGE SYSTEM UNIVERSITY OF HAWAII

University of Hawaii Community College System

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1970 AUGUST 1970 SUN MON TUES WED THUR FRI SAT	FALL SEM	ESTER - 1970	1971 FEBRUARY 1971 SUN. MON. TUES, WED. THUR. FRI. SAT. 1 2 3 4 5 6	SPRING SEM	MESTER - 1971
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 13 14 15 16 27 28 29	August 26, 27, 28	Orientation, Academic Advising, Registration	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	January 18, 19, 20	Orientation, Academic Advising, Registration
	August 31	Instruction Begins		January 21	Instruction Begins
1970 SEPTEMBER 1970 SUN. MON. TUES. WED. THUR. FRI. SAT. 1 2 3 4 5 1 12 13 11 12	September 4	Last Day to Register	1971 MARCH 1971 SUN. MON. TUES. WED. THUR. FRL. SAT. 1 2 3 4 5 6 7 8 9 10 11 12 13	January 27	Last Day to Register
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	September 7	Labor Day Holiday	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 22	Presidents' Day Holiday
1970 OCTOBER 1970 SUN. MON. TUES. WED THUR. FRI. SAT.	October 19 - 23	Mid-Term Exams	1971 APRIL 1971 SUN. MON. TUES. WED. THUR. FRL SAT.	March 8 - 12	Mid-Term Exams
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	March 26	Kuhio Day Holiday
1970 NOVEMBER 1970 SUN. MON. TUES. WED. THUR. FRI. SAT.	November 3	Election Day Holiday	1971 MAY 1971 SUN. MON. TUES. WED. THUR. FRI. SAT.	April 5 - 9	Easter Holiday
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	November 9 November 26, 27	Thanksgiving Holiday	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 13 25 26 27 28 29	May 14	Last Day of Instruction
29 30				May 18	Final Grades Due
1970 DECEMBER 1970 SUN. MON. TUES. WED. THUE. FRI. SAT. 1 2 3 4 5 6 7 8 9 10 11 12	December 18 December 21	Last Day of Instruction	1971 JUNE 1971 SUN. MON. TUES. WED. THUR. FRI. SAT. 1 2 3 4 5 6 7 8 9 10 11 12 12 14 15 16 17 18 19	May 24	Commencement
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 1	Christmas Honday	20 21 22 23 24 25 26 27 28 29 30		SUMMER SESSION
1971 JANUARY 1971			1971 JULY 1971	June 14	Summer Session Begins
SUN. MON. TUES. WED. THUE. FRI. SAT. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16			4 5 6 7 8 9 10 11 12 13 14 15 16 17	July 5	Independence Day Holiday
17 18 19 20 21 22 23 35 25 26 27 28 29 30	January 4 - 15	Interim – 2 weeks	25 26 27 28 29 30 31	July 23	Last Day Summer Session

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General Information







General Information

History of Maui Community College

Maui Community College, located in Kahului, Maui, Hawaii, is an outgrowth of Maui Vocational School, established in 1931. In 1958, the Department of Public Instruction authorized the name change to Maui Technical School.

In 1964, the State Legislature enacted Act 39 (S.L.H. 1964), the Community College Act, which established a statewide community college system under the University of Hawaii. The Maui Technical School was incorporated into the Community College System on July 1, 1965, and transferred from the jurisdiction of the Department of Education to the University of Hawaii.

On April 14, 1966, the Board of Regents of the University of Hawaii authorized Maui Community College to confer the Associate in Arts and Associate in Science degrees and approved the name change to Maui Community College, effective July 1, 1966. Beginning in September, 1967, the first lower division transfer courses were offered.

A counseling center-office building, classrooms, and a science laboratory lecture hall complex were completed during 1967-68. A modern three-story library building was completed in 1969. A theater, community center and physical education facility are in the planning stages.

The College is to extend over approximately 78 acres and is expected to accommodate 1,000 day students by 1972.

The Community College System

Maui Community College is one of six public community colleges governed by the Board of Regents of the University of Hawaii through the chief executive officer, the President of the University of Hawaii. Each of the community colleges has its own Provost and administrative officers. This system of community colleges is comprised of:

Hawaii Community College, Hilo, Hawaii

Honolulu Community College, Honolulu, Oahu

Kapiolani Community College, Honolulu, Oahu

Kauai Community College, Lihue, Kauai

Leeward Community College, Pearl City, Oahu

Maui Community College, Kahului, Maui

Purposes, Philosophy and Programs

PURPOSES

Act 39, Session Laws of Hawaii 1964, provided that "The Board of Regents of the University of Hawaii shall develop and administer a system of community colleges. The purposes of community colleges shall be to provide two-year college transfer and general education programs, semi-professional, technical, vocational, and continuing education programs, and such other educational programs and services as are appropriate to such institutions."

PHILOSOPHY

Stated broadly, the philosophy of Maui Community College is that education is the key to the preservation and promotion of the democratic ideals of the American Republic. More particularly, the College is committed to the growth of each individual as a citizen of his community, his nation, and the world, and as an enthusiastic and competent participant in his civilization and culture.

Implied in this broad statement of our philosophy, we recognize a number of basic assumptions:

1) All citizens should have education available to them to whatever level they desire - and are able - to obtain.

2) The Community College is keyed to - and should be responsive to - the particular educational and cultural needs of its own community.

3) Whether the student is vocationally or academically oriented, he should be exposed to liberalizing educational experiences which help him experience more fully, live more broadly, perceive more keenly, feel more deeply, and pursue the happiness of his own self-fulfillment.

PROGRAMS

To carry out the philosophy outlined above, Maui Community College has developed several educational programs:

1) Occupational Education

Curricula of two years or less in vocational, technical, and business education. These lead to the Certificate of Achievement or the Associate in Science Degree and are designed to prepare students for immediate employment or advancement.

2) Transfer Education

Lower division (freshman and sophomore) courses to meet the general education requirements of the University of Hawaii, which are similar to those of many four-year colleges or universities. In addition, lower division requirements for many arts and science majors are offered, as well as pre-professional requirements. Students whose high school experience does not satisfy four-year college and university entrance requirements have the opportunity to remove deficiencies and thus gain entrance in advanced standing.

3) General Education

A program of general education for both occupational and transfer students has been developed. Offerings in communications, quantitative reasoning, social sciences, natural sciences, and humanities are available to all students.

4) Developmental Education

Students whose educational experiences have been unsatisfactory are offered an opportunity to set and attain educational and vocational goals which are realistic for them.

5) Guidance and Counseling

Personalized guidance and counseling are considered necessary for the effective operation of the "open door" entrance policy of the College. Each student is helped to develop realistic occupational goals and educational programs consistent with his interests, achievements, abilities, and aptitudes. The student is further helped to make a successful entrance into the career of his choice.

6) Community Services and Continuing Education

The College accepts a responsibility to the adults as well as to the youth of its community. It sponsors and coordinates activities for continuing education and personal enrichment. It also provides activities which enrich the cultural life of the community.

ACCREDITATION

The University of Hawaii, which administers Maui Community College and the other colleges in its Community College System, is accredited by the Western Association of Schools and Colleges, the regional accrediting association. A preliminary accreditation visit to Maui Community College was made in April 1967, by representatives of the Junior College Accreditation Commission of the Western Association of Schools and Colleges. As a result of the visit, Maui Community College became a "recognized candidate for accreditation." An official accreditation visit was made in March, 1970, subsequent to the publication of this catalog, for full accreditation status. (The results of this accreditation visit may be obtained by writing the College). In the interim, the University of Hawaii, Church College, and Chaminade College have agreed to accept Maui Community College university-parallel courses for full credit. The Veterans Administration has approved Maui Community College courses.

EVENING COLLEGE

The Evening College provides a varied schedule of college credit classes, vocational classes, and apprenticeship classes. The college credit and vocational classes follow the extended day concept, with classes equivalent to day classes in prerequisites, standards, content, assignments, and examinations. In keeping with the extended day concept, students may enroll concurrently in both day and evening classes.

Each semester the Evening College publishes an Information Bulletin which is distributed to the community listing the classes being offered that semester and giving information about registration procedures.

Evening educational counseling appointments may be arranged through the Evening College office.

SUMMER SESSION

Each summer, Maui Community College offers a six-week summer session. The classes are held during the last two weeks in June and four weeks in July. The purpose is to provide opportunities for high school graduates to make up deficiencies or shortages, to permit continuing college students to accelerate their degree program, and to serve students home for the summer from other colleges or universities who need college transfer courses.

The summer schedule of courses is announced in a special Summer Bulletin. Request for copies of this bulletin should be made to the Coordinator of Summer Sessions.

DIVISIONAL ORGANIZATION

The organizational plan of Maui Community College places the instructional areas into four broad Divisions. Within each Division are grouped those subject areas with common objectives and similar subject matter. The Divisions are:

Business Division: Accounting, General Office Training, Hotel-Mid-management, Secretarial Science.

Liberal Arts Division: Art, Drama and Theater, Economics, English, Foreign Languages, Geography, History, Journalism, Music, Philosophy, Political Science, Social Sciences, Sociology, Speech-Communications.

Science and Mathematics Division: Anthropology, Biology, Botany, Chemistry, General Science, Mathematics, Nursing, Physics, Psychology, Zoology.

Technical Division: Apparel Design and Construction, Architectural Drafting, Auto-Body Repair and Painting, Auto Mechanics, Carpentry Technology, Industrial Technology, Machine Technology, Police Science, Sheet Metal, Welding.





Student Services

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Student Services

C. Loans

Short-Term Loans

Short-term loans of up to \$50 are available to students to meet emergency needs. No interest is charged.

Long-Term Loans

1) National Defense Student Loan

Long-term National Defense Student Loans and insured loans under the National Vocational Student Loan Insurance Act of 1965 are available to students enrolling at Maui Community College. Qualified students may borrow up to \$1,000 per academic year under these programs. Repayment of the loan begins nine months after the student leaves the College and may be made in monthly installments over a period of 5-10 years, depending on the program. Qualified students pay no interest while enrolled at the College and three percent per year after leaving. To be eligible, a student must demonstrate a need for financial assistance to continue his education and must be enrolled in a full-time program and be in good standing.

Loans under the National Defense Student Loan Programs are made through the College; insured loans are made through approved banks and credit unions.

2) State of Hawaii Loans

Long-term loans to meet educational expenses can be made through this newly established program. Applicants must have been residents of the State for one year prior to application. They must also be full-time students.

No interest is charged while the students are enrolled either in the College or in any other institution within the University System. Repayment and interest charges begin six months after graduation or withdrawal and may be extended over a ten-year period. Interest accrues at a rate equivalent to one-half of the applicable commercial rate at the time repayment begins.

D. Work-Study Program

The College Work-Study Program provides opportunities for part-time employment during the summer and school year. New students may be employed during the summer preceding Fall registration, if they have been accepted and intend to enroll at the College.

Full-time status and financial need are basic requisites for students who need financial assistance to continue their education.

While a variety of programs are now offered, the College is seeking to add to the resources presently available. Students are encouraged to make inquiries.

E. Veterans Benefits

The College is a Veterans Administration approved educational institution

and eligible students may receive financial assistance as provided by the Veteran's Readjustment Benefit Act and the War Orphan's Assistance Act. Determination of the amount of benefits for which a student is eligible is made by the Veterans Administration.

Placement Service

Job Placement

A job placement service is maintained for students desiring assistance in obtaining part-time employment during the academic year or full-time employment upon graduation. Contacts are maintained with local businessmen and community leaders as a means of developing job opportunities for students. The State Employment Service works very closely with the College in helping students. Appointments may be made through the Student Services Office.

Transfer to Four-Year Colleges

Higher institutions vary in their lower division requirements. Students are advised to become familiar with the specific requirements of the institution to which they expect to transfer by studying the catalog of that college. Catalogs and reference material on colleges are on file in the Counseling Center and the Library.

Library

The College Library is available to students, faculty and residents of Maui. The present collection is in excess of 20,000 volumes and 250 subscriptions to periodicals and newspapers. Inter-library loans can be arranged with the State and University libraries.

A new three-story Library Building was completed and occupied in early 1970.

Admission and Registrations

Admission Requirements

All high school graduates and transfers from other colleges and universities may be admitted to Maui Community College. Persons eighteen years of age or older who are not high school graduates may also be admitted. It should be noted, however, that admission to the College does not mean automatic admittance to programs or courses. Through counseling and testing, students are helped to select programs and courses appropriate to their interests, achievements, abilities, and aptitudes.

Admission to Transfer Courses

A student who is eligible for admission to a four-year college or university may enroll in a transfer course.

A student who is not eligible for admission to a four-year college or university will have the opportunity to remove his deficiencies, demonstrate his ability to do college work, and thus gain entrance in advanced standing.

Registration Procedures

1) Application for Admission

Each student is expected to have the following on file in the Student Services Office prior to his pre-registration advising appointment.

a. Application for Admission

A new student or a student returning after an absence of one or more semesters must file an application for admission. Application forms and health certificate forms must be obtained from:

Registrar

Maui Community College 310 Kaahumanu Avenue Kahului, Maui, Hawaii 96732 Telephone: 39-181

b. Official Transcripts

The applicant must have forwarded an official transcript of all high school work and previous college credits.

c. Health Certificate

A medical examination certificate from a licensed physician is required of each student at the time of registration. A form is provided by the College.

2) Pre-registration Advising

Program planning for students is done on an individual basis. Each applicant will make an appointment with the Student Services Office for an appointment as soon as he is notified of acceptance by the College.

3) Final Registration

After pre-registration advising the applicant will be notified of the date and time of his final registration. He should come prepared to pay fees and buy all required textbooks, supplies, and equipment.

Foreign Student Admission Policy

English Proficiency Examination:

The student will be required to take the Test of English as a Foreign Language Student (TOEFL), developed and administered by the Educational Testing Service, and achieve a satisfactory score. This test is normally given at testing centers throughout the world. The Educational Testing Service must receive the application with \$10 fee one month prior to the examination. Write direct to: Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey, U.S.A., 08540.

Sponsorship and Financial Support:

The student must show satisfactory evidence of financial support while on Maui.

Health Examination:

The student will be required to take a physical examination and chest x-ray as a prerequisite for admission.

Other Admission Requirements:

The student's secondary education must be equal to at least the 12th grade (year) of an Hawaii high school. The student must submit a complete and certified English translation of his secondary school record, showing passing and maximum grades, standing in class, etc. The transcript must be received by the College directly from the high school or college prior to completion of the registration. Transcripts which are hand-carried by the student cannot be accepted.

Interview reports from overseas offices of approved agencies such as the Institute of International Education, the American-Korean Foundation, etc., will be utilized when needed in considering a student's application for admission.

Health Insurance

Health Insurance will be required for all non-immigrant students. The average cost is \$25 per school year. Insurance coverage must be effective prior to completion of registration.

All the health policies that apply to American students will also apply to foreign students.

Early Admission Program:

Academically superior high school students who have completed the junior year are permitted to take one or two regular college courses during the summer following the completion of the junior year, or during the senior year, provided that the high school approves and is able to make the schedule adjustments.

Selected high school students may take any Maui Community College courses for which they have met prerequisites. The specific courses to be taken depend upon the student's ultimate college plans. Enrollment in college courses by high school students is on a space available basis. Written consent of the high school principal or counselor is a prerequisite.

Advanced Placement

Students with knowledge and skills in certain areas, obtained through previous course work or experience, are permitted to enroll in advanced level courses as follows:

Foreign Languages:

Students placed in the Intermediate (200) level of a foreign language are granted credit for the Elementary (100) level courses upon completion of the Intermediate course work with a grade of C or better.

Speech:

Students who have completed a separate, one-semester, high-school course in extemporaneous public speaking with a grade of B or better are considered to have met the Oral Communication (Speech 145) requirement of the University of Hawaii.

Business Skills:

Secretarial students with previous typing and shorthand training are placed in the Intermediate or Advanced classes at a level commensurate with their speed and skill.

Other Courses:

There is no intent or desire to have qualified students repeat course work for which they have the knowledge and skill through previous courses, training, or experience. Note the procedures for receiving Credit by Examination.

Resident Tuition and Fees

	1-3 units	4-6 units	7 units & above
Tuition	\$5.00	\$10.00	\$15.00
Registration Fee	5.00	5.00	5.00
Student Activity Fee	*	*	5.00*
Total	\$10.00	\$15.00	\$25.00
Late Registration Fee			
Change of Course Fee			1.00
Graduation Fee			5.00

(*Student Activity Fees are not required of students carrying less than 12 credits but they may pay the fee to participate in student activities.)

This schedule does not apply to the program presently servicing the apprentices and other trade people for upgrading purposes.

Non-Resident Tuition

Students who are not residents of the State of Hawaii, as defined by the University Board of Regents, are required to pay \$30 per semester credit up to a maximum of \$340 per semester non-resident tuition. Generally, a "resident student" means a person who has been a bona fide resident of Hawaii for more than one year immediately preceding the first days of official College instruction announced by the College. The residence of students under age 20 is determined by the residence of the parents. Inquiries regarding the application of non-residency to specific students should be referred to the Dean of Student Services.

Refunds

One-half of the tuition paid shall be refunded if a student officially withdraws within the first four weeks of the semester. After the first four weeks, there shall be no refund.

For summer sessions and short-term courses, one-half of the tuition paid shall be refunded if the student withdraws within the first two weeks of the term.

Registration fees are not refundable. Student Activity Fee refunds are subject to the bylaws of the respective student governments and should be processed by the student governments.

Special Costs

Book Costs

The cost of books and supplies usually ranges from \$35 to \$65 per semester for a full-time program.*

Tool and Equipment Costs

In certain occupational programs students are required to purchase personal hand tools ranging in cost from \$10 to \$50.

*Students in need of financial assistance to include the cost of books and supplies should refer to the section in this catalog on Financial Assistance.

Regulations

Conduct

Students are expected to attend regularly all classes in which they are enrolled, and to observe College and community standards of conduct. Misconduct or excessive absence may be grounds for dismissal.

Grading System

The system of grades and grade points is described below:

Α	Excellent	4 grade points
В	Above Average	3 grade points
С	Average	2 grade points
D	Below Average	l grade point
F	Failing	0 grade point
I	Incomplete	0 grade point
Р	Passing	0 grade point
W	Withdrawal	0 grade point

With the exceptions noted below, the student may elect to take courses on either the A, B, C, D, F, or the P-W (Pass-Withdraw) basis. An "Incomplete" (I) may be given a student at the end of a semester if his work was satisfactory as he progressed, but he failed to complete the semester's work because of illness or other conditions beyond his control. The I becomes an F if the work is not completed within the first six weeks of his next enrollment.

It is up to the student to inform each of his instructors no later than two weeks after mid-term of the grading option he elects. After this time, the grading option cannot be changed.

A "P" grade is equated to a C- or better in all courses numbered 100 or above, and "D" or better in all courses numbered below 100. Credits are awarded for "P" grades, but grade points are not.

All requirements for the Certificate of Achievement may be taken on the P-W grading option.

Exceptions:

1. A maximum of 30 semester credits of "P" grades may be applied toward a degree program.

2. Certain courses are designated under Courses of Instruction in this catalog as P-W only. These courses may be taken only on the pass-withdrawal basis.

Caution: Students intending to transfer to a four-year institution should consult

the catalog of that institution to determine their policy regarding the transfer of P grades.

At mid-semester, grade lists of all students are submitted by the instructors for counseling-advising purposes.

Dean's Honor List

Each semester the Dean of Instruction will publish an HONORS LIST recognizing students with a grade point average of 3.2 or better in 12 credits or more with all grades B or better.

Credit by Examination

A student enrolled in a course who shows evidence to the instructor that through experience or training he has had the equivalent of the course but has not received college credit for it may apply for credit by examination. He shall make application to the appropriate instructor and division chairman for approval to take the exam. If approval is granted, the test shall be administered and graded by the instructor. An examination may be taken only once for any one course. No special fee shall be charged.

In each case the examination shall be prepared and administered by the course instructor and shall be more comprehensive than the usual "final examination." It shall be designed to test the student's knowledge in all areas covered by the course. The student has the option of accepting his examination grade or continuing as a regular student in the course.

Selective Service System

Maui Community College is governed by the same Selective Service System regulations as are four-year colleges and universities. The regulations are directly administered by the State headquarters of the System through the local boards.

Generally, the policy of the local boards has been to allow as many students as possible to begin and complete their programs of study without interruption. However, the manpower needs of the military services directly affect the administering of non-statutory deferment policies.

Students are reclassified by local boards at the end of each school year. These students must maintain a normally progressing course of study and carry a minimum of twelve credits per semester.

Information regarding deferments and Selective Service System regulations may be obtained at the Student Services Office. The student will be assisted in completing and filing the Student Certificate (SSS Form 109) to confirm his enrollment in the College. (The Certificate must be filed again at the end of the first year.)

Student Parking

Students may purchase parking permit decals in the Business Office for \$1.00 per semester. Display of the decal on the vehicle authorizes parking only in designated areas. The College cannot be held responsible for loss or damage to vehicles parked on the campus.

Classification of Students

Students with fewer than thirty semester hours of credits are freshmen.

Students with thirty or more semester hours of credits are sophomores.

A full-time student is one who is enrolled for twelve or more credits per semester.

Absence from Classes

The Dean of Students shall be notified when a student has unexcused absences in excess of 10% of the class-hours. However, in special fields (technical and laboratory courses) the instructor may reduce this percentage. If no reason, acceptable to both the Dean and the instructor, for these absences is obtained within two weeks, the Dean of Students shall drop the student from that course.

Withdrawal

To withdraw from a course or from the College, students must complete the Petition Form available in the Student Services Office.

Students may withdraw from a course with a W grade up to the day of final examination. Program changes during the first four-week period of each semester will not be recorded on the student's permanent record.







Certificate and Degree Requirements

REQUIREMENTS FOR THE CERTIFICATE OF ACHIEVEMENT

1. Satisfactory completion of the Occupational Major requirements in one of the following areas:

a.	Accounting
u .	recounting

- b. Apparel Design and Construction
- c. Architectural Drafting
- d. Auto Body Repair and Painting
- e. Auto Mechanics
- f. Carpentry Technology
- g. General Office Training
 - Industrial Technology
 - Machine Technology
 - Police Science
 - Secretarial Science
 - Sheet Metal
- m. Welding
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2. General Education:

- a. English (one course)
- b. Mathematics (one course)

3. A grade point average of 2.0 (C) or better.

4. At least 12 credits toward the Certificate taken at Maui Community College.

Certificate and Degree Requirements

REQUIREMENTS FOR THE

ASSOCIATE IN SCIENCE OR ASSOCIATE IN ARTS DEGREE

1. Completion of the Occupational Major or a Liberal Arts program of courses.

2. General Education: 18 credits minimum including course work as follows:

a.	English Communications	
	English or Speech	1 course
	English 51 or higher	1 course
b.	Social Science	2 courses
	(Must include SOC SCI 51 for the	he A.S. Degree)
с.	Natural Science	1 course
d.	Humanities*	1 course

3. Minimum of 62 credits.

4. Grade point average of 2.0 (C) or better.

5. At least 12 credits towards the degree taken at Maui Community College.

Associate in Science Degree

The Associate in Science Degree is granted in the occupational curricula. Suggested course programs are listed on pages 30-43.

Associate in Arts Degree

The Associate in Arts Degree is granted to students completing a two-year program of courses for transfer to a four-year college or university, or by students desiring two years of additional general education.

The 18 credits of General Education are a minimum requirement upon which a Liberal Arts program is built to meet the needs of the individual or the lower division and general education requirements of the university or college to which the student intends to transfer.

A suggested program to meet the General Education pattern for the University of Hawaii, College of Arts and Sciences is given on page 46.

* Not required of students majoring in the following programs: Apparel Design and Construction, Auto Body Repair and Painting, Auto Mechanics, Carpentry Technology, Industrial Technology, Machine Technology and Sheet Metal Technology.

Occupational Curricula

Occupational education is a major purpose of Maui Community College. The vocational, technical, and business education programs have been designed to provide the student with the specific knowledge and skills required to obtain employment, and with the fundamental competencies and broad understandings essential for advancement on the job as well as for personal and civic effective-ness.

Occupational Curricula:

Accounting

Apparel Design and Construction Architectural Drafting Auto Body Repair and Painting Auto Mechanics Carpentry Technology General Office Training Hotel Mid-Management Industrial Technology Machine Technology Nursing Secretarial Science Sheet Metal Welding Technology

CERTIFICATES AND DEGREES

Certificate of Achievement:

In any of the occupational curricula except Hotel Mid-Management and Technical Nursing the student may earn a Certificate of Achievement, which requires completion of specialized courses in his major and related subjects including mathematics and communications.

Associate in Science Degree:

The Associate in Science Degree may be earned in an occupational curriculum by completion of the courses required for the Certificate, additional related subjects including mathematics, and a minimum of eighteen units in general education courses (i.e., communications, social sciences, natural sciences, and humanities).

ACCOUNTING

There is a great demand for bookkeepers and accountants. Students who select the accounting program should have interest and aptitude for computational work.

The intensive training provided will help the student obtain employment and enchance his promotion possibilities in government or in private industry.

Associate in Science Degree Program

		FIRST	YEAR		
	Fall	Credits		Spring	Credits
ACCTG 21	Princ. of Acctg.	3	ACCTG 22	Princ. of Acctg.	3
TYPW 23			BUS 21	Business Machin	es 3
or 24	Typewriting	3	COMMUNI	CA- English/Speech	3
COMMUNICA-	English	3	TIONS	0	
TIONS			SOC SCI 5	1 American Issues	3
BUS 23	Business Math	3	*BUSINESS	ELECTIVES	3
BUS 20	Intro. to Business	3			
SOC SCI	Anthropology, Ec	0- 2-3			15
	nomics, Geograph	hy,			
	History, Psycholo	ogy			
	or Political Scient	ce			
		17-18			
		SECONI	O YEAR		
	Fall	Credits		Spring	Credits
ACCTG 41	Princ. of Acctg.	3	ACCTG 42	Princ. of Acctg.	3
ACCTG 43	Cost Acctg.	- 2	ACCTG 44	Income Tax Acc	tg. 2
BUSINESS ELE	ECTIVES	2-3	ORIENT 4	0 Orient to Emplo	y- 1
SCIENCE:	Chemistry, Genera	al Sci.,		ment	
	Oceanography, P	hysics,	HUMANIT	IES: Art. Drama, Lite	ra- 2-3
	Biology	2-4		ture, Music, Phi	10-
ELECTIVE		2-3		sophy	
			*BUSINESS	ELECTIVES	2-4
			ELECTIVE		2-3
		14-15			14-16
NOTE: All com	reas in Italies requires	1 for	*DUCINECS	ELECTIVES.	1.10
the Certific	ite of Achievement		BUS 22	Intro to Data Processin	a 2
For the	legree: Three husing		BUS 40	Business I aw	5 2
electives are	required	33	BUS 41	Office Practices	2
For the	certificate: One busir	1005	BUS 42	Insurance	3
elective is re	quired	1033	DUS 42	Salasmanshin	2
ciccure is it	quited.		BUS 43	Salesmanship	3
			SUTD 21	Supv. work Experience	3
			301112/1	30000020200	4

SEC SCI 25 Filing & Records Control 2 SEC SCI 40 Business Correspondence 2

APPAREL DESIGN and CONSTRUCTION

Hawaii's apparel industry has had annual sales totaling twenty-five million dollars and employed over three-thousand five hundred workers. Tourism, destined to become Hawaii's major industry, acts as a barometer of growth for the garment industry. A critical shortage of trained employees is predicted.

The program at the Maui Community College prepares the student for employment and advancement in this rapidly expanding industry. Students desiring training in specialty areas may be accommodated in day or evening classes. (The courses leading to the Certificate can be completed in two semesters.)

Associate in Science Degree Program

FIRST YEAR

	Fall	Credits		Spring	Credits
AD & C 21	Single Needle Powe	er 2	AD & C 23	Clothing Const.	3
	Machine Operation	n	AD & C 25	Apparel Design I	2
AD & C 22	Basic Clothing Con	- 3	AD & C 26	Apparel Design II	3
	struction		ART 22	Fashion Sketchin	g 1
AD & C 24	Princ. of Apparel L	Design 3	COMMUNICA-	English or Speech	1 3
ART 21	Fashion Sketching	1	TIONS		
MATH 1	Basic Mathematics	3		Elective	3
COMMUNICA- TIONS	English	3			
		15			15

SECOND YEAR

	Fall	Credit	s		Spring C	redits
AD & C 41	Apparel Des	ign III	3	AD & C 42	Apparel Design IV	3
AD & C 43	Basic Pattern	n Drafting	3	AD & C 44	Pattern Grading I	2
AD & C 47	Special Macl	hine Opera-	2	AD & C 45	Pattern Grading II	3
	tion			SOCIAL	Anthropology,	2-3
SOC SCI 51	American Is	sues	3	SCIENCES	Economics, Geo-	
NATURAL	Chemistry, (General 2-	4		graphy, History,	
SCIENCE	Science, Mi Oceanograp	crobiology, hy, Physics		or	Political Science, or Psychology	
	or Zoology Electives		2	HUMANITIES	Art, Drama, Litera ture, Music, or Philosophy	•
				ORIENT 40	Orientation to Em- ployment	1
					Electives	3
		15-1	7			14-15

All courses in italics required for Certificate of Achievement.

ARCHITECTURAL DRAFTING

Architectural drafting is a highly rated technical occupation. Opportunities for employment for well-trained draftsmen are many in Hawaii and on the mainland, especially Southern California. In addition to employment offered by architectural firms, opportunities are available with contractors, engineers, and with city, county, state and federal civil service agencies.

FIRST YEAR

Associate in Science Degree Program

	Fall	Credits		Spring Cr	edits
ARCH DRAFT	21 Architectural Materials	3	ARCH DRAFT 22	Architectural Materials	3
ARCH DRAFT	20 Architectural Graphics	3	ARCH DRAFT 23	Architectural Drafting	4
SOC SCI 51	American Issues	3	ARCH DRAFT 24	Descriptive Geo-	2
MATH 52 COMMUNICA-	English	3	MATH 53	Plane Trigonometr	у З
TIONS	2.13.		COMMUNICA- TIONS	English or Speech	3
		15			15

SECOND YEAR

	Fall Cr	edits		Spring	Credits
ARCH DRAFT 4.	3 Architectural	5	ARCH DRAFT 44	Architectural	5
	Drafting			Drafting	
ARCH DRAFT 4	Architectural Histor	ry 3	ARCH DRAFT 42	Architectural Hi	story 3
PHYSICS 41	Technical Physics	3	PHYSICS 42	Technical Physic	cs 3
MATH 40	Architectural Mathe-	3	CARP TECH 43	Building Codes	1
	matics		SOCIAL	Anthropology,	2-3
HUMANITIES Art, Drama, I ture, Music, Philosophy	Art, Drama, Litera- ture, Music, or	2-3	SCIENCE	Economics, Geo graphy, History	o- ',
	Philosophy			Political Science or Psychology	e,
			ORIENT 40	Orientation to E ployment	im- 1
	1	16-17		proyment	15-1

AUTO BODY REPAIR and PAINTING

In this age of speed and streamlined design, the automobile body industry requires skilled mechanics. Automotive collision work has grown more rapidly than any other branch of auto maintenance and repair in recent years. The need for auto body repairmen is so great, particularly in large cities, that they are in constant demand and command high wages.

Auto body repair and painting is an inviting field both for the beginner and the mechanic already acquainted with other phases of auto repair.

Associate in Science Degree Program

FIRST YEAR Fall Credits Spring Credits ABR & P 21 Basic Metal Work ABR & P 22 Refinishing & 8 8 Technical Mathematics 3 Fender Repair MATH 21 IND TECH 24 Welding IND TECH 21 Technical Drawing 3 3 COMMUNICA-English 3 TIONS English or Speech COMMUNICA-3 TIONS Elective 3 17 17 SECOND YEAR Fall Credits Credits Spring ABR & P 41 Auto Body Repair ABR & P 42 Auto Body Repair 8 8 PHYSICS 41 **Technical Physics** 3 PHYSICS 42 **Technical Physics** 3 SOCIAL Anthropology, 2-3 SOC SCI 51 American Issues 3 SCIENCES Economics, Geography, History, OL Political Science, or Psychology HUMANITIES Art, Drama, Litera-**ORIENT 40** Orientation to Em- 1

All courses in italics and one math course required for Certificate of Achievement.

13-14

ture, Music, or

Philosophy

All courses in italics required for Certificate of Achievement.

2

ployment

Electives

AUTO MECHANICS

DUAL DE REALIZA TODAS DI UN

Refinements of the modern automobile, such as automatic transmission, power steering, and power brakes, while making the car more comfortable, safer, and easier to drive, have increased the owner's dependence upon trained mechanics for servicing.

The automotive mechanic of today is a highly-respected, skilled, and wellpaid worker. His services are always in demand, as the production ratio of automobiles far exceeds that of the production of trained mechanics.

Students desiring training in specialty areas may be accommodated during day or evening classes.

Associate in Science Degree Program

FIRST YEAR

	Fall	Credits		Spring	Credits
AUTO MECH 21	Automotive Engine.	s 8 tics 3	AUTO MECH 22	Automotive Elec- tricity	- 8
MATH 21 COMMUNICA- TIONS	English	3	IND TECH 21 COMMUNICA-	Technical Drawin English or Speech	ng 3
	Elective	2	TIONS	Elective	2

SECOND YEAR

	Fall	Credits		Spring C	Credits
AUTO MECH 41	Automotive Chassi	s 8	AUTO MECH 42	Automotive Diagn	10- 8
PHYSICS 41	Technical Physics	3		sis	
SOCIAL	Anthropology,	2-3	PHYSICS 42	Technical Physics	3
SCIENCES	Economics, Geo- graphy, History,		SOC SCI 51	American Issues	3
or	Political Science, or Psychology,				
HUMANITIES	Art, Drama, Litera	-			
	ture, Music, or Philosophy		ORIENT 40	Orientation to En ployment	1- 1
				Elective	2
		13-14			17

All courses in italics and one math course required for Certificate of Achievement.

CARPENTRY TECHNOLOGY

The highly trained technician is in great demand. Carpentry is the springboard of the modern construction technologist.

The curriculum provides instruction leading to the apprenticeship program and rapid progress toward journeyman status. The student learns basic knowledge and manipulative skills; trade customs, practices, and ethics; and responsibility and leadership.

Associate in Science Degree Program

FIRST YEAR

	Fall Cr	edits		Spring Cr	redits
CARP TECH 21	Hand & Power Tools	8	CARP TECH 22	Concrete Forms &	8
MATH 21	Tech. Mathematics	3		Foundations	
BLUEPRINT 21	Applied Arch. Draft- ing & Blueprint Reading	2	BLUEPRINT 22	Residential & Com- mercial Blueprint Reading	2
COMMUNICA- TIONS	English	3	COMMUNICA- TIONS	English or Speech	3
				Elective	3
		16			16

SECOND YEAR

Fall	Credits		Spring Cr	edits
Framing, Sheathing & Insulation	g 8	CARP TECH 42	Interior & Exterior Finishing	8
Tech. Physics	3	PHYSICS 42	Tech. Physics	3
Anthropology, Economics, Geo- graphy, History, Political Science, or Psychology	2-3	SOC SCI 51	American Issues	3
Art, Drama, Litera ture, Music, or	-	ORIENT 40	Orientation to Em- ployment	1
Philosophy		CARP TECH 43	Building Codes	1
			Elective	2
	13-14			18
	Fall Framing, Sheathin, & Insulation Tech. Physics Anthropology, Economics, Geo- graphy, History, Political Science, or Psychology Art, Drama, Litera ture, Music, or Philosophy	Fall Credits Framing, Sheathing 8 & Insulation 8 Tech, Physics 3 Anthropology, 2-3 Economics, Geo- graphy, History, Political Science, political Science, or Psychology Art, Drama, Litera- ture, Music, or Philosophy 13-14	FallCreditsFraming, Sheathing8CARP TECH 42& Insulation7Tech. Physics3PHYSICS 42Anthropology,2-3SOC SCI 51Economics, Geo-graphy, History,Political Science,or PsychologyArt, Drama, Litera-ture, Music, orPhilosophyCARP TECH 43	FallCreditsSpringCrFraming, Sheathing8CARP TECH 42Interior & Exterior& InsulationFinishingFinishingTech. Physics3PHYSICS 42Tech. PhysicsAnthropology,2-3SOC SCI 51American IssuesEconomics, Geo-graphy, History,Political Science,or PsychologyArt, Drama, Literature, Music, orORIENT 40Orientation to EmploymentPhilosophyCARP TECH 43Building CodesElective13-14Finishing

All courses in italics and one math course required for Certificate of Achievement.

GENERAL OFFICE TRAINING

This program prepares the student for employment in business or government in such positions as general office clerk, clerk-typist, file clerk, receptionist. cashier, sales person, or other such positions not requiring stenography. (The courses leading to the Certificate can be completed in two semesters.)

Associate in Science Degree Program

		FIRST	YEAR		
	Fall	Credits		Spring	Credits
YPW 23 or 24	Typewriting	3	TYPW 24 or 43	Typewriting	2-3
US 21	Business Machines	3	BUS 23	Business Math	3
OMMUNICA-	English	3	SEC SCI 20	Business Writing	3
TIONS			SOC SCI	Anthropology,	2-3
USINESS ELEC	CTIVE	2-3		Economics, Geo	⊬
OC SCI 51	American Issues	3		graphy, History	
LECTIVE		2		Psychology	
			COMMUNICA- TIONS	English/Speech	3
			ELECTIVE		2
		16-17			15-17

SECOND YEAR

	Fall	Credits		Spring	Credits
BUS 41	Office Practices	3	ACCTG 20	Fund of Book-	2
*BUSINESS ELL	ECTIVE	4-6		keeping	
SCIENCE	Chemistry, General Sci., Oceanography	l 2-4	ORIENT 40	Orient. to Em- ployment	1
	Physics, Biology		*BUSINESS ELEC	CTIVE(S)	2-4
ELECTIVES		4-5	HUMANITIES	Art, Drama, Lit ture, Music, Ph sophy	tera- 2-3 iilo-
			ELECTIVES	1.00	4-5
		16-18			13-15
NOTE: All con	urses in italics required	l for	*BUSINESS ELE	CTIVES:	

the Certificate of Achievement. For the degree: Four business electives are required. For the Certificate: Three business electives are required.

	- 1	13-1
*BUSINESS	ELECTIVES:	
BUS 20	Intro to Business	
BUS 22	Intro to Data Processing	
BUS 40	Business Law	
BUS 42	Insurance	
BUS 43	Salesmanship	
BUS 44	Supv. Work Experience	
SEC SCI 25	Filing & Records Control	
SEC SCI 40	Business Correspondence	

HOTEL SERVICE MID-MANAGEMENT

ACC BUS BUS HS₂ COM SOC

HS

HS HS

*HS SO

With the increase in tourism, there is a growing demand for hotel employees. Students who select this program should have the interest and desire to greet and help people.

The intensive training provided will help the student obtain employment in either small or large hotels.

FIRST YEAR

	Fall Crea	dits		Spring C	redits
TG 20	Fund. of Bookkeeping	2	HS 21	Intro Front Office	3
23	Business Mathematics	3	DEV 51	Procedures	2
0	Orientation to Hotel	2	COMMUNIC	Fuman Kelations	2
MUNICA-	English or Speech	3	TIONS	- English	3
IONS	English of Speech	5	HUMANITIE	C Art Deama Litera	2
SCI 51	American Issues	3	HOMANTIE	ture, Music, Philo-	
			SCIENCE	Chemistry, Gen. Sc	i 3
				Physics, Oceano- graphy, Biology	, -
			ELECTIVE		2
		16			16
	SEC	OND	YEAR		
	Fall Crea	lits		Spring Cr	edits
41	Community Relations	3	HS 44	Current Issues in	3
42	Hotel Accounting	2		Hotel Operations	-
43	Hotel Housekeeping	3	HS 45	Front Office	3
47	Internship	3		Procedures	
C SCI	Anthropology, Econo-	3	HS 46	Hotel Operations	3
	mics, Geography, Histo	ory	*HS 48	Internship	3
	Political Science, Psychology		ELECTIVE		4
	in an and the second second second	14			16
			BUSINESS E	LECTIVES:	
			BUS 21 B	usiness Machines	3
			BUS 22 II	ntro to Data Processing	2

BUS 22	Intro to Data Processing	2
BUS 40	Business Law	3
BUS 41	Office Practice	3
BUS 42	Insurance	3
BUS 43	Salesmanship	3
SHTD 21	Beginning Shorthand	4
TYPW 23	Beginning Typewriting	3
SEC SCI 25	Filing and Records Control	2
SEC SCI 40	Business Correspondence	2

*Each internship requires a minimum of 160 hours of employment in the hotel service in-dustry. Internship may be taken during the summer with consent of instructor.

INDUSTRIAL TECHNOLOGY

This general program serves the student in several ways. (1) It gives basic training in several technical areas to provide basic skills for entry level positions in a wide variety of trades and occupations; (2) it provides exploratory courses for students seeking information about various occupations; and, (3) it offers skills courses for students anticipating transfer to Industrial Arts Teacher training.

The required work experience provides on-the-job work experience to develop work attitudes and relate the classroom-laboratory experience on the job.

Associate in Science Degree Program

FIRST YEAR

	Fall	Credits		Spring (Credits
IND TECH 21	Technical Drawing	3	IND TECH 23	Sheet Metal	3
IND TECH 22	Machine Shop Praci	tice 3		Fundamentals	
IND TECH 51	Work Experience I	3	IND TECH 24	Gas and Arc	3
COMMUNICA-	English	3		Welding	
TIONS	0		IND TECH 52	Work Experience	П 3
MATH 21	Technical Math	3	COMMUNICA-	English or Speech	3
			TIONS		
			SOC SCI 51	American Issues	3
				Electives	2-3
					12.10
		15			17-18

SECOND YEAR*

	Fall	Credits		Spring Cre	edits
IND TECH 41	Auto Sheet Metal	3	IND TECH 43	Engine Funda-	3
IND TECH 42	Practical Electrici	tv 3	IND TECH 44	Construction Skills	3
IND TECH 53	Work Experience	III 3	IND TECH 54	Work Experience IV	3
PHYSICS 41	Technical Physics	3	PHYSICS 42	Technical Physics	3
ELECTIVE		2	SOCIAL SCIENCES or HUMANITIES	Anthropology, Economics, Geo- graphy, History, Political Science,	2-3
			ORIENT 40	or Psychology Orientation to Em- ployment	1

All courses in italics and one math course required for Certificate of Achievement.

MACHINE TECHNOLOGY

Practically all the necessities of life, except foodstuffs, are made by machines that are built by machinists. The machinist need not fear automationbecause he builds and services the automatic machinery.

Pearl Harbor Naval Shipyard, a prime employer, has a continuous need for machinists and recognizes Maui Community College graduates by exempting them from the pre-employment examination and paying them higher starting wages.

Associate in Science Degree Program

		FIRST	TEAR		
	Fall	Credits		Spring Co	redits
MACH TECH 21 MATH 21	Basic Machine Shop Technical Mathema	p 8 atics 3	MACH TECH 22	Intermediate Machine Shop	8
IND TECH 24	Welding	3	IND TECH 21	Technical Drawing	3
COMMUNICA- TIONS	English	3	COMMUNICA- TIONS	English or Speech	3
				Elective	2
		17			16
		SECOND	YEAR*		
	Fall	Credits		Spring C	redits
MACH TECH 41	Adv. Machine Shop	. 8	MACH TECH 42	Adv. Machine Shop	8
PHYSICS 41	Technical Physics	3	PHYSICS 42	Technical Physics	3
SOCIAL	Anthropology,	2-3	SOC SCI 51	American Issues	3
SCIENCES	Economics, Geo- graphy, History,				
or	Political Science, or Psychology				
HUMANITIES	Art, Drama, Litera ture, Music, or	-	ORIENT 40	Orientation to Em- ployment	• 1
*	Philosophy			Elective	2
		13-14			17

All courses in italics and one math course required for Certificate of Achievement.

*Second year Machine Tech courses not offered during 1970-71.

NURSING (TECHNICAL)

The program in Technical Nursing covers four academic semesters and leads to the Associate of Science degree in Nursing. It consists of a minimum of 64 semester credits with a balance of general education and nursing course work.

Graduates of the program are eligible to take a state examination for licensure as a registered nurse. They are prepared for staff positions in hospitals, clinics, doctors' offices and private duty.

Admission Requirements: The requirements for admission are graduation from an accredited high school and satisfactory score in college aptitude tests. Completion of a chemistry course and a life science course in high school is highly recommended. Women and men, married or single, may apply. Admission to the Associate Degree Program is a function of the faculty of Technical Nursing.

Associate in Science Degree Program

FIRST YEAR

	Fall	Credits		Spring	Credits
Microbiology 1	51	4	English 51 or 100)	3
Zoology 117		4	Psychology 120		2
Psychology 10	0	3	Sociology 151		2
Technical Nurs	ing 53	5	Technical Nursing	2 54	3 7
		16			16
	Fall	Credits		Spring	Credits
SOC SCI 51	American Issues	3	SOC SCI	Clastics	Creans
Speech 51 or 1	45	3	Tochnical Numina	Flective	3
Fechnical Nurs	ing 55	7	Technical Nursing	50	8
ELECTIVE		3	HUMANITICS		2
		5	HUMANITIES	Art, Drama, Lit.,	3
				Music or Philoso	phy

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POLICE SCIENCE

The Police Science program serves a two-fold purpose: It provides the means for training personnel aspiring to enter the law enforcement field and also serves to keep the employed officer abreast of new developments in police science.

Associate in Science Degree Program

		FIRST	YEAR		
	Fall .	Credits		Spring Cre	dits
PS 21	Intro to Law Enforcement	3	PS 24	Investigation (Intro. to Criminalistics)	3
PS 22	Patrol	3	PS 25	Traffic	3
PS 23	Investigation	3	PS 26	Juvenile Procedures	3
COMMUNICA- TIONS	English	3	COMMUNICA- TIONS	English or Speech	3
SOC SCI 51	American Issues	3	Math		3
		15			15

SECOND YEAR

	Fall	Credits		Spring C	redits
PS 41	Criminal Evidence	3	PS 44	Organization and	3
PS 42	Criminal Law	3		Administration	
PS 43	Administration of	3	PS 45	Community	2
	Justice			Relations	
HUMANITIES	Art, Drama, Lit.,	2-3	SCIENCE	Chemistry, Gen'l.	2-4
	Music or Philosoph	ny		Sci., Oceanograph	y,
SOC SCI	Political Science,	2-3		Physics, Biology	
	Psychology or		SOC SCI	Anthropology,	2-3
	Sociology			Political Science,	
ELECTIVE	and the second se	2-3		Psychology or	
				Sociology	
			ELECTIVES		6
		15-18		and a second or p	15-18

Note: All courses in italics plus six additional credits of Police Science courses are required for the Certificate of Achievement.

SECRETARIAL SCIENCE

The demand for secretaries far exceeds the supply. This program prepares the student for employment in government or industry as a secretary or stenographer. Excellent training is provided in shorthand and typewriting. Special training in legal and medical secretarial work is incorporated into the transcription classes.

The sequence of courses includes both business and general education offerings to broaden the student's background and enhance employment and promotion possibilities.

Associate in Science Degree Program

		FIRST YI	EAR		
	Fall	Credits		Spring	Credits
SHTHD 21 or 22	Shorthand	4	SHTD 22 or 41	Shorthand	4
TYPW 23 or 24	Typewriting	3	TYPW 24 or 43	Typewriting	3
COMMUNICA- TIONS	English	3	BUS 23	Business Mathe	matics 3
BUS 21	Business Machines	3	TIONS	English/Speech	3
BUS 20	Intro to Business	3	SOC SCI	Anthropology, Economics, Ge graphy, History Psychology	2-3 0- /,
		16			15-16
	5	ECOND Y	'EAR		
	Fall	Credits		Spring	Credits
ACCTG 20	Fund. of Book- keeping	2	BUS 41 ORIENT 40	Office Practice	3
*BUSINESS FLE	CTIVE	2.2	ORTENT 40	Oneni. to Em-	1

and the second se		2-5		Dlovment	
EC SCI 41	Shorthand	4	*BUSINESS ELEC	TIVE	3
OC SCI 51	American Issues		SEC SCI 42	Shorthand (or	4
EC SCI 40	Business Correspond.	2	HUMANITIES	Art. Drama, Litera-	2-3
TENCE	Chemistry, General	2-4		ture, Music,	
	Physics, Biology		ELECTIVE	Philosophy	3
	1	5-18		1	5-17
					A: 30,

inorit. The courses in manes required for	*BUSINESS EI	LECTIVES	
the Certificate of Achievement.	BUS 22	Intro to Data Processing	2
For the Degree: Two business	BUS 40	Business Law	3
electives required.	BUS 42	Insurance	3
For the Certificate: One business	BUS 43	Salesmanship	3
elective required.	BUS 44	Supy, Work Experience	3
	SEC SCI 25	Filing and Records	2

Control

SHEET METAL

Welding and sheet metal are vital to the building trades. The building boom is requiring skilled workers in such numbers that great shortages are predicted. Working conditions and wages are excellent.

Pearl Harbor Naval Shipyard, a prime employer, recognizes Maui Community College graduates by exempting them from the pre-employment examination and paying them higher starting wages. Experience at the College is recognized by the State apprenticeship training program; the graduate is given credit toward required study time.

Associate in Science Degree Program

	FII	(SI	YEAR		
	Fall Crea	lits		Spring Cre	dits
SHT MTL 21 MATH 21 COMMUNICA- TIONS IND TECH 24	Basic Sheet Metal Technical Mathematics English Welding	8 3 3 3	SHT MTL 22 IND TECH 21 COMMUNICA- TIONS	Building Sheet Meta Technical Drawing English or Speech Elective	$ \begin{array}{c} 1 & 8 \\ 3 \\ 2 \\ \hline 16 \end{array} $
	SEC Fall Cree	CONI lits	D YEAR *	Spring Cre	edits
SHT MTL 41 PHYSICS 41 SOCIAL SCIENCES of HUMANITIES	Duct Work Duct Work Technical Physics Anthropology, Economics, Geography History, Political Scier or Psychology Art, Drama, Litera- ture, Music or Philosophy	8 3 2-3 /, ice,	SHT MTL 42 PHYSICS 42 SOC SCI 51 ORIENT 40	Adv. Sheet Metal Technical Physics American Issues Orientation to Em- ployment Elective	8 3 3 1 2
	13	-14			17

All courses in italics and one math course required for Certificate of Achievement. *Second year Sheet Metal courses not offered during 1970-71.

WELDING TECHNOLOGY

This certificate program in welding technology is a one-year sequence. It prepares the student to become competent in both gas and arc welding on ferrous and non-ferrous metals. Enrollment is limited.

Certificate of Achievement Program

	Fall	Credits		Spring (Credits
WELDING 21	Basic Combined	8	WELDING 22	Adv. Combined	8
MATH COMMUNICA-	Welding English	3 3	IND TECH 21 ORIENTATION	Technical Drawin Orientation to Employment	g 3 1
TIONS					12

14

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NOTE: A

Transfer Curricula

General Information

A student who qualifies for graduation from Maui Community College may transfer to the senior college or university of his choice without loss of credits, if while in attendance he accomplishes the following:

1) completes as many as possible of the transfer institution's general education requirements.

2) completes as many as possible of the transfer institution's requirements for the major

 removes any high school subject or grade deficiencies if required by the institution to which he plans to transfer

4) maintains a grade-point average acceptable to the institution to which he plans to transfer (generally a C or C+)

(It should be noted that community college transfers are usually admitted to four-year colleges and universities in accordance with regulations governing admission to advanced standing.)

Special Requirements for Certain Programs

Candidates for admission to certain programs must meet special requirements. Each applicant should study the conditions set by the college he intends to enter and for the program he intends to pursue in that college. If these requirements were not met by courses taken while in high school, they may be satisfied by courses taken at Maui Community College. Special attention is directed to the following:

(Note: These are based on University of Hawaii requirements, but are typical of other universities and four-year colleges.)

Mathematics:

Students who expect to study mathematics or to take subjects for which college mathematics is a prerequisite must have had plane geometry, two years of algebra, and trigonometry, or their equivalents.

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Arts and Sciences:

Prospective students of the College of Arts and Sciences are strongly advised to have taken at least two years of college preparatory mathematics and two years of a foreign language.

Engineering:

Prospective engineering students must have had plane geometry, two years of algebra, and trigonometry. It is strongly recommended that they also have taken mechanical drawing and physics.

Nursing-Dental Hygiene:

Prospective students of nursing and dental hygiene should have completed two years of college preparatory mathematics. Prospective students of medical technology should have completed two years of algebra, plane geometry, and trigonometry or their equivalents.

Home Economics:

Prospective students of home economics should have completed algebra and plane geometry, or their equivalents.

Business Administration:

Prospective students of the College of Business Administration should have completed two years of algebra and plane geometry, or their equivalents.

UNIVERSITY DEGREE REQUIREMENTS

University of Hawaii General Education Requirements

OMMUNICAT	TIONS	
	ENGLISH 100	Composition and Rhetoric
	SPEECH 145	Oral Communication
UANTITATI	VE REASONING	
	MATH 101	Elements of Mathematics
ORLD CIVIL	IZATIONS	
	HIST 151-152	World Civilization
UMANITIES		
(Three seme	ster courses from at leas	t two of the following groups)
Group I:	ENGL 251-252	British and American Literature
a se la company	ENGL 253-254	World Literature
	ENGL 255-256	Types of Literature
	DRAMA 160	Introduction to Drama and Theater
Group II:	PHIL 100	Introduction to Philosophy
	PHIL 150	History of Philosophy
Group III:	ART 101	Introduction to the Visual Arts
	MUSIC 160	Introduction to Music Literature

NATURAL SCIENCES

I.S. 131

(Three semester courses preferably including both the biological and physical sciences)

BOTANY 101	General Botany
CHEM 103-104	General Chemistry
GEOG 101	Elements of Physical Geography
PHYSICS 160-161	College Physics
GEN SCI 121-122	Introduction to Science
AICRO 151	General Bacteriology
200 101	General Zoology
200 117	Human Anatomy and Physiology

Man and the Arts

SOCIAL SCIENCES

(T)Gr

Gr

ree seme	ster courses including on	ne from each group)
oup I:	ANTHRO 150 ANTHRO 200 PSYCH 100	Introduction to Anthropology Cultural Anthropology
	PSYCH 110	Psychology of Adjustment
	SOC 100 SOC SCI 100	Introduction to the Study of Society
oup II.	SOC SCI 110	Contemporary Social Problems
oup II.	ECON 120 ECON 150-151	Introduction to Economics Principles of Economics
	GEOG 102 GEOC 151	World Regional Geography
	POLI SCI 110	Introduction to Political Science

ASSOCIATE IN ARTS DEGREE TRANSFER PROGRAM

Transfer requirements differ at various colleges and universities, and also change frequently. The student's program, therefore, depends upon his major, the institution to which he plans to transfer, and Maui Community College graduation requirements. The student is responsible for acquainting himself with the specific and special requirements of the institution to which he plans to transfer.

The suggested program below is designed to meet the requirements of the College of Arts and Sciences of the University of Hawaii. Refer to page 46 for specific course recommendations and area requirements.

University of Hawaii - College of Arts and Sciences

Foreign Language

Natural Science

Social Sciences

Humanities (2 courses)

(if Inter. year required)

FIRST YEAR

Fall	Credits	Spring	Credits
Communications COMPOSITION	3	Communications SPEECH	3
Foreign Language	4	Foreign Language	4
Natural Science	4	Natural Science	4
World Civilization	3	World Civilization	3
Quantitative Reasoning	3	Literature (recommended)	3
	17		17

SECOND YEAR

Foreign Language	4
(if Inter. year required)	
Humanities	3
Social Sciences (2 courses)	6
Elective	3

3 17

4

4

6

16

Courses of Instruction

Courses of Instruction

The following pages list courses of instruction alphabetically by subject area. It should be understood that all courses are not offered each semester. For current offerings the student is referred to the Schedule of Classes published prior to each semester, which may be obtained from the College by telephone or mail request.

Credit

The credit value of each course is indicated for each semester by a number in parentheses following the title. For example: a (3) indicates a one-semester course carrying three credits; a (3-3) Yr. indicates a year course carrying three units of credit each semester.

Hours of Lecture and Laboratory

The notation in parentheses following the course description indicates the number of hours of lecture, discussion, or laboratory per week.

NUMBERING SYSTEM

	Course Numbers
Courses applicable toward a Baccalaureate Degree, Asso- ciate Degree, or Certificate: (Numbers identical to those of the University of Hawaii are used when the course content is substantially the same)	
a. Initial or introductory courses	100-199
b. Second year courses in a sequence	200-299
Courses applicable toward an Associate Degree, or Certificate:	
a. Courses normally taken by sophomores, open to qualified freshmen	40-59
b. Courses normally taken by freshmen	20-39
c. Evening courses not offered during the daytime	10-19
Courses applicable toward a Certificate. (Generally develop-	
mental in nature.)	1-9

ACCOUNTING

20 FUNDAMENTALS OF BOOKKEEPING (2)

A beginning course in practical bookkeeping and accounting as applied to retail stores, professional individuals and firms, and to personal service operations. Students become familiar with accounting forms and practical accounting procedures. (2 hrs. lect., 1 hr. lab.)

21 PRINCIPLES OF ACCOUNTING (3)

Prerequisite: Accounting major or consent of instructor.

Accounting principles pertaining to proprietorship and partnership. Description and application of forms and documents. Use of journals, ledgers, auxiliary records. Development of financial statements and of schedules pertaining to financial statements. (2 hrs. lect., 2 hrs. lab.)

22 PRINCIPLES OF ACCOUNTING (3)

Prerequisite: Accounting 21

Accounting principles and problems pertaining to incorporation. Manufacturing accounting principles, cost methods, and basic analysis of financial statements. (2 hrs. lect., 2 hr. lab.)

41 PRINCIPLES OF ACCOUNTING (3)

Prerequisite: Accounting 22

Theory, practice, and problems pertaining to cash, receivables and investments, inventory, prepayments, current liabilities, revenue and expense, notes and acceptances. (3 hrs. lect.)

42 PRINCIPLES OF ACCOUNTING (3)

Prerequisite: Accounting 41

Theory, practice, and problems pertaining to fixed assets, long-term liabilities, paid-in capital, application of funds, aids to management. (3 hrs. lect.)

43 PRINCIPLES OF COST ACCOUNTING (2)

Prerequisite: Accounting 22

Job-order cost accounting, process cost accounting. Purpose of cost accounts and development of cost methods. Accounting for materials, labor, and factory overhead. Perpetual inventories. (2 hrs. lect., 1 hr. lab.)

44 INCOME TAX PROCEDURES (2)

Prerequisite: Accounting 20 or 21 Principles and problems of federal and state taxes. Interpretation of income tax laws, rules, and regulations. (2 hrs. lect., 1 hr. lab.)

201-202 ELEMENTARY ACCOUNTING (3-3) Yr.

Prerequisite: Sophomore standing.

Theory and practice in income determination and asset valuation. Preparation and analyses of statements; uses for decision making. Note: required for admission to the University of Hawaii's College of Business Administration. (2 hrs. lect., 2 hrs. lab.)

ANTHROPOLOGY

- 51 MAN'S HERITAGE (2)
- Principal concepts from social and cultural anthropology which help to explain the origins and functions of man's social organizations and cultural institutions. (2 hrs. lect.)

150 INTRODUCTION TO ANTHROPOLOGY (3)

Human evolution; prehistoric development of culture; recent and contemporary man, common features and principal variations in cultural behavior. (3 hrs. lect.)

200 CULTURAL ANTHROPOLOGY (3)

Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. (3 hrs. lect.)

APPAREL DESIGN AND CONSTRUCTION

10E BASIC SEWING TECHNIQUES (2)

Introduction to tools and equipment, fundamentals of hand and machine sewing, selection and adjustment of basic commercial patterns. Construction and finishing of a variety of basic apparel. (5 hrs. lect.-lab.)

11E ADVANCED SEWING TECHNIQUES (2)

Prerequisite: AD&C 10E.

Construction and finishing of selected apparel to fit the individual. Students will use commercial patterns and develop casual apparel patterns. Factory and Custom methods of finishing. (5 hrs. lect.-lab.)

21 SINGLE NEEDLE POWER MACHINE OPERATION (2)

No prerequisite.

Operation of the single needle power sewing machine including safety practices. Students are trained to sew section work and the use of fashion aids. (1 hr. lect., 3 hrs. lab.)

22 BASIC CLOTHING CONSTRUCTION (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 21. Introduction to sewing tools and equipment. Selecting and adjusting basic commercial patterns and construction of apparel to fit the figure. (2 hrs. lect., 4 hrs. lab.)

23 CLOTHING CONSTRUCTION (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 22. Students make garments of their own choice with the selection of commercial patterns. Speed and good work habits stressed. (6 hrs. lect.-lab.)

24 PRINCIPLES OF APPAREL DESIGN (3)

No prerequisite. Introduction to fashion, figure, color, and fabric. Student will integrate lesson with AD&C 21. (2 hrs. lect., 4 hrs. lab.)

25 APPAREL DESIGN I (2)

No prerequisite. Development of a variety of women's apparel patterns with the quarter size sloper. (1 hr. lect., 3 hrs. lab.)

26 APPAREL DESIGN II (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 25. Designing of individual patterns and construction of the garment to fit the figure. Factory methods of finishing applied. (6 hrs. lect.-lab.)

41 APPAREL DESIGN III (3)

Prerequisites: AD&C 22 and AD&C 26.

Development of a variety of apparel to fit the figure. Includes flat pattern designing from illustration and sketches. Factory methods of construction and finishing applied, (6 hrs. lect.-lab.)

42 APPAREL DESIGN IV (3)

Prerequisite: AD&C 41.

Correlation of the designers knowledge of designing, pattern making, and construction of apparel. Custom finishing is applied in finishing. (6 hrs. lect.-lab.)

43 BASIC PATTERN DRAFTING (3)

No prerequisite.

Drafting basic patterns for the children and women's apparel, shirts and slacks. (6 hrs. lect.-lab.)

44 PATTERN GRADING 1 (2)

No prerequisite.

Adjustment of basic apparel patterns in several size ranges. Practice in selected methods and the use of "Grading Machines" used in industry. (1 hr. lect., 3 hrs. lab.)

45 PATTERN GRADING II (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 44. Grading selected type of patterns. Study in the proportionate growth, size ranges and problem patterns. (6 hrs. lect.-lab.)

46 PATTERN LAYOUT AND CUTTING (2)

No prerequisite.

Procedures in pattern layout, marking, cutting, and bundling by factory methods. Yardage estimating, cost control and operation of the cutter. (Elective course) (1 hr. lect., 3 hrs. lab.)

47 SPECIAL MACHINE OPERATION (2)

No prerequisite.

Operation, care and safety of the special machines including: blindstitch, buttonhole, double needle, overlock and zigzag. Students will apply operation on projects made in class. (1 hr. lect., 3 hrs. lab.)

ARCHITECTURAL DRAFTING

20 ARCHITECTURAL GRAPHICS (3)

Principles of perspective, shades, and shadows (3 hrs. lect.-lab.)

21 ARCHITECTURAL MATERIALS (3)

Manufacture and use of architectural materials and products: light wood framing, mill work, plywood, lath and plaster, tile, roofing, masonry, and veneers. (3 hrs. lect.)

22 ARCHITECTURAL MATERIALS (3)

Manufacture and use of architectural materials and products: steel, concrete, heavy timber, glass, marble, plastic. (3 hrs. lect.)

23 ARCHITECTURAL DRAFTING (4)

Instruction in types, quality, care, and use of drafting equipment and material. Principles of graphic communication. Complete working drawings for a small frame house. Building ordinances pertaining to project presentation. (5 hrs. lect.-lab.)

24 DESCRIPTIVE GEOMETRY (2)

Visualization of lines, planes, objects, structures, and space relationships of objects. (2 hrs. lect.-lab.)

41 ARCHITECTURAL HISTORY (3)

Survey of architecture from primitive architecture to the Renaissance. (3 hrs. lect.)

- 42 ARCHITECTURAL HISTORY (3) Survey of architecture from the Renaissance to the present. (3 hrs. lect.)
- 43 ARCHITECTURAL DRAFTING (5)

Complete working drawings of larger residential and simple commercial structures. Building ordinances pertaining to projects developed. (9 hrs. lect.-lab.)

44 ARCHITECTURAL DRAFTING (5)

Working drawings of more complicated commercial structures of masonry construction. Techniques of architectural illustration and project presentation. (9 hrs. lect.-lab.)

ARCHITECTURAL MATHEMATICS (3) (See Mathematics 40)

ART

21-22 FASHION SKETCHING (1-1) Yr.

Sketching for fashion figures, costumes on figures, fabrics, millinery items and accessories. (2 hrs. lect.-lab.)

- 101 INTRODUCTION TO THE VISUAL ARTS (3) Nature of visual art and its expression in various forms. (3 hrs. lect.)
- 51 ELEMENTARY STUDIO ART (2) Lectures and projects in drawing and painting. Associate degree humanities credit. (4 hrs, lect.-lab.)
- 108 ELEMENTARY STUDIO: DRAWING AND PAINTING (3) Studio experience mainly for non-majors. Lectures and projects. Credit not accepted toward the art major. (6 hrs. lect.-lab.)
- 113 INTRODUCTORY STUDIO "A" (3)
 - Emphasis on perception: visual responses to nature; materials, techniques, modes, of representation. Problems in two and three dimensions involving photography, drawing, painting, sculpture and construction. (6 hrs. lect.-lab.)

114 INTRODUCTORY STUDIO "B" (3)

Emphasis on light: environmental, general intensity, value range, sources, chiaroscuro, pattern, principles of color. Problems in two and three dimensions involving drawing, painting, sculpture, design. (6 hrs. lect.-lab.)

115 INTRODUCTORY STUDIO "C" (3)

Emphasis and space modiviers. Problems in two and three dimensions involving drawing, painting, sculpture, design. (6 hrs. lect.-lab.)

AUTO BODY REPAIR AND PAINTING

21 BASIC METAL WORK (8)

Fundamental principles and practices of roughing out, dinging, picking, filing, grinding, oxy-acetylene welding and cutting, arc welding, shrinking, soldering and metal finishing. (3 hrs. lect., 12 hrs. lab.)

22 REFINISHING AND FENDER REPAIR (8)

Theory and practice in bumping and finishing. Nomenclature, analyzing damages, care and use of tools. Instruction and training in the care and use of spray equipment; preparation of surfaces for refinishing. Fundamental procedures in masking, priming, color matching and blending in spot-repair work. Complete applications of lacquers and enamels. Refinishing of dash and garnish mouldings. (3 hrs. lect., 12 hrs. lab.)

41 AUTO BODY REPAIR (8)

Training in the repair or replacement of body parts, such as cowl, trunk lid, rocker panel, hood, top, and door panels. Types of measurement; radiator repairs. (3 hrs. lect., 12 hrs. lab.)

42 AUTO BODY REPAIR (8)

Theory and practice in adjusting and aligning body, hood, deck lid, and doors. Repairing and installing mechanisms such as window regulators, seat adjustors, door locks and handles. Removal and installation of door glass. Principles and practices of chassis construction, straightening and aligning frame, steering and wheel alignment. Analyzing and estimating damage; auto insurance appraisal. (3 hrs. lect., 12 hr. lab.)

AUTO MECHANICS

21 AUTOMOTIVE ENGINES (8)

Theory and practice in construction, operation, and servicing of engine components: cylinder heads, block, oil pan, pistons, connecting rods, assemblies and crank assembly. Servicing valve mechanisms; lubrication, fuel, and cooling systems. (3 hrs. lect., 12 hrs. lab.)

22 AUTOMOTIVE ELECTRICITY (8)

Theory and practice in construction, operation, and servicing of electrical circuits, storage batteries, cranking motors, generators, alternators, regulators, ignition systems, automotive wiring harnesses, horns, lights, and accessories. (3 hrs. lect., 12 hrs. lab.)

41 AUTOMOTIVE CHASSIS (8)

Theory and practice in the construction, operation, and servicing of transmissions, clutches, rear axles, universal joints, shock absorbers, steering and front suspension systems, brakes and frames. (3 hrs. lect., 12 hrs. lab.)

42 AUTOMOTIVE DIAGNOSIS (8)

Diagnosing and correcting faulty automotive engines, fuel and electrical systems. Engine tune-up, service station procedures; lubrication and cooling systems. (3 hrs. lect., 12 hrs. lab.)

BIOLOGY

110 INTRODUCTION TO MARINE BIOLOGY (3) A survey of all major groups of marine organisms. Classifications, life histories and ecology of local organisms are stressed. (2 hrs. lect., 2 hrs. lab.)

BLUEPRINT

- 21 APPLIED ARCHITECTURAL DRAFTING AND BLUEPRINT READING (2) Basic fundamentals of architectural drafting. Reading the blueprint for a construction shack, a one-car frame garage, and a two-car brick garage. (3 hrs. lect.-lab.)
- 22 RESIDENTIAL AND COMMERCIAL BLUEPRINT READING (2) Prerequisite: Blueprint 21 Blueprint reading of a residence and a commercial structure; specifications. (2 hrs. lect.)

BOTANY

101 GENERAL BOTANY (4)

Basic principles of plant biology. Note: This course and Zool. 101 comprise an introduction to biology. (3 hrs. lect., 3 hrs. lab.)

BUILDING TRADES

20 EXPLORING BUILDING TECHNOLOGY (6)

A general program permitting the student to explore plumbing, electric wiring, masonry, carpentry, sheet metal and technical drawing. (3 hrs. lect., 12 hrs. lab.)

21 BASIC ELECTRIC WIRING (3)

Prerequisite: Consent of instructor.

A course to acquaint the student with the tools of the trade, the proper use and care of hand tools, soldering and splicing of wires, and instruction in the hook-up of basic circuits. Instruction in the wiring of bell circuits, residential lighting and receptacle circuits. (6 hrs. lect.-lab.)

22 BASIC MASONRY (3)

Use of tools and materials employed in masonry in the residential and construction fields with emphasis on brick and concrete block laying and drywall construction. Includes a study of the masonry materials used in construction. (6 hrs. lect.-lab.)

23 BASIC PLUMBING (3)

Use of hand and power tools employed by plumbers to cut and thread pipe, sweat copper fittings, lead joints and bend pipe. Care, repair and installation of valves, faucets, waterlines, waterlines, water closets, lavatories, drinking fountains, tubs and sinks. (6 hrs. lect.-lab.)

BUSINESS

20 INTRODUCTION TO BUSINESS (3)

An introductory survey into the fundamentals of American business enterprise. Areas to be covered include the principles of business organization, marketing, finance, accounting, purchasing, and personnel management. Emphasis is placed upon a better understanding of the nature and role of these various business activities in our society. (3 hrs. lect.)

21 BUSINESS MACHINES (3)

Fundamentals of adding, subtracting, multiplying, and dividing on the ten-key and full-keyboard adding machines, and on the key-driven and rotary calculators. (5 hrs. lect.-lab.)

22 INTRODUCTION TO DATA PROCESSING (2) Principles and procedures of automated data processing. (2 hrs. lect.)

23 BUSINESS MATHEMATICS (3)

Fundamental operations of arithmetic as applied to business problems. Business applications include: Reconciliation of Bank Statement, Inventories and Turnover, Aliquot Parts, Percentage, Discounts, Commission, Markup, Depreciation, Interest, Discounting Commercial Papers, Payroll, etc. (3 hrs. lect.)

40 BUSINESS LAW (3)

Principles of business law, Origin of common law, derivation of statute law. Formation of contracts. The law of sales of personal property. Bailments-hotelkeepers and common carriers. (3 hrs. lect.)

41 OFFICE PRACTICE (3)

Filing, preparing masters and stencils, duplicating methods, transcribing machines and typewriting on electric machines. Typical office procedures and responsibilities. (3 hrs. lect.)

42 INSURANCE (3)

Vocabulary and terminology applied to insurance. Life, health and accident, fire, and other common forms of insurance. (3 hrs. lect.)

43 SALESMANSHIP (3)

A study of the principles of selling. Includes planning and delivering the sales presentation, demonstration, handling objections, closing and building good will. (3 hrs. lect.)

BUSINESS CORRESPONDENCE (2)

(See Sec Sci 40)

44 SUPERVISED WORK EXPERIENCE (3)

Prerequisite: Completion of one semester or two semesters for the one-year and two-year programs respectively, and consent of the coordinator.

Provides on-the-job training for business students to apply the basic skills and knowledge previously learned. It includes one class hour and a minimum of ten hours of related work per week. (P-W only)

CARPENTRY TECHNOLOGY

21 HAND AND POWER TOOLS (8)

Nomenclature, care, safe use, and proper handling of hand tools, portable power tools, and stationary machines. Introduction to various materials. (3 hrs. lect., 12 hrs. lab.)

- 22 CONCRETE FORMS AND FOUNDATIONS (8) Specifications and blueprint reading. Footings, columns, beams, and deckings. (3 hrs. lect., 12 hrs. lab.)
- 41 FRAMING, SHEATHING, AND INSULATION (8)

Sill, joist, and stud assembly. Rough openings, rafters and roof framing, sheathing and roofing. Estimating. (3 hrs. lect., 12 hrs. lab.)

42 INTERIOR AND EXTERIOR FINISHING (8)

Installation and hanging of sashes, doors, and frames. Construction of kitchen cabinets and closets; use of trims and mouldings. (3 hrs. lect., 12 hrs. lab.)

43 BUILDING CODES (1)

Building codes related to their effects on safety and health, construction materials, plumbing, heating and electricity. (1 hr. lect.)

CHEMISTRY

103 GENERAL CHEMISTRY (4)

Prerequisite: Intermediate Algebra and satisfactory score on the placement examination.

Fundamental laws, principles, and procedures. (3 hrs. lect., 3 hrs. lab.)

104 GENERAL CHEMISTRY (4)

Prerequisite: Chemistry 103. Fundamental laws, principles, and procedures. (3 hrs. lect., 3 hrs. lab.)

DIRECTED STUDIES

59-159 DIRECTED STUDIES (AREA) (1 to 3 credits)

Prerequisite: Consent of instructor.

Directed study in a student's specific area of interest in a subject matter area offered by the College. Arranged independently with the instructor. Elective credit only. Students limited to 6 credits in Directed Studies.

DRAMA AND THEATRE

160 INTRODUCTION TO DRAMA AND THEATRE (3)

Representative plays from Aeschylus' Agamemnon to Miller's Death of a Salesman, studied as illustrative of changing forms in the theatre and dramatic literature. (3 hrs. lect.)

260 DRAMATIC PRODUCTION (3)

Introduction to the process of converting the play to the performance. (3 hrs. lect.)

281/282 BEGINNING MODERN DANCE (3-3)

Introduction to basic technical skills and creative processes of dance. (4 hrs. lect.lab.)

ECONOMICS

51 CONSUMER ECONOMICS (2)

Getting your money's worth; buying on credit; charge accounts; borrowing money; mortgages; insurance; taxes; providing for old age; investments. (2 hrs. lect.)

120 INTRODUCTION TO ECONOMICS (3)

One-semester course for non-majors. Provides general understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources and of policies designed to achieve national economic goals. (3 hrs. lect.)

150 PRINCIPLES OF ECONOMICS (3)

Analysis of functioning of economic systems with emphasis on forces determining levels and changes of national income and employment. Description of basic economic institutions, e.g., markets, money, banks, labor organizations, corporations. Note: Prerequisite to all other economic courses. Required for admission to the University of Hawaii College of Business Administration. (3 hrs. lect.)

151 PRINCIPLES OF ECONOMICS (3)

Analysis of methods of determining commodity and factor prices. Discussion of policies for efficient allocation of scarce resources. Note: Required for all economics majors. (3 hrs. lect.)

ENGLISH

1-2 BASIC COMMUNICATIONS (3-3) Yr.

Study of the nature of language and of its uses and limitations in everyday life. Opportunity for development of individual abilities in reading, writing, listening, and speaking skills, both in group sessions and in individual student-instructor conferences. Certificate credit. (5 hrs. lect.-disc.)

- 5 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (Non-Credit) Oral and written practice of English structures, (1-5 hrs. lab.)
- 50 COMMUNICATION SKILLS LABORATORY (post-test of silent reading and composition skills will determine the amount of credit granted in English 51 or English 52.)

Prerequisite: Consent of instructor.

Upon consultation with instructor, the student elects to work in any of the following areas of communication: silent and oral reading skills, studying, listening, note-taking skills, review of English fundamentals, vocabulary enrichment, guided recreational reading. (Hours and credit to be arranged.) Lab-conference only. Pass-withdrawal only.

51 READING AND WRITING LABORATORY (3)

Prerequisite: Satisfactory score on the English placement examination or recommendation of instructor.

Practice in reading skills, including vocabulary development. Reading to find the main idea and specific details, to draw inferences, and to develop critical judgment. Guided, independent reading. Practice in development of study and notetaking skills. Review of standard English words, sentences, and paragraphs to develop writing skills. Associate degree credit. (4 hrs. lect.-lab.)

52 WRITING COMPOSITION (3)

Prerequisite: Satisfactory score on the English placement examination, C grade or better in English 51, or recommendation of instructor.

Reading and analyzing essay structures. Sampling mature writing to enrich vocabulary and reading comprehension. Learning how to write concrete sentences effective paragraphs, and organized themes. Associate degree credit, (3 hrs, lect,-disc.)

53 TWENTIETH-CENTURY LITERATURE (2)

Prerequisite: English 51.

Short stories and plays from world literature with themes relevant to the experience of modern man, presented to broaden the student's understanding of twentieth-century cultures. Associate degree credit. (2 hrs. lect.)

100 EXPOSITORY WRITING (3)

Prerequisite: Satisfactory score on the English placement examination, B grade or better in English 52, or recommendation of instructor.

Discovering and applying the concepts of purpose, audience, and tone in writing. Emphasis on interpreting and evaluating essays; writing expository pieces, interpretive reflections, and essays arguing for action or solutions to problems. (3 hrs. lect.-lab.)

105 PLANNED STUDIES IN POWER READING (1-3)

Prerequisite: Consent of instructor.

A self-help program of individualized work in college level reading skills: speed and comprehension in content areas of science, social sciences, literature; study and note-taking skills; listening skills, vocabulary enrichment, Elective credit, (labconference.)

150 INTRODUCTION TO CREATIVE WRITING (3)

Prerequisite: Consent of instructor.

Instruction in, discussion and writing of short fiction and poetry. Provides an opportunity for interested students to have their work appear in a literary publication. (3 hrs. lect.-disc.)

Note: Any of the following six semester courses (250-255) satisfies the requirement for sophomore literature at the University of Hawaii. Two semesters of sophomore literature are prerequisites for upper division English courses at the University of Hawaii.

251-252 MAJOR WORKS OF BRITISH AND AMERICAN LITERATURE (3-3) Yr. Prerequisite: English 100.

251: Middle Ages to 1800. 252: 1800 to the present (3 hrs. lect.)

253-254 WORLD LITERATURE (3-3) Yr.

Prerequisite: English 100. Major works of classical, Oriental, European, American literature. 253: Classical times to the Renaissance. 254: 1600 to the present. (3 hrs. lect.)

255-256 TYPES OF LITERATURE (3-3) Yr.

Prerequisite: English 100.

Practical criticism in major genres of European and American literature. 255: Short story, novel, introduction to poetry (narrative). 256: Drama, biography, poetry. (3 hrs. lect.)

FRENCH

101-102 ELEMENTARY FRENCH (4-4) Yr. Conversation, laboratory drill, grammar, reading, (5 hrs, lect.-lab.)

201-202 INTERMEDIATE FRENCH (4-4) Yr.

Prerequisite: French 102 or equivalent. Reading, conversation, laboratory drill, composition. (5 hrs. lect.-lab.)

GENERAL SCIENCE

51 FRONTIERS OF SCIENCE (2)

Most active areas of scientific study today involving man and his environment. (2 hrs. lect.)

112 INTRODUCTORY ASTRONOMY (4)

An introductory account of both the basic data of astronomy and the methods by which these data are obtained will be presented. Emphasis will be on the comprehension of principles and ideas which may be applied to astronomical investigation. Mathematics beyond elementary algebra and geometry will be avoided. (3 hrs. lect., 2 hrs. lab.)

121-122 INTRODUCTION TO SCIENCE (4-4) Yr.

Prerequisites: Intermediate Algebra and satisfactory score on placement examination.

Characteristics of science and interactions of society with science. Illustrated by topics from biological (121) and physical (122) sciences. 121 is not prerequisite to 122. (3 hrs. lect., 2 hrs. dem.-disc.)

GEOGRAPHY

51 WORLD GEOGRAPHY (2)

An introductory look at world affairs from the geographic viewpoint; a study of the physical, political, economic environment of the world's major regions. (2 hrs. lect.)

101 ELEMENTS OF PHYSICAL GEOGRAPHY (3)

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soils, and landforms. Laboratory problems in map interpretation. (2 hrs. lect., 2 hrs. lab.)

102 WORLD REGIONAL GEOGRAPHY (3)

Geography of the world's major cultural regions; emphasis on geographic aspects of contemporary economic, social, and political conditions. (3 hrs. lect.)

151 ECONOMIC GEOGRAPHY (3)

Man's use of the earth. World patterns of natural resources, population, economic activity, and development. Elements of location theory; problems of resource management. (3 hrs. lect.)

GERMAN

- *102-102 ELEMENTARY GERMAN (4-4) Yr. Conversation, laboratory drill, grammar, reading.
- 202-202 INTERMEDIATE GERMAN (4-4) Yr.

Prerequisite: German 102 or 2 years of high school German equivalent. Reading, conversation, laboratory drill, composition.

HISTORY

151-152 WORLD CIVILIZATION (3-3) Yr.

Development of civilization from the ancient Orient and from classical Greece to the present; emphasis on Western civilizations. Prerequisite for advanced courses. (3 hrs. lect.)

281-282 INTRODUCTION TO AMERICAN HISTORY (3-3) Yr.

Interpretive survey of United States history from the earliest settlements to the present. (3 hrs. lect.)

AMERICAN ISSUES (3)

(See Social Science 51)

HOTEL SERVICES

20 ORIENTATION TO HOTEL (2)

Introduction to the employment opportunities, specializations, and general requirements of employees in the hotel services industry. Organization of a hotel operation, (2 hrs. lect.)

21 INTRODUCTION TO FRONT OFFICE PROCEDURES (3)

Prerequisite: Orientation to Hotel or consent of instructor. Study and practice in registering and assigning rooms to guests; handling mail, messages, complaints and inquiries; documenting records and procedures relating to guest transactions; use of posting machines and telephone switchboard. (3 hrs. lect.-disc.)

41 COMMUNITY RELATIONS (3)

Prerequisite: Introduction to Front Office Procedures or consent of instructor. The relationship of the hotel industry to the community through community services, business promotion, advertising, etc. (3 hrs. lect.)

42 HOTEL ACCOUNTING (2)

Prerequisite: Accounting 20. Introduction to the Uniform System of Accounts for Hotels. Practice in the preparation of specialized journals, ledgers and statements. (3 hrs. lect.-lab.)

*Not offered 1970-71

43 HOTEL HOUSEKEEPING (3)

Prerequisite: Orientation to Hotel or consent of instructor. Organization and function of the housekeeping department. Purchasing guides, care of furnishings and supplies; general maintenance procedures. (3 hrs. lect.)

44 CURRENT ISSUES IN HOTEL OPERATIONS (3)

Prerequisite: Hotel Internship or consent of instructor. Consideration of business periodicals pertinent to the student's area of interest in the hotel industry. (3 hrs. lect.)

45 FRONT OFFICE PROCEDURES (3)

Prerequisite: Introduction to Front Office Procedures or consent of instructor. Study of the important human and public relations responsibilities of the front office staff; principles of management; phases of front office operation. (3 hrs. lect.)

46 HOTEL OPERATIONS (3)

Prerequisite: Hotel Internship or consent of instructor. Relationship of the resort hotel to the functions and organization of the local environment. Basic work methods and attitudes from services to management. (3 hrs. lect.)

47-48 INTERNSHIP (3-3)

Prerequisite: Orientation to Hotel and/or consent of instructor.

Each internship requires the student to be employed in a hotel or related work experience program in the hospitality field not less than 160 hours, with attendance at a seminar one hour per week. The internship may be taken during the summer by arrangement with instructor for the work experience portion of the course.

INDUSTRIAL TECHNOLOGY

20 EXPLORING INDUSTRIAL TECHNOLOGY (6) A general program permitting the student to explore six different occupational

areas in one semester. (3 hrs. lect., 12 hrs. lab.)

21 TECHNICAL DRAWING (3)

Basic principles of drawing, blueprint reading and sketching. Fundamentals of developing a drawing or shop sketch from measurements, and interpretation of working drawings and blueprints. (2 hrs. lect., 4 hrs. lab.)

22 MACHINE SHOP PRACTICE (3)

Basic practices in machine operations on the engine lathe, drill press, shaper and milling machine. Principles of metal cutting tools, and use of precision measuring tools and hand tools. Safety practices. (2 hrs. lect., 4 hrs. lab.)

23 SHEET METAL FUNDAMENTALS (3)

Basic hand and machine processes of sheet metal work. Principles of layout and pattern use, sheet metal hand tools, and sheet metal machine usage. (2 hrs. lect., 4 hrs. lab.)

24 GAS AND ARC WELDING (3)

Theory and practice of gas and arc welding of ferrous and non-ferrous materials. Procedures in flat, horizontal and overhead work. Brazing, silver soldering, flame cutting, and tungsten, inert gas welding of aluminum, stainless steel, and other metals. (2 hrs. lect., 4 hrs. lab.)

41 AUTO SHEET METAL PRACTICES (3)

Fundamental principles and practices of automotive sheet metal repair. Nomenclature; care and use of tools and equipment; basic repair procedures. (2 hrs. lect., 4 hrs. lab.)

42 PRACTICAL ELECTRICITY (3)

Basic theory of electricity with emphasis on practical applications and safety. Elementary circuits. (2 hrs. lect., 4 hrs. lab.)

43 ENGINE FUNDAMENTALS (3)

Theory and practice in the operation and servicing of internal combustion engines, including the maintenance and repair of the engine components: fuel, ignition, and electrical systems. (2 hrs. lect., 4 hrs. lab.)

44 CONSTRUCTION SKILLS (3)

Basic practice in the skills of the building trades including carpentry, plumbing, glazing, lock-smithing, floor covering (carpet and vinyl), painting, etc. (2 hrs. lect., 4 hrs. lab.)

51, 52, WORK EXPERIENCE I, II, III, IV (3-3-3-3)

- 53. 54 Prerequisite: Consent of instructor.
 - Approved on-the-job work experience with participating business or industry under the supervision of the Work Experience Coordinator. At least ten hours per week on the job, with one hour per week in the classroom. (P-W only)

INTER-DISCIPLINARY STUDIES

131 MAN AND THE ARTS (3)

Introduction to the arts as they direct and express man's awareness. (3 hrs. lect.)

JAPANESE

101-102 ELEMENTARY JAPANESE (4-4) Yr.

Beginning standard Japanese; oral, aural, visual presentation. Simultaneous development of speaking, writing, reading, and aural comprehension skills. Appreciable portion of courses devoted to culture study. Meets 3 hours weekly. Daily lab practice.

201-202 INTERMEDIATE JAPANESE (4-4) Yr.

Prerequisite: Japanese 102 or consent of instructor. Extension of ideograph and script vocabulary, syntax. Course includes culture research. Meets 3 hours weekly. Daily lab practice.

JOURNALISM

100 PUBLICATIONS WORKSHOP (3)

The news story, feature story, column writing, interviewing, editorial layout, vocabulary, copy editing, and proofreading will be covered. Students will write and produce the college news organ. May be repeated once for credit. (3 hrs. lect.-lab.)

MACHINE TECHNOLOGY

20 ENGINE LATHE (2)

Principles of operating an engine lathe. Straight and taper turning, drilling, reaming, tapping, knurling and screw-thread cutting. Available to students in other trade areas. (5 hrs. lect.-lab.)

21 BASIC MACHINE SHOP (8)

Proper use of hand and measuring tools. Elementary principles of operating an engine lathe. (3 hrs. lect., 12 hrs. lab.)

22 INTERMEDIATE MACHINE SHOP (8)

Drill presses and drill-press work. Advanced engine lathe work. (3 hrs. lect., 12 hrs. lab.)

*41 ADVANCED MACHINE SHOP (8)

Setups and operations on a shaper. Training in the use of the milling machine and its attachments. (3 hrs. lect., 12 hrs. lab.)

*42 ADVANCED MACHINE SHOP (8)

Annealing, hardening, and tempering steel. The use of various attachments and selection of wheels for grinding operations. (3 hrs. lect., 12 hrs. lab.)

MATHEMATICS

1 BASIC MATHEMATICS (3)

Individualized instruction in arithmetic. Designed to improve competence in basic mathematics. (5 hrs. lect.-lab.) May be repeated for credit. (P-W only)

21 TECHNICAL MATHEMATICS (3)

Practical application of basic mathematical principles to the problems of the industrial shop and plant. (3 hrs. lect.)

40 ARCHITECTURAL MATHEMATICS (3)

Principles of architectural engineering; calculation of reactions, shear and moment of beams, and determination of beam, joist, and column sizes. (3 hrs. lect.)

50 ELEMENTARY ALGEBRA (3)

Equivalent to first-year high school algebra. Rational numbers, integers, fundamental algebraic operations, factoring, linear and quadratic equations, the quadratic formula. (3 hrs.) (P-W only)

51 GEOMETRY (3)

Prerequisite: Elementary Algebra.

Equivalent to high school geometry. Two and three dimensional Euclidean space, right triangles, congruences, parallels. (3 hrs.) (P-W only)

*Not offered 1970-71

52 INTERMEDIATE ALGEBRA (3)

Prerequisite: Elementary Algebra.

Fundamental laws, exponents, and radicals, equations in one variable (linear, quadratic and some higher degree), systems of equations (linear and quadratic), complex numbers, graphic representations, the binomial theorem. (3 hrs.) (P-W only)

53 APPLIED TRIGONOMETRY

Prerequisite: Intermediate Algebra. Trigonometric functions of angles, solution of triangles, radian measure, polar coordinates, and practical applications. (2 hrs.) (P-W only)

54 THEORETICAL TRIGONOMETRY

Prerequisite: Applied Trigonometry. Circular functions, graphs of trigonometric functions, and trigonometric identities. (1 hr.) (P-W only)

101 ELEMENTS OF MATHEMATICS (3)

Prerequisite: Elementary Algebra. A survey of the structure and concepts of elementary mathematics. Course intended to meet the General Education requirements and Education Major requirements. (3 hrs. lect.)

105 PREPARATION FOR ADVANCED MATHEMATICS (3)

Prerequisite: Intermediate Algebra.

Advanced topics in algebra, analytic geometry, logic and set theory, and elementary functions. Serves as preparation for calculus, statistics, and other advanced mathematics. (3 hrs. lect.) (This course plus MATH 43 will fulfill the MATH 134 at the Univ. of Hawaii.)

210 CALCULUS I (5)

Prerequisites: 4-years of high school math including trigonometry; or Math 54 and 105.

Limits, derivatives and applications, integrals and applications, trancendental functions, and methods of integrations. (5 hrs. lect.)

211 CALCULUS II (5)

Prerequisite: MATH 210. Linear algebra, hyperbolic functions, polar coordinates, vectors and parametric equations, line integrals, divergence, curl, and solid analytical geometry. (5 hrs. lect.)

212 CALCULUS (II (3)

Prerequisite: MATH 211. Partial differentiation, multiple integrals, infinite series, and complex functions. (3 hrs. lect.)

234 DIFFERENTIAL EQUATIONS (3)

Prerequisite: MATH 212.

First order equations, linear equations with constant coefficients, systems of equations, Laplace transforms, applications. (3 hrs. lect.)

MICROBIOLOGY

151 GENERAL BACTERIOLOGY (4)

Fundamentals of bacteriology, mycology and virology; sterilization, disinfection, factors in infection and resistance to disease. (3 hrs. lect., 3 hrs. lab.)

MUSIC

102 COLLEGE CHORUS (1)

Open to all students interested in college singing experience. Prerequisite training not necessary. Besides singing fine choral literature, course includes: basic music theory for singers, vocal training, music fundamentals, listening experience, and public performances. (2 hrs. lab.) (Course may be repeated for credit)

120 MUSIC SKILLS (1)

Prerequisite: Concurrent enrollment in Music 200 required.

160 INTRODUCTION TO MUSIC LITERATURE (3)

Styles and forms of Western music from their early development to the present. (3 hrs. lect., outside listening required.)

NURSING (TECHNICAL)

TN 53 BASIC NURSING (5)

Basic principles and fundamental skills in patient care, Guided independent study and clinical experience, (3 hrs. lect.-8 hrs. lab.)

TN 54-55 NURSING SCIENCE (7-7) Yr.

Man as a system of Bio-Psycho-Social behaviors. Planning and giving nursing care in situations where there are disruptions of behavior in specific subsystems.

TN 54-55 NURSING SCIENCE (7-7) Yr.

Prerequisite: TN 53 with grade of C or better. For TN 55, completion of TN 54 with grade of C or better.

Man as a system of Bio-Psycho-Social behaviors. Planning and giving nursing care in situations where there are disruptions of behavior in specific subsystems. (3 hrs. lect., 12 hrs. lab.)

TN 56 CLINICAL NURSING (8)

Prerequisite: TN 55 with grade of C or better.

Synthesistand application of knowledge of behavioral subsystems of man in planning and giving nursing care. Opportunities are provided with health agencies for students to identify patient problems and use appropriate nursing intervention. (4 hrs. lect., 12 hrs. lab.)

TN 58 NURSING TRENDS (2)

To be taken concurrently with TN 56. Development of nursing and future trends, including socio-economic influences. (2 hrs. lect.)

OCEAN TECHNOLOGY

51 THE SEA (2)

The sea as a part of man's environment; its effects and potentials. (2 hrs. lect.)

52 BOAT HANDLING AND PILOTING (3)

Introduction to the basic skills and equipment necessary for operating a small vessel. (2 hrs. lect., 3 hrs. lab.)

ORIENTATION

40 ORIENTATION TO EMPLOYMENT (1) Applications and references; personal interviews. Legal requirements; state and Federal laws affecting employment. (1 hr. lect.) (P-W only)

PHILOSOPHY

- 51 ISSUES IN PHILOSOPHY (2)
- Major philosophical issues in contemporary American society. (2 hrs. lect-disc.)
- 100 INTRODUCTION TO PHILOSOPHY (3)

Problems, methods, and fields of philosophy. (3 hrs. lect.)

PHYSICS

- 41 TECHNICAL PHYSICS (3) Mechanics, properties of matter, heat, and sound with emphasis on practical ap
 - plications in industry. (2 hrs. lect., 3 hrs. lab.)
- 42 TECHNICAL PHYSICS (3)

Light, magnetism and electricity with applications to industry. (2 hrs. lect., 3 hrs. lab.)

160-161 COLLEGE PHYSICS (4-4) Yr.

Prerequisite: Math. 53 or high school trigonometry. Fundamental principles, theories, experimental methods. (3 hrs. lect., 3 hrs. lab.)

POLICE SCIENCE

21 INTRODUCTION TO LAW ENFORCEMENT (3)

Introduction to the historical and philosophical background of law enforcement. The purpose of law enforcement; the position of law enforcement agencies at the local, state, and federal level. The English influence upon the American police agencies. Employment opportunities. This course is required of all Police Science majors. (3 hrs, lect.)

22 PATROL (3)

Functions of the patrol division, the objectives, activities, and methods. The relationship of the patrol division to other divisions; purpose of the twenty-four hour patrol, manpower distribution and beat layout. May be taken concurrently with PS 21, or as scheduled. (3 hrs. lect.)

23 INVESTIGATION (3)

Prerequisite: PS 23 or consent of instructor.

Case preparation; collection and preservation of physical evidence; crime scene search: use of fingerprints, casts, photographs, laboratory assistance and scientific equipment available to assist the investigator. (3 hrs. lect.)

25 TRAFFIC (3)

Reasons for traffic enforcement, traffic accident investigation, engineering problems in traffic control and administration. Public support and involvement in the traffic problem, traffic statistics, their meaning, use, and source. Educational aspects of the overall traffic problem. (3 hrs. lect.)

26 JUVENILE PROCEDURES (3)

Etiology of delinquent activities; factors such as age, sex, race, and home environment are explored. The methods and agencies handling juvenile offenders from violation to disposition. Some theories regarding the behavior of the youthful offender. (3 hrs. lect.)

41 CRIMINAL EVIDENCE (3)

Evidence defined; rules of evidence, where they originate, how they are interpreted and what effect they have on law enforcement. Major emphasis is placed on the courtroom use of evidence, and courtroom demeanor. (3 hrs. lect.)

42 CRIMINAL LAW (3)

The process, nature, source and types of criminal law. Classifications of crimes, and criminal acts in general, with specific attention to the major criminal statutes of the State of Hawaii. The difference between a crime and a tort; the activities of the Prosecutor's office so far as criminal law is concerned. (3 hrs. lect.)

43 ADMINISTRATION OF JUSTICE (3)

The history of our judicial (court) system; the various courts and their respective area of jurisdiction; procedures from the time of arrest through the sentencing of the individual or whatever disposition the court feels necessary. (3 hrs. lect.)

44 ORGANIZATION AND ADMINISTRATION (3)

Principles of organization and administration in law enforcement; operations and activities of various divisions, bureaus or details: training, recruitment, planning, research, policy, inspection and control. (3 hrs. lect.)

45 COMMUNITY RELATIONS (2)

The role of the police department in local government; the importance of a good community relations program; what constitutes a community relations program. Race attitude toward police, its causes and prevention. Factors to be considered when organizing a community relations detail or program. (2 hrs. lect.)

POLITICAL SCIENCE

110 INTRODUCTION TO POLITICAL SCIENCE (3) Introduction to political problems, systems, ideologies, and processes. (3 hrs. lect.)

PSYCHOLOGY

51 HUMAN RELATIONS (2) Fundamentals of human behavior and psychological principles affecting personal relationships and adjustments. (2 hrs. lect.-disc.)

100 SURVEY OF PSYCHOLOGY (3)

Principles of human behavior. Individual differences, motivation, emotion, perception, learning, etc. (3 hrs. lect.) Note: Intended for non-majors.

110 PSYCHOLOGY OF ADJUSTMENT (3)

Understanding and improving adjustment. Needs, frustrations, conflicts, anxiety, patterns of adjustment. Concepts of mental health. (3 hrs. lect.) Note: not open to majors.

SECRETARIAL SCIENCE

20 BUSINESS WRITING (3)

Application of the basic skills of English to the needs of the business student. Includes: word usage, spelling, capitalization, punctuation, syllabication, sentence structure. (3 hrs. lect.)

25 FILING AND RECORDS CONTROL (2)

Principles and procedures of filing including the managerial aspects of records maintenance. Course includes: principles of filing, filing systems and records management. (2 hrs. lect.)

40 BUSINESS CORRESPONDENCE (2)

Business letter writing. Letters of inquiry, orders, sales, application, credit, collection, claims, adjustments, and business reports. A. S. Degree credit. (2 hrs. lect.)

SHEET METAL

- 21 BASIC SHEET METAL (8) Introduction to the materials, supplies, tools, machines and processes of sheet metal. Elementary pattern development. (3 hrs. lect., 12 hrs. lab.)
- 22 BUILDING SHEET METAL (8) Development of patterns for gutters, rectangular dischargers, exhaust hoods. Range canopy. (3 hrs. lect., 12 hrs. lab.)
- *41 DUCT WORK (8)

Air conditioning and ventilation duct work. Development of patterns for duct elbows, offsets, reducers, etc. (3 hrs. lect., 12 hrs. lab.)

*42 ADVANCED SHEET METAL (8)

Fabrication of advanced air conditioning fittings. Layout and fabrication of stainless steel kitchen equipment and sheet metal furniture. (3 hrs. lect., 12 hrs. lab.)

GAS AND ARC WELDING (3) See Industrial Technology 24.

*Not offered 1970-71

SHORTHAND

21 BEGINNING SHORTHAND (4)

Presentation of Gregg Diamond Jubilee shorthand theory. Reading of and practice in taking dictation. (5 hrs. lect.-lab.)

22 INTERMEDIATE SHORTHAND (4)

Prerequisite: Beginning Shorthand or two semesters of high school shorthand, or shorthand speed of 60 w.p.m.

Development of speed in writing and transcribing Gregg Diamond Jubilee shorthand. (5 hrs. lect.-lab.)

41 ADVANCED SHORTHAND (4)

Prerequisite: Intermediate Shorthand or four semesters of high school shorthand or shorthand speed of 80 w.p.m.

Increasing speed in taking dictation through use of previewed material; practice on the writing of new outlines; drills on business vocabulary and phrases. (5 hrs. lect.-lab.)

42 EXPERT SHORTHAND (4)

Prerequisite: Advanced Shorthand or shorthand speed of 100 w.p.m. Introduction of Congressional Record material and high-speed shortcuts. Development of high-speed dictation, and transcription of five-minute tests with 95 percent accuracy, (5 hrs. lect.-lab.)

SOCIAL SCIENCE

51 AMERICAN ISSUES (3)

Major issues in contemporary American society examined in light of American history, government, and the free enterprise system. (2 hrs. lect., 1 hr. disc.)

100 INTRODUCTION TO THE SOCIAL SCIENCES (3)

Exploration of various cultural areas from the different perspectives of the social science disciplines. Fach area will be investigated through the application of social science techniques. (3 hrs. lect.)

110 CONTEMPORARY SOCIAL PROBLEMS (3)

Exploration of a number of contemporary social problems from the different perspectives of the various social science disciplines. Each area will be investigated through the approach of social science techniques. (2 hrs. lect., 1 hrs. disc.)

SOCIOLOGY

151 INTRODUCTION TO THE STUDY OF SOCIETY (3) Basic social relationships, norms, social structures, and processes affecting social change. (2 hrs. lect., 1 hr. lab.)

SPANISH

101-102 ELEMENTARY SPANISH (4-4) Yr. Beginning course, primarily emphasizing oral practice. Laboratory drill.

201-202 INTERMEDIATE SPANISH (4-4) Yr.

Prerequisite: Spanish 102 or two years of high school Spanish or equivalent. Continuation of oral practice, with increasing emphasis on reading and written composition.

SPEECH COMMUNICATION

51 PRACTICAL SPEECH COMMUNICATION (3)

Practical, fundamental course in oral communication to provide students the opportunity to profit from systematic education in selected fundamental speech processes. (3 hrs. lect.) (P-W only)

52 SPEECH COMMUNICATION (3)

Programmed instruction and guided practice in voice and articulation. (3 hrs. lect.lab.)

145 INTERPERSONAL SPEECH-COMMUNICATION (3)

Prerequisite: Consent of instructor.

Introduction to speech-communication theory through participation in interpersonal communication activities. (3 hrs. lect.-disc.)

151 ORAL COMMUNICATIONS OF LITERATURE (3)

Prerequisite: Qualification for enrollment in SPEECH 145. Principles and practices in the art and skill of reading aloud. Practice in textual analysis and in transmitting intellectual and aesthetic content of literature; geared to the discovery that reading aloud is a rewarding and enriching experience. (3 hrs. lect.-lab.)

TYPEWRITING

23 BEGINNING TYPEWRITING (3)

Mastery of the keyboard, machine parts and knowledge of correct typewriting techniques. Instruction in personal and business correspondence, outlines, manuscripts, rough drafts and tabulation, (5 hrs. lect.-lab.)

24 INTERMEDIATE TYPEWRITING (3)

Prerequisite: Beginning Typewriting or two semesters of high school typewriting or equivalent. Typing speed of 40 w.p.m.

Review of fundamental habits, development of sustained speed and accuracy, Advanced correspondence, tabulation, manuscript writing, outlines, and business forms. (5 hrs. lect.-lab.)

43 ADVANCED TYPEWRITING (2)

Prerequisite: Intermediate Typewriting or four semesters of high school typewriting or equivalent. Typing speed, 50 w.p.m.

Typing business forms, letters, memoranda, tables, accounting reports, and legal papers. Emphasis on the importance of increasing production through efficient methods and proper organization. (4 hrs. lect.-lab.)

WELDING

- 21 BASIC COMBINED WELDING (8) A basic course in gas and arc welding of ferrous and non-ferrous metals. (3 hrs. lect., 12 hrs. lab.)
- ADVANCED COMBINED WELDING (8)
 Prerequisite: Welding 21 or consent of instructor.
 An advanced course in gas and arc welding of ferrous and non-ferrous metals. (3 hrs. lect., 12 hrs. lab.)

ZOOLOGY

101 GENERAL ZOOLOGY (4)

Zoological principles; studies of structure, development, relationships and distribution of animals. Note: This course and Botany 101 comprise an introduction to biology. (3 hrs. lect., 3 hrs. lab.)

117 ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY (4) General survey of gross anatomy and physiology. (3 hrs. lect., 3 hrs. lab.)

Maui Community College

ADMINISTRATIVE OFFICERS

JOHN P. HOSHOR, Ph.D.	•	•		•	•	•	•	*	Provost
HAROLD G. LUNTEY, Ed.D.				•					. Dean of Instruction
THOMAS SINE, M.A							•	•	Dean of Students
GEORGE K. SANO, B.S.	÷		•						Administrative Officer
WALTER M. OUYE, M.S.	•			С	001	rdin	nato Se	or, ssi	Evening College, Summer on & Community Services

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- HOEFLER, BARBARA B. Librarian A.B., M.S., Western Reserve University.

- KAUMEHEIWA, THELMA' (Mrs.) Special Training Program Special Instructor.
- KONG, JOSEPH S. C. Business Education B.ED., Fifth Year Diploma, advanced work, University of Hawaii.

LUNTEY, HAROLD G. Dean of Instruction B.A., University of Denver; M.A., University of Washington; ED.D., University of California, Berkeley. B.ED., Colorado State University: Professional Technical Teaching Certificate, Hawaii. MASUMOTO, SACHIKO I. (Mrs.) Apparel Design and Construction Fashion Academy, New York; Professional Technical Teaching Certificate, Hawaii; advanced work, University of Hawaii. MAYER, RICHARD D.... Business Education B.A., Brandeis University; M.A., University of Washington. B.A., University of Washington, M.ED., University of Hawaii. B.A., M.A., Washington University, St. Louis; advanced work, University of Washington. B.E.D., University of Hawaii, M.A., Columbia University. B. of Arch., University of Southern California; Vocational Teaching Certificate, California. OUYE, WALTER M. Coordinator, Evening College, Summer B.A., M.A., Colorado State College; advanced work, University of Hawaii. A.A., Shasta Junior College, California; A.B., University of California, Berkeley; M.A., Humbolt State College, California; advanced work, University of Oregon. B.S., M.S., State University of New York, Buffalo; graduate work, St. Bonaventure University, Marquette University. Business B.S.B.A., University of Akron; M.B.A., Michigan State University. · · · · · · Science REZENTS, ERNEST H. B.ED., Fifth Year Diploma, University of Hawaii; M.S., University of Oregon. SANO, EVELYN (Mrs.) B.ED., Wisconsin State University; M.ED., University of Hawaii. B.S., Bradley University; advanced work, University of Hawaii, Stanford University. SHIMADA, RICHARD K. Business Education B.S., Bradley University; M.A., Colorado State College; advanced work, University of Illinois, University of Hawaii.

- SILVA, BENJAMIN H. Auto Body Repair and Painting Lincoln Advanced Training Institute; Sun Electric Training Division; Professional Technical Teaching Certificate, Hawaii; advanced work, University of Hawaii.
- SINF, THOMAS. Dean of Student Personnel Services B.A., Cascade College, Oregon; M.A., San Jose State College; advanced work, University of Oregon.
- SPARKS, ALLAN Political Science B.S., Oregon State University; M.A., University of Washington.
- B.ED., Illinois State University; Fifth Year Diploma, University of Hawaii; advanced work, University of Minnesota, University of Hawaii.
- B.M., University of Kansas; M.F.A., Ohio University; advanced work, Dartmouth College.
- B.A., University of Colorado; M.A., University of Washington.
- A.B., Wheaton, College; M.S., South Dakota State University.

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HOWARD TAVARES .				•											Groundskeeper
MARY TOM															Cafeteria Manager
NANCY H. YAMASHIT.	Α.											•	•		. Cajeteria Manager
DORIS M. YOSHITAKE			-	1				•	•	•	•	•		•	Stenographer
			•		•	*	-	•							Stenographer

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