



Kapiolani Community College

University of Hawaii

KAPIOLANI COMMUNITY COLLEGE LIBRARY

DIAMOND HEAD CAMPUS

1984-85 General Catalog

Pensacola Campus

620 Pensacola St.
Honolulu, HI 96814
Ph. 531-4654

Diamond Head Campus

4303 Diamond Head Rd.
Honolulu, HI 96816
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The cover drawing is of the College's new art, music and developmental education buildings at the Diamond Head campus.

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

Kapiolani Community College

1984-85 ACADEMIC CALENDAR

FALL SEMESTER 1984

August 15, WednesdayFaculty report for duty
 August 15-22, Wednesday-WednesdayRegistration*
 August 21, TuesdayHoliday, Admission Day
 August 24, FridayFirst day of instruction
 August 27-29, Monday-Wednesday
 Change in registration period*; Late registration period*
 September 3, MondayHoliday, Labor Day
 September 14, FridayLast day of erase period
 October 1, MondayLast day to apply for fall graduation
 October 8, MondayHoliday, Discoverers' Day
 October 19, FridayLast day to remove incomplete grades
 for spring and summer, 1983
 October 26, FridayLast day for all withdrawals
 November 6, TuesdayHoliday, General Election
 November 12, MondayHoliday, Veterans' Day
 November 22-23, Thursday-FridayThanksgiving Recess
 December 14, FridayLast day of instruction
 December 17-20, Monday-ThursdayFinal examination
 period
 December 21, FridayGrades due
 End of fall semester

SPRING SEMESTER 1985

January 3-10, Friday-ThursdayRegistration*
 January 11, FridayFirst day of instruction
 January 14-16, Monday-Wednesday
 Change in registration period*; Late registration period*
 February 1, FridayLast day to apply for spring graduation
 February 1, FridayLast day of erase period
 February 18, MondayHoliday, Presidents' Day
 March 8, ThursdayLast day to remove incomplete grades
 for fall, 1983
 March 15, ThursdayLast day for all withdrawals
 March 25-29, Monday-FridaySpring recess
 March 26, TuesdayHoliday, Kuhio Day
 April 5, FridayHoliday, Good Friday
 May 6, MondayLast day of instruction
 May 7-10, Tuesday-FridayFinal examination period
 May 13, MondayGrades due
 End of spring semester
 May 11, SaturdayCommencement
 May 14, TuesdayFaculty last day

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

August 1984	September 1984	October 1984	November 1984	December 1984
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○ Holiday

□ Academic Days of Significance

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The College and its Policies

INTRODUCTION

Kapiolani Community College is a comprehensive, open-door, community-based college offering liberal arts curricula and vocational programs in business, nursing, and food service, as well as the only allied health and legal assistant programs in the State. The college currently offers the Associate in Arts degree, Associate in Science degrees and Certificates of Achievement in twenty-one career fields, and a variety of shorter term credit and non-credit training programs.

Student enrollment in Fall, 1983, was approximately 5300 students, with this figure expected to remain fairly stable over the decade. Students attend classes at one of two campus locations—the Pensacola Campus located on a small five-acre site on the corner of Pensacola Street and Kapiolani Boulevard and the Diamond Head Campus, located on a spacious 52-acre site lying between Diamond Head Road and Kilauea Avenue.

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

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

HISTORY

Kapiolani Community College had its beginning in 1946 as a technical, post-secondary school administered first under the Territorial Department of Public Instruction and later under the State Department of Education. Hotel and restaurant (1946), practical nursing (1947), and business education (1956) were the original programs offered. These programs were consolidated in 1957 as Kapiolani Technical School.

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

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

EDUCATIONAL PHILOSOPHY

Kapiolani Community College seeks to assist each individual in the lifelong process of personal growth through education. The college recognizes that individuals enter college with differing needs and abilities. To meet these varying needs, the college

offers innovative programs employing a variety of instructional strategies designed to enable each student to learn to the maximum of his or her capacity.

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

LOCATION-FACILITIES

Pensacola Campus

The Pensacola Campus, at 620 Pensacola Street, on the corner of Pensacola Street and Kapiolani Boulevard, is strategically located in a community of educational, recreational, cultural and business institutions and is conveniently served by several bus lines. Its combination of permanent buildings and temporary portable facilities are arranged on a five-acre site. Permanent buildings include a two-story business education structure, a food service education facility with a dining room and coffee shop, and general office and classroom buildings. A number of small temporary buildings serve as business and counseling offices, classrooms, and student government offices. Limited parking is available on campus.

Diamond Head Campus

The Diamond Head Campus, at 4303 Diamond Head Road, is located on the grounds of the former Fort Ruger Military Reservation. Its borders are Kilauea Avenue, Makapuu Avenue, 18th Avenue, and Diamond Head Road; and it is easily accessible by public or private transportation. With approximately 52 acres of land, the campus is one of the most scenic places on Oahu.

Currently, the campus operates in renovated existing facilities while new facilities to accommodate students and community are being developed in accordance with the Campus Master Plan. At this time, liberal arts courses and Health Education programs are offered at the campus. Eventually, all programs at the Pensacola Street Campus are planned for transfer to the Diamond Head Campus.

Construction of the first two permanent classroom buildings and three temporary wooden buildings began in early 1983. The wooden buildings, which house the College's music, drama, dance, journalism, and basic skills programs were completed in Fall, 1983. The permanent buildings provide classrooms and laboratories for health education and general science programs, as well as an interim library and media center. Construction at the Diamond Head Campus will continue over the next several years.

Library

The main college library is in the Business Education Building on the Pensacola Street Campus. The services of the library and the materials in its collections are available to faculty, students, and off-campus borrowers who work with or are associated with the college. The library hours are posted on the library doors.

The library has a varied collection of books, periodicals, phonograph records, and other learning materials, most arranged in open stacks. Interlibrary loans from the University of Hawaii

libraries are available, and students and faculty have borrowing privileges at other libraries in the UH system.

Carrels and listening booths for 94 students are located in the library. Rules and regulations governing the circulation of library materials are available in the library. Reserve books in which instructors have made specific reading assignments are taken off the open shelves and must be requested at the circulation desk. Reserve books may be borrowed for a limited time—usually overnight or over the weekend only.

The library on the Diamond Head Campus is located on the first floor of the new permanent building. There is carrel seating for students and a selection of reference, reserve and regular collection books and periodicals.

Educational Media Center

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

Bookstore

The bookstore, located on the first floor of the Business Education Building, carries all textbooks and essential school supplies used by the college. The bookstore provides counter service only and is open from 8 a.m. to 3:30 p.m., Monday through Friday.

ACCREDITATION

Kapiolani Community College is accredited by the Western Association of Schools and Colleges (WASC). The college is currently engaged in a limited institutional self study as preparation for an on-site visit by a WASC evaluation team in March, 1985. This is part of a recurrent process by which accreditation is reaffirmed.

Special accreditation has been granted by the Board of Nursing, State of Hawaii; the Commission on Dental Accreditation of the American Dental Association; the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the National Accrediting Agency for Clinical Laboratory Sciences; the Joint Review Committee on Education in Radiologic Technology; the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants; the American Occupational Therapy Association, Inc.; the Joint Review Committee for Respiratory Therapy Education; and the American Bar Association.

ADVISORY COMMITTEES

Kapiolani Community College has invited a number of community leaders in business, industry, and the professions to advise the staff in the development of curricula in accordance with requirements in their fields. Consultations with these leaders relate to course content, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program. Advisory committees are formed as new needs and programs are identified. Current advisory committee members are listed in the back of this catalog.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. It is the administrative policy of Kapiolani Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - (a) The right to inspect and review educational records.
 - (b) The right to request to amend education records.
 - (c) The right of protection from disclosure by Kapiolani Community College of personally identifiable information contained in education records without permission of the student involved.
 - (d) The right to waive certain rights under the Act.
 - (e) The right to file complaints concerning alleged failure by Kapiolani Community College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, **Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Post-Secondary Programs of the University of Hawaii**. Copies of BMI 1614 may be obtained from the Office of the Director of Student Services, Kapiolani Community College.
4. **Directory Information**
Students are advised that certain personally identifiable information is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
 - (a) Name of student.
 - (b) Local address and zip code maintained in the campus locator printout.
 - (c) Local telephone number maintained in the campus locator printout.
 - (d) Major field of study.
 - (e) Fact of participation in officially recognized activities and sports.
 - (f) Weight and height of members of athletic teams.
 - (g) Dates of attendance.
 - (h) Degrees and awards received.
 - (i) Educational levelA student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without the prior consent of that student.
5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

NOTICE TO HANDICAPPED PERSONS

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

Copies of University of Hawaii policies on nondiscrimination and affirmative action are available at the College. Further information about the existence and location of Kapiolani's programs, services, activities, and facilities which are accessible and usable by handicapped persons are also available. Support services for the disabled students on campus are offered through the Special Student Services Office (Help Center). For further information please call or visit:

**Mary Joan Haverly, Counselor
Special Student Services
Kapiolani Community College
620 Pensacola Street
Honolulu, Hawaii 96814
Phone: 531-4654, Ext. 215**

UNIVERSITY POLICY ON NON-DISCRIMINATION AND AFFIRMATIVE ACTION

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

ing, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1973 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs.

Offices designated to coordinate the Community Colleges' nondiscrimination and affirmative action programs are:

**Rg Logiakakis (Education, Title IX, Section 504,
and related matters)**

**Peggy S. Hong (Employment matters)
Office of the Chancellor for Community Colleges
2327 Dole Street
Honolulu, Hawaii 96822
Phone: 948-7471**

**Ralph Ohara (Education and Civil Rights matters)
Grace Fleet Bates (Employment matters)
Kapiolani Community College
620 Pensacola Street
Honolulu, Hawaii 96814
Phone: 531-4654**

Focus on Career Education

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

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

CAREER AND PERSONAL DEVELOPMENT SERVICES

Highlighting the college's focus on career education has been the establishment of the Career and Personal Development Center located in Building 867-1 on the Pensacola campus. The Center and its staff are set up to provide the following career-related services to students: career counseling, academic advis-

ing, vocational testing, and off campus job placement. These coordinated activities are designed to assist students in the various phases of career awareness, career exploration and career preparation.

The Career and Personal Development Center houses a comprehensive Career Library and the following audio-visual career resource materials for student and faculty use.

- Career Kokua, a computerized Career Information System containing current data on local occupations, wages and schools.
- Video tapes of KCC programs of study.
- College catalogs on microfiche.
- Career exploration, job search and personal development slide tapes.

Students are encouraged to visit the Career and Personal Development Center during their first semester at Kapiolani Community College and to make frequent use of the services throughout their years at the College. Many of the Career Center services are also available in the Student Services building on the Diamond Head Campus.

COOPERATIVE EDUCATION

Cooperative Education is an educational process by which the student's academic study is formally integrated with periods of planned and evaluated work experience related to the student's educational objective. The student receives academic credit and may or may not receive financial remuneration from his/her employer.

General objectives of Cooperation Education are:

1. To provide the student with planned and evaluated work experiences which will enhance the integration of theory learned in the classroom with the pragmatic requirements of the work situation.
2. To provide the student with planned and evaluated work experiences which includes learning how to work, selecting appropriate career goals, learning to work with others, and the broadening and deepening of the student's humanistic learnings.

The College assists in the placement of students in job training stations to receive related work experience.

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

Cooperative Education opportunities are available for students in the following curriculum areas: Accounting, Clerical, Data Processing, Secretarial Science, Sales and Marketing, Hotel Operations, Food Service, and Legal Assistant. (Refer to the Description of Courses section of this catalog for specific course information.) For additional program information, see the appropriate department chairperson.

COMPETENCY-BASED EDUCATION

Competency-Based Education is a learning strategy that emphasizes the outcomes of learning, rather than the experience of learning or the time spent in learning. In Competency-Based Education, the course and program objectives are stated in terms of the actual abilities that a student should have acquired by the

time he or she completes the course or program. Such an approach to education enhances the student's understanding of the relevancy of what he or she is learning in class to chosen career objectives.

This major curriculum development activity which attempts to clarify the outcomes of instructional programs and courses provides the means for (1) improving communication with students, with the general public including employers and among the college's faculty and staff and (2) improving the internal and external assessment of programs to determine the effectiveness of the college's training.

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

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

DEVELOPMENTAL EDUCATION SERVICE

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

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

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

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

Admission Information

ELIGIBILITY

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

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

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

3. Foreign students. (Refer to section entitled "Admission Requirements for Foreign Students.")

APPLICATION DEADLINES

A completed application form and all other requested forms and/or documents must be submitted to the Office of Admissions & Records by July 15 for the fall semester, December 1 for the spring semester, or May 1 for the summer session. Individuals are advised to file their applications as early as possible. Applications will not be accepted when a program's enrollment quota has been reached. Programs that have earlier closing deadlines are the legal assistant and all allied health & nursing programs. (Refer to sections on special requirements for those programs.)

GENERAL ADMISSIONS REQUIREMENTS

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

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

ACCEPTANCE

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

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

RESIDENCY REGULATIONS

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

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact Lydia Leong, residency officer in the Admissions Office.

DEFINITION OF HAWAII RESIDENCY

A student is deemed a resident of the State of Hawaii for tuition purposes if the student (18 or older) or the student (under 18) and his/her parents or legal guardian have:

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

To demonstrate the intent to make Hawaii your legal residency, the following indicia apply:

- A. Voting/registering to vote in the State of Hawaii
- B. Filing Hawaii Resident State Personal Income Tax Return

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

Other legal factors involved in making a residency determination include:

- A. The twelve months of continuous residence in Hawaii shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawaii the permanent residence. While residence will be lost if it is interrupted during the twelve months immediately preceding the residence determination date, resident status derived from two or more successive sources may be tacked together to compute the twelve month period.
- B. Residency in Hawaii and residency in another place cannot be held simultaneously.
- C. Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.
- D. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- E. The residency of a married person may follow that of the spouse.
- F. Residency status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residence will not be lost solely because of absence from the state while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

STATUTORY EXEMPTIONS: NONRESIDENTS MAY BE ALLOWED TO PAY RESIDENT TUITION IF THEY QUALIFY AS ONE OF THE FOLLOWING:

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

Misrepresentation

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

Appeal Process

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

HEALTH REQUIREMENTS FOR REGISTRATION

All foreign students must demonstrate proof of enrollment in a health insurance plan before they may be allowed to register.

In compliance with public health regulations, all students

prior to enrollment, must show evidence that they are free of active tuberculosis.

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

SPECIAL REQUIREMENTS AND PROCEDURES FOR ALLIED HEALTH/NURSING

Priority in filling the health programs is given to Hawaii residents who consistently fill program quotas. Statutory exemption from the non-resident tuition is not to be confused with resident classification for admission purposes. Therefore, non-residents will not be considered for health programs until all bona-fide residents of Hawaii have been considered. Enrollment is limited in each of the programs.

The Nurses' Aide program is offered two times (two eight-week sessions) each semester. Applications must be received by July 15 for the fall semester and December 1 for the spring semester. The program quota is usually reached prior to the College deadline. When the program quota is reached, no more applications are accepted. Applicants are selected on a first qualified, first selected basis by placement scores and attendance at an orientation session. Notification of acceptance is sent by mail. See information on All Admitted Applicants for information on health examinations and liability insurance.

New students are admitted to the allied health and practical nursing programs at the beginning of the Fall Semester only, with admission to the Occupational Therapy Assistant Program, and the Respiratory Therapy Program occurring only in alternate years. Enrollment for these programs will be in Fall 1985 and Fall 1987. Further information regarding admission for specific programs or for specific steps in the application process may be obtained from the Office of Admissions and Records.

Application period: December 1 to April 1. During this period testing, orientation, and submission of required certification (high school transcript, college transcripts, and graduation certificates) must be accomplished. Applicants should make every effort to apply early in the application period and to meet the testing and orientation and dates assigned. It is the applicant's responsibility to have transcripts sent directly to the Office of Admissions and Records from each high school and college attended. Hand carried transcripts are not accepted.

Applicants who apply after April 1, or who complete other requirements (e.g., submission of transcripts, testing, orientation) after April 30 will be considered for acceptance on a space available basis only.

Currently enrolled students who wish to enter a health program should file a change of major form at the Office of Admissions and Records between the first day of instruction for the Spring semester and the deadline of April 1. All other requirements and deadlines apply.

Acceptance Review: May 1 to May 15. All applicants who have been found to be minimally qualified (by testing) will be considered for acceptance into their desired program. Selection is on total qualifying scores in rank order—highest to lowest—until admission quota for each program is reached. Criteria for selection include:

1. Current level of reading and mathematics skills as assessed by KCC placement tests.
2. College GPA if 12 or more credits have been taken, or High School GPA if less than 12 credits of college work. Students

on academic probation/suspension from Kapiolani CC will not be considered for selection.

3. Prior completion of college English, mathematics, and science courses required of program. Courses must have been taken within the last 5 years with grades of "C" or higher.
4. Prior related medical experience (within last 5 years). Applicants desiring to have prior medical experience evaluated for possible inclusion in the selection process must submit a verification of the nature and length of experience from their employer.

Acceptance Period: May 16 to June 1. Letters of acceptance or non-acceptance will be sent in late May or early June. See additional information for admitted students below.

All Admitted Applicants: All admitted health program applicants, including nurses' aides, must:

- submit a satisfactory health clearance form and TB clearance to the departmental office prior to August 1 for the Fall semester, or January 1 for the Spring semester (Nurses' Aide Program only)
- purchase and show evidence of professional liability insurance to the program director/department chairperson prior to registration.

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

SPECIAL REQUIREMENTS AND PROCEDURES FOR LEGAL ASSISTANT PROGRAM

Those persons interested in applying to the Legal Assistant Program should contact either the Office of Admissions and Records or the Legal Assistant Office for information.

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

1. **File an application for admission**—The University of Hawaii Common Application Form and a Supplemental Application Form for consideration for admission to the Legal Assistant Program for Fall must be completed and returned by April 1 to the Office of Admissions and Records. Degree candidates are admitted at the beginning of the fall semester of each academic year.
2. **File the residency information form** included in the application and documentation as required.
3. **Submit high school and college transcripts**—The applicant should request his or her school and college to forward directly to the Office of Admissions and Records a copy of official transcripts of high school and any college course work attempted by April 15. **TRANSCRIPTS ISSUED TO THE APPLICANTS CANNOT BE ACCEPTED.**
4. **Take the Legal Assistant Program Aptitude Test** by attending the test date assigned by the Office of Admissions and Records.
5. **Currently enrolled students** who wish to be Legal Assisting majors should file a change of major form at the Office of Admissions and Records, and follow steps 3 and 4 above. Additionally, the Supplemental Application Form described in step 1 should be completed and returned to Admissions and Records by April 1. All deadlines apply.

Since the admissions process involves a screening test and a Supplemental Application Form, it is recommended that the applicant begin the admissions process at least by March 15 in order to complete all the requirements by the deadline date of April 15.

Applicants will be notified by mail of their acceptance by June 15.

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

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

ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS

Kapiolani Community College is authorized under federal law to enroll non-immigrant alien students. However, since priority for admissions is given to Hawaii residents, only a limited number of foreign students can be accepted. Compliance is necessary with all regulations of the Immigration and Naturalization Service pertaining to the individual's status, as well as with all regulations of Kapiolani Community College.

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

1. **Submit a Supplementary Information Form (admissions) for Foreign Applicants.**
2. **Submit high school and college transcripts.** Evidence of academic achievement equivalent to an American high school education is necessary. The foreign applicant must request his or her high school and college to forward directly to Kapiolani Community College a complete and certified English translation of his or her secondary school record. TRANSCRIPTS THAT ARE ISSUED TO THE APPLICANT WILL NOT BE ACCEPTED.
3. **Submit an Affidavit of Financial Support from a U.S. sponsor** guaranteeing that no financial assistance will be needed and no employment will be required. Living expenses: housing, food, etc., are approximately \$8,736 per year.
4. **Take a health examination and a chest x-ray** within the six-month period just prior to application. The health form must

be certified by a medical official and a United States official. (Evidence of good health by a doctor and a United States official is at the student's expense.) ALL foreign students must demonstrate proof of enrollment in a health insurance plan before they may be allowed to register.

5. **Have official test results on the Test of English as a Foreign Language (TOEFL)** sent directly to Kapiolani Community College. Applications and/or requests for scores on this test can be made by writing to Educational Testing Service, Box 592, Princeton, New Jersey, or by contacting the American consulate in your country. **HAND-CARRIED TEST RESULTS WILL NOT BE ACCEPTED BY THE OFFICE OF ADMISSIONS AND RECORDS.**

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

Fall Semester—July 1

Spring Semester—December 1

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

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

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

EARLY ADMISSIONS PROGRAM

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

Financial Information

TUITION AND FEES
Tuition and Fee Schedule (Per Semester)
Tuition and fees subject to change.

Resident	1-11 units	12 units & above
Tuition	\$10.00 unit	\$115.00
Student Activity Fee	Optional	\$ 5.00*
Total	\$10.00-\$110.00	\$120.00
Nonresident	1-11 units	12 units & above
Tuition	\$71.00 unit	\$850.00
Student Activity Fee	Optional	\$ 5.00*
Total	\$71.00-\$781.00	\$855.00

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

Tuition Payments

For registration to be official, all fees must be paid in full at the time of registration. University of Hawaii policy forbids deferred payment of tuition.

SPECIAL FEES

Late Registration Fee

A \$2.00 fee for late registration is charged when a student registers after the announced days of registration.

Course-Change Fee

For students substituting, adding and/or deleting course(s)/credit(s): A fee of \$1.00 shall be paid each time a student completes a Change of Registration form. This fee does not apply when a student withdraws from all of his/her courses (complete withdrawal from college).

Graduation Fee

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

Rental of Cap and Gown \$5.00

Transcript Fee

No fee is charged for a request of transcript to be sent to another college within the University of Hawaii system. A \$1.00 fee is charged for a transcript that is to be sent outside of the University of Hawaii system.

Fees for Dishonored Checks

A \$7.50 service charge will be assessed for checks made out to Kapiolani Community College or any department of the college that are returned for any cause.

Fees for Noncredit Courses

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

Waiver and Refund Policy on Penalty Charges

Penalty charges such as late registration fee and course change fee will not be assessed if it is determined that the student is not responsible for the action causing the charge to be levied. Appeals for waivers of such fees must be made to the Director of Student Services. Additionally, students or parents who believe that individual circumstances warrant exceptions to college policies concerning tuition and fees may present their appeal to the Director of Student Services.

Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawaii system (such as nonpayment of tuition and fees, bounced checks, fines, loans, or outstanding library obligations) may be denied graduation and further registration. Grade reports and transcripts of courses taken at the college may also be withheld.

REFUND POLICIES

Tuition and Special Course Fees Refund Policy—Regular Academic Semester

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

1. 100% refund for complete withdrawal only if made on or before the last day of regular registration as announced in the registration information booklet.
2. 80% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made within the first two weeks of instruction.
3. 40% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made within the third and fourth weeks of instruction.
4. No refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made after the fourth week of instruction.

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

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

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

Student Activity Fee Refund Policy:

1. 100% refund of student activity fee if complete withdrawal is made within the first two weeks of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the second week of instruction.
3. No refund of the student activity fee in cases of voluntary change from full-time to part-time status after the second week of instruction.

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

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

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

- c. No refund if withdrawal is made after the day indicated in the 40% refund column above.
2. For noncredit courses or workshops:
 - a. One to five weeks in length—100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
 - b. Six weeks or longer in length—100% refund for complete withdrawal if made on or before the sixth working day after classes begin; thereafter, no refund.

FINANCIAL AIDS PROGRAM

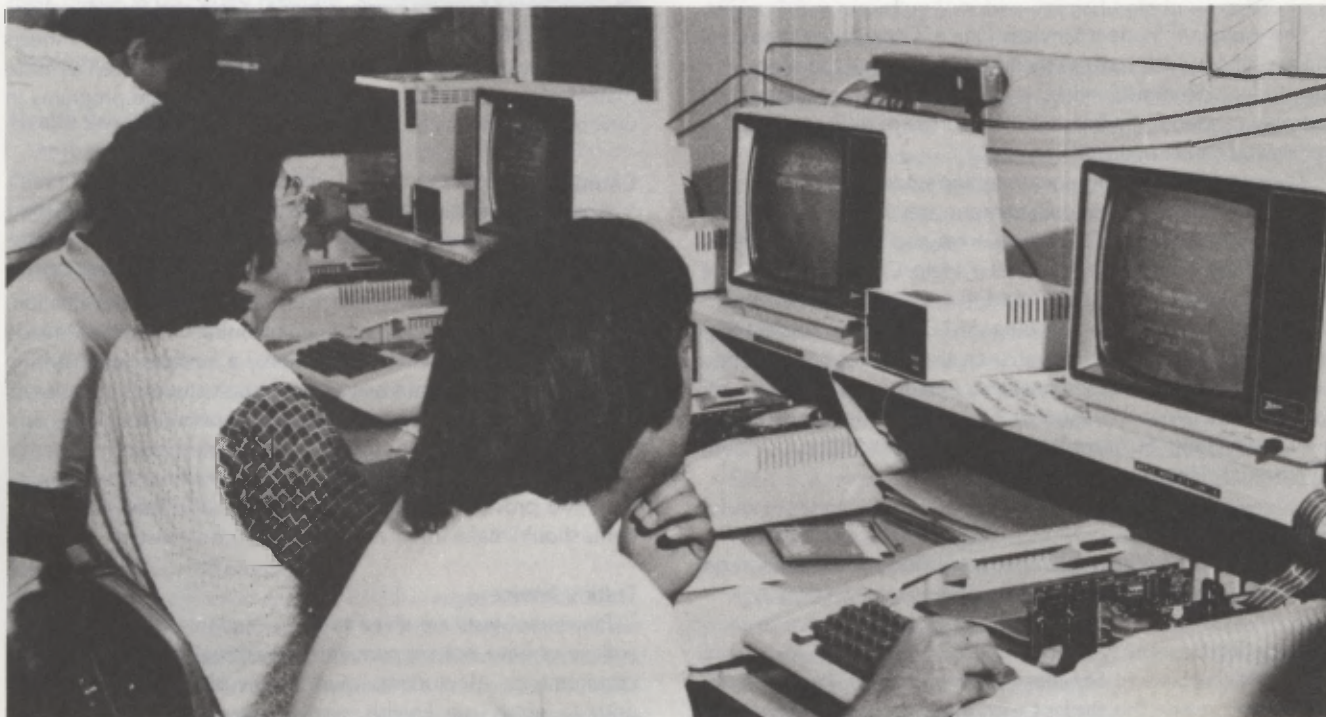
Classified students may qualify for financial assistance if it can be calculated that college costs are greater than the amount of money they could reasonably contribute to their education. Students must maintain satisfactory academic progress to continue to be eligible for financial aid programs. The Financial Aid staff on campus will develop a "package" of financial aids for such students consisting of one or more of the following types of assistance:

1. Scholarships/Grants

- a. Hawaii State Scholarship (H.S.S.). Covers tuition for resident students who are enrolled at least half-time.
 - (1) Priority given to full-time students (12 or more credits)
 - (2) Bonafide resident of Hawaii
 - (3) Student pays only for activity fee
- b. Hawaii Student Incentive Grant (H.S.I.G.). Covers tuition for resident students who are enrolled at least half-time.
 - (1) Priority given to full-time students (12 or more credits)
 - (2) Bonafide resident of Hawaii
 - (3) Eligible for the Pell Grant
 - (4) Student pays only for activity fee
- c. Tuition Waiver
Covers the cost of tuition. Applicants are selected by the College.
- d. Pell Grant. Assistance grants which require no repayment.
At least half-time student (6 or more credits)
- e. Supplemental Educational Opportunity Grant (S.E.O.G.). Provides supplemental financial assistance to students with no repayment.
 - (1) At least half-time student (6 or more credits)
 - (2) Maximum of \$2,000 per year
- f. Hawaii Merit Scholarship (H.M.S.). Covers tuition for full-time residents selected on the basis of merit. For additional financial aid information, contact Harriet Miyasaki, 531-4654.

2. Loans

- a. National Direct Student Loan (N.D.S.L.). A long-term loan program.
 - (1) At least half-time student (6 or more credits)
 - (2) Long-term loan, no interest while attending school, 5 percent interest during repayment period, \$90 quarterly repayment
 - (3) Cancellation privileges for those going into certain fields
 - (4) Maximum loan: \$3,000 for the first two years of college
- b. State Higher Education Loan (S.H.E.L.). A long-term loan program for full-time resident students.
 - (1) Full-time student (12 or more credits)
 - (2) Long-term loan, no interest while attending school, 3 percent interest during repayment period, \$45 quarterly repayment
 - (3) Maximum loan: \$3000 for the first two years of college
- c. Guaranteed Student Loan Program (G.S.L.). Loans from private lenders such as banks and credit unions.
 - (1) At least half-time student (6 or more credits)
 - (2) Loan obtained directly from private lenders such as banks, credit unions, savings and loan associations, etc., 8 percent interest, requires a special application which is available at Financial Aid Office.
- d. Guaranteed Parent Loan Program (G.P.L.P.). Loans from private lenders such as banks and credit unions.
 - (1) For parents of dependent undergraduates
 - (2) For independent undergraduates
- e. Short-Term Emergency Loan
 - (1) At least half-time student (6 or more credits)
 - (2) No interest, must be repaid within 60 days
 - (3) Financially responsible cosigner necessary
 - (4) Maximum loan: \$50



3. Employment

College Work Study Program (C.W.S.P.). Provides part-time employment on campus.

- (1) At least half-time student (6 or more credits)
- (2) On-campus employment during academic year and vacation periods
- (3) Student may only earn up to ceiling amount as established by the Financial Aid Office

ALL FINANCIAL AID PROGRAMS ARE SUBJECT TO CHANGE DUE TO LEGISLATIVE ACTION.

Financial aid applicants must be citizens, nationals, or permanent residents of the U.S.A., Northern Marianas, Trust Territory, or must provide Form I-94 from the Department of Immigration and Naturalization.

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

SELECTIVE SERVICE REGISTRATION AND FEDERAL STUDENT AID

Military Selective Service Act (P.L. 97-252) requires that beginning on July 1, 1983, any student who is required to register with the Selective Service System and fails to do shall be ineligible to receive Federal Title IV student financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, College

Work Study, National Direct Student Loans, Guaranteed Student/PLUS Loans, and State Student Incentive Grants. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected male students include citizens and non-citizens eligible to receive Federal financial aid except permanent residents of the Trust Territory of the Pacific Islands and the Commonwealth of the Northern Marianas. For further information contact Harriet Miyasaki, 531-4654.

SENIOR CITIZEN TUITION EXEMPTION PROGRAM

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

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

Senior citizens may also take the course as an auditor.

Admissions requirements are the same as for other applicants.

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

Student Affairs

STUDENT SERVICES

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

There are five primary locations for student assistance. The four located on the Pensacola campus are: 1) The Student Services Center in Bldg. 851, 2) the Career and Personal Development Center in Bldg. 867-1, 3) the Help Center and Student Activities Center in Bldg. 855, and 4) the Office of Assessment and Informational Services in Bldg. 867-2. Another Student Services Center is found in Bldg. 926 on the Diamond Head campus. Office hours for all student service operations are 8:00 a.m. to 4:30 p.m., Monday through Friday. Evening counseling is available at Bldg. 867-1 only, between 4:30 to 7:00 p.m., Monday through Thursday.

Career Guidance

Information on career guidance is provided in the section on Focus on Career Education, page 5.

Information Services

One of the Student Services Center's (Bldg. 851) main functions is to provide the student with information on admissions, college procedures, and locations of campus facilities. However,

several other materials and services are also available at this counter in the form of campus maps, a lost and found, college forms, and financial aid form (FAF). Program information sheets outlining course requirements may be obtained, as well as information about other Kapiolani Community College programs in which a student may be interested.

Counseling

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

Testing Service

Placement tests are given to those students who are new to college or have not yet completed their English or Math course requirements. All students must obtain placement test scores prior to entry into English, Mathematics, and other selected courses. Refer to the Description of Courses in the catalog for

specific information. These tests are designed to evaluate the student's ability to profit from college-level training and to better assist students and their advisors in planning the student's program of study. Vocational tests and interest inventories are also available to the student, upon request, to assist them in narrowing possible career choices. Test scores and records are stored at the Assessment Office, Building 867-2.

Special arrangements can be provided to handicapped students for taking placement tests. Students needing special arrangements should call the Help Center, 531-4654, ext. 239, at least a week ahead of the testing date.

Special Student Services

The Special Student Services Office (Help Center) in Bldg. 855-3 provides assistance to the physically disabled and/or disadvantaged student. It is the primary mission of this office to enable these students to maximize survival skills in both the social and academic world and to help in the achievement of their educational and vocational goals. Educational support services for Special Students include counseling, advising, orientation, academic skills development, and other enrichment programs to help the students maximize their educational potential. Kapiolani Community College's tutorial program for assisting the educationally disadvantaged student has been expanded by the development of a tutorial course which trains enrolled students in peer tutoring. All students who qualify for a specific subject area should apply to the Special Student Services Office at the beginning of the semester. There is always a need for tutors.

Employment Placement

Students are assisted in obtaining both part-and full-time employment through the Job Placement Office located in the Career Center, Bldg. 867-1. Any former student of Kapiolani Community College is also welcome to use this service. Specific employment opportunities will be kept current by a newly computerized system which lists many available off-campus jobs for Kapiolani students. On-campus positions are also available. However, many of these are filled by students who qualify for the College Work Study program. Some other job openings go unfilled, however, so see the Job Placement Office for possible positions which may fit with your schedule of study.

Health Service

At the present time Kapiolani Community College has no on-campus health service program. In case of emergency, the student should be referred to the Student Services Center, telephone number 531-4654, ext. 314 (Pensacola) and 735-3148 (Diamond Head).

Insurance

A student medical insurance plan is available at the time of registration. This insurance offers protection against the expense of unexpected illness and accidental injury. Information is available at the Student Services Center. Students who become ill or injured while performing their duties as students are NOT covered by Worker's Compensation Insurance.

Books, Supplies, and Uniforms

The cost of books and supplies usually ranges from \$80.00 to \$110.00 per semester for a full-time student. Where uniforms are required in certain programs, it is the responsibility of the student to provide them. Students in programs for professions in health services and food services which require particular uniforms should observe the guidelines set forth by their department.

Housing

Kapiolani Community College does not maintain dormitories. Occasionally, the Student Services Center receives requests for students to do housework, babysitting, and other family services in exchange for room and board. Interested students should check at the counter in the Student Services Center for further information.

Transportation

Because of the limited parking space available on the Pensacola campus, students are encouraged to use the city bus. A direct bus route is available between the Pensacola and Diamond Head campuses for those students taking courses at both campuses.

Parking

Because space is limited at the Pensacola Street Campus, the lottery method is used to prepare a list of eligible purchasers for parking permits. Instructions for participation in the lottery are available during registration. No permits are required for the Diamond Head Campus.

Students are expected to familiarize themselves with the parking and traffic rules of the college, as established by the Board of Regents. These regulations are available in the Workroom, Building 850, Pensacola campus.

VETERAN SERVICES

The college is approved for veterans training under the G.I. Bill, and eligible students may receive financial assistance as provided for by the Veterans Readjustment Benefits Act and the War Orphans Assistance Act.

Counseling and testing are available to the veteran to assist in the selection of a college program or career development. Tutorial and developmental programs are also offered to the veteran when needed. All veterans are advised to visit the Veterans' Affairs Office regarding V.A. benefits and help in expediting pay and other problems.

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

Veteran students who transfer from other colleges are required to write to each college they have attended (regardless of whether or not the courses or programs were completed) and have those colleges send an official copy of their transcript directly to Kapiolani Community College for possible transfer credit. **NO HANDCARRIED TRANSCRIPTS WILL BE ACCEPTED.**

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

Applicants for advanced pay should apply at least two months prior to the beginning of classes for the semester in which they plan to enroll. No applicant for advanced pay will be given the advanced paycheck until officially registered. This means that the veteran must pay the tuition from personal funds and must present the fee receipt from the Business Office.

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

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

STUDENT REGULATIONS

Board of Regents' Statement on Rights and Responsibilities of the University of Hawaii Community

Student Conduct: The University of Hawaii Kapiolani Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH Kapiolani Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the student conduct code are available at the Office of the Director of Student Services.

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

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

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

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

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

Alcoholic Beverages: Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University Kapiolani Community College campus are available in the Office of Student Services and the Chancellor's Office.

All organizations planning activities on campus that involve either the serving or selling of alcoholic beverages must follow CCCM #8000 "Liquor Sales, Service, and Private Consumption in the University of Hawaii Community College".

Lethal Weapons: Firearms, spear guns, bows and arrows, and any other lethal weapons are prohibited on both the Pensacola and Diamond Head campuses of Kapiolani Community College.

Academic Grievances

The process of addressing allegations of misconduct and redressing academic grievances is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Student Services Center.

Illicit Drugs

Students are not permitted to be under the influence of, possess, manufacture, distribute or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs.

CO-CURRICULAR STUDENT ACTIVITIES

Student Government

Students enrolled in 12 or more credits automatically become regular members of the association. Students enrolled in fewer semester hours may become associate members by paying the required activity fee. Students are encouraged to participate actively in any of the various activities and boards of the association.

The Student Senate of the Associated Students of Kapiolani Community College is the official body through which all business of the association is conducted. It is the official channel of communication between students and the college administration. Elections for student senate positions are held during each Spring semester.

Intramural Sports

The college offers intramural sports for students in those sports in which there are enough interested participants. The college does not offer any intercollegiate athletic programs.

Board of Student Activities

The Board of Student Activities oversees the co-curricular student activities program at the college. The objective of the Student Activities Program is to provide opportunities for student development and recreation through participation in cultural, educational, social and recreational experiences.

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

Board of Publications

The student newspaper, the KAPO, and a literary magazine, KA NANI, are published by students and supported through student activity funds. Students interested in submitting articles and/or in participating in these publications should inquire at the KAPO Office.

Academic Regulations

STUDENT CLASSIFICATION

Students are classified as follows:

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

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

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

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

For registration purposes, students are classified as follows:

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

Continuing Student—A student who has registered for credit at Kapiolani Community College during the previous semester (excluding summer session).

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

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

COURSE REGISTRATION, WITHDRAWALS AND OTHER CHANGES

Registration

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

Orientation, Placement Tests, and Academic Advising

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

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

Science	Journalism
English	Speech
Foreign Language	Reading
Mathematics	

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

Unit Load Limitations

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

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

Auditing Courses

A student may audit classes upon securing the approval of the instructor. The student shall process and file the appropriate form with the Office of Admissions and Records during registration or **within the change of registration period**. (Refer to College Calendar.)

An auditor attends classes as a listener. He or she may take part in discussions or examinations but receives no credit. Auditors may change to credit status after registration with the approval of the instructor if all course requirements have been met. Students taking the class on credit status may also change to audit status. **All changes must be submitted to the Office of Admissions and Records within the change of registration period**. (Refer to College Calendar.)

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

Concurrent Registration

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

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

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

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

Change of Registration: Adds and Drops

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

Courses may be added only during the change of registration period stated in the College Calendar.

Official course withdrawals during the first three weeks of semester will not be noted on the student's record. Courses may be dropped from the fourth to the ninth week of instruction with the consent of the instructor. These drops will be indicated with a "W" in the student's record. After the ninth week, no with-

drawals are permitted except for unusual or extenuating circumstances beyond the student's control. These withdrawals require the consent of the Director of Student Services. Veteran students must also notify the Office of Veterans' Affairs of their withdrawal from any courses.

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

Complete Withdrawal from College

Students who wish to withdraw from the College completely shall submit the Complete Withdrawal Form to the Office of Admissions and Records by the deadline date set forth in the College Calendar. Students withdrawing completely by the **Last Day of Erase Period** deadline will not have their course registrations noted on their records. Students withdrawing between the fourth and ninth week of instruction and thereafter will have a "W" for each course noted on their records. After the ninth week, withdrawals are not permitted except for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the approval of the Director of Student Services.

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

Attendance Regulations

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

Students on the official enrollment list who never attend class from the beginning of the semester and who do not initiate an official change of registration to drop the course may be graded with an "F."

Changes of Program of Study

A student wishing to change his or her program of study may do so by obtaining the approval of the appropriate academic advisor. The appropriate form must be completed and submitted to the Office of Admissions and Records. Changes in program will not be processed during the registration periods. Health Education and Legal Assistant Programs require special admission processes (refer to page 8). When changing majors, the student is required to meet all requirements for the new major as stated in the catalog at the time the major is changed.

DISAPPEARER POLICY

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

CREDITS, GRADES, AND EXAMINATIONS

Scholastic Standards

To be considered in good standing and to be eligible for graduation, a student must have a cumulative grade point average of not less than 2.0 (C).

Scholastic Honors

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

Students who establish at least a cumulative 3.5 grade point average for their entire period of study will receive their degrees with honors.

Credits

A credit (also called a semester hour or a credit hour) is given to a student for satisfactory work accomplished during one hour per week of classroom instruction. Laboratory or field work required in addition to the basic classroom instruction varies. Such work may carry credit (usually two or three hours in laboratory or field work for 1 credit) or it may carry no additional credit. The normal division of time for classroom instruction and preparation is two hours of preparatory work for one hour in the classroom. Thus, a 3-credit course signifies that the class usually meets three hours a week and that the student is expected to spend six hours in preparation of assignments.

Credit/No Credit Option

A student who is *not* on academic probation may choose to take courses on a credit/no-credit basis, provided that the course is not part of the general education and major requirements. Some courses in the general education and major requirements, however, have mandatory credit/no-credit grading.

A student must specify this grading scheme option at the time of registration, or during the change of registration period. Credits, but not grade points are awarded for a "CR" grade.

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

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

Grades

The following grading system is used at Kapiolani Community College:

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

Enrollment Symbols

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

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

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

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

Grade Point Averages (GPA)

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

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

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

Repetition of Courses

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

Grade Reports

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

College Credit Equivalency Program

Kapiolani Community College recognizes that education occurs in a variety of settings and ways other than through the regu-

lar credit courses offered by accredited colleges and universities. Therefore, the College provides options which allow students to demonstrate and document competencies gained through non-classroom experiences and to earn college credits for them.

Any student enrolled in the college who believes that he or she has already acquired the equivalent of a course through experience or training may petition the College for the granting of appropriate credit for that course. Credits earned by the equivalency method may not be used to satisfy the college residency requirements.

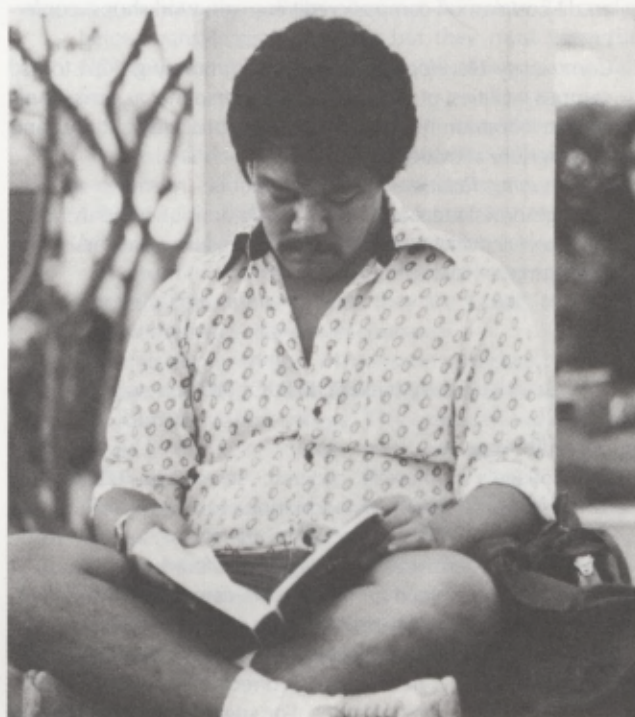
Kapiolani Community College recognizes the following options for earning equivalent college credit:

- The College Level Examination Program (CLEP) and the Advanced Placement Examinations of the College Entrance Examination Board
- The Military Service School evaluation process
- The Credit by Examination process (Challenge Exams)
- The Life/Learning Experience Assessment Program (LEAP)

Detailed information regarding policy and procedures for obtaining equivalent college credit by CLEP and Military Schools is available from Office of Admissions and Records. Information about challenge examinations is available from the department chairperson. Information on the LEAP program is available from the Instructional Services Office, 735-3159. Students wishing to earn credit by examination for a course should consult the chairperson of the department through which the course is offered.

Transfer Credit

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



ACADEMIC PROBATION, SUSPENSION, DISMISSAL

Academic Probation

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

A student on probation will be allowed to enroll for a maximum of 12 units of work per semester unless the academic advisor allows more to be taken. A student on academic probation who subsequently achieves a cumulative 2.0 grade point average will be removed from academic probation.

Academic Suspension

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

cumulative GPA to 2.0 or higher at the end of the summer session, the suspension will be rescinded.

A suspended student is placed on academic probation after returning to the college and must comply with the conditions set forth for probationary students. Failure to achieve at least a 2.0 grade point average for courses undertaken during the probationary semester will result in academic dismissal from the college.

Academic Dismissal

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

NOTICE OF CHANGES

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

Community Services

INTRODUCTION

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

1. *Community Education:* Sponsors on and off-campus non-credit courses; off-campus credit courses; workshops; conferences.
2. *Community Development:* Assists community groups to use campus facilities; obtains on campus personnel as consultants for the community when requested; provides cultural and other leisure activities.
3. *Community Relations:* Provides public relations services through newsletters and other public announcements; assist in liaison activities with community organizations; assist and host campus visitors.

COMMUNITY EDUCATION

Non-Credit Programs

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

formation contact the Office of Community Services at 735-3511.

Senior Citizen Programs

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

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

Off-Campus Credit Program

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

Career Upgrading and Apprenticeship Program

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

COMMUNITY DEVELOPMENT

Facilities

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

To reserve facilities, an organization completes a facilities request form at the Office of Community Services (735-3511). All facilities are reserved on a first-come, first-served basis.

Referral Consultation Services

The staff of the Office of Community Services and the faculty

and staff of the college are available to groups and organizations to conduct training and provide consultation in a variety of specialized subject areas.

COMMUNITY RELATIONS

Public Relations and Liaison

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

For more information or a request, contact the Office of Community Services (735-3511).

Transfer Information

TRANSFER PROGRAMS

The college's liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to a four-year college or university. However, entrance requirements for the various four-year colleges and universities are not uniform. **Students should familiarize themselves with the requirements of the colleges and fields of study of their choice. They should consult with their faculty advisors and counselors in order to arrange a program that will meet these requirements as well as permit them to graduate from Kapiolani Community College.**

TRANSFER PROCEDURES

The following steps should be taken in applying for admission to a four-year institution:

1. Write for application forms and transfer procedures from the admissions offices of colleges being considered in sufficient time to meet the college deadline.
2. If examinations are required, register for and take them.
3. Check with the Student Services Center regarding transcripts and other details.
4. Follow-up to check whether transcripts were sent/received.

For students wishing to transfer to the University of Hawaii, Manoa Campus, the application period is December 1 to May 1 for the fall semester and June 1 to November 1 for the spring semester. Students are advised to check requirements of the college of their choice since some colleges on the Manoa Campus have earlier deadlines. In addition students should familiarize themselves with the articulation policy in effect among the community colleges, the Hilo, West Oahu, and Manoa campuses. Students can receive this information from program faculty or counselors.

UH-MANOA TRANSFER POLICY

The following conditions of transfer are effective:

1. **Transfer Students:** Students may transfer between campuses of the University of Hawaii system provided they meet the requirements of the program into which they wish to transfer.
 - a. Students not originally accepted to Manoa Campus may transfer to Manoa, without taking an entrance examination. Before transferring, a student must complete a minimum of 24 credits in courses numbered 100 or above at a community college. In addition, a student must meet the requirements for continuing registration at Manoa.
 - b. Students originally accepted at Manoa who elect to begin at a community college need not complete 24 credits before transferring to Manoa, but they must meet the GPA required of Manoa students for continued registration.
 - c. Students on academic suspension from Manoa who choose to attend a community college for college transfer work must earn at the community college a minimum GPA of 2.0 in order to return to Manoa. Students should be aware that if they sit out the suspension semester, they can return to Manoa automatically; but if they choose to attend a community college, they are subject to the 2.0 requirement in college level courses.
 - d. Students dismissed from Manoa who attend a community college may return to Manoa only by application to the appropriate Manoa college. This same procedure is followed by dismissed students who do not attend school.
2. **Credit Transfer**
 - a. Credit for courses numbered 100-299 will transfer to Manoa.
 - b. Credit for the "D" grade will transfer to Manoa Campus.
3. **Grade Point Transfer**

Manoa Campus does not include community college GPA in the Manoa Campus's cumulative GPA.

Degree and Certificate Programs

Kapiolani Community College has shifted its instructional focus to one of emphasis on the competencies which a student should obtain by the time he or she completes a course or a major program of study. Competencies are listed for all of the College's programs and courses as well as listing the competencies expected of all students, and those completing the Associate in Science or the Associate in Arts degree.

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

COLLEGE-WIDE COMPETENCIES

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

1. computation and communication abilities.
2. values for living.
3. quality of life as affected by technology and science.
4. awareness of the dynamics in contemporary issues.
5. problem-solving and decision-making abilities.
6. responsiveness to the arts and humanities.
7. career choices and life-long learning.
8. study in a selected program.

DEGREES AND CERTIFICATES OFFERED

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

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

Graduation Requirements

ASSOCIATE IN ARTS (A.A.) DEGREE

The Associate in Arts degree is awarded to students who complete a minimum of 60 units of credits at outlined below. The Associate in Arts degree program also known as the Liberal Arts Program, is designed to prepare students for transfer to a four-year university or college. The A.A. Degree may also be considered a terminal degree.

The requirements for the Associate in Arts degree are:

1. Required credit hours: 60 in courses numbered 100 or above
2. Minimum grade point average: 2.0
3. Course selection: As described under the Liberal Arts program.
4. Residency: Final 12 credit hours toward the degree must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost. The Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. The Dean or Provost may also approve use of credit by examination to meet residency requirements.

Associate in Arts Degree Competencies

A graduate of Kapiolani Community College who completes an Associate in Arts degree should be able to:

1. employ those skills in communication, mathematics and historical content essential to further college work.
2. show by completion of courses in the Humanities (American studies, art, dance, drama, history, literature, music, philosophy or religion) sensitivity to values, awareness of their expression in various cultures, and understanding of their importance in the quality of life.
3. follow the steps employed in the scientific method for valid conclusions or demonstrable hypotheses as used in the natural sciences.
4. correlate the skills and understanding learned in the physical and biological sciences to produce an awareness of our technological and natural environment.
5. gather and filter data, compose and refine conclusions, solutions and alternatives to issues or concerns posed in social sciences courses.
6. demonstrate awareness of human experience and theory examined in the social sciences, providing evidence of a basic knowledge of at least two specific social sciences disciplines.
7. show, by completion of elective and/or required courses, the educational background necessary for more specific professional and personal goals.
8. make a decision if desired about further course of study in a four-year college, with a capacity to declare a major and select courses directed toward that major, based upon a realistic assessment of personal needs and aspirations.

ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

The requirements for the Associate in Science degree are:

1. Required credit hours: 60 to 65, unless external requirements exceed this number.
2. Minimum grade point average: 2.0. Some programs may have additional scholarship requirements.

3. Minimum general education requirements: See below and check program requirements in your major area.
4. Courses required by major program.
5. Electives as needed to meet total credit hour requirements.
6. Residency: Final 12 credit hours in major must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost. The Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. The Dean or Provost may also approve use of credit by examination to meet residency requirements at their discretion.

Associate in Science Degree Competencies

A graduate of Kapiolani Community College who completes an Associate in Science degree should be able to:

1. employ skills and understandings in language and mathematics essential to fulfill program requirements.
2. understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
3. recognize effects of technology and science on the natural and human environments.
4. understand contemporary issues and problems and respond to the impact of current conditions.
5. demonstrate abilities of conceptual, analytic, and critical modes of thinking.
6. develop insights into human experience and apply them to personal, occupational, and social relationships.
7. recognize relevance of career choices to life-long learning.
8. demonstrate competence in a selected program of study.

Minimum General Education Requirements

A minimum of 15 semester hours of general education is required which shall include 6 semester hours in courses under Group I (3 semester hours in communication and 3 semester hours in mathematics), 3 semester hours in courses under Group II, 3 semester hours in courses under Group III, and 3 semester hours in courses under Group IV. Students should check specific program requirements in their major area.

Group I (6)

Communication (3)

COMUN 145
ENG 22V, 50, 100, 102
SP 51, 151, 251

Quantitative Mathematics (3)

BUS 55
MATH 23 or above
PHIL 210
QM 121, 122

Group II (3)

Natural Sciences

BIOL 20, 22, 130
BOT 101, 130
CHEM 100, 152, 161, 162, 171
GEOG 101
MICRO 130, 140
OCEAN 201
PHYS 100, 102
SCI 21, 121, 122, 124, 126
ZOOL 100, 101

Group III (3)

Social Sciences

AMST 211, 212
ANTH 150, 200
BOT 105
ECON 101, 120, 150, 151
GEOG 102, 151
HD 230
ICS 100
LAW 22
POLSC 110, 220, 230
PSY 100, 170, 240, 270
SOC 100, 220, 231, 275
SSCI 21, 120*

Group IV (3)

Humanities

ART 101
AMST 201, 202
DRAMA 101
ENG 25, 250-257
HIST (all courses)
HUM (all courses)
PHIL 100, 102, 200, 201
REL (all courses)
SSCI 120*

CERTIFICATE OF ACHIEVEMENT

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

The requirements for a Certificate of Achievement are:

1. Required credit hours: 24 to 45, unless external requirements exceed this number
2. Minimum grade point average: 2.0. Some programs may have additional scholarship requirements
3. General education: Students must meet proficiency requirements in communications and mathematics. Requirements may be met by an acceptable score on a proficiency examination or by successful completion of courses specified by the college or program in:
English or Speech 3 semester hours
Mathematics 3 semester hours
4. Residency: Final 12 credits in major must be earned at Kapiolani Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction or Provost. The Residency Waiver Form must be completed and approved **before** the student leaves or transfers to another institution. The Dean or Provost may also approve use of credit by examination to meet residency requirements at their discretion.

CERTIFICATE OF COMPLETION

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

Summary of Degree and Certificate Programs

BUSINESS EDUCATION

Accounting Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Certificate of Completion (15)
Payroll & Accounts Clerk

Data Processing Program

Associate in Science Degree (60)
Certificate of Achievement (30)
Data Processing Operations

Sales and Marketing Program

Associate in Science Degree (60)
Certificate of Achievement (30)

Secretarial Science Program

Associate in Science Degree (60)
Secretary
Legal Secretary
Certificate of Achievement (30-31)
Clerical
Stenography
Stenography (Word Processing)
Stenography (Medical Transcription)
Certificate of Completion (varies)
Court Reporting
Receptionist-File Clerk

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

FOOD SERVICE AND HOSPITALITY EDUCATION

Food Service Program

- Associate in Science Degree (60)
- Certificate of Achievement (30-35)
 - Food Service (Culinary Arts)
 - Food Service (Dining Room)
- Certificate of Completion (varies)
 - Dining Room Service (Waiter/Waitress)
 - Storeroom Operations
 - Short Order Cookery
 - Cold Food Pantry

Hotel Operations Program

- Associate in Science Degree (60)

HEALTH EDUCATION

Dental Assisting Program

- Certificate of Achievement (40)

Medical Assisting Program

- Associate in Science Degree (61)

Medical Laboratory Technician Program

- Associate in Science Degree (70)

Nurses' Aide Program

- Certificate of Completion (8)

Occupational Therapy Assistant Program

- Associate in Science Degree (65)

Practical Nursing Program

- Certificate of Achievement (41)

Radiologic Technology Program

- Associate in Science Degree (85)

Respiratory Therapy Program

- Associate in Science Degree (88)
- Certificate of Achievement (47)

LEGAL ASSISTANT

Legal Assistant Program

- Associate in Science Degree (60)

LIBERAL ARTS

Liberal Arts Program

- Associate in Arts Degree (60)

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

APPLICATION FOR GRADUATION

Students must apply for graduation by October 1 for the fall semester, by February 1 for the spring semester, and by June 15 for the summer session. Applications for graduation may be obtained at Admissions and Records.

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

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

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

Program Curricula

Business Education

Accounting Curriculum

Associate in Science Degree (60 Semester Credits)

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

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

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

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

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

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

Second Semester

ACC 25, Principles of Accounting II (or 202)	3
ACC 34, Income Tax Preparation	3
BUS 56, Advanced Computational Problems in Business	3
TYPW 20, Beginning Typewriting	3
Elective	3
	<hr/> 15

Third Semester

ACC 26, Principles of Accounting III	3
ACC 50, Using Computers in Accounting	3
LAW 30, Business Law I	3
General Education	3
Elective	3
	<hr/> 15

Fourth Semester

	Credits
ACC 40, Intermediate Accounting	4
* ACC 93V, Cooperation Education	3
General Education	6
Elective	2
	<hr/> 15
TOTAL	60

*Recommend Electives

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

ACC 37, Business Income Taxation	3
ACC 36, Cost Accounting	3
ACC 24L, Introduction Accounting Lab	1

Certificate of Achievement (30 Semester Credits)

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

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

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

First Semester

	Credits
ACC 24, Principles of Accounting I (or 201)	3
ACC 32, Payroll and Hawaii General Excise Taxes	3
BUS 55, Computational Problems in Business	3
ENG 50, B, C, D Communication Skills	3
** Elective	3
	<hr/> 15

Second Semester

ACC 25, Principles of Accounting II (or 202)	3
* ACC 26, Principles of Accounting III	3
ACC 34, Income Tax Preparation	3
ACC 50, Using Computers in Accounting	3
BUS 56, Advanced Computational Problems in Business	3
	<hr/> 15
TOTAL	30

*Not required if ACC 202 is taken

**ACC 36 or ACC 37 recommended.

Certificate of Completion (15 Semester Credits)

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

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

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

First Semester	Credits
ACC 24, Principles of Accounting I (or ACC 201)	3
ACC 32, Payroll and Hawaii General Excise Taxes	3
BUS 55, Computational Problems In Business	3
ENG 50, B, C, D Communication Skills	3
TYPW 20, Beginning Typewriting (or TYPW 25)	3
	<hr/> 15
TOTAL	15

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

Data Processing Curriculum

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

Associate in Science Degree (60 Credits)

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

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

- ... Demonstrate proficiency in the operation of small and large computer systems by proper handling of the system hardware.
- ... Demonstrate intelligent interaction with the operating system by effective use of the control language and utility programs.
- ... Execute standard operating procedure instructions correctly and efficiently.
- ... Operate peripheral equipment efficiently.

- ... Understand computer organization in order to contribute to computer system performance.
- ... Understand business systems in order to determine the validity of computer procedures and outputs.
- ... Demonstrate proficiency in programming business problems in common business languages in both batch and interactive environments.
- ... Understand operating systems and data base concepts.
- ... Apply accounting principles and computer systems concepts for design and implementation of business systems on computers.

First Semester

	Credits
ICS 101, Introduction to Data Processing	3
ICS 102, Introduction to Machine Language Programming	1
ICS 103, Introduction to Programming	1
COMUN 145, SP 51 or SP 151	3
DPRO 20B, Terminal and Microcomputer Operations	1
ENG 22V, or higher	3
MATH 25, or higher	3
	<hr/> 15

Second Semester

ICS 121, Business Problem Solving	3
ICS 132, Business Systems and Applications	3
ICS 140, Operating Systems and Data Management	3
DPRO 70, Data Processing Internship I	1
ACC 201, Elementary Accounting I (or ACC 24)	3
General Education	3
	<hr/> 16

Third Semester

ICS 142, Computer Programming—RPG II	4
ICS 170, Advanced Computer Methods in COBOL	4
DPRO 71, Data Processing Internship II	2
ACC 202, Elementary Accounting II (or ACC 25)	3
	<hr/> 13

Fourth Semester

ICS 200, Informations Systems	3
ICS 242, Applied Systems	4
General Education	6
Elective	3
	<hr/> 16
TOTAL	60

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

Certificate of Achievement (30 Credits)

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

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

- ... Demonstrate proficiency in the operation of small and large computer systems by proper handling of the system hardware.
- ... Demonstrate intelligent interaction with the operating system by effective use of the control language and utility programs.

- ... Execute, standard operating procedure instructions, correctly and efficiently.
- ... Operate peripheral equipment efficiently.
- ... Understand computer organization in order to contribute to computer system performance.
- ... Understand business systems in order to determine the validity of computer procedures and outputs.

First Semester	Credits
ACC 24, Principles of Accounting I (or ACC 201)	3
ICS 101, Introduction to Data Processing	3
DPRO 20B, Terminal and Microcomputer Operations	1
* Elective	2
MATH 25, or higher	3
ENG 22V, or higher	3
	<hr/> 15

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

**Recommended Electives*

BUS 55 Computational Problems in Business

Sales and Marketing Curriculum

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

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

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

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

Second Semester	
SMKT 35, Principles of Wholesaling	3
SMKT 45, Principles of Retailing	3
BUS 56, Advanced Computational Problems in Business	3
BUS 70, Human Relations in Business	3
ENG 50 or higher	3
	<hr/> 15

SUBTOTAL 30

Program Exit Point for Certificate of Achievement

Third Semester	
SMKT 40, Principles of Marketing	3
ACC 24, Principles of Accounting I	3
ICS 100, The Computer and Its Role in Society	3
General Education Requirement	3
Elective	3
	<hr/> 15

Fourth Semester	
SKMT 20, Advertising & Display	3
* SMKT 93V, Sales and Marketing Internship	3
MGT 18, Introduction to Supervision	3
General Education Requirement	6
	<hr/> 15
TOTAL	60

Program Exit Point for Associate in Science Degree

*This course may be waived for those with prior experience in the sales and marketing field.

Secretarial Science

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

Clerical Programs

RECEPTIONIST-FILE CLERK

Certificate of Completion (15 Semester Credits)

This one-semester program qualifies graduates for entry-level positions as receptionists or file clerks, as well as entry-level clerk typists. Training emphasis is placed on the basic filing and typing tasks, simple machine calculations, and effective telephone-receptionist techniques such as placing and receiving telephone

calls and meeting the public. Competencies are similar to those listed below for the Clerical Certificate of Achievement program.

First Semester	Credits
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
OFPRO 31, Office Organization	2
OFPRO 42, Personal Development	3
* TYPW 30, Intermediate Typewriting	3
ENG 10V, Basic Writing V, or ENG 50, Communication Skills	3
TOTAL	15

*Prerequisite: Typing speed of 35 wpm or more.

CLERICAL

Certificate of Achievement (30 Semester Credits)

This curriculum prepares students for positions in various kinds of office operations. Graduates develop competencies in performing a variety of clerical duties, including typing simple copy from a rough draft and printed materials; completing business forms and miscellaneous records; filing; operating business machines and duplicators; distributing mail; answering the telephone; and meeting the public.

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

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

First Semester	Credits
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
* TYPW 30, Intermediate Typewriting	3
SP 51, Oral Communication Techniques	3
ENG 10V, Basic Writing V or ENG 50H, J, D, Communication Skills	3
Elective	2
SUBTOTAL	15

*Prerequisite: Typing speed of 35 wpm or more.

Recommended Electives:

DPRO 20-B, Terminal and Microcomputer Operations
OFPRO 22, Duplicating Techniques

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

Second Semester

OFPRO 60, Office Simulation	4
TYPW 40, Advanced Typewriting	3
MATH 01, Basic Math or BUS 55, Computational Problems in Business	3
Elective	5
	15
TOTAL	30

Program Exit Point for Certificate of Achievement-Clerical

Recommended Electives

OFPRO 22, Duplicating Techniques
OFPRO 42, Personal Development

Secretarial Programs (Shorthand)

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

STENOGRAPHY

Certificate of Achievement (31 Semester Credits)

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

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

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

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

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

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

Second Semester	Credits
OFPRO 31, Office Organization	2
OFPRO 60, Office Simulation	4
TYPW 40, Advanced Typewriting	3
BUS 55, Computational Problems in Business	3
ENG 55, Business Communications	3
	<u>15</u>
TOTAL	31

Program Exit Point for Certificate of Achievement—Stenography

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

Medical Transcription and Word Processing are Stenography—Non-shorthand programs.

MEDICAL TRANSCRIPTION

Certificate of Achievement (30 semester credits)

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

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

- ... Supervise and/or create needed copies; collate materials and bind materials.
- ... Operate various kinds of modern typewriters, and become proficient in the use of dictation/transcription machines.
- ... Accomplish stenographic tasks requiring the use of the most frequently used medical terms/phrases related to the various types of medical record reports and the various specialties of medicine.

- ... Use the basic references most commonly used as aids in medical machine transcription, (medical dictionaries, drug references, instrument catalogs, anatomy texts, etc.).
- ... Use the various formats for typing medical record reports.
- ... Demonstrate proficiency in medical machine transcription from the standpoint of quality and quantity.
- ... Demonstrate a disposition for continued personal growth and understanding of self, emotional and professional maturity.
- ... Maintain good physical fitness behavior patterns; show good visual poise; select and wear proper office attire; and maintain good personal hygiene.

First Semester	Credits
OFPRO 20, Filing	2
TRNSC 24, Self-Directed Dictation and Transcription	2
OFPRO 30, Telephone and Interview Techniques	2
TYPW 30, Intermediate Typewriting	3
BIOL 22, Human Anatomy and Physiology	3
ENG 50H, J, D, Communication Skills, or higher	3
	<u>15</u>

Second Semester

BUS 55, Computational Problems in Business	3
HLTH 21B, Introduction to Medical Terminology	1
HLTH 21C, Medical Terminology	2
OFPRO 31, Office Organization	2
TRNSC 45, Medical Transcription	3
TYPW 40, Advanced Typewriting	3
Elective	1
	<u>15</u>
TOTAL	30

WORD PROCESSING

Certificate of Achievement (30 semester credits)

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

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

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

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

Second Semester	Credits
WPRO 52, Word Processing Center Management	3
OFPRO 31, Office Organization	2
OFPRO 60, Office Simulation	4
BUS 55, Computational Problems in Business	3
ENG 55, Business Communications	3
	<hr/> 15
TOTAL	30

SECRETARIAL SCIENCE

Associate in Science Degree (60 Semester Credits)

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

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

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

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

First Semester	Credits
* TYPW 30, Intermediate Typewriting	3
* TRNSC 24, Self-Directed Dictation and Transcription	2
** SHTHD 30, Intermediate Shorthand	4
ENG 50H, J, D, Communication Skills, or higher	3
OFPRO 20, Filing	2
OFPRO 30, Telephone and Interview Techniques	2
	<hr/> 16

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

Second Semester	Credits
TYPW 40, Advanced Typewriting	3
SHTHD 40, Advanced Shorthand or SHTHD 42, Executive Shorthand	4
ENG 55, Business Communications	3
BUS 55, Computational Problems in Business	3
OFPRO 31, Office Organization	2
	<hr/> 15

Third Semester	Credits
OFPRO 42, Personal Development	3
SP 51, Oral Communication Techniques	3
ACC 24, Principles of Accounting I	3
WPRO 50, Introduction to Word Processing	3
General Education	3
	<hr/> 15

Fourth Semester	Credits
OFPRO 60, Office Simulation	4
OFPRO 93V, Cooperative Education	3
General Education	6
Elective	1
	<hr/> 14
TOTAL	60

Program Exit Point for Associate of Science Degree—Secretarial Science

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

SECRETARIAL SCIENCE (LEGAL SECRETARY)

Associate in Science Degree (60 Semester Credits)

Students aspiring to become legal secretaries will be able to find employment in law offices, courts, legal departments, and governmental agencies. Emphasis is placed on acquiring general secretarial skills as well as gaining specialized knowledge needed to obtain an entry-level position.

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

- ... Type and proofread to obtain needed legal and general business correspondence from: typed rough draft, handwritten rough draft, verbal instruction, verbal dictation at the typewriter, machine transcription, information compiled and composed at the typewriter, and shorthand note transcription (telephone dictation, legal reference books

and information gathered from other documents in the files).

- ... Proofread and make neat and accurate corrections of all typed materials (including originals and copies).
- ... Type and proofread to obtain specialized legal documents and papers; type civil and criminal court documents and non-court documents (deeds, leases, mortgages, agreements, contracts, notes, etc.); type special court and administration documents, such as probate forms, guardianship forms, dissolution of marriage forms, and others.
- ... Maintain the currently used filing system; revise files to keep them current; cross-reference documents and prepare cross-reference materials; maintain index files, "tickler" files, "work-in-progress" files, and shorthand notebook files; and establish and set up a filing system.
- ... Receive and screen persons who enter the office; manage appointment information.
- ... Maintain office equipment; select and keep equipment current; maintain bulletin board of announcements, news, employee directory, etc.
- ... Maintain personal and office inventory of supplies.
- ... Answer incoming and place outgoing telephone calls; find needed information by using the telephone directory.
- ... Receive and process incoming and outgoing mail.
- ... Use general reference materials to look up spelling, pronunciation, and definition of terms.
- ... Operate various kinds of modern typewriters, the 10-key adding machine, electronic calculators, and the transcribing machines.
- ... Maintain petty cash fund and checking account; handle payment of bills and statements.
- ... Refer to computer printouts to obtain information to prepare required reports; check source documents against computer printouts for accuracy.
- ... Make travel arrangements; schedule meetings and conferences.
- ... Compose business letters under direct supervision; compose and/or edit other materials.
- ... Display proper social and business etiquette.
- ... Identify job opportunities for which he/she is qualified; prepare for job interview; participate in and follow up on a job interview.

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

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

Second Semester	Credits
WPRO 50, Introduction to Word Processing	3
SHTHD 46, Legal Shorthand	4
BUS 55, Computational Problems in Business	3
LAW 30, Business Law I or LAW 200, Legal Environment of Business	3
OFPRO 31, Office Organization	2
	15

Third Semester

OFPRO 42, Personal Development	3
OFPRO 51, Legal Secretarial Procedures I	4
ACC 24, Principles of Accounting I	3
General Education	3
ENG 55, Business Communications	3
	16

Fourth Semester

OFPRO 93V, Cooperative Education	3
OFPRO 52, Legal Secretarial Procedures II	4
General Education	6
	13
TOTAL	60

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

*Prerequisite: Typing speed of 35 wpm or more.

**Prerequisite: SHTHD 20 and/or 25 or equivalent.

COURT REPORTING

Certificate of Completion (21 semester credits)

An Extended-Day Program

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

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

- ... Perform the basic shorthand functions of a general stenographer or secretary.
- ... Transcribe with 97.5 percent accuracy material dictated at speeds ranging from 125 to 180+ words per minute.
- ... Proofread and make neat and accurate corrections of transcripts.
- ... Transcribe multiple-voice dictation, jury charge, and legal opinion dictation; citations; voir dire examinations, opening statements and summations, and colloquy; and be able to locate specific portions of testimony for readback.
- ... Mark shorthand tapes appropriately for identification of court examinations, and pass timed transcriptions.
- ... Take dictation at high and sustained speed using a variety of terminology: business, medical, legal; and have an understanding of court and jury procedures.
- ... Use reference materials, forms; and have a working knowledge of court reporting procedures expected of reporters.
- ... Identify job opportunities for which the program has qualified the student.
- ... Pass practice dictation/transcription tests appropriate to the job level to which the student aspires.

<i>Program Requirements</i>	<i>Credits</i>
SHTHD 23, Machine Shorthand Theory I	5
SHTHD 33, Machine Shorthand Theory II (60 wpm)	4
SHTHD 43, Machine Shorthand/Transcription I (80 wpm)	4
SHTHD 53, Machine Shorthand/Transcription II (100 wpm)	4
SHTHD 63, Machine Shorthand/Transcription III (120 wpm)	4
TOTAL	21
Electives:	
SHTD 73, Machine Shorthand/Transcription IV (140 wpm)	4
SHTD 83, Machine Shorthand/Transcription V (160 wpm)	4
SHTD 84, Machine Shorthand/Transcription VI (180 wpm)	4

Food Service and Hospitality Education

Food Service Curriculum

Associate in Science Degree (60 Semester Credits)

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

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

- ... Develop attitudes, technical and conceptual skills, work habits and personal qualities essential for initial job success and promotional qualities.
- ... Show familiarity with legal, physiological and sociological requirements of the industry.
- ... Utilize computational skills in the hospitality industry and in life experiences.
- ... Analyze and resolve problems common to work situations and to life experiences.
- ... Demonstrate ability to communicate clearly both in speaking and writing.
- ... Understand the effects of technology on the work and human environment.
- ... Demonstrate familiarity with career opportunities in the hospitality industry, and the functions and interrelationships of the various departments in the organization.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate competence in the various tasks of entry-level occupations in commercial and institutional food preparation.

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

<i>Second Semester</i>	<i>Credits</i>
FSER 52, Short Order Cooking	(7)
or	
FSER 54, Cold Food Pantry	3
and	(7) {
BAKE 60, Hotel and Restaurant Baking	4
ENG 50 B, C, D, Communication Skills, or ENG 100	3
MATH 50H, Technical Mathematics I/Food Services, or BUS 55, Computational Problems in Business, or higher	3
General Education Requirement	3
TOTAL	16

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

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

<i>Recommended Electives</i>	<i>Credits</i>
JPNSE 50, Basic Japanese for the Visitor Industry	3
TYPW 20, Beginning Typewriting	3
FSER 80, Equipment Layout and Design	3
ACC 24, Principles of Accounting I	3
FSER 93V, Cooperative Education	3-4
DPRO 20B, Terminal and Microcomputer Operation	1
HAW 50, Basic Conversational Hawaiian	3
ICS 101, Introduction to Data Processing	3

Food Service (Culinary Arts)

Certificate of Achievement (35 Semester Credits)

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

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

- ... Demonstrate familiarity with career opportunities in the hospitality industry and the functions and inter-relationships of the various departments in the organization.
- ... Demonstrate competence in the various tasks of entry-level occupations in commercial and institutional food preparation.

- ... Develop attitudes, work habits and personal qualities essential for initial job success.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate ability to follow oral and written instructions.
- ... Compute basic arithmetical operations.

First Semester	Credits
FSER 23, Restaurant Menu Planning	1
FSER 30, Storeroom Operations	3
FSER 52, Short Order Cookery	7
HOPER 20, Introduction to the Hospitality Industry	3
FNS 19, Basic Nutrition	1
MATH 01, Basic Mathematics, MATH 50H, Technical Mathematics I/Food Service, or higher	3
	<hr/> 18

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

Food Service (Dining Room)

Certificate of Achievement (30 Semester Credits)

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

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

- ... Develop attitudes, work habits, and personal qualities essential for initial job success.
- ... Demonstrate familiarity with career opportunities in the hospitality industry and the functions and inter-relationships of the various departments in the organization.
- ... Maintain work area and equipment to meet safety and sanitation requirements and demonstrate proper use and care of equipment and supplies.
- ... Demonstrate competence in the tasks of entry-level occupations in the service and presentation of food.
- ... Show understanding of the activities and procedures in scheduling and supervising the activities of dining room personnel, and to account for these activities in standard records and reports.

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

Second Semester

FSER 46, Dining Room Supervision	6
MATH 01, Basic Mathematics, MATH 50H, Technical Mathematics I/Food Service, or higher	3
SMKT 30, Principles and Methods of Salesmanship	3
Electives	3
	<hr/> 15
TOTAL	30

Recommended Electives

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

Cold-Food Pantry Curriculum

Certificate of Completion (3 Semester Credits)

A course designed to prepare students for employment as pantry workers in restaurants, hotels, and catering companies. Experience in all aspects of pantry work included.

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

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

Program Requirements:	Credits
FSER 54—Cold-Food Pantry	3

Dining Room Service Curriculum

Certificate of Completion (6 Semester Credits)

A course designed to prepare students for employment as wait-help in restaurants and hotel dining rooms. Experience in various service styles included.

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

- ... Correctly serve guests using arm tray and gueridon, serving courses properly and with appropriate timing in the following styles of service:
 - American
 - Banquet
 - Buffet
 - French service
 - Russian
- ... Properly present, open, and serve wine with the meal.
- ... Complete the responsibilities of side-job assignments.
- ... Interact with dining room guests courteously.
- ... Explain common food and menu terms.
- ... Demonstrate appreciation of good dining through good manners, good service, and good food.
- ... Demonstrate essential technical, attitudinal and conceptual skills required of a wait-help and bus-help.
- ... Discuss and describe various types of alcoholic beverages.

Program Requirements:	Credits
FSER 40—Dining Room Service	6

Short-Order Cookery Curriculum

Certificate of Completion (7 Semester Credits)

A course designed to prepare students for employment as short order cook in restaurants and hotels. Experience in all aspects of this entry-level portion included.

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

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

Program Requirements:

FSER 52—Short-Order Cookery / Ethnic Cookery

Credits

7

Storeroom Operations Curriculum

Certificate of Completion (3 Semester Credits)

A course designed to prepare students for employment as store-room clerk or assistant, in restaurants and hotels. Experience in merchandise control included.

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

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

Program Requirements:

FSER 30—Storeroom Operations

Credits

3

Hotel Operations Curriculum

Associate in Science Degree (60 Semester Credits)

The Hotel Operations program is designed to prepare students for entry-level employment in several hospitality service occupations. These positions include food and beverage control clerk, food and beverage cashier, reservations clerk, front office clerk/cashier, travel clerk, housekeeper, and other entry-level positions.

Upon successful completion of the Hotel Operations program, the student will be able to:

- ... Make decisions regarding job placement and career development in the hospitality industry.
- ... Assess personal values and develop attitudes, habits and qualities to function satisfactorily with individuals and organizations.
- ... Implement guest satisfying procedures and techniques through an understanding of guest needs, personal qualities and operational requirements.
- ... Demonstrate ability to type forms and reports.

- ... Use terminology and forms common to the work environment.
- ... Identify the use and care of equipment, tools and materials in the hospitality work environment.
- ... Display awareness of maintenance procedures necessary in hospitality facilities.
- ... Record business, registration and inventory transactions on various forms.
- ... Perform various tasks in the functional areas of the hospitality organizations.
- ... Be aware of contemporary issues and the need to adapt to changing conditions.
- ... Identify business applications of data-processing and computer terminals.
- ... Utilize computational skills in hospitality industry and in life experience.
- ... Analyze and resolve problems common to work situations and to life experience.
- ... Display ability to communicate with clarity, both in writing and in speaking.
- ... Comprehend effects of technology and science on the work and human environments.
- ... Recognize relevance of life-long learning and training.

First Semester

Credits

HOPER 20, Introduction to the Hospitality Industry	3
BUS 55, Computational Problems in Business	3
BUS 70, Human Relations in Business	3
TYPW 20, Beginning Typewriting (or higher)	3
ENG 50 B,C,D Communication Skills (or higher)	3
	<hr/>
	15

Second Semester

Credits

HOPER 40, Food and Beverage Procedures	3
HOPER 41, Maintenance and Sanitation Procedures	3
SP 51, Oral Communication Techniques (or higher)	3
ACC 24, Principles of Accounting I	3
ICS 100, The Computer and Its Role in Society	3
	<hr/>
	15

Third Semester

HOPER 31, Introduction to Travel Services	3
HOPER 43, Food and Beverage Control Systems	3
HOPER 45, Front Office Procedures	3
General Education Requirements	3
	<hr/>
	15

Fourth Semester

HOPER 60, Management Practices in the Hospitality Industry	3
HOPER 93, Hospitality Internship	4
General Education Requirements	3
* Electives	5
	<hr/>
	15
	<hr/>
TOTAL	60

*Recommended Electives

HLTH 31, First Aid and Safety	1
SMKT 30, Principles and Methods of Salesmanship	3
JPNSE 50, Basic Japanese for the Visitor Industry	3
TYPW 30, Intermediate Typewriting	3
HAW 50, Basic Conversational Hawaiian	3

Health Education

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

Dental Assisting Curriculum

Certificate of Achievement (40 Semester Credits)

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

This curriculum has been accredited by the Commission on Dental Accreditation of the American Dental Association.

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

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

First Semester	Credits
DENT 20, Orientation to Dental Assisting	2
DENT 22, Bio-Medical Sciences	3
DENT 24, Dental Sciences	3
DENT 26, Dental Restorative Materials	1
DENT 28, Dental Radiography-Bisection of the Angle	1
DENT 28L, Dental Radiography-Bisection of the Angle Laboratory	1
DENT 30, Chairside Assisting Procedures in General Dentistry	2
DENT 30L, Chairside Assisting Procedures in General Dentistry Laboratory	2
MATH 01 or higher	3
	<hr/> 18

Second Semester

DENT 40, Emergencies in the Dental Office	1
DENT 42, Dental Prosthetic Procedures	1
DENT 42L, Dental Prosthetic Procedures Laboratory	1
DENT 44, Chairside Assisting Procedures in Dental Specialties	2
DENT 44L, Chairside Assisting Procedures in Dental Specialties Laboratory	1
DENT 46, Dental Practice Management	1
DENT 48, Dental Radiography II-Paralleling	1
DENT 48L, Dental Radiography II-Paralleling Laboratory	1
DENT 50, Clinical Rotations/Seminar	3
DENT 52, Understanding Dental Patients	3
COMUN 10, Basic Communication	3
	<hr/> 18

Summer

DENT 60, Clinical Rotations II	4
	<hr/> TOTAL 40

A grade of "C" or above is required in all DENT courses in order for the student to continue in the program.

Medical Assisting Curriculum

Associate in Science Degree (61 Semester Credits)

This curriculum is designed to prepare students to assist physicians in private medical offices and clinics, and hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. In addition, students are prepared to perform administrative medical office and business practices and procedures through classroom, laboratory, and supervised clinical learning experiences.

This program has been accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants. Upon successful completion of the program, graduates are qualified to write the national certification examination of the American Association of Medical Assistants.

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

- ... Function in the professional role of the Medical Assistant under direct supervision of a licensed physician.
- ... Perform clinical patient care skills safely while assisting the physician with examination and treatments.

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

First Semester (Fall)		Credits
MEDAS 30, Clinical Medical Assisting		4
BIOL 22, Human Anatomy and Physiology		3
or		
BIOL 130, Anatomy and Physiology and	}	4
BIOL 130L, Anatomy Laboratory		1
TYPW 20, Beginning Typewriting or equivalent		3
HLTH 21B, Introduction to Medical Terminology		1
HLTH 21C, Medical Terminology		2
DPRO 20B, Terminal and Microcomputer Operations		1
		14-16

Second Semester (Spring)		Credits
MEDAS 31, Medical Law, Ethics, & Economics		3
MEDAS 32, Administrative Medical Assisting		4
HLTH 52, Introduction to the Study of Diseases		3
BUS 55, Computational Problems in Business		3
FNS 19, Basic Nutrition		1
TRNSC 45, Medical Transcription		3
		17

Third Semester (Fall)		Credits
MEDAS 40, Medical Assisting Laboratory Procedures		4
ENG 50B, D, H, Communication Skills		3
or		
ENG 100, Expository Writing		3
HLTH 30, Pharmacology for the Health Practitioner		3
HLTH 31, First Aid and Safety		1
HD 230, Survey of Human Growth and Development		3
Humanities requirement**		3
		17

Fourth Semester (Spring)

MEDAS 41, Medical Assisting Critique	4
MEDAS 42, Internship	8
	12
TOTAL	60-62

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

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

** Course must be numbered 100 or above.

Medical Laboratory Technician Curriculum

Associate in Science Degree (70 Semester Credits)

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

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

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

- ... Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology and Microbiology under the supervision of a Medical Technologist or Pathologist.
- ... Demonstrate technical skills, social behavior and professional awareness incumbent upon a laboratory technician as defined by the American Society for Medical Technology (ASMT) and the American Society of Clinical Pathologists (ASCP).
- ... Effect a transition of information and experiences learned in the MLT program to employment situations and performance on the written examinations conducted by the American Society of Clinical Pathologists (ASCP) and/or the American Society for Medical Technology (ASMT).
- ... Apply systematized problem solving techniques to identify and correct procedural errors, identify instrument malfunctions and seek proper supervisory assistance and verify the accuracy of laboratory results obtained.
- ... Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures.
- ... Perform within the guidelines of the code of ethics of the American Society for Medical Technology (ASMT), the American Society of Clinical Pathologists (ASCP), and the restrictions established by state and local regulatory groups.
- ... Recognize and participate in activities which will provide current knowledge and upgrading of skills in laboratory medicine.

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

Second Semester (Spring)

CHEM 152, 152L, Survey of Organic and Bioorganic Chemistry	4
MLT 101, Hematology	2
MLT 102, Coagulation	1
MLT 102L, Clinical Laboratory Technique	2
MLT 103, Urinalysis	1
MLT 104, Immunology	1
MLT 104L, Immunology Laboratory	1
MLT 105, Immunohematology	1
MLT 105L, Immunohematology Laboratory	1
** Humanities	3
	<hr/> 17

Summer Session

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

MLT 201, Clinical Biochemistry	4
MLT 201L, Clinical Biochemistry Laboratory	2
MLT 204, Clinical Microbiology	4
MLT 204L, Clinical Microbiology Laboratory	2
** Social Sciences	3
	<hr/> 15

Fourth Semester (Spring)

* MLT 241, Clinical Laboratory Rotation II (16 weeks, 39 hours a week)	13
TOTAL	<hr/> 70

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

* Clinical courses conducted in affiliated community hospitals and laboratories.

** Must be in courses numbered 100 and above.

Nurses' Aide Curriculum

Certificate of Completion (8 Semester Credits)

A course designed to prepare Nurses' Aides to work in hospitals, nursing homes, private homes, and clinics. Classroom, laboratory, and faculty supervised clinical learning experiences are offered.

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

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

Program Requirements:	Credits
NURS 16, Nurses' Aide	8

Occupational Therapy Assistant Curriculum

Associate in Science Degree (65 Semester Credits)

This curriculum is designed to prepare students to work under the supervision of a registered occupational therapist with clients

who are in need of activities to increase or maintain their muscle strength, coordination, eating, bathing, dressing and writing skills or individuals who are unable to cope with daily life tasks as a result of injury, illness, the aging process, developmental delays, poverty and cultural differences. These remediation activities take place in a variety of health care facilities such as hospitals, clinics, rehabilitation centers, public and private schools, nursing homes and home care settings. Students have faculty supervised clinical learning experiences in a variety of these settings.

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

The program is accredited by the American Occupational Therapy Association

This program accepts students on an alternate year basis only. Next enrollment is Fall 1985, and Fall, 1987.

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

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

- ... Display entry level competency in a variety of clinic settings concurrent with academic instruction.
- ... Qualify to sit for the national certification examination for COTA's.

First Semester (Fall)	Credits
OTA 101, Introduction to Occupational Therapy	3
* OTA 101L, Survey of Occupational Therapy Field Work Level I	1
OTA 111, Critique: Field Work Level I	1
OTA 121, Therapeutic Activities: Minor Crafts	2
HD 230, Survey of Human Growth and Development	3
HLTH 21B, Introduction to Medical Terminology	1
BIOL 130, Anatomy and Physiology	4
BIOL 130L, Anatomy Lab	1
	<hr/> 16

Second Semester (Spring)	Credits
OTA 102, Physical Dysfunction	3
* OTA 102L, Physical Dysfunction: Field Work Level I	1
OTA 112, Critique: Field Work Level I	1
OTA 122, Therapeutic Activities Leather and Ceramics	2
OTA 132, Life Skills Lab I	2
HLTH 31, First Aid and Safety	1
** English, Speech, or Communications (Group I)	3
PSY 100, Survey of Psychology or PSY 170, Psychology of Adjustment	3
	<hr/> 16

Third Semester (Fall)	Credits
OTA 203, Pediatric Disabling Conditions	3
* OTA 203L, Pediatric Field Work Level I	1
OTA 213, Critique: Field Work Level I	1
OTA 233, Therapeutic Activities: Wood Working and Weaving	2
OTA 253, Therapeutic Interpersonal Skills	3
Quantitative Mathematics (Group I)	3
** Humanities (Group IV)	3
	<hr/> 16

Fourth Semester (Spring)	Credits
OTA 204, Psychosocial Dysfunction	3
* OTA 204L, Psychosocial Dysfunction Field Work Level I	1
OTA 214, Critique: Field Work Level I	1
OTA 234, Life Skills Lab II	2
OTA 244, Play/Leisure Skills for the Older Citizen	2
OTA 254, OT in Comprehensive Community Health	2
* OTA 260, Field Work Level II	3
	<hr/> 14
* OTA 261, Field Work Level II	3
	<hr/> 3
TOTAL	65

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

* Clinical courses conducted in affiliated occupational therapy departments.

**Must be in courses numbered 100 and above.

Practical Nursing Curriculum

Certificate of Achievement (41 Semester Credits)

This curriculum is designed to prepare students with entry level competencies as Licensed Practical Nurses. The program consists of planned learning experiences in classroom, laboratory, and faculty supervised clinical settings which will prepare the student upon graduation to function in the role of a beginning practitioner of practical nursing. The program is 11 months in length.

Upon graduation from the program, students are eligible to take the licensing examination to become a Licensed Practical Nurse. The program is fully accredited by the Board of Nursing, State of Hawaii.

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

- ... Pass the licensure examination for practical nurses.
- ... Function as a member of the health care team under the supervision of the RN and/or MD.
- ... Participate in the planning, implementation, and evaluation of nursing care.
- ... Administer safe nursing care for patients throughout the life cycle.
- ... Identify the legal and ethical responsibilities of the practical nurse.

Note: All students admitted to the Practical Nursing Program must have current First Aid and CPR cards no later than the fourth week of instruction. The minimum requirement for first aid is a Multi-Media first-aid certificate; standard first aid is strongly encouraged. The minimum requirement for CPR is one and two person CPR.

First Semester	Credits
NURS 101, Nursing Perspectives	1
NURS 120, Fundamentals of Nursing	13
BIOL 130, Anatomy and Physiology	4
	<hr/> 18

Second Semester	Credits
NURS 122, Medical-Surgical Nursing	14
HD 230, Survey of Human Growth and Development	3
	<hr/> 17

Third Semester	Credits
NURS 126, Child Nursing	3
NURS 128, Perinatal Nursing	3
	<hr/> 6
TOTAL	41

A grade of C or above must be maintained in all courses in order for the student to continue in the practical nursing program.

Radiologic Technology Curriculum

Associate in Science Degree (85 Semester Credits)

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

Satisfactory completion of the requirements for the Associate of Science degree permits the student to take the qualifying

examinations of the American Registry of Radiologic Technologists and the Hawaii Board of Radiologic Technology. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

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

- ... Demonstrate work habits and behavior appropriate to the radiology profession as described in Directive for Students Training as Radiologic Technologists at the Co-operating Hospital.
- ... Identify all patients in a Radiology Department situation who should be given emergency care according to the standards maintained by the hospitals.
- ... Perform appropriate procedures on any patient requiring emergency care, including external cardiac resuscitation, lung ventilation, and administering oxygen to the standard maintained by the hospital.
- ... Maintain asepsis in all cases of patients requiring an injection or having a contagious disease or operative procedure to the standards maintained by the affiliated hospitals.
- ... Instruct patients by whatever method can best be understood, including interpreter, sign language or demonstration, in what the examination requires, including breathing techniques and what items must be removed from the person which would cause an artifact or obscure possible pathology, in order to obtain a diagnostic radiograph to the standards of the supervising radiologists.
- ... Physically assist or move ambulatory, wheelchair, or guerney patients into each of the required positions for all radiological examinations by using the medically accepted standard of body mechanics methods and without injuring oneself or the patient.
- ... Maintain radiation protection measures during radiographic and fluoroscopic procedures to minimize radiation exposure to oneself and the patient as stated in the National Council on Radiation Protection Measurements Handbook.
- ... Evaluate the diagnosis, the age, and body habitus and select the accurate technical exposure factors to obtain a diagnostic radiograph to the standards of the supervising radiologists.
- ... Take diagnostically acceptable radiographs of any or all parts of the body (anatomy) to the standards of the supervising radiologists.
- ... Store, handle, and process any or all film in standard processing room, using either manual or automatic processing without artifacts to the departmental standards of the affiliated hospitals.
- ... Operate automatic film changers and pressure injectors in a radiographic room equipped for special procedures, to the standards maintained by the special procedures technologist supervisor.
- ... Obtain and prepare patient information for billing and film identification for all radiologic procedures and retrieve such information, including previous radiographs, to the standards maintained by the special procedures technologist supervisor.
- ... Answer correctly 75 percent of the questions on a 250 objective, multiple choice test items administered by the American Registry of Radiologic Technologists.
- ... Answer correctly 75 percent of the questions on a 250 objective, multiple choice test items administered by the Hawaiian Board of Radiologic Technologist.

First Semester (Fall)	Credits
HLTH 20, Introduction to Health Occupations	1
HLTH 21B, Introduction to Medical Terminology	1
HLTH 31, First Aid and Safety	1
RAD 100, Introduction to Radiologic Technology	3
RAD 100L, Introduction to Radiologic Technology Lab	1
RAD 140, Hospital Radiologic Technique	6
MATH 100 or above	3
BIOL 130, Anatomy and Physiology	4
	<hr/> 20

Second Semester (Spring)	Credits
RAD 110, Radiologic Techniques	3
RAD 110L, Radiologic Techniques Lab	1
RAD 120, Radiologic Physics	3
RAD 141, Hospital Radiographic Technique	6
RAD 149, Radiographic Film Critique I	1
ENG 100	3
	<hr/> 17

Summer: 12 weeks	Credits
RAD 150, Radiographic Film Critique II	2
RAD 142, Hospital Radiographic Technique	6
	<hr/> 8

Third Semester (Fall)	Credits
RAD 200, Advanced Radiologic Positioning	3
RAD 200L, Advanced Radiologic Positioning Lab	1
RAD 210, Advanced Radiographic Technique	3
RAD 240, Hospital Radiographic Technique	6
RAD 248, Radiographic Film Critique III	1
* Social Science	3
	<hr/> 17

Fourth Semester (Spring)	Credits
RAD 220, Departmental Administration	1
RAD 230, Special Radiographic Procedures	3
RAD 230L, Special Radiographic Procedures Lab	1
RAD 241, Hospital Radiographic Technique	6
RAD 249, Radiographic Film Critique IV	1
* Humanities	3
	<hr/> 15

Summer: 12 weeks	Credits
RAD 250, Radiotherapy and Nuclear Medicine	2
RAD 242, Hospital Radiographic Technique	6
	<hr/> 8

TOTAL 85

*Must be in courses numbered 100 and above.

Note: A grade of "C" or better must be maintained in all radiologic technology courses and in BIOL 130 in order for the student to continue in the program.

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

Respiratory Therapy and Respiratory Therapy Technician Curriculum

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

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

The program provides a career ladder in respiratory therapy with two points of exit. Students must decide which exit point they wish to pursue before completion of the first semester of the program. Students exiting with a Certificate of Achievement after 15 months are eligible to take the certificate examinations of the National Board for Respiratory Care. Students receiving the Associate in Science degree after 24 months are eligible to take the registry examinations of the National Board for Respiratory Care. These two levels correspond with the job description of the respiratory therapy technician and the respiratory therapist respectively.

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

This program accepts students on an alternate year basis only. The next enrollment is Fall 1985, and Fall, 1987.

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

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

- ... At the physician's request, safely perform the tasks of the cardiopulmonary laboratory and critical respiratory care but on a more limited basis than does the respiratory therapist.
- ... Pass the comprehensive final examination for the respiratory therapy technician program.

	Cr.	Cert. of Ach.	A.S. Deg.
<i>First Semester (Fall I)</i>			
* RESP 101, Clinical Practice I	2	X	X
RESP 103, Humidity Therapy	2	X	X
RESP 105, Medical Gas Therapy	3	X	X
HLTH 20, Introduction to Health Occupations	1	X	X
HLTH 21B, Introduction to Medical Terminology	1	X	X
BIOL 130, Anatomy and Physiology	4	X	X
BIOL 130L, Anatomy Lab	1	X	X
CHEM 171, Advanced General Chemistry	4	X	X
CHEM 171L, Advanced General Chemistry Lab	1	X	X
		19	19
<i>Second Semester (Spring I)</i>			
* RESP 111, Clinical Practice II	4	X	X
RESP 114, Respiratory Care Techniques	3	X	X
RESP 130, Respiratory Therapy Pharmacology	3	X	X
RESP 140, Respiratory Therapy Sciences	3	X	
CHEM 152, Survey Organic and Bioorganic Chemistry	3		X
CHEM 152L, Survey Organic and Bioorganic Chemistry Lab	1		X
PHYS 100, Survey of Physics	3		X
PHYS 100L, Survey of Physics Lab	1		X
		13	18
<i>Summer I</i>			
* RESP 141, Clinical Practice III	3	X	
RESP 145, Emergency Life Support	2	X	X
RESP 150, Cardiopulmonary Anatomy and Physiology	3		X
RESP 180, Pulmonary Function	2		X
		5	7
<i>Third Semester (Fall II)</i>			
* RESP 202, Clinical Practice IV	4	X	X
RESP 203, Advanced Respiratory Therapy Procedures	3	X	
RESP 212, Blood Gas Analysis	3		X
RESP 218, Cardiopulmonary Pathophysiology	3		X
MICRO 130, General Microbiology	3		X
MICRO 140, Microbiology Lab	2		X
ENG 100	3	X	X
** General Education requirement (Social Science)	3		X
		10	21
SUBTOTAL		47	

Program Exit Point for Certificate of Achievement as Respiratory Therapist Technician

Fourth Semester (Spring II)

* RESP 222, Clinical Practice V	4	X
RESP 225, Critical Care	3	X
RESP 230, Cardiopulmonary Rehabilitation	2	X
RESP 240, Mechanical Ventilation	3	X
RESP 235, Pediatric & Neonatal Respiratory Care	3	X
** General Education requirement (Humanities)	3	X
	<hr/>	
	18	

Summer II

* RESP 250, Critical Care Practice	3	X
RESP 260, Respiratory Therapy Department Administration	2	X
	<hr/>	
	5	
	<hr/>	
TOTAL	88	

Program Exit Point for Associate of Science Degree in Respiratory Therapy

* Clinical experience in affiliated community hospitals.

** Must be in courses numbered 100 or higher.

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

Legal Assistant

Legal Assistant Curriculum

Associate in Science Degree (60 Semester Credits)

The legal assistant (paralegal) is a new and emerging occupation. The legal assistant is a person who assists in the delivery of legal services by performing the technical and paraprofessional aspects of maintaining any law practice. These aspects may include:

- Interviewing and assisting clients;
- communicating effectively;
- implementing legal procedures;
- performing investigative functions;
- conducting legal research;
- preparing instruments and documents;
- assisting in judicial and administrative appearances;
- completing client projects; and
- coordinating office functions.

Thus, the legal assistant is someone specially trained to perform, under the supervision of an attorney, legal functions traditionally undertaken by either an attorney or an expert legal secretary.

Legal costs have dramatically increased; and the legal assistant is one of the major means of making services more widespread, efficient, and available to all with resultant cost savings to the client. The legal assistant fulfills a role that is roughly analogous to the role of the paramedic in the medical field.

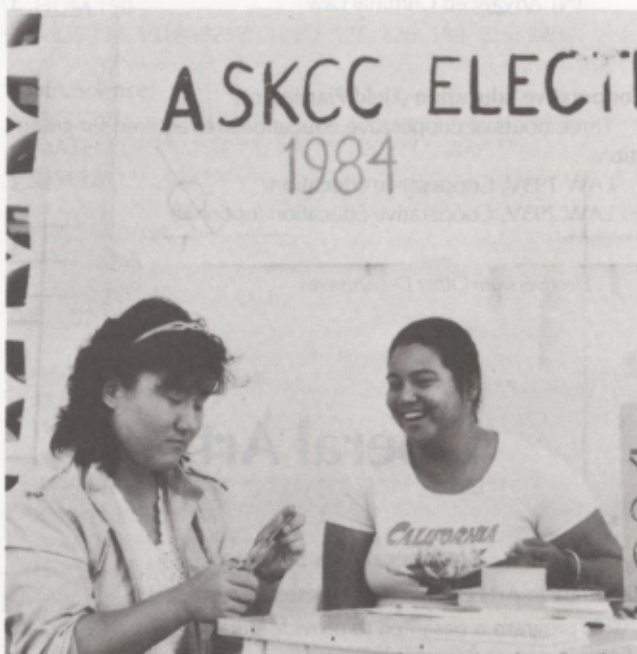
The program graduate will be qualified to work in private law firms, corporations, public agencies, and public law firms. Upon completion of the Legal Assistant Program, the Program graduate should be able to:

- ... Recognize and avoid potential problems in the unauthorized practice of law and other ethical problems that arise in the course of a legal assistant's duties.
- ... Recognize, define, analyze, and evaluate facts elicited in the course of legal investigation; and will further know how to classify facts into the following categories: verified, unverified, admissible in court, and inadmissible in court.
- ... Know the principles of law office management relating to: design of office procedures system, organization and maintenance of information files, personnel management, job training, purchase and maintenance of office equipment, and maintenance of a law library.
- ... Research and draft legal documents, memoranda, and briefs, in an insightful and analytical manner; will further know how to locate and cite legal authority quickly and accurately.
- ... Express his or her thoughts and ideas in a concise and straightforward manner, whether this communication is to a client, an attorney, a witness, or a court official.
- ... Interview clients in a way that produces a maximum of information in a minimum amount of time; the legal assistant will also be able to question and cross-examine witnesses at administrative hearings.

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

Program Requirements:

General Education	Credits
English (English 100 recommended)	3
Social Sciences	3
Humanities	3
Mathematics	3
Natural Sciences	3
	<hr/>
	15



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

Required Core Courses	Credits
LAW 101, The Hawaii Legal System	3
LAW 102, Legal Research	3
LAW 201, Law Office Management	3
LAW202, Legal Interviewing, Counseling and Negotiating	3
LAW 203, Legal Writing	3
	<hr/> 15

Substantive Law Courses:

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

LAW 104, Civil Investigation	3
LAW 111, Litigation (highly recommended)	3
LAW 121, Law of Business Organizations	3
LAW 126, Taxation	3
LAW 131, Property Law	3
LAW 136, Tort and Insurance Law	3
LAW 140, Family Law	3
LAW 151, Estate Planning and Probate	3
LAW 161, Public Sector Law	3
LAW 166, Employment Related Law	3
LAW 171, Consumer Law	3
LAW 176, Criminal Law	3
LAW 181, Legal Rights of the Disadvantaged	3
LAW 250, Advanced Legal Topics	
(B) Advanced Investigation	3
(C) Advanced Litigation	3
(D) Advanced Law of Business Organizations	3
(E) Advanced Taxation	3
(F) Advanced Real Property Law	3
(G) Advanced Tort and Insurance Law	3
(H) Advanced Family Law	3
(I) Advanced Estate Planning and Probate	3
(J) Advanced Public Sector Law	3
(K) Advanced Employment Related Law	3
(M) Advanced Consumer Law	3
(N) Advanced Criminal Law	3
	<hr/> 12

Cooperative Education (Field Placement)

Three hours of cooperative education are required for graduation.

LAW 193V, Cooperative Education	3
LAW 293V, Cooperative Education (optional)	3
	<hr/> 3

Electives from Other Departments	15
TOTAL	60

Liberal Arts

Liberal Arts Program

Associate in Arts Degree (60 Semester Credits)

This program is designed to provide students with an associate of arts degree and to prepare them for transfer to a baccalaureate

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

Liberal Arts Departmental Competencies

The competencies expected of the Associate in Arts degree student are not achieved in a single course or in the courses in a single department. However, primary responsibility for assisting the student in achieving certain competencies is assigned to a particular department.

Mathematics and Natural Sciences

The student who completes required courses in mathematics and natural sciences, as part of the Associate in Arts degree should be able to:

1. demonstrate awareness of science as a discipline that has been and continues to be objective, rational, cumulative, international, and quantitative.
2. reason mathematically and understand mathematical concepts.
3. apply mathematical reasoning and concepts in a study of the relationship of mathematics to the modern world.
4. express the ethical nature of the scientific attitude with attention to its strict intellectual honesty and accuracy of observation, calculation, and conclusion.
5. show an awareness of the fundamental physical, chemical, and biological processes that operate in the human individual and in the human environment.
6. understand the observational and experimental techniques and methodologies employed in the natural science.
7. make simple measurements and tests of reality according to a degree relative to current and future lifestyles.
8. show acquisition of sufficient scientific knowledge necessary to continue pursuit of anticipated academic, vocational and personal needs.

Language Arts

The student who completes required courses in language arts, as part of the Associate in Arts degree should be able to:

1. demonstrate thinking that is clear, constructive, and critical in writing and in speaking.
2. develop a thesis statement and design an expository essay and/or term paper, with attention to research skills and writing form.
3. show a capacity to communicate either in a formal speech or in interpersonal discussion, with awareness of the audience to whom the speaking is directed, types of oral presentations, diction, choice of ideas and information, and organization.
4. discern and explain the main meaning of a thesis statement in various types of written and oral presentations.
5. separate value judgements and inferences from factual statements in various types of written and spoken material.
6. illustrate growth toward a self-concept and confidence in expression in written and spoken form.
7. read with comprehension commensurate with expectations in college-level work.

Social Sciences

The student who completes required courses in the social sciences as part of the Associate in Arts degree should be able to:

1. illustrate awareness of the social sciences as a related collection of disciplines that furnishes the opportunity for the analy-

sis of the individual and interaction of the individual with society.

2. evaluate and utilize knowledge to form valid conclusions and solutions.
3. possess an understanding of issues, analyses, approaches, resources, and methodologies by which the values and attitudes of society and the community might be examined and tested.
4. exhibit skills in critical analysis and persuasive discussion, arriving at possible solutions and establishing a viewpoint that is defensible as evidence accumulates.

Humanities

The student who completes required courses in humanities as part of the Associate in Arts degree should be able to:

1. understand the nature of the humanities as a collection of disciplines that studies the nature of the human being and human culture, attitudes, accomplishments, and relationship to the universe.
2. recognize the commonality, interrelatedness, tensions and affirmations of human existence.
3. critically examine the values and attitudes of one's own culture and appreciate the values of other cultures separated in time or space from one's own.
4. regard oneself as personally responsible for one's own creations, assertions, decisions, and valuations.
5. learn to listen to and communicate with one's peers and tolerate opposing viewpoints.
6. understand and participate in intellectual and aesthetic pursuits.
7. develop leisure-time activities which encourage a constructive and self-fulfilling existence.
8. foster a spirit of continuous inquiry in pursuit of wisdom.

Program requirements:

General Education	Credits
ENG 100 (or ESL 100 for foreign students)	3
MATH 100 or higher, PHIL 210, or QM 121, 122	3
HIST 151, 152	6
SP 151 or 251, or COMUN 145*	3
	<hr/> 15

Area Requirements:

Humanities 9

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

Group I

DRAMA 101
ENGLISH 250, 251, 252, 253, 254, 255, 256, 257

Group II

PHIL 100, 102, 200, 201
REL 150, 151, 200, 201

Group III

AMST 201, 202
ART 101, 270, 280
MUS 106, 107, 108
HIST 224, 241, 242, 281, 282
SSCI 120*, **

Natural Sciences 10-12

Three semester courses including at least one four-credit laboratory science. At least one course each must be chosen from

both Group I (biological sciences) and Group II (physical sciences).

Group I

BOT 101, 101L, 130, 130L
MICRO 130, 140
SCI 121, 121L
ZOO 100*, 101, 101L

Group II

CHEM 100, 152, 152L, 161, 162, 171, 171L
PHYS 100, 102, 151, 151L, 152, 152L
SCI 122, 122L

Group III

BIOL 130*, 130L
GEOG 101, 101L
OCEAN 201
SCI 124, 124L, 126

Social Sciences

9

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

Group I

AMST 211, 212
ANTH 150, 200
BOT 105
PSY 100, 170,
PSY 200*, 240, 270*
SOC 100, 220
JOURN 150
WS 130*

Group II

SSCI 120*, **
ECON 101*, 120 or 150, 151
POLSC 110, 220, 230
GEOG 102, 151

*Does not fulfill UHM BA core requirements.

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

Electives may be taken from any course

listed above, or any of these suggested courses. 15-17

Humanities:

ART 100, 102***, 104, 105***, 107***, 108***, 113, 114, 115, 116, 207, 213, 223, 243
DANCE 131***, 132***, 212
DRAMA 221***, 222***, 240
HPER 101, 130, 131, 135
HUM 150
MUS 114, 121B, 121D, 122D, 125, 126, 180, 225, 226

Math/Science:

ACC 201
MATH 115***, 130***, 140***, 205***, 206***
QM 121***, 122***

Social Sciences:

ANTH 235
GEOG 269
IS 105

Language Arts:

ENG 102, 204***
FR 101***, 102***
HAW 101***, 102***
JPNS 101***, 102***, 121, 122, 201***, 202***
JOURN 205, 285V
SPAN 101***, 102***
SP 231***

TOTAL

60

***Electives which fulfill UHM BA Core Requirements

Description of Courses

The following pages list courses of instruction by subject area. Since all courses are not offered each semester, a student should obtain from the Student Services Center a list of the current offerings at the time of registration. The College reserves the right to make changes in course content and to add or delete course offerings.

Credit

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

Course Numbering

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

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

*Check program requirements in your major area.

Lettering System

There are some courses which have the letters A, L, or V after the course number. These letters indicate the following: A (honors), L (laboratory), and V (variable credit). All other suffixes (B through K, M through U, and W through Z) are used to designate sections of a course, each section having distinctive content such that a student may earn credit towards his or her degree for each section taken.

Example: ENG 50B
50C
50D

Foreign Language Courses

All students who have previously taken a course in a foreign language and wish to continue their study of that language at Kapiolani Community College must take a placement test prior to enrollment.

Students who are native or proficient speakers of a foreign language may not enroll in, or receive credit of any kind for beginning courses in that language. Specific regulations regarding these courses may be found in the office of the Language Arts Department Chairman. Kapiolani's regulations adhere to the policy statements of European Languages and East Asian Languages at the UH-Manoa Campus.

Individual and Specialized Group Study

Opportunity is afforded in each of the areas in which credit courses are offered for individual and specialized group study. Individual Study 299V in any subject area may be arranged by consulting with an appropriate instructor and by the completion of forms obtained from the department chairperson. Likewise,

when a number of students are interested in the pursuit of a similar topic, special sections of 199V, Specialized Group Studies, may be arranged.

Cooperative Education

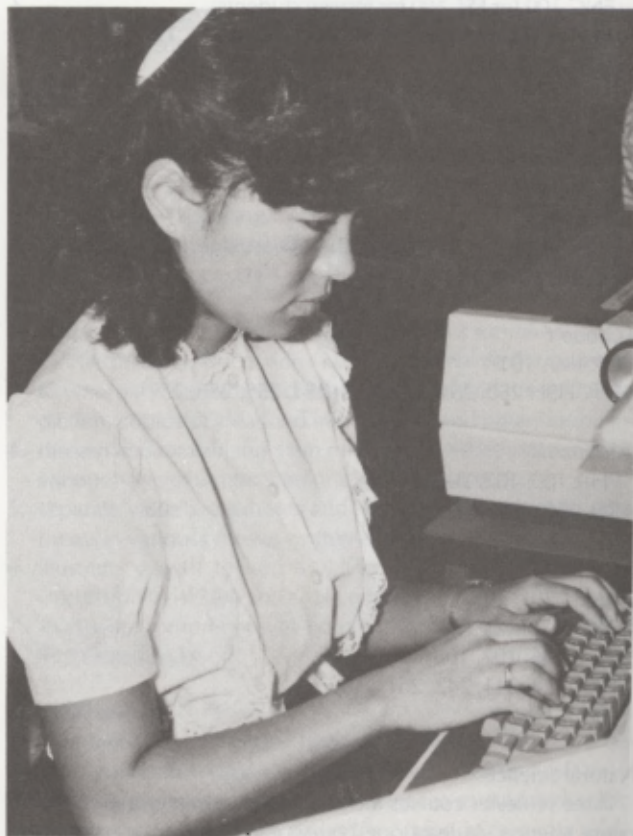
Academic credit is awarded for (a) seminar sessions and (b) planned and evaluated cooperative work experience related to the student's educational objectives in the following curriculum areas:

Curriculum	Course Alpha
Accounting	ACC 93V
Data Processing	DPRO 93V
Secretarial/Clerical	OFPRO 93V
Sales & Marketing	SMKT 93V
Food Service	FSER 93
Legal Assistant	LAW 193V/293V

A student participating in Cooperative Education may receive from 2 to 4 credits per semester. No more than a total of 8 credits may be counted toward a Certificate or Associate degree. Credits are awarded as follows:

Seminar	1 hour/week	1 credit
Planned and evaluated cooperative work experience	3 hours/week	1 credit

Additional information is available from the appropriate department chairperson.



ACCOUNTING (ACC)

24 Principles of Accounting I (3)

3 hours lecture per week

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

- ... Demonstrate understanding of the procedures involved in the basic accounting cycle and apply those procedures to the recording and reporting of accounting data at the introductory level.
- ... Maintain a set of books for a sole proprietorship engaged in a professional or small service-type business.
- ... Maintain subsidiary ledgers for customers and creditors.
- ... Prepare routine source documents such as: invoices, receipts, etc.; and perform routine accounting clerical tasks.

24L Introductory Accounting Lab (1)

2 hours lab per week

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

- ... Demonstrate understanding of introductory accounting procedures, and apply such knowledge in solving related problems.

25 Principles of Accounting II (3)

3 hours lecture per week

Prerequisite: ACC 24

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

- ... List the various accounting principles and concepts, and describe their application to basic accounting procedures and reporting requirements at the introductory level.
- ... Demonstrate understanding of the basic differences in the characteristics of the partnership and corporate form of business organization, and relate such differences in the accounting for and the reporting of owner's equity.
- ... Prepare basic financial statements for proprietorships, partnerships, and corporations, properly classified.

26 Principles of Accounting III (3)

3 hours lecture per week

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

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

- ... Demonstrate understanding of the rudiments of computing product costs, accounting for, and reporting of manufacturing activities.
- ... Demonstrate general understanding of basic concepts and accounting procedures underlying combined financial statements for branches and subsidiaries, and segmental reporting for departmental operations.
- ... Prepare common size and percentage financial statements; describe basic quantitative technique used for analysis and interpretation of financial statements; and perform related calculations.
- ... Prepare Statements of Changes in Financial Position based on transactions at the introductory level.

32 Payroll And Hawaii General Excise Taxes (3)

3 hours lecture per week

Prerequisite: ACC 24 or concurrent enrollment in ACC 24

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

- ... Demonstrate awareness of the basic provisions of Federal and State laws pertinent to payroll and personnel records.
- ... Maintain payroll and timekeeping records.
- ... Prepare payrolls, and returns for payroll taxes and Hawaii General Excise Tax.

34 Income Tax Preparation (3)

3 hours lecture per week

Prerequisite: ACC 24

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

- ... Demonstrate knowledge of the Federal and Hawaii basic tax structure for the computation of income tax liability for individuals.
- ... Prepare Federal and Hawaii income tax returns and forms for reporting and payment of income taxes for individuals.
- ... Demonstrate recognition of transactions and events having income tax significance and their importance in planning.

36 Cost Accounting (3)

Spring

3 hours lecture per week

Prerequisite: ACC 26

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

- ... Demonstrate understanding of manufacturing operations; and describe procurement, costing and control procedures for the three elements of production costs (materials, labor, and overhead).
- ... Record the flow of costs through the cost records and accounts; and compute costs under job order, process, and standard costing.
- ... Describe the importance and use of cost accounting data in planning, control, and management decision making.

37 Business Income Taxation (3)

Fall

3 hours lecture per week

Prerequisite: ACC 34

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

- ... Demonstrate understanding of the reporting and taxation of business income.
- ... Prepare schedules and returns for proprietorships, partnerships, and corporations at the elementary level.
- ... Demonstrate awareness of the tax benefits of overall tax planning and the availability of tax-saving devices for individuals and businesses.

40 Intermediate Accounting (4)

3 hours lecture, 2 hours lab per week

Prerequisite: ACC 26 or ACC 202

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

- ... Demonstrate understanding of generally accepted accounting principles and concepts and their application to recording and reporting requirements beyond the introductory level.
- ... Prepare comprehensive financial reports with Balance Sheets, Statements of Retained Earnings and Operations

including those for manufacturing activities, properly classified.

- ... Demonstrate understanding of advanced problems involving valuations, recording and reporting alternatives, analysis and interpretation of financial data.

50 Using Computers in Accounting (3)

3 hours lecture per week

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

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

- ... Demonstrate general understanding of the application of computers to the processing of accounting information.
- ... Analyze basic accounting problems, construct flow charts, design the programs, and process the data on mini-computers.

93V Cooperative Education (1-4)

1 hour seminar or 3 hours work experience each week for 1 credit.

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

- ... Perform activities in the cooperative work area involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor.
- ... Write an essay on an overall competency, such as analyzing or describing the student's job in term of the organization and its relationship to principles, concepts or procedures covered in the field of study.

201 Elementary Accounting I (3)

3 hours lecture per week

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

- ... Demonstrate understanding of and the application of procedures embraced in the accounting cycle.
- ... Demonstrate proficiency in recording transactions based upon an understanding of and analysis in terms of the accounting equation.
- ... Explain "internal control" as a function of accounting, and indicate basic principles involved in establishing controls for minimizing errors and fraud.
- ... Demonstrate introductory understanding of basic accounting principles and concepts and their application to accounting procedures and financial reporting requirements.

202 Elementary Accounting II (3)

3 hours lecture per week

Prerequisite: ACC 201

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

- ... Recognize the differences in the nature of partnerships and corporations, and relate such differences in the accounting for and reporting of owner's equities.
- ... Demonstrate general understanding of the flow of production costs, and record rudimentary transactions involved in manufacturing operations.
- ... Prepare financial statements (basic and special), and demonstrate broad understanding of the analytical techniques used in the analysis and interpretation of financial reports for decision-making purposes.

AMERICAN STUDIES (AMST)

201 Introduction to American Civilization I: Individualism and the American Character (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of English 100.

202 Introduction to American Civilization II: Minority Views of Majority America (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of English 100.

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

- ... Appreciate the interdisciplinary approach to the study of America.
- ... Gain a better understanding of his or her own cultural heritage.
- ... Develop and defend value judgments.
- ... Recognize the importance of historical perspective for understanding various kinds of social problems.
- ... Recognize the major themes in literary works dealing with the American experience.
- ... Recognize the importance of empirical data for understanding various kinds of social problems.
- ... Appreciate the complexity of American values and identity.
- ... Conceive and carry out an independent study project.
- ... Express ideas and opinions clearly in writing.

211 Contemporary American Issues I (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100

Prerequisite: None

An interdisciplinary introduction to selected contemporary American domestic problems.

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

- ... Gain a better understanding of the values that comprise the American character.
- ... Demonstrate knowledge of the influence of recent technical developments on American values and culture.
- ... Understand the social, political, and economic causes of environmental problems.
- ... Understand those factors in American society that give rise to social intolerance and discriminatory behavior.
- ... Gain a better understanding of the social, economic, and political currents that are changing American society and values.

212 Contemporary American Issues II (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100.

Prerequisite: None.

An interdisciplinary introduction that deals with the problem of America's relationship with the rest of the world.

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

- ... Gain a better understanding of the values which comprise the American character.
- ... Demonstrate an understanding of the influence of American historical and cultural values on methods of relating to other cultures and ideologies.
- ... Understand the changes that have occurred in post World War II foreign affairs.
- ... Develop a better understanding of national defense issues.

ANTHROPOLOGY (ANTH)

150 Human Adaptations (Introduction to Anthropology) (3)

3 hours lecture per week

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

- ... Define anthropology, describe the scope of its inquiry, its relationship to other disciplines, and the manner in which it contributes to human knowledge.
- ... Describe anthropology's commitment to both the scientific method and humanism.
- ... Demonstrate an understanding of evolutionary theory, particularly as it relates to human physical evolution; and discuss its validity and its limitations.
- ... Demonstrate an understanding of the chemical, morphological, and behavioral similarities and differences between living primates, particularly humans and apes; and describe the kinds of environmental pressures—both social and ecological—that may have produced them.
- ... Demonstrate an understanding of elementary genetics, including DNA replication, meiosis, mitosis, mutation, and natural selection, particularly as these facts apply to heredity and micro and macro evolution.
- ... Demonstrate a knowledge of archaeology field methods and dating techniques.
- ... Define culture, and describe how it is studied in the field.
- ... Demonstrate a knowledge of the interplay between paleoecology and physical and cultural evolution of humans, and the implications for modern human physical and mental makeup.
- ... Demonstrate an understanding of how our knowledge concerning human physical and cultural development may be used to promote improved living conditions for humans now and in the future.
- ... Discuss the role of anthropology in the future.
- ... Produce at least one paper describing and analyzing a society other than the student's own.

200 Cultural Anthropology (3)

3 hours lecture per week

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

- ... Define anthropology; and describe the scope of its inquiry, its relationship to other disciplines, and the manner in which it contributes to human knowledge.
- ... Describe anthropology's commitment to both the scientific method and humanism.
- ... Define culture, and describe how it is studied in the field.
- ... Describe and give examples of cross-cultural research.
- ... Demonstrate a knowledge of the basic institutions of society and how they function; and compare and contrast

them in hunting and gathering societies, nomadic herding societies, peasant farming communities, and intensive agricultural societies.

- ... Explain the principal causes of cultural change.
- ... Define modernization and what it entails.
- ... Discuss the problems of food shortage, urbanization, crowding, displacement, and pollution.
- ... Discuss the role of anthropology in the future.
- ... Describe how anthropologists are responding to the need to study modern societies and their problems.
- ... Produce at least one paper describing and analyzing a society other than the student's own.

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

3 hours lecture per week

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

- ... Define anthropology; and describe the scope of its inquiry, its relationship to other disciplines, and the manner in which it contributes to human knowledge.
- ... Describe anthropology's commitment to both the scientific method and humanism.
- ... Discuss the importance of cross-cultural research.
- ... Describe the general area of the Pacific and the types of Island habitats.
- ... Explain the theories of the settlement of the Pacific Islands.
- ... Demonstrate a knowledge of the basic institutions of society and how they function; and compare and contrast them in the Island cultures of the Pacific.
- ... Describe the history of European and Asian contact with the Pacific Islands.
- ... Explain the principal causes of cultural change in the Pacific Islands.
- ... Define modernization and what it entails, and demonstrate its effect on the Pacific Islands.
- ... Discuss the problems of food shortage, urbanization, crowding, displacement, and pollution as they pertain to the Pacific Islands.
- ... Describe how anthropologists are responding to the need for the study of modern societies and their problems.

ART (ART)

ART courses can be audited on a space available basis. ART 100, 102, 104, 105, 107, and 108 cannot count towards major requirements in Art. ART 101 is mandatory for Art majors. ART 100 transfers to UH Manoa as an elective only

100 Introduction to the Crafts (3)

6 hours lecture/lab per week

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

- ... Demonstrate a knowledge of three different craft media through the creation of at least nine different projects.
- ... Create both utilitarian and non-utilitarian craft objects.
- ... Utilize the principles and elements of art in creating craft objects.

101 Introduction to the Visual Arts (3)

3 hours lecture per week

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

- ... Demonstrate a knowledge and understanding of the elements of art, principles of design, and the creative process.
- ... Demonstrate a familiarity with major historical movements in art and be able to explain how art relates to its time.
- ... Express own ideas in various visual media and forms.
- ... Demonstrate an understanding and awareness of the various art media.
- ... Appreciate ways of bettering the visual environment.

102 Elementary Studio—Screen Printing (3)

6 hours lecture/lab per week

Studio experience mainly for nonmajors. Lectures and projects.

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

- ... Demonstrate a knowledge of silk screening.
- ... Apply the knowledge of silk screenings to create both textile and paper images.
- ... Utilize the principles of multiple screening in printing on both textiles and paper.

104 Elementary Studio—Printmaking (3)

6 hours lecture/lab per week

Studio experience mainly for nonmajors. Lecture and projects.

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

- ... Demonstrate a knowledge of the printmaking processes and materials.
- ... Know historic and contemporary examples of each technique.
- ... Complete the printmaking processes from preliminary drawing or planning stage to the final printing stage.
- ... Sensitively apply the visual elements of line, value, texture and the design elements of balance, rhythm, dominance, contrasts, variation and unity to the printmaking process.
- ... Become experimental in creating marks.
- ... Begin to use the printmaking process to express personal imagery.

105 Elementary Studio—Ceramics (3)

6 hours lecture/lab per week

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

- ... Demonstrate a knowledge of how clay can be manipulated.
- ... Show awareness of the nature of clay and glazes.
- ... Show an understanding of the firing process.
- ... Demonstrate an appreciation for an aesthetic awareness of ceramic pieces.
- ... Work within the limitation of clay to create original works.
- ... Create both utilitarian and non-utilitarian ceramic pieces.
- ... Show an understanding of the principles and elements of art in creating ceramic pieces.

107 Elementary Studio—Photography (3)

6 hours lecture/lab per week

The student must have his/her own 35mm camera with adjustable speed and aperture settings.

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

- ... Show awareness of the history of photography.
- ... Demonstrate a knowledge of the functions of the camera, and be able to control various lighting situations.
- ... Understand necessary darkroom techniques.
- ... Develop useful professional presentation techniques.
- ... Understand the principles of art in creating a photograph.

108 Elementary Studio—Drawing and Painting (3)

6 hours lecture/lab per week

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

- ... Understand the process of visually expressing on a two-dimensional plane what is seen.
- ... Appreciate various forms of art expression found in drawing and painting through the ACT of doing.
- ... Show proficiency in the use of the art elements.
- ... Draw in more than one media and use different drawing techniques.
- ... Execute works in a painting medium.
- ... Demonstrate creativity in creating an original work of art.

113 Foundation Studio "A" (Drawing) (3)

6 hours lecture/lab per week

Recommended Preparation: ART 101 (may be taken concurrently)

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

- ... Show a knowledge of the competencies of ART 101.
- ... Demonstrate a skillful use of a variety of drawing materials and techniques.
- ... Use the basic elements of the visual arts (line, value, shape, texture, modeling, pattern, composition) to arrive at an illusion of space, image, and form.
- ... Develop an awareness of the interaction of seeing, imagining, and drawing.
- ... Develop useful professional presentation techniques.

114 Foundation Studio "B" (Color Theory) (3)

6 hours lecture/lab per week

Recommended Preparation: ART 101 (may be taken concurrently)

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

- ... Show a knowledge of the competencies of ART 101.
- ... Understand and utilize the color wheel.
- ... Utilize cut colored paper and paint to creatively solve posed color problems.
- ... Demonstrate an awareness of various color theories (Albers, Itten, and Munsell).
- ... Show a knowledge and understanding of color psychology and color theory vocabulary.
- ... Demonstrate with paint the ability to mix and match colors.
- ... Show skill in developing a portfolio.

115 Foundation Studio "C" (Design) (3)

6 hours lecture/lab per week

Recommended Preparation: ART 101 (may be taken concurrently)

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

- ... Show a knowledge of the competencies of ART 101.

- ... Understand and utilize the principles of design in solving two- and three-dimensional design problems.
- ... Understand the scope of design in the world.
- ... Demonstrate a knowledge of pictorial/ visual communication.

116 Foundation Studio "D" (Three Dimensional) (3)

6 hours lecture/lab per week

Recommended Preparation: ART 101 (may be taken concurrently)

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

- ... Show a knowledge of the competencies of ART 101.
- ... Utilize the three-dimensional elements (i.e., mass, space, texture, light, movement) to solve three-dimensional design problems.
- ... Understand the principles of three-dimensional design.
- ... Demonstrate a knowledge of different media in working subtractively and additively to solve three-dimensional design problems.

207 Photography Studio I (3)

6 hours lecture/lab per week

Prerequisite: ART 101 (may be taken concurrently)

The student must have his/her own 35mm camera with adjustable speed and aperture settings.

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

- ... Show a knowledge of the competencies of ART 101.
- ... Demonstrate a knowledge of the history of photography.
- ... Demonstrate a knowledge of the functions of the camera and be able to control various lighting situations.
- ... Demonstrate the ability to do all necessary darkroom manipulations.
- ... Demonstrate useful professional presentation techniques.
- ... Demonstrate the application of the principles of art in creating a photograph.

213 Drawing (3)

6 hours lecture/lab per week

Prerequisites: ART 101 and ART 113

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

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

- ... Show a knowledge of the competencies of ART 101 and ART 113.
- ... Skillfully draw what is perceived by seeing, imagining, knowing, and inventing.
- ... Show a developed proficiency in the use of a variety of drawing materials and techniques.
- ... Demonstrate the ability to use the art elements with a greater proficiency than in ART 113.

215 Printmaking—Intaglio (3)

6 hours lecture/lab per week

Prerequisite: ART 101

Recommended Preparation: ART 113

Basic techniques and concepts of etching, engraving, drypoint, aquatint.

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

- ... Demonstrate knowledge of intaglio processes and materials.
- ... Describe historic and contemporary examples of each intaglio technique.
- ... Complete intaglio processes from preliminary drawing or planning stages to the final printing stage.
- ... Sensitively apply the visual elements of line, value, texture and the design elements of balance, rhythm, dominance, contrasts, variation and unity to the intaglio process.
- ... Begin to use the intaglio process to express personal imagery.

217 Printmaking—Silk Screening (3)

6 hours lecture/lab per week

Prerequisite: ART 101

Recommended Preparation: ART 115

Basic techniques and concepts for screen printing on fabrics and paper.

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

- ... Demonstrate a knowledge of various silkscreen processes.
- ... Show progressive development in designing ability, using the various silkscreen processes.
- ... Use the principles of multiple screening to create a visual image.
- ... Apply the principles of design and use art elements to communicate an idea.

223 Painting (3)

6 hours lecture/lab per week

Prerequisite: ART 101

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

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

- ... Show an understanding of the knowledge derived from ART 101.
- ... Mix paint well and make sensitive color decisions based on perceived color relationships.
- ... Show ability to express an idea through the painting media.
- ... Perform all the steps for creating an original painting.
- ... Create a painting through the exploration of different compositional and spatial ideas.
- ... Show awareness of the plastic quality of paint and experience paint as structure.

243 Ceramics Studio—Hand Building (3)

6 hours lecture/lab per week

Prerequisite: ART 101

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

- ... Show a knowledge of the competencies of ART 101.
- ... Demonstrate how clay can be manipulated.
- ... Demonstrate a knowledge of the nature of clay and glazes.
- ... Demonstrate a knowledge of the firing process.
- ... Demonstrate an appreciation for and an aesthetic awareness of ceramic pieces.
- ... Work within the limitation of clay to create original works.
- ... Create both utilitarian and non-utilitarian ceramic pieces.
- ... Utilize the principles and elements of art in creating ceramic pieces.

244 Ceramics Studio—Wheel Throwing (3)

6 hours lecture/lab per week

Prerequisite: ART 101

Recommended Preparation: ART 116

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

- ... Demonstrate a knowledge of how clay can be manipulated on the potter's wheel: wedging, centering, throwing simple forms, and trimming.
- ... Show an awareness of the nature of clay and glazes.
- ... Demonstrate an appreciation for an aesthetic awareness of ceramic pieces.
- ... Work within the limitations of clay to create original works.
- ... Show an awareness of good design, the principles and elements of art in creating utilitarian ceramic pieces.

270 Aspects of European/American Art (3)

3 hours lecture per week

Recommended Preparation: ART 101 (may be taken concurrently) or HIST 151

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

- ... Show a knowledge of the competencies of ART 101.
- ... Demonstrate an understanding that art is a visible manifestation of cultural values, a mirror of "reality" of its time period.
- ... Show knowledge of the major historical and cultural trends of western society as revealed by the arts.
- ... Demonstrate an understanding of the present by comparing and contrasting it with the past.
- ... Analyze style both descriptively and comparatively.
- ... Show knowledge of various materials, techniques, and art forms.

280 Aspects of Asian Art (3)

3 hours per week; offered spring semester only

Recommended Preparation: ART 101 (may be taken concurrently) or HIST 151

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

- ... Show a knowledge of the competencies of ART 101.
- ... Show a knowledge of major trends in Asian art including a knowledge of various materials, techniques, forms, and styles used.
- ... Demonstrate a knowledge of the diffusion of trends and styles from one country to another over space and time.
- ... Demonstrate an understanding that art is a visible manifestation of cultural values.

BAKING (BAKE)

60 Hotel and Restaurant Baking (4)

1 hour lecture, 9 hours lab per week.

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

- ... Demonstrate standard procedures for measuring ingredients used in baked products.
- ... Explain and demonstrate the standards for personal hygiene and good work habits.

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

BIOLOGY (BIOL)

20 Beginning Biology (3)

3 hours lecture per week

A nonlaboratory course covering the cell, representative plants and animals, mammalian structure and function, heredity and evolution.

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

- ... Describe a cell, its parts, and how they function.
- ... Explain how green plant structure has adapted to convert solar energy to the usable chemical bond energy trapped in carbohydrates.
- ... Describe the basic macromolecules that organisms use to meet their nutritional requirements and how they are synthesized and degraded.
- ... Describe how the parts of an organism's tissue and organ systems help to maintain that organism.
- ... Explain asexual and sexual reproductive patterns in plants and animals including development.
- ... Describe Mendelian Genetics.
- ... Discuss the theory of evolution.
- ... Examine the interrelationship of abiotic and biotic factors on the balance of nature.
- ... Relate the sources and the effects of pollutants to the quality of the environment.

22 Human Anatomy and Physiology (3)

3 hours lecture per week

The structure and function of the human body, including reproduction. A nonlaboratory course for students with no previous work in chemistry or physics.

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

- ... Describe the detailed structure and composition of the human body.
- ... Explain the functions of body parts and the interrelation of their structure with function.
- ... Discuss the levels of biological organization within the body: cells, tissues, organs, and the organ systems.
- ... Demonstrate an intimate familiarity with the ten major organ systems: epithelial, skeletal, muscular, nervous, circulatory, endocrine, respiratory, digestive, urinary, and reproductive.
- ... Describe the effects of medical advancements in diagnosis and treatment on health and well-being.

130 Anatomy and Physiology (4)

4 hours lecture per week

A basic course in the structure and function of the human body, including principles of cellular function and basic biochemistry. No chemistry or physics prerequisites.

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

- ... Describe the functional and structural relationship of the body as a whole.
- ... Apply the learned chemical concepts to the study of physiology.
- ... Analyze the structural and functional aspects of a cell and its interactions with the environment.
- ... Discuss the structure of the organs of locomotion and support.
- ... Describe the ultrastructure of skeletal muscle and the mechanism of muscular contraction.
- ... Describe the anatomical structures of the endocrine system, and relate hormonal regulation to the physiology of the body.
- ... Describe the role of the nervous system in the controlling the functioning of the human body, analyze the mechanism responsible for the nerve impulse, the role of the autonomic nervous system in the maintenance of homeostasis, and the perception of sensation.
- ... Discuss the anatomical structures and components of the cardiovascular and lymphatic systems, and demonstrate an understanding of cardiovascular physiology.
- ... Describe the anatomical structures of the respiratory system, and demonstrate an understanding of pulmonary physiology.
- ... Describe the anatomical structures of the digestive system, and analyze the physiological changes which occur in the gastrointestinal tract during the digestion of nutrients.
- ... Describe the anatomical structures of the urinary system, and analyze how the urinary organs function in the removal of cellular waste products from the blood and transport these wastes from the body.
- ... Demonstrate an understanding of the role of fluids, the movement of ions, and acid-base balance in maintaining homeostasis of the body.
- ... Describe the anatomical structures of the reproductive system and their functions.

130L Anatomy Laboratory (1)

3 hours lab per week

Credit or concurrent enrollment in BIOL 130 preferred

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

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

- ... Identify the anatomical structures of the muscular, skeletal, nervous, hormonal, circulatory, respiratory, digestive, urinary, and reproductive systems.
- ... Describe the position and structural relationships of the anatomical components of the muscular, skeletal, nervous, hormonal, circulatory, respiratory, digestive, urinary and reproductive systems.

BOTANY (BOT)

101 General Botany (3)

3 hours lecture per week

Registration in BOT 101L optional

Growth, functions and evolution of plants, their relations to the environment, and particularly to humans and their activities.

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

- ... Demonstrate knowledge of the important biological concepts and theories (as: cell theory, energy flow, photosynthesis, growth, reproduction, etc.); and recognize that they may be explained in terms of the natural laws of physics and chemistry.
- ... Know the unique anatomical characteristics of the major plant groups, and relate these structures to the functions they perform.
- ... Demonstrate the basic knowledge of plant genetics and evolution of floral structures in terms of ecology and morphology.
- ... Develop a balanced and pragmatic knowledge in botany.

101L General Botany Laboratory (1)

3 hours lab per week

Prerequisites: Credit or registration in BOT 101 required

Laboratory observations and experiments illustrating basic principles of plant biology.

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

- ... Demonstrate the ability of critical thinking and logical reasoning through the use of the scientific method.
- ... Work independently or in groups in the laboratory by performing observations, drawings, dissections, and behavioral objectives.
- ... Develop laboratory skills and techniques, including skill in the preparation of laboratory reports.

105 Ethnobotany (3)

3 hours lecture per week

Satisfies Group 1, Social Science requirements.

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

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

- ... Demonstrate a knowledge of habits, habitats, reproductions, and interactions of plants with the environment.
- ... Identify the role and influence played by plants on the culture of Hawaii and the Pacific.
- ... Demonstrate a knowledge of the economic importance and ecology of cultivated and wild plants of the world.
- ... Understand and appreciate the complete dependence of all living things on green plants.

130 Plants in the Hawaiian Environment (3)

3 hours lecture per week

Corequisite: Concurrent registration in BOT 130L

Introduction to the plant species and communities of Hawaiian ecosystems; their evolution, ecology and economic value to humans. Includes observations and systematics of native and introduced flora.

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

- ... Discuss the geologic history of the Hawaiian Islands.
- ... Discuss the arrival and establishment of native and introduced plant species.
- ... Discuss major Hawaiian ecosystems.
- ... Discuss variations in plant parts, with special consideration to the relationship between structure and function.
- ... Recognize common native and introduced plant species.
- ... Discuss the ecology and economic value of native and introduced plant species.
- ... Recognize the effect of man on the flora of the Hawaiian islands.

130L Plants in the Hawaiian Environment Laboratory (1)

3 hours lab per week

Corequisite: Concurrent registration BOT 130

Observation of plant species, communities and their environment. Application of field survey methods. Field trips.

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

- ... Critically think and logically reason through the use of the scientific method.
- ... Work independently or in groups in the laboratory by performing observations and dissections and by completing behavioral objectives for each lab exercise.
- ... Recognize the major plant families.
- ... Recognize and identify economic plants.
- ... Discuss the effects of environmental factors on plant distribution and dispersal.

BUSINESS (BUS)

20 Introduction to Business (3)

3 hours lecture per week

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

- ... Demonstrate knowledge of the nature of American business—its ownership, organizational structure, management, and basic functional areas of operations.
- ... Demonstrate knowledge of the economic, legal, political, and social environment in which it operates.
- ... Demonstrate knowledge of career opportunities in business.

25 Starting a Business (3)

3 hours lecture per week

Prerequisite: BUS 20

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

- ... Demonstrate broad knowledge of planning procedures and considerations involved in organizing, locating, and financing small business ventures.
- ... Apply basic management tools and strategies appropriate for planning, organizing, actuating, and controlling small business operations.
- ... Recognize common pitfalls contributing to small business failures.
- ... Demonstrate acquaintance with small business practices having significant influence in Hawaii's economy.

40 Real Estate I (3)

3 hours lecture per week

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

- ... Satisfy the requirements of Hawaii Real Estate Commission's Pre-licensing of Real Estate Salesmen (1st of 2 courses).
- ... Understand the legal aspects of National Realty Law and the ramifications of land and urban economics on a national level.

41 Real Estate II (3)

3 hours lecture per week

Prerequisite: BUS 40

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

- ... Satisfy the Hawaii Real Estate Commission's requirements for necessary accreditation to sit for the Hawaii State Pre-licensing Salesman's exam (2nd of 2 courses).
- ... Understand the legal aspects of Hawaii realty law, and know the special mathematical computations as applied to real estate and the structure of FHA, VA, and other Federal legislation.

55 Computational Problems in Business (3)

3 hours lecture per week

Prerequisite: Satisfactory score on placement test or MATH 01

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

- ... Demonstrate proficiency in the use of the electronic calculator and ten-key adder.
- ... Demonstrate knowledge of basic arithmetic processes including fractions, decimals, and percentages and their application to business problems.
- ... Solve business math problems for banking and sales records, interest in finance, markup and markdown, cash and trade discounts, taxes, payroll, depreciation, inventory, metric, and basic financial reports.

56 Advanced Computational Problems in Business (3)

3 hours lecture per week

Prerequisite: BUS 55

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

- ... Demonstrate understanding of common quantitative problems of business and finance.
- ... Analyze and solve business math problems requiring reasoning skills.

70 Human Relations in Business (3)

3 hours lecture per week

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

- ... Demonstrate an understanding of the area of human relations in business dealing with self-improvement and group dynamics primarily in motivation of the individual, interpersonal relationships, and the morale of individuals and groups.
- ... Display and awareness of the social competencies (knowledge, skills, understanding and attitudes) required of people—managers and employees—to adjust, work, and relate together successfully in a business setting.

CHEMISTRY (CHEM)

100 Chemistry and Man (3)

3 hours lecture per week

Basic concepts in chemistry utilizing mathematics only where necessary. Designed for the non-science major.

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

- ... Use the metric system and scientific notation.
- ... Explain basic conceptual models used to describe atomic structure and chemical bonding in molecules.
- ... Write chemical formulas for molecules and compounds.
- ... Write and balance chemical equations.
- ... Explain the differences between physical and chemical changes.
- ... Explain the varying solubilities of substances in different solvents.
- ... Comprehend that many environmental problems can be understood and solved by the application of basic chemical principles.
- ... Describe the categories, sources, and effects of the major types of atmospheric and water pollutants.
- ... Discuss major environmental issues and become a generally well-informed citizen with regard to issues involving science.

152 Survey of Organic and Bioorganic Chemistry (3)

3 hours lecture per week

Prerequisite: CHEM 151, 161, or 171

Structure, nomenclature, properties, reactions of organic compounds.

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

- ... Describe the phenomenon of orbital hybridization and its usefulness in explaining chemical bonding.
- ... Explain isomerization in organic compounds.
- ... Explain the phenomenon of optical isomerization.
- ... Apply the knowledge obtained in CHEM 151 or 171 to the study of organic chemistry.
- ... Explain the differences in physical properties and chemical reactivity between the three classes of hydrocarbons: alkanes, alkenes, and alkynes.
- ... Explain the differences between the different types of substitution and elimination reactions.
- ... Explain the differences in physical properties and chemical reactivity between the following classes of organic compounds: alcohols, carboxylic acids, esters, ethers, aldehydes, and ketones.
- ... Describe the general characteristics and reactions of molecules found in living systems: carbohydrates, fats, and proteins.

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

3 hours lecture per week

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

Technique of preparation, purification, and identification of organic compounds.

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

- ... Demonstrate approved techniques in handling laboratory equipment.
- ... Record data accurately and in proper form on the lab report sheets.
- ... Demonstrate laboratory procedures for separation, purification, and identification of organic compounds.

161 General Chemistry I (3)

3 hours lecture per week

Prerequisite: MATH 25 or MATH 26D or 2 years high school algebra

Recommended preparation: MATH 130

Fundamental concepts of chemistry. Problem solving is emphasized. This course is suitable for students planning careers in science, engineering, nursing, or other areas which require a general chemistry course. CHEM 161 may serve as a prerequisite for CHEM 152 in place of CHEM 151.

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

- ... Use the metric system and scientific notation.
- ... Explain the differences between ionic, polar covalent and non-polar covalent bonding.
- ... Write the formulae for chemical compounds and molecules.
- ... Balance chemical equations.
- ... Use chemical equations to calculate weight or volume relationships in chemical reactions.
- ... Understand and use the mole concept to solve chemical/stoichiometric problems.
- ... Understand the concept of chemical equilibrium.
- ... Explain a variety of conceptual models used in describing atomic and molecular structure, chemical bonding and acid-base theory.
- ... Explain acid-base theory.

162 General Chemistry II (3)

3 hours lecture per week

Prerequisite: CHEM 161

Emphasis on chemistry fundamentals and problem solving. Normally this course is followed in sequence by CHEM 272. Students who wish to take a lab course should enroll in CHEM 171L concurrently with CHEM 162.

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

- ... Calculate an equilibrium constant.
- ... Calculate an ionization constant.
- ... Calculate a solubility product constant.
- ... Show the relationship between equilibrium and ionization constants.
- ... Calculate the PH of a weak acid or weak base solution.
- ... Calculate a hydrolysis constant.
- ... Calculate the PH of a solution undergoing hydrolysis.
- ... Use a solubility product constant to determine if precipitation will occur.
- ... Explain the difference between voltaic and electrolytic cells.
- ... Calculate standard and non-standard cell voltages.
- ... Calculate the free energy of a reaction.
- ... Explain the relationship between free energy and cell voltage.
- ... Calculate the enthalpy for a given chemical reaction using heats of formation of reactants and products.
- ... Explain the relationship between free energy, entropy, and enthalpy.

- ... Explain the concepts of nuclear fission and fusion.
- ... Explain the difference between radioactive and non-radioactive isotopes.
- ... Predict the products of a nuclear decay scheme given the starting isotope and types of emissions occurring.
- ... Describe how a nuclear reactor operates.
- ... Distinguish between the basic type of organic molecules: alkanes, alkenes, and alkynes.
- ... Name the basic types of organic molecules.

171 Advanced General Chemistry (4)

4 hours lecture per week

Prerequisite: Two years of high school algebra or MATH 25 or 26D, one year of plane geometry and high school chemistry, or CHEM 151 or 161. (Note: Students wishing to enroll in CHEM 171 without having received credit for CHEM 151 or 161 must pass a placement exam. High school chemistry **does not** exempt a student from taking the placement exam). It is strongly recommended that a student complete MATH 130 before enrolling in CHEM 171. Normally this course is followed by CHEM 272, 272L, and 273, 273L.

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

- ... Explain the concepts of kinetics and equilibrium.
- ... Explain the principles of oxidation and reduction reactions.
- ... Explain the concepts of chemical thermodynamics.
- ... Explain the concepts of nuclear reactions, both fission and fusion, and how nuclear reactors operate.
- ... Discuss the pros and cons of nuclear energy in our society.
- ... Explain acid-base theory, especially with regard to pH calculations in equilibrium systems.
- ... Use equilibrium, ionization, acid, base, hydrolysis, and solubility product constants in chemical calculations.
- ... Calculate cell voltages in electrochemical reactions.

171L Advanced General Chemistry Laboratory (1)

3 hours of lab per week

Prerequisite: Credit or registration in CHEM 162 or 171

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

- ... Demonstrate approved techniques in handling laboratory equipment.
- ... Record data accurately and in proper form on the lab report sheets.
- ... Make and use measurements to calculate descriptive properties of matter such as: ionization constants, solubility product constants, pH, degree of hydrolysis, and rates of chemical reactions.

COMMUNICATIONS (COMUN)

10 Basic Communication (3)

3 hours lecture per week

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

Oral Communication

- ... Identify the basic Communication Model and his/her role as a participant in communication.
- ... Develop his/her concept as a communicator.
- ... Accept responsibility as a communicator.
- ... Generate positive, informal conversation.
- ... Listen actively with empathy.
- ... Communicate on the telephone.

Written Communication

- ... Write in-coming and out-going messages accurately.
- ... Prepare his/her own resume.
- ... Draft a letter requesting a job interview.
- ... Communicate effectively in a job interview situation.
- ... Express thoughts in grammatically acceptable sentences and paragraphs.
- ... Write a basic memo and letter.
- ... Spell and use professional vocabulary correctly.

145 Interpersonal Communication (3)

3 hours lecture per week

Prerequisite: Satisfactory score on speech screening test

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

- ... Recognize and explain the meaning of the major concepts presented in the course.
- ... Select a concept of interpersonal communication for individual, in-depth analysis, and investigation.
- ... List his/her own interpersonal assets and liabilities in two-person and small group communication to the satisfaction of a group of peers.
- ... Identify and accomplish to the mutual satisfaction of the student and the instructor a personal communicative goal, and provide evidence of having achieved it during the course.
- ... Develop self-concept as a communicator.
- ... Explain the rationale for and consciously use new interpersonal communicative skills in two-person and small group interaction so as to promote better feelings and clearer understanding.

DANCE (DANCE)

131 Modern Dance I (3)

4½ hours lecture/lab per week

Can be audited on a space available basis

May be repeated for credit

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

- ... Show greater awareness of the use of the body and greater vocabulary of movement.
- ... Demonstrate an increased range of movement, flexibility, strength, and control.
- ... Show an acute sense of rhythm, pulse, and phrasing.
- ... Demonstrate by combining specific dance/movement patterns a development of muscle memory.
- ... Demonstrate a development of the creative process by exploring movement problems to stimulate improvisation.

132 Modern Dance II (3)

4½ hours lecture/lab per week

Prerequisite: DANCE 131

Can be audited on a space available basis

May be repeated for credit

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

- ... Demonstrate the competencies for DANCE 131 with greater body knowledge.
- ... Demonstrate more complex and longer movement patterns to different kinds of movement and sound.

212 Ancient Hawaiian Dance (1)

2 hours lab per week

Can be audited on a space available basis

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

- ... Show an understanding of the terminology, basic steps, and instruments used.
- ... Demonstrate chanting and the meanings of the chants studied.
- ... Show the ability to discriminate between various types of ancient hula.
- ... Demonstrate in performance the mastery of course material.

DATA PROCESSING (DPRO)

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

20B Terminal and Microcomputer Operations (1)

Independent study, 5 weeks

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

- ... Demonstrate understanding of the role of terminals in a computer system.
- ... Demonstrate understanding of the relationship of data entry to computer information output.
- ... Perform basic terminal operations.

20C Data-Entry Equipment Skill Development (1)

3 hours lecture per week, 10 weeks

Prerequisite: DPRO 20B or consent of instructor

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

- ... Demonstrate understanding of data-entry programming for data collection, screen display, and data record generation.
- ... Demonstrate understanding of data-entry logging and control procedures.
- ... Demonstrate understanding of operating procedures for contemporary data-entry equipment, including key to disk and direct terminal devices.

70 Data Processing Internship I (1)

60 hours lab per semester

Prerequisite: ICS 101, 102, 103, DPRO 20B

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

- ... Demonstrate an understanding of the interaction among control, input-output, data-entry clerks and assistant operators, in the computerized processing of data for a business system.
- ... Perform the duties of the control, input-output, data entry clerks and assistant operators in the campus computer center.

71 Data Processing Internship II (2)

60 hours lab per semester

Prerequisite: DPRO 70

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

- ... Demonstrate understanding of the role of the computer operator in causing efficient execution of a computer system.
- ... Demonstrate the ability to set up and execute a job on a computer.
- ... Operate a computer, recognizing and resolving program failures and equipment malfunctions.

72 Computer Operations II (3)

1 hour lecture, 6 hours lab per week

Prerequisite: ICS 101

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

- ... Demonstrate understanding of the role of the computer operator in causing efficient operation of a large computer system.
- ... Demonstrate the ability to set up and run a business system on a large computer system.
- ... Perform duties of a large computer operator.

93V Cooperative Education (1-4)

1 hour seminar or 3 hours work experience per week for each credit.

Prerequisite: ICS 101 or consent of instructor

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

- ... Perform activities in the cooperative work area involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor.
- ... Write an essay on an overall competency, such as analyzing or describing the student's job in terms of the organization and its relationship to principles, concepts or procedures covered in the field of study.

DENTAL ASSISTING (DENT)

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

20 Orientation to Dental Assisting (2)

Fall

2 hours lecture per week

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

- ... Cite the history of dentistry.

- ... Explain the concept of teamwork in dentistry, and identify the dental specialties.
- ... Cite sections of the Hawaii Dental Practice Act concerning dental assistants.
- ... List the requirements for certification.
- ... Explain the importance of equipment maintenance and safety in a dental practice.
- ... Spell, define, and pronounce commonly used dental terms.

22 Bio-Medical Sciences (3) Fall

3 hours lecture per week

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

- ... Identify the interrelationship of body structures and functions with emphasis on head and neck regions.
- ... Apply knowledge and principles of microbiology in a dental practice.
- ... Identify basic nutritional concepts and the sources and functions of nutrients.

24 Dental Sciences (3) Fall

3 hours lecture per week

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

- ... Identify the stages of growth, calcification, and eruption of the teeth.
- ... Identify the types of teeth, their basic design, and function.
- ... Identify the supporting structures of the teeth.
- ... Discuss oral pathology and the reaction of tissues to injury.
- ... Identify some of the inflammatory diseases of the oral cavity.
- ... Identify the origin, effects, uses, and dosage of common drugs used in dentistry.

26 Dental Restorative Materials (1) Fall

2 hours lecture/lab per week

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

- ... Identify the chemical and physical properties of dental restorative materials.
- ... Identify manipulative procedures of restorative materials and their uses in dentistry.
- ... Identify the interaction of restorative materials with the oral environment.
- ... Identify the characteristics of amalgam.
- ... Identify, manipulate, and utilize the polycarboxylate cement system.

28 Dental Radiography—Bisection of the Angle (1) Fall

1 hour lecture per week

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

- ... Identify the importance of x-rays in dentistry.
- ... Cite the history of radiation in dentistry.
- ... Identify safety measures in the application of the bisection of the angle technique for intraoral films.
- ... Explain the x-ray tube and its components, x-ray production, x-ray beam, films, patient management, exposure and processing procedures, the darkroom, common errors in technique and in the darkroom, and corrective measures.

28L Dental Radiography—Bisection of the Angle Laboratory (1) Fall

3 hours laboratory per week

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

- ... Demonstrate the application of safety measures in the use of the bisection of the angle technique for intraoral films.
- ... Identify components of the x-ray machine and describe the functions of various parts.
- ... Demonstrate proper patient position in the placement of films for periapical radiographic exposures of the maxillary teeth.
- ... Demonstrate proper patient position in the placement of films for periapical radiographic exposures of the mandibular teeth.
- ... Demonstrate and describe proper vertical and horizontal angulations of the x-ray cone for exposures of the maxillary and mandibular arches.
- ... Expose and process 6 sets of full-mouth radiographs on the adult training replica applying the bisection of the angle technique; 3 sets on the pedo manikin.

30 Chairside Assisting Procedures in General Dentistry (2) Fall

2 hours lecture per week

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

- ... Identify and explain the function and care of chairside equipment.
- ... Discuss basic principles of 4-handed chairside dentistry.
- ... Discuss principles of preventive dentistry.
- ... Explain the major objective of the use of the rubber dam.
- ... Identify and explain sterilization and disinfection systems.
- ... Describe the use of oral evacuation systems.
- ... Describe the use of tray set-ups for greater efficiency.
- ... Explain the importance of accurate records and record-keeping.

30L Chairside Assisting Procedures in General Dentistry Laboratory (2) Fall

6 hours laboratory per week

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

- ... Identify and explain the function and care of equipment in the operatory.
- ... Demonstrate the recommended work and posture positions for the operator and assistant.
- ... Demonstrate the proper hand grips for the oral evacuation system.
- ... Demonstrate the proper placement of instruments on tray set-ups for various operative procedures.
- ... Select the proper armamentarium for various operative procedures.
- ... Chart clinical findings with 100% accuracy as identified by the operator.
- ... Demonstrate the proper use of the autoclave.
- ... Seat patients for maximum efficiency.
- ... Prepare solutions for sterilization.
- ... Identify classes of instruments and cavities.
- ... Demonstrate the principles of preventative dentistry.

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

40 Emergencies in the Dental Office (1) Spring

2 hours lecture/lab per week

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

- ... Explain diagnostic and vital signs.
- ... Explain common medical and dental emergencies, signs and symptoms, and treatment.
- ... Apply cardiopulmonary resuscitation.
- ... Apply first-aid procedures to handle emergencies in the dental office.

42 Dental Prosthetic Procedures (1) Spring

1 hour lecture per week

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

- ... Identify and discuss techniques and dental materials that are used in laboratory procedures to fabricate crowns, bridges, removable, and full dentures.
- ... Discuss basic clinical procedures associated with the development of fixed and removable prostheses.
- ... Identify general responsibilities in these procedures as they relate to specific fixed and removable prostheses.

42L Dental Prosthetic Procedures Laboratory (1) Spring

3 hours laboratory per week

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

- ... Demonstrate the techniques and identify the dental materials used in laboratory procedures to fabricate crowns, bridges, removable and full dentures.
- ... Demonstrate basic clinical procedures associated with the development of fixed and removable prostheses.
- ... Demonstrate general responsibilities of the dental assistant in the basic clinical procedures as they relate to specific fixed and removable prostheses.

44 Chairside Assisting Procedures in Dental Specialties (2) Spring

2 hours lecture per week

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

- ... Identify principles of chairside assisting in the following dental specialties: endodontic, oral surgery, orthodontic, pedodontic, and periodontic procedures.
- ... Explain patient management in the various dental specialties.

44L Chairside Assisting Procedures in Dental Specialties Laboratory (1) Spring

3 hours laboratory per week

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

- ... Demonstrate proficiency in chairside assisting procedures in the following dental specialties: endodontics, oral surgery, orthodontics, pedodontics and periodontics.
- ... Identify instruments for the various specialties, including

the placement on tray set-ups, cleanup, and sterilization techniques.

- ... Identify armamentarium for specialty procedures.
- ... Demonstrate proper patient management techniques for the specialties.

46 Dental Practice Management (1) Spring

2 hours lecture/lab per week

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

- ... Explain dental business office management, office policies, appointment control, patient records and billing, filing, telephone techniques, mail handling, supplies, invoices, and inventory control.
- ... Explain banking procedures, dental health insurance, financial arrangements, and taxes.

48 Dental Radiography II—Paralleling (1) Spring

1 hour lecture per week

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

- ... Explain the application of the basic principles of the paralleling technique for intraoral films.
- ... Identify the advantages and disadvantages of the technique.
- ... Identify common errors which are possible with the paralleling technique and the remedies for these errors.
- ... Review the basics of dental radiography and safety measures in the use of radiation.

48L Dental Radiography II—Paralleling Laboratory (1) Spring

3 hours laboratory per week

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

- ... Demonstrate the application of the basic principles of the paralleling technique for intraoral films.
- ... Expose radiographs with the paralleling technique using various film holders, e.g., XCP instruments, bite blocks, hemostats, etc.
- ... Expose and process a full-mouth series on both adult and pedo replicas.
- ... Identify pathological entities on mounted radiographs.
- ... Identify films by the anatomical landmarks present on the films.
- ... Compare the bisection of the angle technique and the paralleling technique in terms of the finished products.
- ... Demonstrate the importance of safety considerations in the use of dental x-rays.

50 Clinical Rotation/Seminar (3) Spring

9 hours lab per week

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

- ... Perform the skills directed and supervised by dentists at community facilities.
- ... Handle general problems that are related to chairside assisting in general dentistry.
- ... Handle office management procedures in a dental office.
- ... Handle situations related to personality adjustment in associating and working with others in a dental office.

52 Understanding Dental Patients (3)

Spring

3 hours lecture per week

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

- ... Identify psychological factors which affect the behavior of dental patients.
- ... Understand and accept patient behavior, fears, anxieties, and stress.
- ... Identify dental team relationships with special patients.

60 Clinical Rotations II (4)

Summer

40 hours lab per week for five weeks

Continuation of DENT 50.

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

- ... Apply dental assisting skills and knowledge in selected community dental facilities, particularly dental specialties, for a total of 200 clock hours to meet accreditation essentials.

DRAMA (DRAMA)

101 Introduction to Drama and Theatre (3)

3 hours lecture per week

Recommended preparation: Completion of or qualification for ENG 100.

A study of representative plays as illustrations of changing forms in theatre and dramatic literature.

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

- ... State the characteristics of the major periods of theater and dramatic literature from classical Greece to the present.
- ... Show how the socio-political characteristics of the major periods of theater and dramatic literature are realized in one representative play from each period studied.
- ... Demonstrate his/her understanding of at least one representative play from each of the major periods of theater and dramatic literature by explaining the play's structure, acting style, production style, and by sketching the type of theater in which it was presented.
- ... Show how the theater is an artistic medium of communication by explaining the basic elements of theater production and relating them to three plays seen during the course of the semester.
- ... Express opinions and responses to dramatic literature clearly and effectively in writing.

221 Beginning Acting I (3)

3 hours per week, plus mandatory rehearsal

Regular attendance mandatory

Can be audited on a space available basis

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

- ... Demonstrate progress in developing imagination, sensory awareness, and concentration through a variety of drills,

exercises, and improvisations in order to believably portray a character in a scene from a published play of his/her choice.

- ... Utilize vocal control in range intensity, resonance, phrasing, and inflection in order to convey emotion in exercises, improvisational sketches, and one scene from a published play of his choice.
- ... Develop his bodily mechanism in order to make it flexible and capable of projecting a wide range of physical expressions in exercises, improvisational sketches, and one scene from published play of his choice.
- ... Analyze a dramatic character according to that character's physical qualities, by the nature of his speech, by what he says, by what he does, by what others say about him, by the environment in which he is found in the play, and by the stage directions supplied by the playwright in order to portray him in a scene from a published play of his choice.
- ... Identify the basic acting areas and body positions used on stage.
- ... Demonstrate a knowledge of basic stage terminology in order to understand instructions given by a director.

222 Beginning Acting II (3)

3 hours lecture per week, plus mandatory rehearsal

Regular attendance mandatory, may be repeated for credit

Can be audited on a space available basis

Prerequisite: DRAMA 221 or consent of instructor

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

- ... Utilize the techniques used in DRAMA 221 to analyze character to be portrayed.
- ... Utilize the techniques used in DRAMA 221 to artistically and creatively use body and voice to believably portray a character from a published play for an audience.
- ... Demonstrate understanding of play production by constructively and imaginatively assisting with the lighting, costuming, makeup, and set design of a published play for an audience.

240 Basic Stagecraft (3)

6 hours per week lectures, rehearsal/performance

Theory and practice of stagecraft and lighting. Class time is divided between lectures and laboratory time in the theater.

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

- ... Understand and appreciate what is involved technically in mounting a theatrical production.
- ... Name the various stage direction, various standard masking techniques, and various lighting positions.
- ... Construct from scratch a standard flat and a standard 4 x 8 platform and demonstrate the various methods of altering both.
- ... Draw and label a floor plan usable to a director in blocking a production and make knowledgeable decisions concerning placement of walls and furniture as they relate to a particular production.
- ... Name the basic instruments used for lighting the stage and where and why they are used.
- ... Name and know the responsibilities of the various technicians involved in creating a theatrical production, e.g. stage manager, sound man, light man.

ECONOMICS (ECON)

For UH Manoa College of Business Administration pre-business core, Economics 150 and 151 are required.

101 Consumer Economics (3)

3 hours lecture per week

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

- ... Demonstrate understanding of the factors contributing to consumerism and its growth as a social movement.
- ... Recognize or state the main principles and strategies involving intelligent consumer characteristics in the major areas of individual and family consumption or choices as to products, services, and institutions.

120 Introduction to Economics (3)

3 hours lecture per week

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

- ... Demonstrate knowledge of the working of the basic mechanisms of American economic systems including: organization of production and the allocation of resources.
- ... Demonstrate knowledge of policies to achieve national economic goals.
- ... Specify tools of microeconomic analysis in determining the level of national income; and apply these to such problems as: unemployment, recession, and inflation.
- ... Examine and apply to current events government fiscal and Federal Reserve monetary policies.
- ... Explain specific tools for microeconomic analysis, e.g., demand and supply, diminishing returns, price and income elasticity, cost-benefit analysis, and externalities.
- ... Apply these tools to such economic problems as: energy environmental pollution, market power of business and labor, the world food problem, and poverty.

150 Principles of Economics (3)

3 hours lecture per week

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

- ... Demonstrate basic knowledge of the basic mechanism of the American economic system.
- ... Explain the specific tools of classical, Keynesian, and neo-Keynesian microeconomic analysis e.g.: demand and supply, the consumption function, the multiplier, the quantity theory of money and the accelerator in which they can analyze the change in, and the determination of national income.
- ... Explain government fiscal and Federal Reserve policies and the application of these to current economic events of relevant interest.
- ... Demonstrate knowledge of other topics such as: economic forecasting, government taxation policy, economic growth as it pertains to the world and specifically to the State of Hawaii.

151 Principles of Economics II (3)

3 hours lecture per week

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

- ... Show knowledge of the basic mechanism by which the American economic system works including various approaches to the organization of production, the allocation of resources, etc.
- ... Show knowledge of policies of a microeconomic nature to achieve national and specific goals of public policy.
- ... Identify the tools of microeconomic analysis and analyze and formulate possible solutions to contemporary economic and social issues such as agricultural production, world food problems, poverty and the distribution of income, the market power of business and labor, the energy crisis, and environmental pollution.

EDUCATION (ED)

101V Tutorial Training and Peer Counseling (1-3)

1 hour lecture, 6 hours lab per week

Prerequisite: Recommendation of subject area instructor or evidence of competency.

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

- ... Identify skills needed by tutors.
- ... Identify the needs of the tutee.
- ... Demonstrate through the practicum experience, techniques for successful tutoring in the assigned subject area.
- ... Apply the problem-solving process in tutoring situations.
- ... Establish effective helping relationships.
- ... List his/her own strengths and weakness in communicating and relating to others and set goals for improving areas of weakness.
- ... Exhibit confidence in his/her ability to tutor his/her peers in given subject.

ENGLISH (ENG)

9V Basic Reading V (1-4)

3 hours lecture, 2 hours lab per week

Prerequisite: Scores between 6.0 and 9.0 on the English placement test or teacher recommendation.

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

- ... Follow oral and written directions exactly and completely.
- ... Preview materials to obtain an overview of what is to be read.
- ... Identify the central focus and supporting details in paragraphs and short reading selections of 9.0 grade equivalent.
- ... Recognize basic organizational relationships in sentences and paragraphs of 9.0 grade equivalent.
- ... Make valid inferences based on evidence presented by the author.
- ... Draw accurate conclusions by using information given by the author.
- ... Distinguish between statements of fact and opinion.
- ... Use context clues to define unfamiliar words of 9.0 grade equivalent.

- ... Use word attack skills of structure and sound to determine the pronunciation and meaning of unfamiliar words.
- ... Identify parts of a dictionary entry, and use the information found in the dictionary.
- ... Demonstrate increased general knowledge of words in his/her active vocabulary.

10V Basic Writing V (1-4)

3 hours lecture, 2 hours lab per week

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

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

- ... Identify the seven parts of speech (excluding interjections) in sentences.
- ... Produce examples of each part.
- ... Identify the three parts of a simple sentence/clause—subject, verb, complement (object or predicate nominative or predicate adjective).
- ... Write clear and grammatically correct simple sentences, using a variety of verb types and modification patterns.
- ... Identify three types of sentences (simple, compound, complex).
- ... Produce examples of each.
- ... Connect ideas together in simple, logical sentence patterns.
- ... Appreciate the differences in meaning created by different sentence structures (i.e. begin to appreciate the relationship of function to style).
- ... Utilize well-coordinated and properly subordinated ideas to produce simple outlines.
- ... Proofread and edit sentences he as well as others have written.
- ... Recognize the parts of simple paragraphs and understand how sentences in them are arranged and related to support ideas.
- ... Produce paragraphs each of which should adequately support a clearly expressed controlling idea and be free of significant grammatical errors (fragments, run-ons, subject-verb disagreements, tense inconsistencies, faulty pronoun references).

21V Developmental Reading (1-3)

3 hours lecture, 1½ hours lab per week

Prerequisite: A grade equivalent of 10.0 on the English placement test or teacher recommendation.

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

- ... Adapt reading rate and method of reading in accordance with the purpose of reading.
- ... Read at rates conducive to sustained interest and effective comprehension.
- ... Identify main ideas and supporting details in paragraphs and entire selections.
- ... Recognize the structure and organization of paragraphs.
- ... Think more critically about what is read.
- ... Make valid inferences based upon suggestions or evidence presented.
- ... Draw accurate conclusions, and predict outcomes by logically putting together facts and details.
- ... Differentiate between fact and opinion.
- ... Identify the author's purpose.

- ... Demonstrate knowledge of structural clues in determining the meaning of unfamiliar words.
- ... Apply the SQ3R method of textbook study to readings from various content areas.
- ... Demonstrate knowledge of test-taking techniques.
- ... Demonstrate knowledge of effective note-taking techniques.
- ... Outline and underscore main ideas and supporting details in a variety of reading passages.

22V Introduction to Expository Writing (1-3)

3 hours lecture per week

Prerequisite: Minimum grade equivalent of 10.0 on the English placement test or teacher recommendation.

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

- ... Generate ideas and discover facts about assigned topics.
- ... Write topic sentences to express attitudes or feelings about the topics.
- ... Support the topic sentences with facts and details that appropriately describe, explain, or defend the topic sentences.
- ... Organize the paragraphs so that the points are presented clearly and support logically and adequately develop the points.
- ... Use the following modes of writing to develop paragraphs: details, examples, reasons, narration, and description.
- ... Edit paragraphs for unity, coherence, completeness, and clarity.
- ... Identify and correct errors in grammar and mechanics.

50 Communication Skills

3 hours lecture per week, 1 credit for each module

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

50B Principles of Writing (1)

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

- ... Write effective topic sentences to serve as a guide for the organization and development of the paper.
- ... Organize and develop ideas that contribute to the central thought.
- ... Recognize and apply principles of unity, coherence, and logical order necessary to the development of a well-structured paragraph and theme.
- ... Develop paragraphs that emphasize the use of details, examples, and reasons.
- ... Write a conclusion that summarizes, emphasizes, or dramatizes the main idea or otherwise gives the paper a sense of completeness.
- ... Demonstrate, in at least two 250-400 word themes, the ability to use basic essay structure.

50C Business Writing (1)

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

- ... Write clear, concise, and positive sentences.
- ... Prepare his/her resume.
- ... Draft a letter requesting a job interview.
- ... Fill out forms for credit, a job.
- ... Write a memo given the relevant information.
- ... Describe the job he/she intends to pursue.

50D Vocabulary Building (1)

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

- ... Analyze words by their word parts.
- ... Determine word meanings from a knowledge of common Greek and Latin prefixes and roots.
- ... Convert a root word into various parts of speech by adding suffixes.
- ... Derive meanings of words from a study of word parts.
- ... Perceive differing word relationships.
- ... Identify the kinds of information available in a dictionary.

50H Sentence Structure (1)

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

- ... Identify the eight parts of speech.
- ... Identify sentence parts—verb clusters, noun cluster—and analyze how phrases and clauses constitute each cluster.
- ... Produce upon request the basic patterns of the English sentence.
- ... Use determiners and intensifiers correctly in sentences.
- ... Use correct punctuation in sentences.
- ... Proofread and edit student's own writing.
- ... Write sentences which demonstrate familiarity with the various sentence patterns.

50J Special Writing (1)

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

- ... Write clear, objective prose that will convey information precisely and effectively.
- ... Recognize and solve problems by analyzing ideas and organizing information logically.
- ... Write four common forms of material used in modern business, industry, and technology: abstract, short report, article, and memorandum.

55 Business Communications (3)

3 hours lecture per week

Prerequisite: Successful completion of ENG 22V or ENG 50

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

- ... Employ principles of effective business communication to achieve favorable tone.
- ... Apply principles of effective letter writing to compose:
 - a routine or pleasant letter
 - an unpleasant letter
 - the collection series letters
 - a job resume
 - an employment application letter.
- ... Apply principles of effective report writing to produce an informal report.
- ... Demonstrate familiarity with the formal report.
- ... Write sentences free of grammar, usage, and punctuation errors.

100 Expository Writing (3)

3 hours lecture per week

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

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

- ... Observe and gather information, generalize intelligently, and see the relationships between the written language, ideas, and experience.
- ... See that writing is a process with which he/she can use to discover new ideas and perspectives.
- ... Realize that writing can be a vital part of his/her life and that learning to write can be a joyful experience.
- ... Judge own and students' writing, taking into consideration unity, support, organization, and Edited American English.
- ... Evaluate the strengths and weaknesses of reading and develop intellectual detachment in the search for understanding.
- ... Abstract ideas from readings and apply them to his/her own experience and knowledge.
- ... Abstract ideas from his/her own experience that can be further developed and researched.
- ... Demonstrate his/her ability to write clear, correct, and concise informative prose:
 - letting form fit the purpose of the communication
 - choosing a tone, diction, and voice appropriate to the purpose and audience of the paper
 - limiting and developing a subject
 - organizing ideas and evidence.
- ... Gain confidence in his/her writing ability based on a variety of spiraling, sequential assignments.
- ... Rewrite based on self and other evaluations.
- ... Accept responsibility for his/her own editing and proof-reading.

102 College Reading Skills (3)

3 hours lecture per week

Prerequisite: A grade equivalent of 12.0 or higher on the English placement test or teacher recommendation.

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

- ... Read college level materials at rates up to 500 words per minute with a minimum of 70 percent comprehension.
- ... Skim college-level materials at speeds up to 1,200 words per minute.
- ... Utilize different methods of rapid reading, including phrase reading of 3–5 words and important word reading.
- ... Recall facts and details accurately.
- ... Demonstrate skill in understanding the meaning and implications of what has been read.
- ... Demonstrate skill in interpreting and evaluating materials read.
- ... Demonstrate knowledge of vocabulary ranging from 13+ to 15+ grade level.
- ... Use contextual and structural clues in defining unfamiliar college-level words.
- ... Read content area textbook assignments skillfully and efficiently.
- ... Recall main ideas and supporting details in short lectures and speeches.
- ... Recognize organizational structures in short lectures and speeches.

204 Creative Writing (3)

3 hours lecture per week

Recommended preparation: ENG 100

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

- ... Recognize the basic elements of imaginative writing.

- ... Use imaginative writing to discover or communicate new ideas, feelings, and attitudes.
- ... Appreciate the artistry of well-known poems and short stories.
- ... Write poems and short stories of recognizable form and quality.
- ... Critically analyze the imaginative writing of oneself and of others.
- ... Evaluate and edit the poems and short stories of oneself and classmates.

Literature

25 Reading for Pleasure (3)

3 hours lecture per week

Students will read and discuss selected works of popular and light fiction.

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

- ... Approach reading as an enjoyable part of learning.
- ... Explore the insights fiction can give about individuals, special subcultures, and society as a whole.
- ... Recognize themes and organizing principles within individual books.
- ... Appreciate the nature of several different types of fiction.
- ... Make judgments about the value of individual books and different types of writing.

General Competencies 200 Level Literature Courses

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

- ... Consider a work of literature as a reflection of its cultural milieu and compare that milieu with his or her own.
- ... Examine a work of literature from various vantage points.
- ... Examine and analyze the various elements of a literary work.
- ... Use basic concepts and terminology particular to literary analysis.
- ... Recognize major themes in a work of literature; explore their implications and identify their basic assumptions.
- ... Analyze structure; understand how form contributes to meaning.
- ... Show greater sensitivity to language and literary devices authors use in literature.
- ... Appreciate the artistry of literary works and become better acquainted with writers as artists.
- ... Recognize the need for literary evidence to support opinions and ideas regarding literary work.
- ... Express opinions and responses to literature clearly and effectively in writing.

250 American Literature (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100.

Major authors from 19th and 20th centuries

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

- ... Demonstrate knowledge of some major American playwrights, novelists, and poets, their characteristic themes and techniques.

- ... Write papers on different literary problems related to American literature.

251 British Literature to 1800 (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100

Major authors from old English, medieval, renaissance and neo-classical periods.

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

- ... Demonstrate knowledge of some major British authors before 1800.
- ... Show knowledge of the form and content of some British stories, poems, and plays, written before 1800.
- ... Write papers on different literary problems related to British literature.

252 British Literature after 1800 (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100.

Major authors from Romantic, Victorian, and modern periods.

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

- ... Demonstrate knowledge of some major English authors after 1800.
- ... Show knowledge of the form and content of some British stories, plays and poems written after 1800.
- ... Write papers on different literary problems related to British literature.

253 World Literature: Classical Times to 1600 (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100.

Major authors from classical, medieval, renaissance, and non-western culture.

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

- ... Recognize themes and values in world literature before 1600 that transcend individual cultures.
- ... Gain a sense of the unique values and literary traditions of various cultures.
- ... Write papers on different literary problems related to world literature.

254 World Literature: 1600 to the Present (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100.

Major authors of world cultures from European Enlightenment to modernism.

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

- ... Recognize themes and values in world literature after 1600 that transcend individual cultures.
- ... Gain a sense of the unique values and literary traditions of various cultures.
- ... Write papers on different literary problems related to world literature.

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

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100.

Introduction to genre of prose fiction through major American and European texts.

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

- ... Demonstrate knowledge of some major American and European short story writers and novelists, their characteristic themes and techniques.
- ... Appreciate the distinction between the short story and the novel as types of fiction.
- ... Write papers on different literary problems related to the study of fiction.

256 Types of Literature: Poetry and Drama (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100

Introduction to genres of poetry and drama through major American and European texts.

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

- ... Demonstrate knowledge of some major American and European poets and dramatists, their characteristic themes and techniques.
- ... Appreciate the distinction between poetry and drama as types of literature.
- ... Write papers on different literary problems related to the study of poetry and drama.

257 Themes in Literature (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100.

Selected themes in major works of various types, cultures, and periods.

Upon successful completion of the course the student should be able to satisfy the general competencies and selected specific competencies which will vary depending on the theme being emphasized in a given semester. See schedule of courses and instructor's syllabus for more information.

- ... Demonstrate progress in overcoming voice problems related to quality, clarity, and projection through successful practice in conversational small group, and role-playing drills and exercises.

- ... Demonstrate proficiency in using idiomatic English in conversation.

- ... Demonstrate ability to critique peer speaking.

- ... Demonstrate ability in listening to and discrimination of speech sounds in conversational and prose exercises.

003 Reading for Non-Native Speakers (4)

5 hours lecture/lab per week

Prerequisite: Scores between 4.0–6.0 on the English Placement Test.

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

- ... Identify the central focus and supporting details in short reading passages of 6.0 equivalent.

- ... Use evidence presented by the author to make valid inferences and to draw accurate conclusions.

- ... Choose the appropriate reading strategy to extract the message of the writer.

- ... Learn the meaning of an unfamiliar word by examining the context in which it is found, by using knowledge of the meanings of word parts, and by referring to an English dictionary.

- ... Demonstrate increased general knowledge of words at the 6.0 level.

- ... Recognize word groups and structural clues to facilitate the development of fluent reading skills.

- ... Recognize the sound patterns represented by the graphic symbols and identify their combinations as language units.

004 Writing for Non-Native Speakers (3)

3 hours lecture per week

Prerequisite: Scores between 4.0 and 6.0 on the English Placement Test.

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

- ... Identify noun and verb forms, parts of speech, and parts of the sentence.

- ... Write simple and complex sentences, following strict writing conventions of the English language.

- ... Write a short composition with good sentence construction, focusing on a single topic.

ENGLISH LANGUAGE INSTITUTE (ELI)

002 Speech for Non-Native Speakers (3)

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

3 hours lecture per week

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

- ... Demonstrate progress in overcoming speech problems related to pronunciation, rhythm, and intonation through successful practice in conversational, small group, and role-playing drills and exercises.

ENGLISH AS A SECOND LANGUAGE (ESL)

100 Expository Writing: A Guided Approach (3)

Fall

3 hours lecture per week

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

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

- ... Evaluate materials which aid in the understanding of writing principles and form.

- ... Employ varieties of sentence patterns and use them with maturity.
- ... Demonstrate principles of rhetoric and logical development.
- ... Write coherent, unified, and mechanically correct papers.
- ... Organize paragraphs with transitions between paragraphs and control essay forms for a variety of assignments.
- ... Write a mini-research paper demonstrating correct research and documentation.

FOOD AND NUTRITIONAL SCIENCE (FNS)

19 Basic Nutrition (1)

2 hours lecture per week for 8 weeks

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

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

FOOD SERVICE (FSER)

23 Restaurant Menu Planning (1)

2 hours lecture per week for 8 weeks

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

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

30 Storeroom Operations (3)

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

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

- ... Order by standard specifications, all food and supply items in the amounts indicated from menus, standardized recipes, and sales histories.
- ... Receive merchandise by standard specifications, accurately recording the necessary data.
- ... Store correctly all inventory purchases, maintaining maximum security and sanitation.
- ... Distribute merchandise requested by using departments, maintaining proper and accurate records.

- ... Distribute direct purchases by unit price.
- ... Describe the involvement and importance of the well run storeroom departments within the context of the total control system.

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

34 Food Cost Control (5)

3 hours lecture, 6 hours lab per week

Prerequisite: MATH 50H, or BUS 55 and FSER 30 or concurrent registration

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

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

40 Dining Room Services (6)

3 hours lecture, 9 hours lab per week

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

- ... Correctly serve guests using arm tray or gueridon, serving courses properly and with appropriate timing in the following styles of service:
 - a. American
 - b. Banquet
 - c. Buffet
 - d. French service
 - e. Russian
- ... Properly present, open, and serve wine with the meal.
- ... Complete the responsibilities of side-job assignments.
- ... Interact with dining room guests courteously.
- ... Explain common food and menu terms.
- ... Demonstrate appreciation of good dining through good manners, good service, and good food.
- ... Demonstrate essential technical attitudinal and conceptual skills required of waithelp and bushelp.

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

44 Bar Operations (3)

2 hours lecture, 3 hours lab per week

Prerequisites: HOPER 43, FSER 34, or consent of instructor.

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

- ... Discuss and describe the various types of alcoholic beverages and how they are manufactured.
- ... Demonstrate knowledge and skill in the acceptable presentation and service techniques of wines and other alcoholic beverages.
- ... Demonstrate knowledge and skill in beverage cost control systems.

- ... Demonstrate the proper use and maintenance of bar-related equipment.
- ... Discuss and describe the quality control of alcoholic beverages.
- ... Discuss and describe the vinicultures of Europe and the United States.
- ... Discuss and describe the basic inventory requirements of beverages, glassware, hand tools, and major equipment found in most bar operations.
- ... Demonstrate service techniques of bartenders, and beverage servers.
- ... Demonstrate mixing techniques of basic recipes of popular bar drinks.

46 Dining Room Supervision (6)

3 hours lecture, 9 hours lab per week

Prerequisite: FSER 040 or consent of instructor

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

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

52 Short Order Cookery/Ethnic Cookery (7)

4 hours lecture, 9 hours lab per week

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

- ... Explain terminologies of kitchen equipment, food items, and preparation techniques used in fry cooks operation.
- ... Operate and maintain the work stations of broiler, griddle, deep fat fry unit, and range top.
- ... Properly handle the knives and hand tools of the trade.
- ... Demonstrate understanding of serving sizes and portion control.
- ... Demonstrate skills in preparing entree specials reflecting ethnic influences that are typically served in coffee shops in Hawaii.
- ... Describe characteristics and uses of seasonings, spices, and herbs in basic food preparation and in ethnic cookery.
- ... Identify cuts of meats most typically used in coffee shops, drive-ins, and lunch wagons and differentiate cookery methods for each.

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

54 Cold Food Pantry (3)

1 hour lecture, 6 hours lab per week

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

- ... Demonstrate standard procedures for measuring ingredients in the preparation of pantry department menu items.
- ... Properly use and care for all tools and equipment found in the pantry department.

- ... Correctly use standardized recipes and follow portion control standards.
- ... Prepare for service all menu items prepared in the pantry department.

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

70 Advanced Cookery (7)

4 hours lecture, 9 hours lab per week

Prerequisites: FSER 54, BAKE 60, or FSER 52

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

- ... Describe the job analysis of a chef, sous chef, second cook, specialty cook and general cook.
- ... Identify and review the use of the major commercial equipment such as broiler, range, oven, fryer, grill, mixer, steam cookers.
- ... Efficiently work in any kitchen station, meeting the requirements of speed, accuracy, and sanitation.
- ... Demonstrate skill in preparing soups and sauces in quantities of 2 to 3 gallons within the time unit set by standardized recipes.
- ... Describe the characteristics of seasonings, spices, and herbs.
- ... Demonstrate the thickening properties of thickening agents and liaisons.
- ... Demonstrate skill in the use of demi-glaze and flavor enhancers.
- ... Identify commercial cuts of meats and differentiate the cookery methods for each.

80 Equipment Layout and Design (3)

3 hours lecture per week

Prerequisites: FSER 34, 40, and 70 or consent of instructor

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

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

86 School Food Service Internship (4)

1 hour weekly discussion, 15 hours work experience per week for 10 weeks

Prerequisite: Consent of instructor.

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

- ... Explain the organizational chart that shows the School Food Service Manager's position in relation to other personnel.
- ... Explain the layout of the school food service facility in relation to work and material flow, types of storage facilities, equipment commonly used in a school cafeteria, and physical facilities.

- ... Show familiarity with school and cafeteria rules and regulations.
- ... Show familiarity with bargaining unit contracts.
- ... Explain the function and use of the Department of Education School Lunch Handbook.
- ... Explain the use of the School Lunch Services forms that are used on the daily basis and demonstrate familiarity with those used less frequently.
- ... Demonstrate the ability to purchase and receive food in a School Food Service.
- ... Demonstrate familiarity in incorporating the use of Federal Commodities in School Lunch menus.
- ... Explain the types of food services offered through the Department of Education.
- ... Explain the cost control system used in the School Food Service system.
- ... Demonstrate some insight in interpersonal relationship.
- ... Explain the following, which are needed for School Food Services Menu planning: Menu Planning Guide for School Food Services, Food Buying Guide for School Food Services, Supplement to Food Buying Guide for School Food Services.

93 Food Service Internship (4)

1 hour seminar and 9 hours work experience per week.

Prerequisite: Certificate of Achievement or completion of all major coursework for the certificate

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

- ... Show career development through specialized rotation in designated stations at facility industry.
- ... Acquire specialized skills through internship training.
- ... Refine technical, conceptual, and attitudinal skills for career ladder and interpersonal development.

FRENCH (FR)

101 Elementary French I (4)

5 hours lecture per week plus laboratory drill

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

- ... Understand with accuracy questions based on dialogues and reading drilled during the semester.
- ... Recognize and use an active vocabulary of about 600 words.
- ... Recognize and reproduce the sounds of the vowels, nasals, consonants, diphthongs, and all combinations of letters.
- ... Discriminate statement versus question intonation.
- ... Express self in writing using correct grammatical structure and vocabulary appropriate to simple topics.
- ... Manipulate grammatical items such as the determinatives: definite, indefinite, possessive, demonstrative, interrogative, and descriptive.
- ... Use the verb tenses of imperative, present indicative, near future of common regular ER, IR, RE verbs and some irregular verbs.
- ... Understand the use of the elision and the contractions.
- ... Understand some aspects of everyday life and culture of French-speaking peoples.

102 Elementary French II (4)

5 hours lecture per week plus laboratory drill

Prerequisite: Satisfactory score on the Language placement test or completion of FR 101

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

- ... Know the material of FR 101.
- ... Recognize and use a more varied vocabulary including idiomatic expressions.
- ... Talk about sports, entertainment, radio, television.
- ... Read a simple menu and talk about a meal.
- ... Ask about clothes in a department store.
- ... Name the parts of the body and physical handicaps.
- ... Use verb tenses: imperfect, future and conditional present subjunctive of all common regular verbs and some irregular.
- ... Recognize the *passé simple*, *pluperfect*, *future perfect* and *past conditional*.
- ... Manipulate pronouns (direct and indirect, interrogative, relative, *Qui*, *Que*, *Dont*, and demonstrative).
- ... Use prepositions with geographical nouns.
- ... Name Francophone countries.
- ... Recognize the names of the major cities.
- ... Understand some aspects of every day life.
- ... Discuss and recite some poems.
- ... Communicate at an elementary level in the French language.

GEOGRAPHY (GEOG)

101 Man's Natural Environment (3)

3 hours lecture per week

Corequisite: GEOG 101L

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

- ... Interpret and use a variety of topographic and biophysical maps.
- ... Demonstrate an understanding of meteorologic and geologic processes and their influence on shaping the earth's surface.
- ... Demonstrate an understanding of biotic and abiotic systems and their processes in isolation and integrated with one another.
- ... Apply scientific concepts and theories to explain phenomena in the immediate environment.
- ... Use scientific methodology to investigate, research, observe, and report on selected geographic problems.
- ... Demonstrate understanding of the various types of measurements employed in scientific/geographic investigation.

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

2 hours lab per week

Corequisite: GEOG 101

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

- ... Interpret and use a variety of topographic and biophysical maps.
- ... Demonstrate an understanding of meteorologic and geo-

logic processes and their influence on shaping the earth's surface.

- ... Demonstrate an understanding of biotic and abiotic systems and their processes in isolation and integrated with one another.
- ... Apply scientific concepts and theories to explain phenomena in the immediate environment.
- ... Use scientific methodology to investigate, research, observe, and report on selected geographic problems.
- ... Demonstrate understanding of the various types of measurements employed in scientific/geographic investigation.

102 World Regional Geography (3)

3 hours lecture per week

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

- ... Demonstrate an understanding of historical, political, economic, cultural, and/or environmental processes which have shaped the world's major regions.
- ... Communicate an understanding of how the cultural and physical settings of major world regions have influenced contemporary world events.
- ... Interpret current events from a variety of cultural viewpoints, and demonstrate an understanding of the dynamic interrelationships between the world's regions.
- ... Develop and adequately support a particular point of view in a major paper or series of papers.
- ... Identify major regions, countries, cities, and landforms throughout the world.
- ... Interpret, use, and make maps.

151 Geography and Contemporary Society (3)

3 hours lecture per week

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

- ... Demonstrate an understanding of the concepts and problems related to population growth, natural resource consumption, and environmental quality at global and local levels.
- ... Use the scientific method to define, research, evaluate, and report on a topic of current geographic interest.
- ... Demonstrate familiarity with the system concept as applied to a variety of natural and social phenomena.
- ... Interpret world events in a holistic fashion, and appreciate the interrelatedness of human and natural systems.
- ... Appreciate the manner in which different cultural values influence man's perception and use of the environment.
- ... Discuss in written form the impact of the various geographic concepts and problems on the student's own life and role in society.

269 Geography of Honolulu (3)

3 hours lecture per week

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

- ... Demonstrate an understanding of the physical and biological processes operating within Oahu's environment.
- ... Demonstrate an understanding of the historical and cultural development of Honolulu.
- ... Demonstrate knowledge of urban structure and function drawn from social and economic geographic theories, and apply them to an evolving Honolulu.

- ... Summarize, analyze, and discuss in written form the complex human and environmental problems faced by the city of Honolulu.
- ... Interpret spatial patterns as a means of understanding Honolulu's landscape and being able to communicate these in the form of a map.
- ... Adequately discuss the formal and informal social structures that deal with current human and environmental problems within Honolulu.
- ... Communicate an awareness of the student's own role in the present and the future of Honolulu.

HAWAIIAN (HAW)

50 Basic Conversational Hawaiian (3)

3 hours lecture per week

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

- ... Recognize and reproduce sounds of the Hawaiian alphabet correctly.
- ... Recognize Hawaiian words and phrases in daily use.
- ... Speak and understand conversational, everyday Hawaiian with the proper intonation and inflection.
- ... Pronounce correctly names of people and places in Hawaii and know their meanings.
- ... Explain the background of place names in Honolulu and Hawaii.
- ... Understand the meanings of traditional Hawaiian songs.

101 Elementary Hawaiian I (4)

5 hours lecture per week

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

- ... Understand conversational Hawaiian spoken at normal conversational speed on subject matters covered in class.
- ... Recognize about 500 Hawaiian words, and correctly use them.
- ... Speak Hawaiian with the proper inflection, intonation, and rhythm.
- ... Ask and respond to basic questions.
- ... Exchange about 30 greeting expressions; introduce each other.
- ... Understand and use loan words in Hawaiian.
- ... Pronounce correctly names of people and places, and know their meanings.
- ... Understand the use of pronouns, adjectives, possessives, and basic sentence structures.
- ... Read short passages with comprehension, proper pronunciation, and inflection.
- ... Write short dictations with 100 percent accuracy.

102 Elementary Hawaiian II (4)

5 hours lecture per week

Prerequisite: Satisfactory completion of HAW 101 or satisfactory score on the language placement test

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

- ... Do all the same skills as HAW 101 but with a deeper understanding and appreciation.

- ... Converse in Hawaiian with a vocabulary of 900 words.
- ... Discuss topics and situations involving telephone numbers, addresses, the classroom, possession of property, colors, and health.
- ... Explain his/her family.
- ... Write an original short story in Hawaiian.

HEALTH (HLTH)

20 Introduction to Health Occupations (1)

15 hours lecture per semester, flexible scheduling

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

- ... State a description of concepts of health and disease as viewed by current American society.
- ... Describe the organizational structure of the hospital and its function in society.
- ... State a brief description of job tasks, educational systems, requirements for licensure, employment opportunities, career opportunities, and any special aptitudes necessary for working in health careers described in the class.
- ... State the importance of specific knowledge about professionalism, death, patient rights, ethics, health insurance, and medical-legal considerations.
- ... State a realistic description of the health care team in individualized patient care.

21B Introduction to Medical Terminology (1)

15 hours lecture per semester, flexible scheduling

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

- ... Recognize medical words and commonly used abbreviations and symbols.
- ... Spell, define and pronounce medical words correctly.
- ... Identify prefixes, suffixes, and roots of words, based on written tests with a minimum of 70 percent proficiency.

21C Medical Terminology (2)

1 hour lecture, 3 hours lab per week

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

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

- ... Recognize medical and drug terms, specialized terminology, and commonly used abbreviations and symbols.
- ... Gain skills in proper pronunciation and correct spelling of medical and related terms.
- ... Gain skills in identifying and differentiating spoken medical terms.

30 Pharmacology for the Health Practitioner (3)

3 hours lecture per week

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

- ... Apply the basic concepts required for medication administration.
- ... Solve conversion problems within and between the following systems: household, metric, and apothecary.

- ... Identify major drug classifications and common drugs within each classification.
- ... Identify drugs commonly used in the prevention, diagnosis, and treatment of disease (action, side effect, and related responsibilities).

31 First Aid and Safety (1)

20 hours lecture/lab per semester, flexible scheduling

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

- ... Identify how, when, and where to get assistance in an emergency.
- ... Provide standard first aid care to those who need it.
- ... Perform infant and one- and two-person cardiopulmonary resuscitation, and clear obstructed airways.

52 Introduction to the Study of Diseases (3)

3 hours lecture per week

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

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

- ... Identify basic concepts and characteristics of disease processes.
- ... Gain knowledge of the etiology of diseases.
- ... Gain knowledge of some accepted methods of external control in the treatment and/or spread of known diseases.

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

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

101 Physical Fitness (1)

2 hours lab per week

Conditioning exercises and activities to develop and maintain physical efficiency.

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

- ... Know the physiological processes of fitness development.
- ... Improve his/her level of physical fitness including: strength, endurance, flexibility, weight control and relaxation.
- ... Make choices toward the development and maintenance of a healthful exercise program to meet present and future needs.

130 Tennis: Beginning (1)

2 hours lab per week

The student must supply his/her own tennis racquet.

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

- ... Have developed an appreciation of the game by showing a knowledge of: object of the game, history of the game,

equipment and facilities, and customs and courtesies of the game.

- ... Demonstrate a knowledge of the fundamentals of the game by showing: grip, stance, footwork, weight transfer and strokes: forehand, backhand serve, volley, lob, and overhead.
- ... Show a knowledge of the rules and scoring which includes sequence in scoring, rules of the game, and officiating.
- ... Show a knowledge of strategy and court position by demonstrating singles strategy and positioning and doubles strategy and positioning.

131 Tennis: Intermediate (1)

2 hours lab per week

Prerequisite: Beginning tennis or its equivalent or consent of instructor

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

- ... Demonstrate a developed proficiency in the competencies of HPER 130.
- ... Demonstrate an appreciation of the game by showing a knowledge of the background and development of the game, equipment, etiquette, and gamesmanship, and the rules of the game.
- ... Demonstrate a knowledge of the singles and doubles game including court positioning, strategy, conditioning and temperament, and theory of team play.
- ... Show a knowledge of the strokes of the game by demonstrating: forehand (slice, topspin, flat), backhand (slice, topspin, flat), service (slice, topspin, flat), volley, half-volley, and approach shots, lob (offensive and defensive), and overhead smash.

135 Volleyball (1)

2 hours lab per week

Designed to develop and/or improve the student's basic skills in volleyball.

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

- ... Demonstrate the basic skills of volleyball such as the serve, bump, set, pass, spike, and block.
- ... Apply and/or describe the rules of volleyball and court offensive and defensive strategy.

HISTORY (HIST)

151 World Civilization I (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100.

An interpretive survey of the development of civilizations from prehistoric origins to 1650 A.D.

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

- ... Demonstrate an understanding of historical concepts and information as they relate to contemporary issues and events.
- ... Communicate a lucid appraisal of historical data.

- ... Arrange chronologically and distinguish the characteristics of world civilizations.

- ... Demonstrate knowledge of historic theories such as the role of the 'great person' in history; the effect of ideas upon the process of history, the nature of multiple causes of historical events, the impact of technology on social institutions.

- ... Demonstrate a knowledge of the origins and evolution of humanistic concepts.

- ... State the relationship of individuals to their respective societies and value systems.

152 World Civilization II (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100.

An interpretive survey of the developments of civilizations from 1650 A.D. to the present.

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

- ... Respond to historic problems through writing.

224 History of Hawaii (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100.

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

- ... Discuss the origin of the early Hawaiians, and describe life in early Hawaii in major areas.
- ... Discuss the impact of foreigners on life in Hawaii.
- ... Discuss American influence in Hawaii and the Americanization of Hawaii.
- ... Discuss the problems/issues in Hawaii.
- ... Show an understanding of what happens when two different civilizations collide and the evolutionary changes which may result.

241 Civilizations of Asia (3-3)

242

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100

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

- ... Demonstrate an understanding of the great cultural traditions of Asian civilizations, their philosophies, their institutions, and their creative genius.
- ... Demonstrate acquired information about the environments and experiences of Asian peoples enabling the student to analyze, compare, and interpret major themes that relate to Asia in the World today.
- ... Show an awareness and appreciation of the continuity and persistence of cultural traditions in the civilizations of Asia.
- ... Demonstrate through personal research, questioning, and discussion knowledge of areas of interest.
- ... Show an appreciation for the people of Asia by having attempted to view the hopes, aspirations, and perceptions of the world through Asian eyes.

281 Introduction to American History I (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100

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

282 Introduction to American History II (3)

3 hours lecture per week

Recommended Preparation: Qualification for or completion of ENG 100

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

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

- ... Explain the origins and development of American political, economic, social and cultural institutions.
- ... Understand and evaluate contemporary events and problems in the United States through the awareness of all that which leads to the present.
- ... Develop an appreciation of what it means to be a citizen of the United States, of the privileges and coincident duties and responsibilities that accompany such citizenship.
- ... Understand the role of government in the life of the people at different periods of their history.
- ... Identify individuals significant in the development of the American government and the major movements inspired by these persons.
- ... Show ability for intelligent analysis of information through written and/or questioning and discussion.

HOTEL OPERATIONS (HOPER)

20 Introduction to Hospitality Industry (3)

3 hours lecture per week

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

- ... Identify the functions, job titles, work requirements and operating procedures of the food, lodging and transportation components of the hospitality industry.
- ... Assess the work qualifications, attitudes and values essential for a successful career in the service industry.
- ... Identify current and future trends and practices of the industry.
- ... Evaluate the importance of the service industry locally and nationally.
- ... Identify the major laws and regulations affecting the industry.
- ... Demonstrate use and understanding of the job application process.
- ... Perform job responsibilities in a safe and sanitary manner.
- ... Identify the major causes of accidents in the hospitality industry and correctly describe preventive measures.
- ... Identify the major causes of food borne illnesses and correctly describe preventive measure.
- ... Demonstrate the use of portable fire extinguishers.

31 Introduction to Travel Services (3)

3 hours lecture per week

Prerequisite: TYPW 20 and HOPER 20

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

- ... Use terms, forms and references appropriate to tour and travel services.
- ... Respond to inquiries and provide information to the satisfaction of clients.
- ... Type forms, compute costs and prepare travel itineraries and vouchers.
- ... Meet psychological requirements of clients and motivate sales.
- ... Identify computer applications in travel services.

40 Food and Beverage Procedures (3)

3 hours lecture per week

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

- ... Identify the various functions, terms, equipment, materials and work requirements essential for a coordinated operation.
- ... Handle service procedures for customer satisfaction.
- ... Assess technological and other changes occurring in the industry.
- ... Identify the various operational techniques that meet the psychological requirements of guests.

41 Maintenance and Sanitary Procedures (3)

3 hours lecture per week

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

- ... Identify the various functions, equipments, furnishings, supplies and work requirements necessary to provide a clean, safe and pleasing environment.
- ... Identify the work procedures and services provided by the housekeeping and maintenance department.
- ... Use forms, terms and procedures essential to the department.
- ... Interrelate the department's functions and services with other departments in a hotel.
- ... Review changing requirements and services for guests.

43 Food and Beverage Control Systems (3)

3 hours lecture per week

Prerequisites: ACC 24 and BUS 55 or consent of instructor

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

- ... Identify terms, formulas, forms and recordkeeping procedures to minimize losses.
- ... Compute and record sales and cost information accurately.
- ... Calculate standard and actual costs.
- ... Identify daily, monthly and annual reports essential to maintain desired controls.
- ... Compare food and beverage cost control techniques.

45 Front Office Procedures (3)

3 hours lecture per week

Prerequisites: ACC 24 and BUS 55 or consent of instructor

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

- ... Handle information, services and guest complaints.
- ... Type forms and reports.
- ... Meet the psychological needs of guests.
- ... Assess personal attitudes and work practices essential to front office operations.
- ... Identify computer applications in the front office.

60 Management Practices in the Hospitality Industry (3)

3 hours lecture per week

Prerequisite: To be taken in final semester, or consent of instructor.

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

- ... Identify and illustrate the functions of management.
- ... Compare various food service and hotel operations and explain the principles of organizing and their application in developing organizational charts.
- ... Discuss the decision-making process and demonstrate its use through analysis of actual management cases.
- ... Demonstrate the types and methods of employee training.
- ... Discuss methods of personnel management in recruitment, orientation, motivation, evaluation and in termination of employment.
- ... Describe and practice the humanistic style of management through implementation of the principles of human relations.
- ... Implement effective safety and sanitation management.
- ... List state and federal laws that influence management policies and practices.
- ... Identify characteristics of good leadership.
- ... Demonstrate knowledge of control systems in management.

93 Hospitality Internship (4)

1 hours seminar and 9 hours experience per week

Prerequisites: All course requirements through the third semester

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

- ... Demonstrate attainment of the 16 HOPER program competencies.
- ... Describe in writing and orally the career development and job training experiences of the internship.
- ... Discuss, analyze, and resolve problems relating to work and to life.
- ... Develop and display personal qualities and attitudes essential to attending job success in the hospitality industry.

HUMAN DEVELOPMENT (HD)

230 Survey of Human Growth and Development (3)

3 hours lecture per week

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

- ... Describe various theories of human development and behavior.
- ... Describe physical, emotional, cognitive, and psycho-social development during each stage of the life cycle.

- ... Identify similarities of development and functions in human beings.
- ... Recognize individual differences and uniqueness of experience in the development of human beings.
- ... Describe principles of behavior change.

HUMANITIES (HUM)

21 Touch the Earth: An Integrated Approach to Nature, Humanity and Science (3)

3 hours lecture per week

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

- ... Understand the state of the pre-industrial world.
- ... Demonstrate basic knowledge of the impact of technology on the earth, society, and human values.
- ... Show awareness of a variety of approaches to technological problems.
- ... Critically analyze and formulate positions on selected issues.
- ... Have enhanced awareness of the esthetic qualities of both the natural and human world.
- ... Be aware of the philosophical and religious implications of the human relationship to the natural world.
- ... Understand the moral problems that are brought on by technology.

100 Themes in Humanities (3)

3 hours lecture per week

Designed primarily for A.S. degree students.

Transfers to UH Manoa as an elective only.

An exploration of a variety of themes on the human condition—values, sensibilities, experiences, and creative responses—from the perspective of the humanities disciplines.

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

- ... Recognize the humanities as a group and as separate disciplines.
- ... Listen to and communicate regarding humanities questions.
- ... Demonstrate understanding of the values which are imbedded in our culture and which guide our decisions.
- ... Recognize possible means for achieving a sense of personal meaning and identity.
- ... Show ability to think more critically about questions of value.

150 Survey of the Arts and Their Values (3)

3 hours lecture per week

Attendance at cultural events outside of class time is required.

How human beings express their values, beliefs and thoughts about the world through different art forms.

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

- ... Show an increased understanding of society through an examination of the arts.
- ... Show an increased ability to perceive works of art with increased understanding and awareness of their elements.

- ... Show an increased ability to analyze the social content and personal values found in works of art.
- ... Demonstrate a developed ability to choose, and enjoy a work of art.
- ... Understand the arts as an integral and necessary joy and insight-producing part of life.
- ... Demonstrate a developed ability to be sensitive; that is, to perceive with insight and to perceive with the belief that things make a difference.
- ... Demonstrate a developed deeper awareness that a work of art clarifies and reveals social and personal values.
- ... Demonstrate an enlarged understanding of cultural heritage.

INFORMATION AND COMPUTER SCIENCE (ICS)

100 The Computer and Its Role in Society (3)

3 hours lecture per week

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

- ... Demonstrate understanding of the scope of computer usage in today's society and the benefits and problems resulting from the computer's use.
- ... Demonstrate general understanding of computer concepts, terminology, and applications.
- ... Demonstrate understanding of the rudiments of computer program development and processing.
- ... Explore the use of computers in student's field of interest.

101 Introduction to Data Processing (3)

3 hours lecture per week

Corequisite: DPRO 20B

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

- ... Demonstrate thorough understanding of the basic data processing cycle—input, processing, output.
- ... Identify the basic types of equipment and their functional features used in the data processing industry.
- ... Recognize the roles played by computer operators, data-entry operators, tape librarians, programmers, and system analysts in typical computer centers.

102 Introduction to Machine Language Programming (1)

3 hours lecture per week for five weeks

Corequisite: ICS 101

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

- ... Explain the stored program concept, particularly the use of the instruction register and program counter.
- ... Code simple business applications programs using a hypothetical machine language.
- ... Enter and test run machine language programs on a computer.
- ... Identify, locate, and correct syntactical and logic errors in machine language programs.

103 Introduction to Programming (1)

3 hours lecture per week for five weeks

Prerequisite: ICS 102

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

- ... Code simple business applications in BASIC.
- ... Enter and test run BASIC programs on a computer.
- ... Identify, locate, and correct syntactical and logic errors in BASIC programs.
- ... Explain the operation of BASIC as an interpretative language.

121 Business Problem Solving (3)

3 hours lecture per week

Prerequisites: DPRO 20B, ICS 101, 102, 103

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

- ... Develop computer programs for the solution and processing of business application problems in the COBOL language, supported by flow diagrams and documentation.
- ... Write programs in COBOL to access and up-date files.
- ... Identify and correct errors in logic and syntax of COBOL programs.

132 Business Systems and Applications (3)

3 hours lecture per week

Prerequisites: DPRO 20B, ICS 101, ACC 24, or ACC 201 (Accounting courses may be taken as a corequisite)

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

- ... Demonstrate understanding of the steps involved in systems analysis for computerization of common business systems.
- ... Identify components of a computerized business system.
- ... Implement a limited, pre-programmed business system on a computer.

140 Operating Systems and Data Management (3)

3 hours lecture per week

Prerequisite: ICS 101, 102, 103.

Concurrent enrollment in DPRO 71V recommended

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

- ... Demonstrate understanding of basic concepts of computer systems, including hardware and software components, data representation and file organization, and control language coding.
- ... Write control language instructions for a small business computer.

142 Computer Programming—RPG II (4)

3 hours lecture, 2 hours lecture—lab per week

Prerequisite: ICS 101, 121 or consent of instructor.

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

- ... Write computer programs using RPG II language specifications to solve business application problems, to include both table and array processing, and to access and up-date input/output files.
- ... Identify and correct errors in logic and syntax of RPG II programs.

170 Advanced Computer Methods in COBOL (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 121

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

- ... Write, run, and debug structured COBOL programs for business problems using advanced COBOL features such as multiple level tables, variable length records, sort verb, and report writer.
- ... Code COBOL programs to access sequential, indexed, and direct data files.

200 Information Systems (3)

3 hours lecture per week

Prerequisite: ICS 132 or consent of the instructor

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

- ... Demonstrate understanding of planning techniques and tools involved in systems analysis.
- ... Demonstrate understanding of the advantages and disadvantages of different types of systems, forms, reports, and designs.
- ... Perform a complete analysis of a "live" business system.

242 Applied Systems (4)

3 hours lecture, 2 hours lecture-lab per week

Prerequisite: ICS 142

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

- ... Integrate business systems concepts, systems analysis, coding and control language programming in developing a complete computerization of a "live" business system.
- ... Perform all steps necessary to successfully implement on the IBM S/38 a "live" business application.

- ... Identify own interest, personality traits, values, and skills as they relate to career and life planning.
- ... Understand the range of occupational and educational opportunities available.
- ... Develop a knowledge of the Career/Life Planning process.
- ... Have an awareness of the importance of leisure time and life-long learning.

105 Career/Life Exploration and Planning (3)

3 hours lecture per week

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

- ... Identify and prioritize own interests, skills, personality traits, and values.
- ... Demonstrate ability to use values clarification, decision-making, and time management techniques in developing an individual career/life plan.
- ... Understand the changing roles of men and women in the work force.
- ... Understand federal laws and regulations concerning sex discrimination.
- ... Demonstrate awareness of non-traditional career opportunities available in Hawaii.
- ... Identify and use standard career resource books.
- ... Understand how individual interests, skills, personality traits, and values relate to career choice.
- ... Determine appropriate educational opportunities that are consistent with individual career/life plans.
- ... Understand the components of a systematic job search.
- ... Prepare a resume and cover letter.
- ... Demonstrate knowledge of appropriate job interview techniques.
- ... Discuss employee responsibilities to employers.
- ... Define in class discussion and written examination the terms and concepts relevant to career/life exploration and planning.

INTERDISCIPLINARY STUDIES (IS)

10 Personal Development (3)

3 hours lecture per week

Note to students: Credit/No Credit grading only

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

- ... Recognize and express own feelings and accurately understand the feelings of others through improved listening and communication skills.
- ... Analyze and learn techniques to deal with stressful situations related to feelings and behaviors.
- ... Identify own strengths and positive assets and those of others, and be able to give and receive positive feedback.
- ... Understand the goal-setting process and apply the skills to setting long-term and short-term goals.
- ... Use time management techniques to act on decisions and goals.
- ... Comprehend values clarification techniques to help determine the content and importance of one's own values and how they affect career and life choices.

JAPANESE (JPNSE)

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

50 Basic Japanese for Visitor Industry (3)

3 hours lecture per week

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

- ... State orally everyday greetings, names of weeks, days, and months.
- ... Demonstrate counting systems in numbers and in telling time.
- ... Give directions; answer and take simple messages on a telephone.
- ... Interact with hotel guests (help them check-in check-out, make wake-up calls, give luggage and room service).
- ... Interact with restaurant customers (take orders for meals, bill them).

- ... Interact with shop customers (buying and selling).
- ... Understand and practice basic non-verbal communication using one's head, eyes, hands, and fingers.

101 Elementary Japanese I (4)

5 hours lecture per week plus laboratory drill

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

- ... Read and write hiragana, katakana, and romanized Japanese accurately.
- ... Understand the differences between English and Japanese sentence structure and grammar.
- ... Understand how verbs and adjectives conjugate.
- ... Understand formal and informal speech usage.
- ... Use most everyday greetings, common phrases, and modes of introductions.
- ... Count to 100,000 and tell time.
- ... Understand and use 50 loan words derived from non-Japanese sources.
- ... Shop and sell in Japanese.
- ... Write a diary and letter in hiragana.
- ... Understand basic Japanese customs and manners.

102 Elementary Japanese II (4)

5 hours lecture per week plus laboratory drill

Prerequisite: Satisfactory score on the language placement test or completion of JPNSE 101.

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

- ... Read about 150 kanji, and write about 125 kanji.
- ... Use formal and informal speech patterns, and distinguish masculine/feminine speech.
- ... Write letters, essays, and diaries using hiragana, katakana, and kanji.
- ... Demonstrate increased vocabulary; increased proficiency in loan-word usage.
- ... Give or take orders as: restaurant waiter/waitress, customer, domestic worker.
- ... Act as host/hostess to Japanese-speaking visitors as well as act as a guest in a Japanese home.
- ... Understand family relations, and use correct speech forms in addressing family members.
- ... Understand and appreciate Japanese culture and language in depth.

121 Elementary Japanese Conversation I (3)

3 hours lecture per week

Prerequisite: Consent of instructor

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

- ... Develop proficiency in understanding elementary Japanese.
- ... Ask simple questions, give short answers, and say everyday greetings.
- ... Understand basic patterns and sentence structure; basic sounds.
- ... Develop basic speaking skills; use essential everyday vocabulary.
- ... Understand the different levels of speech: honorific, plain, and humble.

- ... Understand the conjugation of over 40 verbs and 15 adjectives.
- ... Understand and use about 50 loan words.
- ... Understand the culture related to the language.

122 Elementary Japanese Conversation II (3)

3 hours lecture per week

Prerequisite: JPNSE 121 or consent of instructor

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

- ... Use formal and informal speech patterns; distinguish masculine/feminine speech.
- ... Take telephone messages, make, and receive telephone calls.
- ... Give or take orders as waiter/waitress-customer; domestic worker.
- ... Act as host/hostess to Japanese-speaking visitors; act as a guest in a Japanese home.
- ... Use 30 additional verbs in their formal/informal form.
- ... Understand and use loan words more proficiently.
- ... Understand family relations, and use correct speech in addressing family members.
- ... Understand and appreciate Japanese culture/language in more depth.

201 Intermediate Japanese I (4)

5 hours lecture per week plus laboratory drill

Prerequisite: Satisfactory score on the language placement test or completion of JPNSE 102

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

- ... Demonstrate increased ability to read/write kanji.
- ... Understand and use additional verbs, idiomatic expressions, and loan words.
- ... Use additional everyday expressions, greetings.
- ... Ask/answer additional questions.
- ... Engage in dialogues involving a variety of situations such as barbershops, hotels and inns, theater, picnics, and other outings, etc.
- ... Write letters, essays and diaries more proficiently.
- ... Converse more proficiently on the telephone and other places.
- ... Have a deeper understanding and appreciation of the Japanese culture and language.

202 Intermediate Japanese II (4)

5 hours lecture per week plus laboratory drill

Prerequisite: Satisfactory score on the language placement test or completion of JPNSE 201

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

- ... Demonstrate increased understanding, usage, vocabulary, etc., beyond requirements of JPNSE 201.
- ... Engage in dialogues relating to renting, shopping, sightseeing, house repairs, personal history, and recreation.
- ... Understand and use percentages and fractions in Japanese.
- ... Understand and use verb passive, causative, and imperative forms.
- ... Have an increased understanding and appreciation of the Japanese culture and language.

JOURNALISM (JOURN)

150 The Press and Society (3)

3 hours lecture per week

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

- ... Communicate an understanding of the role and effect of mass media on American society.
- ... Use analytical skills in critiquing the media.
- ... Demonstrate skill in media reading, viewing, and listening.
- ... Identify the major personalities in Hawaii's media.
- ... Explain the law of libel and the right to privacy which govern the press.
- ... Demonstrate an understanding of the media's ethical codes.
- ... Show evidence of being a more discernible media consumer.

205 Newswriting (3)

3 hours lecture per week

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

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

- ... Demonstrate an understanding of the evolution of press freedom and the principles and theory underlying it, as well as an understanding of statutes and court decisions, governing libel, privacy, copyright, and obscenity.
- ... Formulate a respect for ethical and responsible journalism.
- ... Demonstrate an awareness of the literature of journalism including periodicals which are concerned with events in the world of mass media.

- ... Write concisely, with speed and accuracy.
- ... Write the "standard types" of stories found in a newspaper: straight news, features, interpretative stories, editorials, as well as headlines for these stories.
- ... Demonstrate an understanding of the techniques of interviewing, listening, observing, notetaking, and working effectively with others.
- ... Show an understanding of how news is gathered and disseminated.
- ... Demonstrate a mastery of the Associated Press style sheet.

285V News Production (1-3)

2 hours practicum per week for one credit; 1 hour lecture, 2 hours practicum per week for two credits; 1 hour lecture, 4 hours practicum per week for 3 credits.

Prerequisite: Score of 11.5 on the English placement exam or consent of instructor. May be repeated three times.

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

- ... Demonstrate thinking that is clear, constructive and critical in writing and speaking.
- ... Develop a thesis statement and design an expository essay and/or term paper, with attention to research skills and writing form.
- ... Discern and explain the main meaning or thesis statement in various types of written and oral presentations.
- ... Separate value judgments and inferences from factual statements in various types of written and spoken material.
- ... Demonstrate a greater respect for ethical and responsible journalism.
- ... Understand some of the basic statutes and court decisions governing the press.
- ... Understand the offset printing process.



LAW (LAW)

22 Law for the Layman (3)

3 hours lecture per week

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

- ... Recognize the basic legal concepts and judicial processes related to the rights of individuals and family members in everyday living activities.
- ... Demonstrate knowledge of the general principles of law governing torts; personal, family, occupational, and contractual relationships; home ownership and rentals; and estates.

30 Business Law I (3)

3 hours lecture per week

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

- ... Demonstrate broad understanding of the American System of jurisprudence—its evolution and procedures.
- ... Recognize broad principles of law relating to contracts, agency, personal property, and business organizations.

31 Business Law II (3)

3 hours lecture per week

Prerequisite: LAW 30 is recommended

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

- ... Recognize broad principles of law relating to negotiable instruments, sales, real property, trusts, or estates.
- ... Demonstrate general awareness of legal rights and obligations arising out of business and financial dealings.

Note: All law courses which follow, except LAW 200, require approval of the Legal Assistant Program Admissions Committee before any student is permitted to register for the course.

101 The Hawaii Legal System (3)

3 hours lecture per week

This course is required for all degree candidates in the legal assistant program.

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

- ... Identify the structure of the federal and state court systems.
- ... Identify and know the public agencies that operate as law firms (Office of the Public Defender, City Prosecutor, Attorney General, Legal Aid Society, and Corporation Counsel).
- ... Identify and know the structure of the various governmental agencies.
- ... Describe the functions and authority of the legislative, judicial and executive branches of government.
- ... Describe basic differences between large and small law firms, and know the paralegal's role in each type.
- ... Know the various ethical issues that confront the paralegal, and the rules applicable to these issues.

102 Legal Research (3)

3 hours lecture per week

This course is required for all degree candidates in the legal assistant program.

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

- ... Locate relevant authority in any law library for use in drafting case notebooks, memoranda, and briefs.
- ... Work with the Uniform System of Citation.
- ... Use the Shepard's Citator to verify and update cited case-law, statutes, and other legal authority.
- ... Use Federal and State legislative materials, including statutes and legislative histories.
- ... Prepare a polished legal memorandum exploring both sides of a legal issue.

104 Civil Investigation (3)

3 hours lecture per week

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

- ... Locate all commentary and laws pertaining to a case being investigated.
- ... Know the process of separating facts from assumptions and myths.
- ... Develop resources regarding the gathering of information.
- ... Take written and oral statements, including how to utilize a tape recorder.

111 Litigation (3)

3 hours lecture per week

This course is highly recommended for all students.

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

- ... Understand the types of tortious conduct (negligent misconduct, intentional misconduct, and strict liability).
- ... Know the theory of complaint drafting, and be able to draft a complaint.
- ... Know the methods and scope of discovery, and its applicable rules.
- ... Summarize and digest a deposition and be familiar with fact, chronological and index summary methods.

121 Law of Business Organizations (3)

3 hours lecture per week

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

- ... Draft Articles of Incorporation (also close corporations), draft by-laws, initial minutes, stock certificates, obtain corporate seal, minute book and stock certificates.
- ... Draft documents for corporate liquidations and dissolutions.
- ... Prepare all documentation registering a foreign corporation to do business in Hawaii, including registration statement, Hawaii Excise Tax Forms, annual statement of registration.
- ... Draft partnership agreements.
- ... Complete a partnership registration statement to be filed at the Department of Regulatory Agencies.
- ... Draft specific documents and do business research using the best research materials available.
- ... Prepare contracts.

126 Taxation (3)

3 hours lecture per week

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

- ... Understand the organization and operations of the Internal Revenue Service.
- ... Know the legal requirements for filing of returns and the payment of taxes.
- ... Understand basic tax planning strategies and techniques.
- ... Understand IRS audit procedures and methods.

131 Property Law (3)

3 hours lecture per week

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

- ... Understand the elements of a deed.
- ... Know the requisite elements of contracts, and draft an agreement of sale.
- ... Know the steps involved in closing a real estate transaction, including the proration of real property taxes, the computation of conveyance taxes and closing costs, the drafting of escrow instructions and the necessity for, and types of, title insurance.
- ... Understand the concept for quieting title to real property and be familiar with the Hawaii statutes related thereto.
- ... Have a working knowledge of the landlord-tenant code.

136 Tort and Insurance Law (3)

3 hours lecture per week

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

- ... Identify the principles and legal theories relating to torts to the person and property.
- ... Know the defenses of allegations of negligence.
- ... Know the legal principles and theories relating to product liability.
- ... Know how the Hawaii Worker's Compensation system operates.
- ... Know the theories and principles of insurance law, and how insurance companies protect individuals.

140 Family Law (3)

3 hours lecture per week

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

- ... Recognize the standard Family Court forms, orders and memoranda as they stand at the completion of the course (these forms are subject to frequent change).
- ... Prepare the initial pleadings in a divorce action, separation or annulment action, including the Matrimonial Action Information Sheet and the Information Concerning Child Care and Custody forms.
- ... Identify the procedure for setting an uncontested divorce for hearing, and identify the documents necessary for presentation to the Court to allow such a setting.
- ... Determine, in an adoption, the correct proceedings as to whether the case will be a consent or non-consent case.

151 Estate Planning and Probate (3)

3 hours lecture per week

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

- ... Know what assets are probatable and taxable.
- ... Know how to interview a will client.
- ... Draft a will from estate planning information.
- ... Interview the client for probate information.
- ... Gather together an estate.
- ... Identify procedures in the handling of small estates, informal proceedings, supervised probate, and ancillary administrations.

161 Public Sector Law (3)

3 hours lecture per week

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

- ... Understand the organization and structure of Federal and State public assistance programs.
- ... Know the eligibility requirements and standards applied with regard to government assistance programs.
- ... Know the Federal and State forms of proceedings for review of determinations by administrative agencies.
- ... Know how the areas of environmental law mesh with other areas of substantive law in order to forward environmental policies and objectives.
- ... Know the scope and enforcement of civil liberties, with particular emphasis on the Bill of Rights.

166 Employment Related Law (3)

3 hours lecture per week

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

- ... Identify the theories and policies behind the National Labor Relations Act, and be familiar with its history and application.
- ... Know how standards for minimum working conditions are set, and how those standards affect the working environment.
- ... Identify the function of labor unions in our industrial society and the prospects of labor unions in the future as our industrial base evolves.
- ... Understand the theories and principles relating to the grievance process and how that process is protected and regulated.

171 Consumer Law (3)

3 hours lecture per week

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

- ... Have in-depth awareness of the issues and problems relating to consumers.
- ... Use the various specialized research tools to do legal research on consumer disputes.
- ... Thoroughly know all Hawaii consumer laws (or consumer related laws) that are applicable in the settlements of consumer disputes.
- ... Select the appropriate remedy for the consumer once the applicable authority has been selected and located.

176 Criminal Law (3)

3 hours lecture per week

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

- ... Know how the Hawaii Penal Code is interpreted and applied in various hypothetical situations.
- ... Know the Hawaii Rules of Court, and know how the most commonly applicable Rules are interpreted and applied.
- ... Know the procedural aspects of Hawaii's criminal justice system, and the pitfalls raised by these procedural aspects in the course of criminal litigation.
- ... Know the fundamental aspects of prosecutorial discretion, plea bargaining, and negotiation involved in criminal litigation.

181 Legal Rights of the Disadvantaged (3)

3 hours lecture per week

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

- ... Know how various areas of substantive law bear upon issues affecting the disadvantaged; these areas of law include truth-in-lending, creditor-debtor, and consumer law.
- ... Know the origin and procedures of the various public assistance laws in Hawaii.
- ... Interview potential public assistance benefit claimants, and will know how to elicit information which will assist the claimant in obtaining benefits.
- ... Act as a legal representative in a hearing before a public assistance agency, and will be able to conduct direct and cross examination of witnesses, offer evidence into the record, and make opening and closing statements.

200 Legal Environment of Business

3 hours lecture per week

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

- ... Demonstrate broad understanding of the American System of jurisprudence—its evolvement and procedures.
- ... Recognize broad principles of law relating to contracts, agency, personal property, and business organizations.

201 Law Office Management (3)

3 hours lecture per week

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

- ... Know general management concepts and systems applicable to law practices.
- ... Orient and train new employees, and understand employee motivation theories.
- ... Know the various types of attorney fee arrangements and billings.
- ... Know the factors to be considered in creating a reliable system for transmitting and filing legal documents and information pertinent to the law practice.
- ... Know the operation and maintenance of the firm's law library.
- ... Design and implement an office procedures manual.

202 Legal Interviewing, Counseling and Negotiating (3)

3 hours lecture per week

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

- ... Prepare for an interview.
- ... Obtain important facts and information from the interviewee.
- ... Deal with private and public agencies in obtaining necessary information.
- ... Use effective communication skills in interviewing.

203 Legal Writing (3)

3 hours lecture per week

Prerequisite: LAW 102

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

- ... Draft a fact memorandum.
- ... Draft a demand letter.
- ... Draft the following documents: complaint; answer; and interrogatories.
- ... Draft a memorandum of law.

250 Advanced Legal Topics (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of corresponding 100 level course or instructor approval

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

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

- ... Select, subject to the instructor's approval, a limited number of the competencies for the corresponding 100-level course.
- ... Work with the supervision of the course instructor to strengthen the student's abilities in the competencies selected.

Sections of LAW 250: Advanced Legal Topics

250B: Advanced Investigation

250C: Advanced Litigation

250D: Advanced Law of Business Organizations

250E: Advanced Taxation

250F: Advanced Real Property Law

250G: Advanced Tort and Insurance Law

250H: Advanced Family Law

250I: Advanced Estate Planning and Probate

250J: Advanced Public Sector Law

250K: Advanced Employment Related Law

250M: Advanced Consumer Law

250N: Advanced Criminal Law

193V Cooperative Education (1-3)

293V

3 hours work experience each week for each credit.

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

- ... Display confidence in working within the legal system, and in his/her abilities as a legal assistant.
- ... Be assertive with peers, supervisors and other personnel with whom they have contact within the legal system.
- ... Develop strategies for dealing with the interpersonal conflicts that sometimes arise with other law-office personnel.
- ... Explain to attorneys the economic and non-economic benefits of utilizing paralegals.

LEARNING SKILLS (LSK)

30C Listening and Note Taking (1)

3 hours lecture per week for five weeks

Prerequisite: 9.0 on the English Placement test or teacher recommendation

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

- ... Listen actively and selectively for central ideas and supporting details in short lectures.
- ... Take notes according to the lecturer's style and the nature of the subject matter.
- ... Write notes in a modified outline format by using such outlining principles as indenting, headings, and markers.
- ... Recognize common clues used by a speaker to signal or highlight information.
- ... Edit his/her lecture notes by adding or deleting information, labeling major and minor points, underlining, organizing the material, and integrating different parts of a lecture.
- ... Summarize lecture notes to clarify meanings and relationships and to strengthen memory retention.
- ... Understand the importance of a regular review and recitation of lecture notes for advance preparation for test-taking.

30E Textbook Reading (1)

3 hours lecture per week for five weeks

Prerequisite: 9.0 on the English Placement examination or teacher recommendation

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

- ... Preview a chapter to aid his/her understanding of textbook material.
- ... Pose appropriate questions based on a chapter preview to provide focus in the reading process.
- ... Recognize the structure of a paragraph and types of development.



- ... Select main ideas and significant supporting data from assigned reading material.
- ... Recognize different ways used to signal important facts and ideas.
- ... Highlight important words, sentences, and paragraphs by using specific marking techniques.
- ... Use appropriate strategies for remembering what has been read.
- ... Recite and review highlighted text material to ensure retention.
- ... Recognize patterns of organization commonly used in the social sciences and the sciences.

30F Test-taking (1)

3 hours lecture per week for five weeks

Prerequisite: 9.0 on the English Placement examination or teacher recommendation

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

- ... Understand basic preparation techniques for test-taking such as continuous reading and periodically reviewing reading assignments and lecture notes.
- ... Review for an examination by organizing principles and concepts, seeing interrelationships, and synthesizing the material.
- ... Determine what is important enough to study when preparing for an examination.
- ... Use memory techniques for test preparation.
- ... Prepare for different kinds of tests: objective, short-answer, essay, and problem solving.
- ... Predict possible questions, objective and essay, that may be asked on given material.
- ... Survey an examination, noting number of questions and their point value for dividing time allotment.
- ... Understand instructions commonly used in both objective and essay examinations.
- ... Recognize particular clues in objective questions such as specific determiners and multiple choice clues as length, most general, and word association.
- ... Write clear, organized essay answers for assigned questions on content area readings.

MANAGEMENT (MGT)

18 Introduction to Supervision (3)

3 hours lecture per week

Recommended Preparation: BUS 20

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

- ... Demonstrate understanding of the basic principles of successful supervision, i.e. how to motivate, direct, and control small groups of workers especially in our service industries.
- ... Evaluate the supervisor's role in organizations typical of those operating in Hawaii. (Local cases will be used to illustrate various problems.)

MATHEMATICS (MATH)

01 Basic Mathematics (3)

3 hours lecture per week

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

- ... Add, subtract, multiply, divide, and round-off fractions and decimals.
- ... Solve problems using ratio and proportion.
- ... Change a percent to the equivalent decimal or fraction and vice-versa.
- ... Solve problems involving percents.
- ... Solve verbal problems involving fractions, decimals, proportions, or percents.

23 Elementary Algebra I (3)

3 hours lecture per week

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

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

- ... Add, subtract, multiply, and divide signed numbers (including fractions and decimals).
- ... Understand and identify algebraic properties of real numbers (11 field properties of real numbers).
- ... Understand and use square root and absolute value notation.
- ... Evaluate polynomial and rational expressions when the values of variables are fixed.
- ... Solve linear equations.
- ... Solve literal equations and formulas for the indicated variable.
- ... Solve word problems using linear equations in one variable.

25 Elementary Algebra II (3)

3 hours lecture per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 23

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

- ... Add, subtract, multiply, and divide expressions with integer exponents.
- ... Add, subtract, multiply, and divide first and second degree polynomials.
- ... Add, subtract, multiply, and divide algebraic fraction.
- ... Add, subtract, multiply, and divide and simplify radical expressions (square roots only).
- ... Solve quadratic equations by factorization.
- ... Solve a system of linear equations in two variables.
- ... Graph linear functions.

26 Elementary Algebra Modules

26B Real number operations, Equations, Ratio and Proportions (2)

26C Polynomials, Factoring, Algebra, Fractions, Graphing Linear Equations (2)

26D Linear Systems, Radicals, Quadratic Equations (2)

3 hours lecture, 2 hours lab per week

Prerequisite: Satisfactory performance on the placement test (Math 1+ or higher) or successful completion of Math 1.

Offers individualized and group instruction in the Basic Skills of Introductory Algebra needed for MATH 27 and 100. Students may complete one, two, or three modules depending on their ability and previous experiences. Students demonstrating mastery of some of the basic skills have the opportunity to begin where they are placed and to progress at a faster rate.

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

MATH 26B

- ... Add, subtract multiply and divide signed numbers (including fractions and decimals).
- ... Add, subtract, multiply and divide real numbers and represent real numbers on the number line.
- ... Solve linear equations and inequalities.

MATH 26C

- ... Add, subtract, multiply and divide first and second degree polynomials.
- ... Factor selected polynomials.
- ... Solve quadratic equations by factorization.
- ... Add, subtract, multiply and divide algebraic fractions.
- ... Graph linear equations with two variables.

MATH 26D

- ... Solve a system of linear equations and inequalities in two variables by several methods.
- ... Add, subtract, multiply and divide and simplify radical expressions (square roots only).
- ... Solve quadratic equations.
- ... Graph quadratic equations.

27 Intermediate Algebra (3)

3 hours lecture per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 25, or 26D

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

- ... Add, subtract, multiply, and divide polynomials and rational expressions.
- ... Factor polynomials.
- ... Solve first-degree equations and inequalities.
- ... Simplify algebraic expressions involving rational exponents.
- ... Solve any second-degree equation and inequality.
- ... Solve linear systems of equations and inequalities.



35 Geometry (3)

3 hours lecture per week

Prerequisite: Satisfactory performance on placement test or satisfactory completion of MATH 25, or 26D

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

- ... Recognize basic geometric terms and relationships.
- ... Construct a two column deductive proof based on given geometric assumptions.
- ... Solve problems using formulas for areas of polygons and circles and surface areas and volumes of solids.
- ... Solve problems using the properties of similar triangles in terms of ratio and proportion.
- ... Solve problems using the properties of congruent triangles, and know the conditions necessary for congruence.
- ... Work with the Pythagorean theorem and other properties of right triangle.
- ... Solve problems using properties of circles.
- ... Work with parallel and perpendicular lines and their properties in the solutions of related problems.
- ... Use coordinate geometry to solve simple distance problems.

50H Technical Mathematics I/Food Service (3)

3 hours lecture per week

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

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

- ... Apply skills in basic, arithmetic, measurements, and the addition, subtraction, multiplication, and division of positive and negative numbers to simple problems.
- ... Evaluate formulas and simple equations in converting between Metric and English measurement systems.
- ... Understand the basic concept of percentage in terms of applications in all types of common practical situations.
- ... Understand basic geometric terms and concepts, and be able to use these concepts to solve practical problems in geometry.
- ... Use Mathematics to solve problems of production forecasting, standard cost planning, profit planning and cost control, recipe conversion and pre-costing, interests and consumer credit, formulas and ratios.

100 Survey of Mathematics (3)

3 hours lecture per week

Prerequisite: Satisfactory performance on placement test or excellent performance in MATH 23 or 26C, or satisfactory performance in MATH 25 or 26D

NOT ACCEPTABLE AS A PREREQUISITE to QM 121, MATH 130, OR ANY OTHER ABOVE 100 MATHEMATICS COURSE.

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

- ... Use inductive and deductive reasoning in simple situations to draw logical conclusions.
- ... Apply problem solving techniques in searching for solutions of a variety of common mathematical problems.
- ... Use the basic concepts of algebra to solve a variety of simple word problems.
- ... Discuss several areas of mathematics with some knowledge and understanding.
- ... Appreciate and be able to use the concept of patterns in problem solving.

115 Statistics (3)

3 hours lecture per week

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

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

- ... Articulate and interpret various descriptive statistics, such as means, median, modes, ranges, variances, and standard deviations.
- ... Draw and interpret various graphs, such as frequency histograms, bar graphs, and cumulative relative frequency histograms.
- ... Solve probability problems involving the concepts of independent events, mutually exclusive events, and conditional probability.
- ... Calculate probabilities involving normal random variables.
- ... Determine and interpret (for large samples) confidence interval estimates of population means and proportions.
- ... For a set of paired data: draw a scatter diagram, determine and draw the corresponding regression line, and calculate and interpret the corresponding correlation coefficient.

130 College Algebra (3)

3 hours lecture per week

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

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

- ... Understand and apply definitions of functions, inverse functions and composition functions.
- ... Show familiarity with all principles involving linear functions.
- ... Find roots, evaluate, sketch, and solve inequalities involving polynomial functions.
- ... Graph rational functions using the concept of asymptotes.
- ... Understand and be able to apply definition and principles of logarithmic and exponential functions.
- ... Use knowledge and techniques of this course in solving applied problems.

140 Trigonometry and Analytic Geometry (3)

3 hours lecture per week

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

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

- ... Solve verbal and non-verbal problems in plane trigonometry.
- ... Relate functional and geometric properties of conic sections.
- ... Simplify algebraic expressions involving complex numbers.
- ... Use and apply polar expressions of complex numbers.
- ... Relate vectors with circular functions.

205 Calculus I (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 140 or equivalent.

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

- ... Understand the concept of limit.
- ... Differentiate polynomial functions and products, quotients, and compositions of polynomial functions.

- ... Use differential calculus to sketch curves and to solve applied problems.
- ... Integrate functions by approximation and by use of the antiderivatives.
- ... Use integral calculus to determine area and to solve applied problems.

206 Calculus II (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 205 or equivalent.

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

- ... Differentiate and integrate elementary transcendental functions.
- ... Integrate functions using special methods.
- ... Express certain functions in polar coordinate system, and sketch the curve of such functions.
- ... Use the techniques developed in this course to solve applied problems.

MEDICAL ASSISTING (MEDAS)

30 Clinical Medical Assisting (4)

Fall

2 hours lecture, 6 hours lab per week

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

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

- ... Apply basic ambulatory care concepts and principles with entry-level proficiency in the performance of duties in the back office.
- ... Perform routine patient care procedures to assist the physician in the examining room.
- ... Prepare the back office, equipment, and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.

31 Medical Law, Ethics, and Economics (3)

Spring

3 hours lecture per week

Prerequisite: Consent of instructor

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

- ... Use the working knowledge by which laws affect medical practice and himself/herself as a Medical Assistant.
- ... Apply the basic concepts of medical ethics and economics in relationships with the physician, patients, and co-workers in the performance of his/her identified duties as a Medical Assistant.

32 Administrative Medical Assisting (4)

Spring

2 hours lecture, 6 hours lab per week

Prerequisite: TYPW 20 or consent of instructor

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

- ... Apply the basic concepts and principles of medical office practices and procedures with entry-level proficiency in

the performance of his/her duties in the administrative or front office.

- ... Perform administrative tasks as a receptionist, bookkeeper, transcriptionist, and assist the physician in handling mail, correspondence, insurance claims, appointment-making and banking.
- ... Prepare the front office, equipment and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.

40 Medical Assisting Laboratory Procedures (4)

Fall

2 hours lecture, 6 hours lab per week

Prerequisite: MEDAS 30

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

- ... Assist the physician in the appraisal of the health status of patients through the application of diagnostic concepts and procedures, with prescribed diagnostic tests and resultant follow-up care and treatment.
- ... Collect routine laboratory specimens for processing safely and following acceptable procedures.
- ... Perform routine office diagnostic tests and procedures skillfully and safely.

41 Medical Assisting Critique (4)

Spring

4 hours lecture per week

Prerequisites: MEDAS 30, 31, 32, and 40

Corequisite: MEDAS 42

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

- ... Correlate basic ambulatory patient care concepts and principles to analyze, synthesize and evaluate patient situations in the Externship experience of potential ethical and legal ramifications of patient management—both medical and economical—as well as the consideration of governmental laws, safety standards, record maintenance, quality patient care and patient education.
- ... Identify problem areas and select alternatives in the solution of these through active participation in class problem-solving methods using effective communication skills.
- ... Perform satisfactorily in objective testing demonstrating in-depth knowledge of illness/wellness, medical care objectives and/or philosophies and his/her role in assisting in the diagnosing, examining and treating procedures.
- ... Assume the responsibility for self-improvement and development as demonstrated by the selection and completion of individual projects as well as seeking community and professional workshops to attend, and participation in the local professional association.
- ... Review and prepare for certification as a Professional Medical Assistant.

42 Externship (8)

Spring

24 hours supervised clinical practice per week

Prerequisites: MEDAS 30, 31, 32, and 40

Corequisites: MEDAS 41

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

- ... Apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of his/her duties in the administrative and clinical areas.

- ... Perform routine patient care procedures to assist the physician in the examination and treatment rooms.
- ... Perform simple laboratory diagnostic tests to assist the physician in the health appraisal of patients.
- ... Prepare the back office, equipment, and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.
- ... Perform routine front office procedures to assist the physician in the care of patients.
- ... Prepare the front office, equipment, and supplies to facilitate the smooth functioning of this area.
- ... Use the working knowledge by which the law affects medical practice and himself/herself specifically as a Medical Assistant.
- ... Apply the basic concepts of medical ethics and economics in relationships with the physician, patients, and co-workers in the performance of identified duties as a Medical Assistant.

MEDICAL LABORATORY TECHNICIAN (MLT)

100 Introduction to the Clinical Laboratory (2)

6 hours lab per week

Prerequisite: Admission into the MLT program

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

- ... Demonstrate knowledge of clinical laboratory organizations and the role of the MLT in this organization.
- ... Use basic laboratory equipment.
- ... Perform basic laboratory techniques.
- ... Demonstrate ability to effectively interact with patients and hospital personnel.
- ... Relate general chemistry principles to clinical laboratory procedures.

101 Hematology (2)

Spring

4 hours lecture per week for 8 weeks

Prerequisite: MLT 100, BIOL 130, CHEM 171, 171L or consent of instructor

Corequisite: MLT 102L, credit or concurrent registration in CHEM 152, 152L

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

- ... Discuss the basic principles underlying routine laboratory procedures in hematology.
- ... Discuss the formation, structure, and function of red blood cells, white blood cells, and platelets.

102 Coagulation (1)

Spring

4 hours lecture per week for 4 weeks

Prerequisites: MLT 100, BIOL 130, CHEM 171, 171L; or consent of instructor

Corequisite: MLT 102L, credit or concurrent registration in CHEM 152, 152L

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

- ... Discuss the basic principles underlying routine laboratory procedures in hematology, coagulation, and urinalysis.
- ... Discuss the formation, structure, and function of the different blood cells.
- ... Discuss the mechanism and factors involved in coagulation.

102L Clinical Laboratory Techniques (2)

Spring

6 hours lab per week

Prerequisite: Same as MLT 102

Corequisite: MLT 102; credit or concurrent registration in CHEM 152, 152L

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

- ... Perform routine laboratory procedures in hematology, coagulation, and urinalysis.
- ... Operate and maintain equipment applicable to hematology and coagulation.
- ... Identify normal and abnormal cells and formed elements in blood and urine.
- ... Develop laboratory techniques to assure laboratory results which are within the quality control parameters set for each procedure.

103 Urinalysis (1)

Spring

4 hours lecture per week for 4 weeks

Prerequisite: Same as MLT 101

Corequisite: Same as MLT 101

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

- ... Discuss the basic principles underlying routine laboratory procedures in urinalysis.
- ... Describe normal and abnormal constituents of urine and their clinical significance.



104 Clinical Immunology (1) Spring

2 hours lecture per week for 8 weeks

Prerequisites: MLT 100, BIOL 130, CHEM 171, 171L; or consent of instructor

Corequisite: MLT 104L, credit or concurrent registration in CHEM 152, 152L

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

- ... Describe the structure and chemistry of immunoglobulins and their role in the immune response.
- ... Discuss the mechanisms that protect the body from disease and/or injury.
- ... Discuss the underlying principles of laboratory testing for antigen and antibody reactions.

104L Clinical Immunology Laboratory (1) Spring

6 hours lab per week for 8 weeks

Prerequisite: Same as MLT 104

Corequisite: MLT 104; credit or concurrent registration in CHEM 152, 152L

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

- ... Demonstrate proper technique in performing routine serology tests.
- ... Discuss the underlying principles of each laboratory test.

105 Immunohematology (1) Spring

2 hours lecture per week for 8 weeks

Prerequisite: MLT 104/104L

Corequisite: CHEM 152, 152L, MLT 105L

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

- ... Describe the red cell antigens (blood types) and the characteristics of their corresponding antibodies.
- ... Discuss the causes of transfusion reactions, hemolytic disease of the newborn and hemolytic anemia.
- ... Describe the clinical significance of antibody and antiglobulin testing.

105L Immunohematology Laboratory (1) Spring

6 hours laboratory per week for 8 weeks

Prerequisites: MLT 104/104L

Corequisites: MLT 105, CHEM 152/152L

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

- ... Accurately determine the ABO and Rh type of a blood specimen.
- ... Identify antibodies in a plasma specimen.
- ... Accurately perform a crossmatch procedure with recipient and donor blood.

140 Clinical Laboratory Rotation I (8) Summer

39 hours supervised clinical experience per week for 10 weeks

Prerequisites: MLT 100, 102, 102L, 104, 104L, CHEM 152, 152L, 171, 171L, BIOL 130

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

- ... Transfer knowledge and techniques learned in previous MLT courses.
- ... Interact effectively with patients and laboratory personnel.

201 Clinical Biochemistry (4) Fall

4 hours lecture per week

Prerequisite: MLT 140, or consent of instructor

Corequisite: MLT 201L

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

- ... Demonstrate knowledge of the theoretical principles of clinical biochemistry in laboratory diagnosis.
- ... Demonstrate knowledge of metabolic pathways basic to the physiology of the human body.
- ... Understand the importance of quality control in determining accurate results.
- ... Describe the underlying principles of the instrumentation commonly used in the clinical chemistry laboratory.

201L Clinical Biochemistry Laboratory (2) Fall

6 hours lab per week

Prerequisite: MLT 140

Corequisite: MLT 201

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

- ... Perform routine laboratory tests for chemical constituents of blood, urine, and other body fluids.
- ... Effectively operate and maintain specialized laboratory instrumentation.
- ... Use appropriate mathematical formulas to obtain accurate results and to calculate quality control data.
- ... Organize work to be completed within given time parameters under safe conditions.

204 Clinical Microbiology (4) Fall

4 hours lecture per week

Prerequisite: MLT 140, or consent of instructor

Corequisite: MLT 204L

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

- ... Identify characteristics of pathogenic micro-organisms and parasites and their relationship to human disease.
- ... Describe processes used in the identification of pathogenic micro-organisms and parasites.
- ... Identify principles of host-parasite relationships.

204L Clinical Microbiology Laboratory (2) Fall

6 hours lab per week

Prerequisite: MLT 140

Corequisite: MLT 204

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

- ... Collect and handle clinical specimens in accordance with the laboratory test to be performed.
- ... Perform laboratory techniques of isolation and identification in medical microbiology and parasitology.
- ... Utilize appropriate quality control and safety procedures.

241 Clinical Laboratory Rotation II (13) Spring

39 hours laboratory per week

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

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

- ... Transfer knowledge and techniques learned in MLT 201/201L and 204/204L to the clinical situation.
- ... Interact effectively with patients and laboratory personnel.

MICROBIOLOGY (MICRO)

130 General Microbiology (3)

3 hours lecture per week

Fundamentals. Role of microorganisms; how they affect life and property. Medical and public health aspects, bacterial and viral diseases, epidemiology, for students in health sciences.

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

- ... Describe the main characteristics of bacteria, including their morphology, growth, rapid reproduction, metabolism, and classification.
- ... Describe the distinguishing characteristics of fungi, algae, protozoa, and viruses.
- ... Understand and be able to apply methods of control that can be used in the home to prevent the transmission of infectious diseases and to prevent the decomposition and spoilage of foods, textiles, leather, etc.
- ... Describe the various ways infectious diseases can be transmitted and how some of them can be prevented.
- ... Understand the uses and abuses of antibiotics.
- ... Understand the general principles of bacteriological testing of water and sewage treatment and disposal.

140 General Microbiology Laboratory (2)

4 hours lecture/lab per week

Prerequisite: Credit or concurrent enrollment in MICRO 130.

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

- ... Use and care for a compound microscope.
- ... Prepare microbiological specimens for microscopy.
- ... Isolate microorganisms using aseptic techniques.
- ... Identify a variety of microbial life forms using knowledge of distinguishing characteristics.
- ... Visualize the interactions between the nature of microbial life and man, using knowledge about transmission and control of disease.

MUSIC (MUS)

51, 52, 53, 54 Reading Rhythms I/II/III/IV (1-1-1-1)

1½ hours lab per week

Mandatory CR/NC

A programmed learning lab course required of all students who register in any music course except MUS 201, 201L. The next higher level is required each semester that new music courses are elected.

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

MUS 51—Complete Tape 12, Exercise 1, with a score of 205 (out of 207).

MUS 52—Complete Tape 19, Exercise 2, with a score of 170 (out of 173).

MUS 53—Complete Tape 19, Exercise 3, with a score of 168 (out of 173) and Tape 26, Exercises 20–23 nonstop, with a score of 116 (out of 119).

MUS 54—Complete Tape 30, Exercise 3, with a score of 56 (out of 56), Exercise 4, with a score of 54 (out of 54), and Tape 38, Exercise 2, with a score of 42 (out of 46).

106 Introduction to Music Literature (3)

3 hours lecture per week

Corequisite: MUS 51, 52, 53, or 54

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

- ... Demonstrate familiarity with the masterpieces of classical music repertoire.
- ... Demonstrate knowledge of stylistic periods in music/art history, including representative composers from each, and salient compositional characteristics which help place unfamiliar repertoire into familiar periods.
- ... Analyze music of any type (i.e., classical, ethnic, popular, seasonal) for texture, rhythm, form, melodic contour, harmonic orientation, and time of composition.
- ... Discuss intelligently the live performances he/she has seen during the semester.
- ... Understand classical performance tradition and etiquette.

107 Music in World Culture (3)

3 hours lecture per week

Corequisite: MUS 51, 52, 53, or 54

Study of the world's folk/court music.

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

- ... Demonstrate knowledge relating to the following with regard to each culture studied:
 - a. Salient repertoire
 - b. Analysis of harmonic format used (western, non-western)
 - c. Instruments or vocal techniques unique to this group
 - d. The history of music in this society.
- ... Discuss intelligently the series of live performances observed during the semester.

108 Beginning Theory (3)

3 hours lecture per week

Corequisite: MUS 51, 52, 53, or 54

Learning to read and write music.

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

- ... Demonstrate the basic components of western music notation: major, minor, and chromatic scales, key signatures, intervals, chords, and chord symbols.
- ... Understand keyboard structure and its relevance to harmonic and melodic relationships.
- ... Demonstrate ability to notate basic rhythmic patterns, both in simple and compound meters.
- ... Understand the rationale for harmonization and its application to simple melodies.

114 College Chorus (2)

3 hours lecture/lab per week

Corequisite: MUS 51, 52, 53, or 54

May be repeated for credit. Not applicable towards the humanities requirement.

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

- ... Demonstrate knowledge of repertoire presented.
- ... Demonstrate knowledge of basic vocal technique.
- ... Understand problems of performance in a variety of physical settings.
- ... Understand performance etiquette.
- ... Discuss intelligently the extra-class performances observed.

121B Voice (2)

3 hours lecture/lab per week

Corequisite: MUS 51, 52, 53, or 54

Prerequisite: Ability to carry a tune on pitch. (Subject to audition during first week of class). Cannot be audited.

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

- ... Demonstrate an understanding of basic notational concepts.
- ... Intelligently critique a wide variety of singing styles.
- ... Perform (alone) a series of vocal solos with close attention to techniques demonstrated in class.
- ... Demonstrate knowledge of tone production, the breathing apparatus, interpretation, and the qualities of an artist.

121D Guitar I (Classical) (1)

2 hours lab per week

Corequisite: MUS 51, 52, 53, or 54

Not applicable towards the humanities requirement. Cannot be audited.

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

- ... Demonstrate an ability to tune the guitar properly and also knowledge of how to care for the instrument.
- ... Demonstrate basic playing skills: major scales, arpeggios, etudes/exercises.
- ... Demonstrate ability to play simple songs.

122D Guitar II (Classical) (1)

2 hours lab per week

Prerequisite: MUS 121D or consent of instructor

Corequisite: MUS 51, 52, 53, or 54

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

- ... Demonstrate an ability to tune the guitar properly and also knowledge of how to care for the instrument.
- ... Demonstrate basic playing skills: major scales, arpeggios, etudes/exercises.
- ... Demonstrate ability to play simple songs.

125 Piano I (2)

3 hours lecture/lab per week

Corequisite: MUS 51, 52, 53, or 54

Not applicable towards the humanities requirement. MUS 125-126 must be taken in sequence.

Cannot be audited.

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

- ... Demonstrate ability to play all major scales, one octave/two hands.
- ... Build triads in root position from any given root.
- ... Play simple songs, "first level" literature.

126 Piano II (2)

3 hours lecture/lab per week

Prerequisites: MUS 125 and consent of instructor

Corequisite: MUS 51, 52, 53, or 54

Not applicable toward humanities requirement. Cannot be audited.

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

- ... Play major scales, three octave/two hands.

- ... Build chords found in commercial sheet music in triad position and expand to various voicings.

- ... Play more difficult repertoire ("second level") along with supplementary literature such as *First Lessons in Bach*.

180 Ear Training (2)

3 hours lecture/lab per week

Prerequisite: MUS 108

Corequisite: MUS 51, 52, 53, or 54

Transcribing sound to notation; sightreading.

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

- ... Transcribe intervals accurately.
- ... Transcribe rhythmic patterns in both simple and compound meters.
- ... Transcribe simple melodies, including rhythm used.
- ... Sightread (sing) simple melodies.

201 Vocal Ensemble (The Maile Aloha Singers) (2)

6 hours rehearsal/performance per week

Prerequisite: Audition and consent of instructor

Corequisite: MUS 201L

Rehearsals and performances of the Maile Aloha Singers. May be repeated for credit. Not applicable to humanities area requirement.

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

- ... Demonstrate knowledge of repertoire and dance routines presented.
- ... Demonstrate knowledge of basic vocal technique.
- ... Understand the problems of performance in a variety of physical settings.
- ... Understand performance etiquette, including behavior expectations prior to and after performances.
- ... Understand principles of good grooming (for stage purposes), costume maintenance, the importance of positive social relationships within a musical ensemble, responsibility for personal promptness, and seriousness of purpose.

201L Dance Lab (1)

3 hours lab per week

Corequisite: MUS 201

Basic dance warm-ups and routines for use in performances of Vocal Ensemble (MUS 201/aka Maile Aloha Singers). May be repeated for credit. Not applicable to humanities area requirement.

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

- ... Show a greater awareness of body movement.
- ... Demonstrate basic dance steps.
- ... Demonstrate routine taught.

225 Piano III (2)

3 hours lecture/lab per week

Prerequisite: MUS 126 or consent of instructor

Corequisite: MUS 51, 52, 53, or 54

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

- ... Play harmonic minor scales, three octaves/two hands.
- ... Harmonize a melody from chord symbols.
- ... Play "third level repertoire" and such standards as Chopin *Preludes*, or Clementi *Sonatinas*.

226 Piano IV (2)

3 hours lecture/lab per week

Prerequisite: MUS 225 or consent of instructor

Corequisite: MUS 51, 52, 53, or 54

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

- ... Play all major and minor scales, two hands/four octaves, with correct fingering.
- ... Improvise an accompaniment from chord symbols.
- ... Sight read simple songs.
- ... Perform music on the level of Chopin Preludes, Bach, Two-Part Inventions, or higher.
- ... Participate in recital with relative confidence.

NURSING (NURS)

16 Nurses' Aide (8)

Fall, Spring

Short-term course—8 weeks

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

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

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

101 Nursing Perspectives (1)

1 hour lecture per week

Prerequisite: Admission to the practical nursing program

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

- ... Describe the role of the Licensed Practical Nurse on the health and nursing teams.
- ... Describe the factors that influence the practice of nursing.
- ... Identify the legal and ethical responsibilities of the practical nurse.

120 Fundamentals of Nursing (13)

8 hours lecture, 15 hours clinical per week

Prerequisite: Admission to the Practical Nursing Program

Corequisite: NURS 101; Credit or registration in BIOL 130

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

- ... Apply the fundamental concepts of health and illness as it affects man.
- ... Observe, report, and record pertinent signs, symptoms and nursing care accurately.
- ... Perform basic patient care skills safely.
- ... Implement care safely to a group of patients within the allotted time.
- ... Use basic communication concepts to interact effectively with patients, visitors, and staff.
- ... Accurately calculate drug dosage.

- ... Demonstrate introductory knowledge of drug therapy.
- ... Perform safe therapeutic nursing care in selected situations.
- ... Function as a beginning member of the health care team under the supervision of the RN or MD.

122 Medical-Surgical Nursing (14)

8 hours lecture, 18 hours clinical per week

Prerequisites: NURS 101, 120, BIOL 130 with grades of C or above

Corequisite: Credit or registration in HD 230

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

- ... Apply knowledge and skills acquired from previous nursing and related courses.
- ... Perform safe nursing care for medical-surgical patients.
- ... Administer medications safely.
- ... Utilize mental health concepts while caring for patients in the acute care setting.

126 Child Nursing (3)

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

Prerequisites: NURS 101, 120, 122, BIOL 130, HD 230 with grades of C or above

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

- ... Apply knowledge and skills acquired from previous nursing and related courses in the care of the child.
- ... Assist health practitioners with meeting the emotional and physical needs of the child and his/her family.
- ... Administer medications to a child safely.
- ... Provide safe nursing care for the child.

128 Perinatal Nursing (3)

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

Prerequisites: NURS 101, 120, 122, BIOL 130, HD 230 with grades of "C" or above

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

- ... Apply knowledge and skills acquired from previous nursing and related courses.
- ... Describe the scope and aims of maternity nursing.
- ... Perform safe nursing care for the woman during antepartum, labor and delivery, and postpartum.
- ... Perform safe nursing care for the newborn.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

101 Introduction to Occupational Therapy (3)

Fall I

3 hours lecture per week

Prerequisite: Admission to the OTA program

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

- ... Develop an understanding of occupational therapy as a health care determinant and as a profession.
- ... Provide instruction in principles, theory, and practice of occupational therapy.

- ... Develop intellectual curiosity.
- ... Foster a greater sense of civic and professional responsibility.

101L Survey of Occupational Therapy Field Work (1) Fall I
4 hours lab per week

Prerequisite: Admission to the OTA program

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

- ... Demonstrate an understanding of the role of occupational therapy and the certified occupational therapy assistant in various clinical and community settings.
- ... Demonstrate entry-level skills as stated by AOTA in "Roles and Functions of Occupational Therapy Assistants," revised edition, 1981.

102 Physical Dysfunction (3) Spring I

2 hours lecture, 2 hours lecture/lab per week

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

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

- ... Develop an understanding of the role of occupational therapy and the certified occupational therapy assistant in physical dysfunctional conditions.
- ... Provide instruction in the theories and techniques of physical dysfunction treatment as practiced in occupational therapy.
- ... Define physical dysfunctional conditions.
- ... Develop intellectual and professional curiosity.

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

4 hours lab per week

Prerequisites: Same as OTA 102

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

- ... Demonstrate an understanding of the role of occupational therapy and the certified occupational therapy assistant in various settings where physical dysfunctions are treated.

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

1 hour lecture per week

Prerequisite: Admission to the OTA program

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

- ... Integrate field work experiences and activities with academic content.
- ... Identify own feelings about clinic/health experiences.
- ... Analyze therapeutic interpersonal skills utilized in clinic setting.

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

1 hour lecture per week

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

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

- ... Integrate field work experiences and activities with academic content.
- ... Identify own feelings about clinic/health experiences.
- ... Analyze therapeutic interpersonal skills utilized in clinic setting.

121 Therapeutic Activities: Minor Crafts (2) Fall I

1 hour lecture, 3 hours lab per week

Prerequisite: Admission to the OTA program

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

- ... Develop an awareness of the role of therapeutic modalities in occupational therapy.
- ... Provide instruction in basic skills in minor crafts.
- ... Develop awareness of materials, process, equipment, tools, storage, and maintenance in each media.
- ... Develop awareness of therapeutic application of modalities to major dysfunctional categories.
- ... Develop intellectual curiosity.

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

1 hour lecture, 3 hours lab per week

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

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

- ... Demonstrate understanding of role of therapeutic modalities in occupational therapy.
- ... Demonstrate instruction skills in leather and ceramics.
- ... Demonstrate use of materials, process, equipment, tools, storage, and maintenance as related to leather and ceramics.
- ... Define therapeutic application of modalities to major dysfunctional categories.

132 Life Skills Laboratory I (2) Spring I

1 hour lecture, 3 hours lab per week

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

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

- ... Develop an understanding of the importance of life skills and their influence on effective human function.
- ... Develop an understanding of occupational therapy practice in the area of life skills.
- ... Provide instruction in principles, theory, and practice of life skills habilitation and rehabilitation.
- ... Develop intellectual curiosity.

203 Pediatric Disabling Conditions (3) Fall II

2 hours lecture, 2 hours lecture/lab per week

Prerequisite: Satisfactory completion of first year of OTA program

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

- ... Have a basic understanding of the current etiology, characteristics, occupational therapy application, precautions in treatment of the following disabling conditions: cerebral palsy, mental retardation, stills disease, learning disabilities/sensory integrative dysfunction, autism and other behavior disorders, and muscular dystrophy.
- ... Contribute to the initial screening of patients/clients.
- ... Contribute to the planning of an occupational therapy program for remediation of deficits and performance component dysfunction.
- ... Have an understanding and ability to communicate objectively to parents and significant others.

- ... Identify the effects of environment and culture on the individual and the impact on occupational performance.
- ... Compare and contrast the role and functions of the COTA and OTR in a pediatric setting.
- ... Have an understanding of the roles and functions of significant others in the clinic/school environment.
- ... Identify appropriate health and medical terminology.

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

4 hours lab per week

Prerequisite: Satisfactory completion of first year of OTA program

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

- ... Develop an understanding of the role of occupational therapy and the certified occupational therapy assistant in pediatric/developmental clinical settings.
- ... Provide experience in the practice of occupational therapy.
- ... Provide experience in the practice of habilitation/rehabilitation techniques applicable to pediatric/developmental disabilities.
- ... Develop intellectual and professional curiosity.
- ... Foster a sense of civic and professional responsibility.

204 Psychosocial Dysfunction (3) Spring II

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

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Develop an understanding of the role of occupational therapy and the certified occupational therapy assistant in the treatment of psycho-social dysfunction.
- ... Provide instruction in the theories and techniques of psycho-social dysfunction treatment as practiced in occupational therapy.
- ... Define psycho-social dysfunction conditions.
- ... Develop intellectual and professional curiosity.

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

6 hours lab per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Develop an understanding of the role of occupational therapy and the certified occupational therapy assistant in pediatric/developmental clinical settings.
- ... Provide experience in the practice of occupational therapy.
- ... Provide experience in the practice of habilitation/rehabilitation techniques applicable to pediatric/developmental disabilities.
- ... Develop intellectual and professional curiosity.
- ... Foster a sense of civic and professional responsibility.

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

1 hour lecture per week

Prerequisite: Satisfactory completion of first year of OTA program

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

- ... Integrate second-year field work experience and activities with academic content.

- ... Identify feelings about experiences.
- ... Analyze therapeutic interpersonal skills.

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

1½ lecture hours per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Integrate second-year field work experience and activities with academic content.
- ... Identify feelings about experiences.
- ... Analyze therapeutic interpersonal skills.

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

1 hour lecture, 3 hours lab per week

Prerequisite: Satisfactory completion of first year of OTA program

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

- ... Demonstrate understanding of role of therapeutic modalities in occupational therapy.
- ... Demonstrate instruction skills in woodworking and weaving.
- ... Demonstrate use of materials, process, equipment, tools, storage, and maintenance of wood and weaving media.
- ... Define therapeutic application of modalities to major dysfunctional categories.

234 Life Skills Laboratory II (2) Spring II

1½ hours lecture, 4½ hours lab per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Develop an understanding of the importance of life skills and their influence on effective human function.
- ... Develop an understanding of occupational therapy practice and its role in the area of life skills.
- ... Provide instruction in the principles of design and construction of splints and other adaptive devices.
- ... Provide general instruction in work simplification: home/work/leisure.

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

3 hours lecture per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Develop an awareness of the human need for goal-directed activity.
- ... Develop an awareness of the need to integrate life-style activities of the elderly with developmental physical and cognitive abilities.
- ... Develop the ability of the COTA to function in a variety of non-traditional systems.

253 Therapeutic Interpersonal Skills (3) Fall II

3 hours lecture per week

Prerequisite: Satisfactory completion of first year of OTA program

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

- ... Develop an understanding of the role of therapeutic interpersonal relations and group dynamics in occupational therapy.
- ... Develop awareness of therapeutic interaction and its influence on relationships with others.
- ... Foster greater skills in interpersonal relationships.
- ... Develop awareness of verbal and non-verbal communication.
- ... Provide instruction in the process and techniques of group dynamics as needed in clinic settings.
- ... Develop intellectual curiosity.

254 OT in Comprehensive Community Health (2) Spring II

3 hours lecture per week for 11 weeks

Prerequisite: Satisfactory completion of third semester of OTA program

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

- ... Develop an awareness of the role of occupational therapy in comprehensive community health.
- ... Develop an awareness of social, legislative, and health care delivery systems and their influence on comprehensive health care.
- ... Develop intellectual and professional curiosity.

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

40 hours per week for last 4 weeks of spring semester

Prerequisite: Completion of academic OTA program

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

- ... Provide in-depth experience in the practice of occupational therapy.
- ... Expand understanding of the role of occupational therapy and the certified occupational therapy assistant in the treatment of clients.
- ... Further develop intellectual and professional curiosity.
- ... Further the sense of civic and professional responsibility.

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

40 hours per week for 4 weeks

Prerequisite: Completion of academic OTA program

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

- ... Demonstrate entry-level competence as an occupational therapy assistant.

OCEANOGRAPHY (OCEAN)

201 Science of the Sea (3)

3 hours lecture per week

Prerequisites: Satisfactory completion of MATH 25 or MATH 26D or high school algebra

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

- ... Use the metric system and scientific notation.
- ... Explain the concept of density and its regulatory effects on the circulation of air and water systems.
- ... Describe all major features of the ocean floor.
- ... Explain using examples how the plate tectonics theory

accounts for current locations of continents, earthquakes, mountain building island chain creation, and seafloor features.

- ... Account for, in chemical terminology, the anomalous properties of seawater.
- ... Describe the composition of seawater and methods of analyzing salinity.
- ... Describe the interactions between atmosphere and ocean in terms of heat and water budgets, and the effects these interactions have on temperature and salinity of ocean waters.
- ... Classify the major ocean currents.
- ... Describe the forces responsible for surface currents, deep ocean currents, geostrophic currents, Ekman transport of surface waters and tides.
- ... Describe the relationships between all variables used in describing ocean waves.
- ... Explain the physical factors which influence life in the oceans.
- ... Explain the parameters used in quantifying bio-productivity in the oceans.

OFFICE PROCEDURES (OFPRO)

20 Filing (2)

2 hours lecture per week

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

- ... Apply indexing rules of filing.
- ... Process and file records accurately according to the alphabetic, numeric, geographic, and subject systems.

21 Records Management (1)

1 hour lecture per week

Prerequisite: OFPRO 20

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

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

22 Duplicating Techniques (2)

1 hour lecture, 2 hours lab per week

Prerequisite: TYPW 20

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

- ... Demonstrate proficiency in preparing fluid and stencil masters for duplication.
- ... Develop the ability to proofread master copy, and make necessary corrections.
- ... Reproduce mailable copies for distribution.

25 Applied Office Services (2)

2 hours lab, 3 hours lecture/lab per week

Prerequisite: Consent of instructor

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

- ... Demonstrate the ability to utilize and apply effectively learned clerical and secretarial skills in performing assigned tasks and responsibilities in the various faculty/staff/administration offices on campus.

30 Telephone and Interview Techniques (2)

2 hours lecture per week

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

- ... Demonstrate a pleasant telephone personality.
- ... Demonstrate efficient use of the telephone.
- ... Identify the basic telephone services and equipment.
- ... Seek employment actively and effectively.

31 Office Organization (2)

2 hours lecture per week

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

- ... Plan a day's work schedule according to priority, given a set of job tasks to do.
- ... Demonstrate efficiency in performing clerical tasks following a logical sequence of steps.
- ... Use appropriate references in order to research a given set of questions.
- ... Prepare an office FACT BOOK using the appropriate subject headings necessary to maintain such an office desk reference.
- ... Identify unsafe conditions and acts that contribute to office accidents and seek measures to prevent them from occurring.
- ... Establish a calendar and reminder system to help keep appointments and meet deadlines.
- ... Design a job strategy for promotion and success on the job; be able to communicate requests for transfer or resignation.
- ... Demonstrate effective listening skills in following oral instructions.
- ... Plan a conference and meeting and prepare minutes of that meeting.
- ... Greet visitors and clients skillfully, applying learned skills and principles of office etiquette.
- ... Demonstrate understanding of ergonomic factors in the office environment.

40 Clerical Office Procedures (4)

Instead of OFPRO 40, students will take OFPRO 60. See OFPRO 60 competencies.

42 Personal Development (3)

3 hours lecture per week

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

- ... Plan an appropriate wardrobe.
- ... Demonstrate a knowledge of the correct techniques of personal grooming, posture, and figure improvement.
- ... Use conversational techniques, improved voice and diction.
- ... Practice the niceties of social and business etiquette.

50 Secretarial Procedures (4)

Instead of taking OFPRO 50, students will take OFPRO 60. See OFPRO 60 competencies.

51 Legal Secretarial Procedures I (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: LAW 30, or LAW 200, or consent of instructor

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

- ... Understand and perform the duties of the legal office worker.
- ... Demonstrate an understanding of noncourt documents.
- ... Master legal terminology.

52 Legal Secretarial Procedures II (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisites: OFPRO 51, LAW 30, or LAW 200, or consent of instructor

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

- ... Compose and type letters for the attorney's signature.
- ... Apply principles of preparing legal documents.
- ... Identify the functions of the various courts.
- ... Identify the basic procedures involved in all kinds of litigation.
- ... Define legal terminology involved in litigation.
- ... Type documents in connection with family court cases.

60 Office Simulation (4)

2 hours lecture, 4 hours lecture/lab per week

This course is recommended for the last semester.

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

- ... Solve office-type problems by adapting and applying past learning, knowledges, and skills.
- ... Demonstrate an understanding and appreciation of the office worker's role in the total system of a business office.
- ... Assess personal strengths and weaknesses in order to secure a satisfactory job commensurate with one's abilities.
- ... Make a wise job choice as a result of a job market study and the assessment of personal interests and qualifications.
- ... Function in an efficient and businesslike manner.
- ... Initiate simple management decisions.
- ... Develop skills in verbal and written communications common in the business office.

93V Cooperative Education (1-4)

1 hour seminar or 3 hours work experience per week for each credit.

This course is recommended after the first semester.

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

- ... Perform activities in the cooperative work area involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor.
- ... Write an essay on an overall competency, such as analyzing or describing the student's job in terms of the organization and its relationship to principles, concepts, or procedures covered in the field of study.

PHILOSOPHY (PHIL)

100 Introduction to Philosophy (3)

3 hours lecture per week

Recommended preparation: Qualification for or completion of ENG 100

Survey of methods, values, and types of philosophy. Intended for non-majors.

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

- ... Recognize the major world views that have dominated and sometimes polarized Western philosophy.
- ... Demonstrate knowledge of major Western thinkers and of the major concerns of Western philosophy, such as the problem of God, the nature of reality, the nature of self, ethical concerns, problems of truth, and problems of meaning.
- ... Show awareness of contemporary philosophical trends and conflicts.
- ... Better understand his/her own world view and value system.
- ... Express ideas and opinions clearly in writing.

102 Introduction to Philosophy: Asian Traditions (3)

3 hours lecture per week

Recommended Preparation: Completion of or qualification for ENG 100.

A survey of the major themes and schools of Asian philosophy.

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

- ... Critically reflect upon and articulate his or her ideas about reality.
- ... Understand the concerns of Asian philosophy.
- ... Appreciate contrasts between Asian and Western thought.
- ... Recognize the methods of philosophical reflection.
- ... Be aware of his or her personal value system.
- ... Understand the vocabulary of Asian philosophy.
- ... Know the existence and characteristics of the major schools of Asian philosophy.
- ... Be aware of the development of the schools of Asian philosophy and their occasional influence on each other.
- ... Appreciate the influence of Asian philosophy on the West.
- ... Express ideas and opinions clearly in writing.

200 History of Philosophy I (3)

3 hours lecture per week

Western philosophy from the era of Greek thinkers to the Renaissance.

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

- ... Recognize the major world views of ancient and medieval Western philosophy.
- ... Demonstrate knowledge of the ways in which ancient and medieval Western philosophers dealt with problems such as the nature of reality, the nature of the self, the existence of God, the problems of ethics, the problem of meaning.
- ... Show awareness of the major thinkers of ancient and medieval philosophy.
- ... Express ideas and opinions clearly in writing.

201 History of Philosophy II (3)

3 hours lecture per week

Western philosophy from the Renaissance to the present.

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

- ... Recognize the major world views of modern and contemporary Western philosophy.
- ... Demonstrate knowledge of the ways in which modern and contemporary Western philosophers deal with topics such as the nature of reality, the existence of God, social and political problems, and the problem meaning.
- ... Show awareness of the major thinkers of modern and contemporary philosophy.
- ... Express ideas and opinions clearly in writing.

210 Introduction to Logic (3)

3 hours lecture per week

Prerequisite: Qualification for MATH 27.

Recommended preparation: Completion of or qualification for ENG 100.

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

- ... Demonstrate knowledge of informal fallacies by identifying typical instances in everyday life.
- ... Translate logical problems into symbolic notation.
- ... Show ability to recognize the basic valid forms of argument.
- ... Employ formal rules of logic in deductive analysis.

PHYSICS (PHYS)

100 Survey of Physics (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 25 or its equivalent.

Registration in PHYS 100L is optional.

Introduction to physics, concepts and developments of classical physics.

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

- ... Demonstrate knowledge and understanding of some basic concepts and principles of physics.
- ... Demonstrate insights into associations and relationships of the topics treated in the course.
- ... Utilize elementary abstract thinking and analytical reasoning.
- ... Understand mathematical proportionality in physical principles.
- ... Utilize calculations techniques with mathematically formulated principles.
- ... Identify and assess quantitative information in terms of principles.
- ... Better utilize and control the physical environment.
- ... Understand the descriptions and principles of motion.
- ... Understand mechanical energy, power, and efficiency.
- ... Understand thermodynamics and the kinetic theory of matter.
- ... Understand the basic principles of electricity and magnetism.

100L Survey of Physics Laboratory (1)

3 lab hours lab per week

Prerequisite: Credit or registration in PHYS 100

Simple experiments in basic concepts of physics.

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

- ... Demonstrate knowledge of direct experience into some scientific concepts and principles.
- ... Demonstrate insights into the interaction between theory and experiment.
- ... Design procedures for acquiring information from experimentation.
- ... Record data, analyze data, and extract information from data.
- ... Demonstrate skills at making quantitative determinations with formulations.
- ... Demonstrate some experience with the use of instruments and equipment.

102 Elementary Modern Physics

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 25 or its equivalent.

Introduction to physics, concepts and philosophies of modern physics.

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

- ... Demonstrate knowledge and understanding of some basic concepts and principles of physics.
- ... Demonstrate insights into associations and relationships of the topics treated in the course.
- ... Utilize elementary abstract thinking and analytical reasoning.
- ... Understand mathematical proportionality in physical principles.
- ... Utilize calculations techniques with mathematically formulated principles.
- ... Identify and assess quantitative information in terms of principles.
- ... Better utilize and control the physical environment.
- ... Understand the principles of electromagnetic fields.
- ... Understand special and general relativity.
- ... Understand the principles of quantum atomics.
- ... Understand wave mechanics and nuclear reactions.

151 College Physics I (3)

3 hours lecture per week

Prerequisite: MATH 140 or knowledge of trigonometry

Principles, theories and problem solving in motion, mechanical energy, waves, thermal energy and thermodynamics.

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

- ... Demonstrate minimum knowledge and skills of motion, mechanical energy, thermal energy, and thermodynamics.
- ... Demonstrate an understanding of and insights into the concepts and principles related to motion, mechanical energy, thermal energy, and thermodynamics.
- ... Develop insights into the associations and relationships in the above topics.
- ... Utilize abstract thinking and analytical reasoning.

- ... Understand mathematical proportionality in physical principles.
- ... Identify and assess quantitative information in terms of physical principles.
- ... Utilize calculation techniques with mathematically formulated principles.

151L College Physics Laboratory I (1)

3 hours laboratory per week

Corequisite: PHYS 151

Introduction to experimental analysis, physical observations, and measurements in subjects related to PHYS 151.

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

- ... Demonstrate knowledge of some direct experiences in concepts and principles.
- ... Develop insights into the interactions between theory and experiments.
- ... Design procedures for acquiring information from experimentation.
- ... Record, analyze, and extract information from data.
- ... Demonstrate skills at making quantitative determinations with formulations.
- ... Use laboratory instruments and equipment.
- ... Acquire knowledge and insights into the subjects of laboratory projects.

152 College Physics II (3)

3 hours lecture per week

Prerequisite: PHYS 151

Principles, theories and problem solving in electricity, magnetism, light, relativity theory, quantum atomics and nuclear reactions.

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

- ... Demonstrate minimum knowledge and skills in electricity, magnetism, light, relativity theory, quantum atomics, and nuclear reactions.
- ... Demonstrate an understanding of and insights into the concepts and principles related to electricity, magnetism, light, relativity theory, quantum atomics, and nuclear reactions.
- ... Develop insights into the associations and relationships in the above topics.
- ... Utilize abstract thinking and analytical reasoning.
- ... Understand mathematical proportionality in physical principles.
- ... Identify and assess quantitative information in terms of physical principles.
- ... Utilize calculations techniques with mathematically formulated principles.

152L College Physics Laboratory II (1)

3 hours laboratory per week

Corequisite: PHYS 152

Introduction to experimental analysis, physical observations and measurements in subjects related to PHYS 152.

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

- ... Demonstrate knowledge of some direct experiences in concepts and principles.
- ... Develop insights into the interactions between theory and experimentation.

- ... Design procedures for acquiring information from experimentation.
- ... Record, analyze, and extract information from data.
- ... Demonstrate skills at making quantitative determinations with formulations.
- ... Use laboratory equipment and instruments.
- ... Acquire knowledge and insights into the subjects of laboratory projects.

POLITICAL SCIENCE (POLSC)

110 Introduction to Political Science (3)

3 hours lecture per week

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

- ... Demonstrate an appreciation and interest in politics.
- ... Acquire the necessary political skills to cope with political life.
- ... Develop a political perspective which one may apply to contemporary social problems and institutions.
- ... Show the beginnings of a world view and a sensitivity to political and socio-economic events in other parts of the world.
- ... Show a personal growth which reflects a sharpened sense of one's own values in relation to political issues.
- ... Express ideas and opinions clearly in writing.

220 Introduction to World Politics (3)

3 hours lecture per week

Recommended preparation: ENG 100 or equivalent

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

- ... Demonstrate an appreciation and interest in international politics.
- ... Demonstrate a capacity to relate analytically his/her immediate and personal "universe" with the rest of the world on political terms.
- ... Comprehend the role and purpose of world politics for humanity.
- ... Develop a world view, fortified with the ability to perceive the essential linkages between international politics, economics, and social events.
- ... Show a personal growth which reflects a sharpened sense of one's own values in relation to political issues, domestic as well as international.

230 Introduction to American Politics (3)

3 hours lecture per week

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

- ... Weigh critically the political alternatives, and develop a sense of political purpose and identity.
- ... Perceive the far-reaching consequences of the alliance between the corporate complex and public government on U.S. domestic policies and to some extent on foreign policies as well.
- ... Demonstrate a problem-oriented approach to study political life in the United States of America.

- ... Perceive the linkages between the political, economic, and social arenas; and view contemporary social problems with some sense of personal commitment.
- ... Comprehend the need to search for viable political alternatives and strategies for change.

PSYCHOLOGY (PSY)

100 Survey of Psychology (3)

3 hours lecture per week

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

- ... Demonstrate knowledge of the basic concepts and principles of psychology.
- ... Demonstrate some of the concepts and principles by applying them to daily activities.
- ... Analyze skills necessary in scientific inquiry.
- ... Show how knowledge of psychology is useful to one's own life and in helping solve societal problems.
- ... Exhibit knowledge for problem solving, critical discussion, and awareness that psychologists can disagree.
- ... Acknowledge that advances in psychology often arise from unique applications of known concepts and principles.
- ... Demonstrate a critical approach to reading psychological literature in the form of currently published psychological abstracts.
- ... Express ideas and opinions clearly in writing.

170 Psychology of Adjustment (3)

3 hours lecture per week

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

- ... Describe four different models of human behavior: psychoanalysis, behavioristic, existential, and humanistic.
- ... Discuss what is normal and abnormal coping mechanism and how these effective/ineffective coping behaviors are manifested.
- ... Develop a concept of "self" through self-examination, value clarification, etc.
- ... Discover tools for personal adjustment.
- ... Show knowledge of available psychological resources in the community and the basic method(s) they employ.
- ... Show awareness of the different roles one must take to live a responsible life within the family, community, and the general society.
- ... Express ideas and opinions clearly in writing.

200 Environmental Psychology (3)

3 hours lecture per week

Recommended preparation: ENG 100 or equivalent

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

- ... Demonstrate how our traditional psychological view of the world has shaped our actions toward it.
- ... Show a grasp of the concepts involved in human-environment interrelationships.
- ... Analyze critically an issue of human-environment relationships from a psychological standpoint; and arrive at defensible viewpoints and possible solutions based on evidence accumulated.

240 Developmental Psychology (3)

3 hours lecture per week

Prerequisite: PSY 100

Recommended preparation: Qualification for or completion of ENG 100.

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

- ... Demonstrate awareness and understanding of the developmental process from conception to adulthood.
- ... Demonstrate awareness and understanding of the various stages of development of the adult.
- ... Demonstrate an elementary awareness and understanding of the various stages of development and of some of the adjustment problems of the adult as he/she goes through the process of old age and death.
- ... Critically review material about developmental psychology.
- ... Express ideas and opinions clearly in writing.

270 Survey of Abnormal Psychology (3)

3 hours lecture per week

Prerequisite: PSY 100

Survey of types of psychological problems, methods of assessment, types of treatment, along with the history and theories of behavior problems.

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

- ... Demonstrate an understanding of the development and maintenance of pathological behavior.
- ... Demonstrate awareness and basic understanding of the types of assessment and treatment of pathological behavior.
- ... Demonstrate an ability to critically review material related to clinical psychology.

QUANTITATIVE METHODS (QM)

121 Mathematics for Decision Making I (3)

3 hours lecture per week

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

Students may not earn credit for this and MATH 130. (Cross-listed as DS 121 in UH-Manoa catalogue.)

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

- ... Analyze the mathematical properties of lines in the plane.
- ... Perform algebraic operations on matrices.
- ... Solve 2×2 and 3×3 systems of linear equations.
- ... Solve business oriented problems involving interest (compound interest, discounted value of loan, simple annuities, sinking funds, present value of a perpetuity).
- ... Apply the mathematical properties of lines, matrices, and quadratic equations to break-even analysis, economic equilibrium problems, and other business and economic problems.

122 Mathematics for Decision Making II (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of QM 121

Students may not earn credit for this and MATH 205. (Cross-listed as DS 122 in UH-Manoa catalogue.)

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

- ... Graph exponential, logarithmic, and certain algebraic functions.
- ... Take the derivatives of exponential, logarithmic, certain algebraic functions, and products, quotients and composition of such functions.
- ... Apply the concepts of differential calculus to business problems such as marginal analysis, optimizing profit and cost functions and inventory control problems.
- ... Integrate exponential and certain algebraic functions using substitution.
- ... Apply the concepts of integral calculus to business problems such as marginal analysis, growth and decay models, and consumers and producers surplus problems.

RADIOLOGIC TECHNOLOGY (RAD)

100 Introduction to Radiologic Technology (3)

Fall

3 hours lecture per week

Prerequisite: Admission to the radiologic technology program

Corequisites: RAD 100L and 140

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

- ... Practice basic ethical principles as a radiologic technologist in the performance of his/her duties.
- ... Apply the knowledge and skill necessary for thorough and efficient function in a darkroom.
- ... Apply the principles of x-ray techniques and correlate this knowledge with practical application.
- ... Apply the principles of basic x-ray positioning of structures, and correlate this knowledge with practical application.

100L Introduction to Radiologic Technology Laboratory (1)

Fall

3 hours laboratory per week

Prerequisite: Admission to the radiologic technology program

Corequisites: RAD 100 and 140

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

- ... Demonstrate mastery of tasks taught in RAD 100, including processing techniques, radiographic exposure and positioning, with emphasis on the chest, abdomen, upper extremity, shoulder girdle, lower extremity, hip joint and pelvic girdle.

110 Radiologic Technique (3)

Spring

3 hours lecture per week

Prerequisites: RAD 100, 100L, 140, BIOL 130

Corequisites: RAD 110L, 141, 149

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

- ... Apply the principles of x-ray technique, and correlate this knowledge with practical application.
- ... Construct technique charts for all situations and kilovoltage ranges.
- ... Apply the principles of basic x-ray positioning of structures, and correlate this with practical application.
- ... Apply knowledge of nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations.

110L Radiologic Technique Laboratory (1) Spring

3 hours lab per week

Prerequisites: RAD 100, 100L, 140

Corequisites: RAD 110, 141, 149

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

- ... Demonstrate mastery of tasks taught in RAD 110, including producing radiographs of the skull, facial bones, spine, bony thorax, and soft tissue of the chest.

120 Radiological Physics (3) Spring

3 hours lecture per week

Prerequisites: RAD 100, 100L, MATH 120, or consent of instructor.

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

- ... Explain the fundamentals of electrical and radiation physics and the basic principles underlying the operation of x-ray equipment and auxiliary devices.
- ... Apply the principles of radiation protection.
- ... Understand the effects of ionizing radiation in biologic systems.

149 Radiographic Film Critique I (1) Spring

1 hour lecture per week

Prerequisites: RAD 100, 100L, 140, BIOL 130

Corequisites: RAD 110, 110L,

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

- ... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture classes.
- ... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture classes.
- ... Correlate knowledge of anatomy and physiology with radiographic procedures performed in RAD 140 and 141.

150 Radiographic Film Critique II (2) Summer

3 hours lecture per week for 12 weeks

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

Corequisite: RAD 142

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

- ... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture classes.
- ... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture classes.

- ... Correlate knowledge of anatomy and physiology with radiographic procedures performed in RAD 141 and 142.

200 Advanced Radiologic Positioning (3) Fall

3 hours lecture per week

Prerequisites: RAD 142, 150

Corequisites: RAD 200L, 210, 240, 248

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

- ... Practice principles of advanced x-ray positioning of osseous structures, and correlate this knowledge with practical application.

200L Advanced Radiologic Positioning Laboratory (1) Fall

3 hours lab per week

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 210, 240, 248

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

- ... Demonstrate mastery of tasks taught in RAD 200.
- ... Demonstrate mastery in construction of technique charts in advanced anatomy and positioning of the osseous system.
- ... Demonstrate mastery in procedures involving the use of contrast media.

210 Advanced Radiologic Technique (3) Fall

3 hours lecture per week

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 200L, 240, 248

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

- ... Explain the manipulation of exposure factors.
- ... Explain procedure in radiography involving the use of contrast media.
- ... Explain the methods of pediatric radiography.
- ... Explain certain changes that occur in disease and injury and their application to radiologic technology.
- ... Explain advanced principles of imagery and technique.

220 Departmental Administration (1) Spring

1 hour lecture per week

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

- ... Explain the organization, function, supervision, and financial arrangements relative to the department of radiology.
- ... Explain the role of unions in relationship to radiology department administration.

230 Special Radiographic Procedures (3) Spring

3 hours lecture per week

Prerequisites: RAD 200, 210, BIOL 130

Corequisites: RAD 220, 230L, 241, 249

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

- ... Describe each special radiographic procedure in terms of: patient preparation, contrast medium employed, general procedural methods, method of administering contrast media, special equipment utilized, projections required, and anatomy visualized.
- ... Describe the function of pneumo chairs and patient cradle.

- ... Explain the basic function of basic physiologic monitoring equipment.
- ... Describe the special needles, guide wires, and catheters required for each special procedure.
- ... Label the component parts, and explain how each type of changer works in a clinical situation.
- ... Describe the procedural steps involved in the Seldinger technic and lumbar puncture.
- ... Define each term relative to tomography.
- ... Identify the major components of a tomographic unit.
- ... Select those factors which determine the thickness of a "cut" in body section radiography.
- ... Explain how a basic radiographic technique would have to be modified for use in tomography.
- ... Explain the principles of thermography.
- ... Label the component parts on a schematic drawing of a thermographic unit.
- ... Explain the principles of xeroradiography.
- ... List the differences between conventional radiography and xeroradiography.
- ... Explain the principles of ultrasonography and computed tomography.
- ... Label the component parts of an ultrasonic and computed tomographic unit on a schematic drawing.

230L Special Radiographic Procedures Laboratory (1) Spring

3 hours lab per week

Prerequisites: RAD 200, 210, BIOL 130

Corequisites: RAD 220, 230, 241, 249

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

- ... Demonstrate mastery of tasks taught in RAD 230.

248 Radiographic Film Critique III (1) Fall

1 hour lecture per week

Prerequisites: RAD 142, 150

Corequisites: RAD 200, 200L, 210, 240

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

- ... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture and lab classes.
- ... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture and lab classes.
- ... Correlate knowledge of anatomy and physiology with radiographic procedures performed during RAD 240.

249 Radiographic Film Critique IV (1) Spring

1 hour lecture per week

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

Corequisites: RAD 230, 230L, 241

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

- ... Recognize, describe, and change the prime factors of radiography by correlation of knowledge gained in lecture and lab classes.
- ... Recognize, describe, and change the factors which affect the radiographic quality of a film by correlation of knowledge gained in lecture and lab classes.
- ... Correlate knowledge of anatomy and physiology with radiographic procedures performed during RAD 241.

250 Radiotherapy and Nuclear Medicine (2) Summer

3 hours lecture per week for 12 weeks

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

Corequisite: RAD 242

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

- ... Demonstrate understanding of basic concepts and principles of radiation therapy and radioisotopes.
- ... Demonstrate an understanding of radiology as it pertains to radiography, radiation therapy, and nuclear medicine.

Hospital Radiographic Technique

Courses in this area provide approximately 2200 hours of clinical experience in the radiology department of a cooperating hospital. These experiences include observation of and practice in positioning the sick and injured patient, obtaining the exact radiograph requested by the physician, and assisting in treatment of disease. Film exposure time, film manipulation, and the finished radiography are critically studied. Throughout the two academic years and interim summer, certain approved radiographs must be completed. These, by location, include radiographs of extremities, gastrointestinal tract, urinary tract, skull (sinuses, facial bones, mastoids, mandible), spine, pelvis (hip-nailing), shoulder, thoracic cage and cavity (lungs, heart, and sternum).

140 Hospital Radiographic Technique (6) Fall

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning with emphasis on the chest, abdomen, upper extremity, shoulder girdle, lower extremity, hip joint, and pelvic girdle.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

141 Hospital Radiographic Technique (6) Spring

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning, with emphasis on the skull, facial bones, spine, and bony thorax.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

142 Hospital Radiographic Technique (6) Summer

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning, with emphasis upon cranium and bedside radiography of the chest, abdomen, and skeletal system.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

240 Hospital Radiographic Technique (6)**Fall**

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning, with emphasis upon radiographic examinations using contrast media of the gastrointestinal and urinary systems.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.
- ... Demonstrate knowledge of pediatric radiography.

241 Hospital Radiographic Technique (6)**Spring**

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning, with emphasis on special radiographic examinations and imaging techniques studied in RAD 230 and 230L.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

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

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

- ... Demonstrate knowledge of safe, correct radiographic technique and positioning, with emphasis on experiences in radiotherapy, nuclear medicine, and operating room examinations.
- ... Demonstrate knowledge of adapting technical factors to meet the clinical situation.
- ... Demonstrate correlation of anatomy and physiology and radiographic procedures and techniques.

270V Advanced Radiologic Technology I (1-3)*Fall**

1 hour lecture per week per credit

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

This course may serve as registry or licensing test review and may be repeated for a maximum of six (6) credits. Approved by the American Society of Radiographic Technologists for evidence of continuing education points.

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

- ... Demonstrate knowledge of current technical information in the field of radiologic technology.
- ... Demonstrate responsibility for self-learning.

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

3 hours lecture per week

Prerequisites: Graduate of an approved hospital school of radiologic technology, proof of current registration with the American Registry of Radiologic Technologists or licensure by the Hawaii Board of Radiologic Technology, 3 credits of RAD 270V or consent of instructor.

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

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

- ... Exhibit a desire for continued interest in education by registering for additional courses toward graduation or by applying for graduation if requirements are met.
- ... Demonstrate an ability to perceive situations as a future educator, supervisor, administrator, or specialized technologist.
- ... Properly interpret technical articles in professional journals.
- ... Engage in peer teaching.

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

RELIGION (REL)

150 Introduction to the World's Major Religions (3)

3 hours lecture per week

An historical survey of major world religions designed for an understanding and appreciation of these religions and of their cultural influence on history.

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

- ... Recognize the essential characteristics which distinguish the major religious traditions of mankind.
- ... Demonstrate knowledge of the basic components of each major religious tradition, such as its concept of the divine, moral code, value system, rituals, and artistic expression.
- ... Show awareness of the religious conflicts and trends of the modern world.
- ... Demonstrate a better understanding of his/her own religious background and that of the surrounding community.
- ... Express ideas and opinions clearly in writing.



151 Religion and the Meaning of Existence (3)

3 hours lecture per week

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

- ... Demonstrate awareness of contemporary religious concerns.
- ... Recognize different responses toward issues such as the conflict between science and religion, problems of meaning and death, and the human search for identity.
- ... Demonstrate an understanding of one's own religious view and values.
- ... Express ideas and opinions clearly in writing.

200 Understanding the Old Testament (3)

3 hours lecture per week

Recommended preparation: REL 150 or 151

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

- ... Demonstrate awareness of the historical and literary context of the Old Testament.
- ... Show knowledge of modern Biblical interpretation and criticism.
- ... Show an understanding the major parts and types of literature contained in the Old Testament.
- ... Demonstrate recognition of how Old Testament teachings have shaped modern society and human understanding of self.

201 Understanding the New Testament (3)

3 hours lecture per week

Recommended preparation: REL 150 or 151

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

- ... Demonstrate awareness of the historical and literary context of the New Testament.
- ... Show knowledge of modern Biblical interpretation and criticism.
- ... Show an understanding of the major parts and types of literature contained in the New Testament.
- ... Demonstrate recognition of how New Testament teachings have shaped and expressed themselves in modern society.

RESPIRATORY THERAPY (RESP)

101 Clinical Practice I (2)

Fall I

8 hours clinical per week

Prerequisite: Admission to the respiratory therapy program

Corequisites: RESP 103, 105

Mandatory CR/NC grading.

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

- ... Demonstrate entry-level skills according to specific criteria in the application of medical gas therapy, aerosol therapy, basic nursing skills, CPR, and hospital infection control techniques.

103 Humidity Therapy (2)

Fall I

2 hours lecture per week

Prerequisite: Admission to the respiratory therapy program

Corequisite: RESP 101

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

- ... Cite the history and organization of respiratory care.
- ... Knowledgeably perform basic patient care skills, vital signs, and CPR.
- ... Explain the philosophy, basic microbiology, and techniques of hospital infection control.
- ... Demonstrate specialized learning skills, professional behaviors, and library research techniques.
- ... Explain the theory and application of aerosol therapy.

105 Medical Gas Therapy (3)

Fall I

3 hours lecture per week

Prerequisite: Admission to the respiratory therapy program

Corequisites: RESP 101, CHEM 171

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

- ... Evaluate a patient's clinical signs to establish the need for oxygen therapy according to the Clinical Evaluation Inventory (CEI).
- ... Perform skills necessary to maintain and troubleshoot medical gas storage and delivery systems in a given simulation.
- ... Safely, knowledgeably, and pleasantly administer oxygen therapy to a patient and meet the requirements of the oxygen therapy CEI.
- ... Accurately operate and describe the function of oxygen delivery apparatus when given a simulation.
- ... Safely, knowledgeably, and tactfully administer carbon dioxide, helium, nitrogen, and other medical gases according to the physician's order and the other medical gases CEI.
- ... Evaluate the response of a patient to medical gas therapy and recommend appropriate changes while meeting the criteria of the evaluation of oxygen therapy CEI.
- ... Evaluate the physician's order and the patient's chart, and maintain accurate records of observations and administered therapy while meeting the criteria of the charting and record keeping CEI.

111 Clinical Practice II (4)

Spring I

16 hours clinical per week

Prerequisite: RESP 101

Corequisites: RESP 114, 130

Mandatory CR/NC grading.

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

- ... Demonstrate entry-level skills according to specific criteria in the application of IPPB, CPT, incentive spirometry, breathing techniques, and aerosolized drug therapy.

114 Respiratory Care Technique (3)

Spring I

3 hours lecture per week

Prerequisite: First semester RESP courses.

Corequisite: RESP 111

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

- ... Knowledgeably, safely and pleasantly administer an IPPB treatment to a patient and meet the criteria of the IPPB treatment CEI.

- ... Perform skills necessary for preventive maintenance of the commonly used IPPB's.
- ... Knowledgeably, safely, and pleasantly administer incentive spirometry to a patient while satisfying the incentive spirometry CEI.
- ... Knowledgeably, safely, and pleasantly perform chest physiotherapy, including: segmental postural drainage, percussion, and vibration of the chest, on a patient according to the chest physiotherapy CEI.
- ... Accurately and reliably evaluate the patient's respiratory status and progress during bedside respiratory therapy with 90 percent agreement with the instructor on the results of auscultation, inspection, palpation, diagnostic percussion, and measured ventilation values.
- ... Make a well-prepared and organized case presentation to the class and instructors.

130 Respiratory Therapy Pharmacology (3)

Spring I

3 hours lecture per week

Prerequisite: CHEM 151, first semester RESP courses.

Corequisite: RESP 111

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

- ... Evaluate a patient's need or a physician's order, real or simulated, for a respiratory therapy drug; recommend an appropriate drug, dosage, frequency, method of delivery, and goals for therapy; and have agreement with the existing physician's order or the instructor.
- ... Prepare medication for patient administration including: calculating the exact dosage, preparing the proper solution and measuring the medication to within ± 0.05 ml in a 2.0 ml dose.
- ... Safely, knowledgeably, and tactfully administer primarily inhaled medications to a patient according to the physician's order and the medication CEI.
- ... Safely and knowledgeably assess and assist a patient or simulated patient with a drug reaction until a nurse or physician can begin treatment of the patient for relief of the reaction.
- ... Assess the results of medicine administration including: achievement of therapeutic goals, patient response, charting the procedure and completing the progress notes according to the medication CEI.

140 Respiratory Therapy Sciences (3)

Spring I

3 hours lecture per week

Prerequisites: CHEM 171, first semester RESP courses.

Corequisite: RESP 111

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

- ... State the proper nomenclature for simple organic compounds e.g., alcohols.
- ... State the definition and clinical significance of the existence of optical isomers of some organic compounds.
- ... State the categories of carbohydrate compounds, their hydrolysis into monosaccharides and the process of their cellular combustion forming ATP.
- ... State the general structure and role of lipids, amino acids, and nucleic acids in the human body.
- ... State the molecular weight, structure, and function of the hemoglobin molecule to the level presented in class.

- ... State a definition, history, and classification system of microbiology.
- ... State or identify from pictures the basic anatomy of a bacteria, virus, and fungus.
- ... State the basic principles of medical microbiology as specified in the enabling objectives.
- ... State the structure and function of the respiratory system including: the respiratory tract, respiratory unit, muscles and bones of ventilation/perfusion relationships as specified in the enabling objectives.
- ... State the names and function of the anatomical structures of the heart, blood vessels, and blood as specified in the enabling objectives.
- ... State the elementary anatomy and physiology of the renal system as specified in the enabling objectives.

141 Clinical Practice III (4)

Summer I

32 hours clinical per week for 8 weeks

Prerequisites: RESP 111, 114, and 130

Mandatory CR/NC grading.

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

- ... Adequately perform the respiratory therapy technician job description with minimal supervision.

145 Emergency Life Support (2)

Summer I

8 hours lecture/lab per week for 8 weeks

Prerequisites: AHA, BCLS Certification; instructor's consent

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

- ... Perform basic cardiac life support, single and double rescuer and infant cardiopulmonary resuscitation; and clear an obstructed airway procedure to the A.H.A. standard for BCLS instructors.
- ... Pass the written, oral and practical examinations of the A.H.A., BCLS instructor course.
- ... Knowledgeably, safely, and skillfully use mechanical airways and breathing devices, including: oral and nasal airway, esophageal obturator, S-tube, face masks, self-inflating and non-self-inflating resuscitation bags, and demand valve on manikins and patients according to the CEI for each piece of equipment.
- ... Knowledgeably, safely, and skillfully use a cardiac monitor-defibrillator according to the cardiac monitor-defibrillator CEI.
- ... Interpret simple cardiac arrhythmias when given a clear lead two EKG with 80 percent accuracy with the instructor or referenced EKG strip.
- ... Knowledgeably, safely and skillfully perform a 12 lead EKG on a patient according to the EKG-CEI.
- ... State different forms persons' anxiety will likely take during CPR and how these might be dealt with effectively.
- ... Develop a calm, efficient working attitude during a medical crisis. Some progress to this end must be demonstrated.
- ... State the effects, indications, contraindications, routes of administration and dosages of drugs used during CPR according to common practice or the A.H.A.
- ... State the essential and useful drugs and equipment that should be included on a hospital emergency chart.

150 Cardiopulmonary Anatomy and Physiology (3) Summer I

6 hours lecture per week for 8 weeks

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

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

- ... State the name, location, and physiology of circulatory anatomy as outlined in the enabling objectives on examination with at least 80 percent accuracy.
- ... State the electrochemical process in myocardial contraction, describing the electrical pathways of the heart, correlating cardiac electrical activity to a standard cardiac monitor strip and a 12-lead EKG when given appropriate data on examination to minimally 80 percent accuracy.
- ... State the location and physiology of the cerebral respiratory centers, central chemoreceptors, carotid and aortic bodies and the respiratory reflexes on examination with at least 80 percent accuracy.
- ... State the name, location, and physiology of the respiratory anatomy as specifically outlined in the enabling objectives with minimally 80 percent accuracy on examination.
- ... State the names, location, origin, insertion, and effects of contraction and relaxation of the muscles and the names and actions of bones participating in pulmonary ventilation with minimally 80 percent accuracy on examination.
- ... State a definition of the terms, normal values, and interrelationships between concepts of mechanics of ventilation as outlined in the enabling objectives to within 80 percent accuracy on examination.
- ... State the names, location, and physiology of structures at the alveolo-capillary interface to within 80 percent accuracy on examination.
- ... State the physiology of gas transport in the blood as specified in the enabling objectives to within 80 percent accuracy on examination.
- ... State the names, location, and physiology of structures involved with respiration at the tissue capillary/cell wall interface.
- ... State the terms and chemical processes involved in cellular respiration as specified in the enabling objectives to within 80 percent accuracy on examination.
- ... State and calculate indices of respiration or ventilation/perfusion interactions as specified in the enabling objectives to 80 percent accuracy on examination.

180 Pulmonary Function (2)

Summer I

8 hours lecture/lab per week for 8 weeks

Corequisite: RESP 150

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

- ... Knowledgeably, safely, accurately, and tactfully perform a bedside basic spirometry screening test on a patient or simulated patient while meeting the criteria of the screening pulmonary function study clinical evaluation inventory (CEI).
- ... Knowledgeably, safely, accurately, and tactfully perform a complete pulmonary function study, all volumes, capacities, flowrate, flow/volume loop, and diffusing capacity on a patient according to the respective CEI.
- ... Knowledgeably, safely, accurately, and tactfully perform a pre- and post-bronchodilator pulmonary function study on a patient according to the respective CEI.

- ... Knowledgeably, safely, accurately, and tactfully measure the closing volume of a patient while satisfying the criteria of the respective CEI.
- ... Knowledgeably, safely, and skillfully assist in the performance of therapeutic or diagnostic bronchoscopy according to the respective CEI.
- ... Knowledgeably, safely, and skillfully assist in the performance of lung volumes and capacities, compliance, and resistance on a patient or simulated patient with a body plethysmograph while satisfying the body plethysmography CEI.
- ... State the operating principles, operational techniques, and maintenance procedures for the pulmonary function testing equipment required to perform the above studies.
- ... Perform at least two-point calibration of volume, pressure, flow, and gas analysis equipment to within the manufacturers' limits of accuracy for both the equipment being calibrated and the standardization equipment.
- ... Properly calculate and chart the results of pulmonary function tests on the appropriate hospital forms according to the pulmonary function study charting CEI.
- ... Interpret complete pulmonary function test results, and have at least 80 percent agreement with the instructor or pulmonary physician's report when given tests that show significant findings.
- ... Interpret the clinical significance of other test results: closing volume, pre-post bronchodilator studies, compliance, and resistance to a level acceptable by the training laboratory.

202 Clinical Practice IV (4)

Fall II

16 hours clinical per week

Prerequisite: RESP 141

Corequisite: RESP 203

Mandatory CR/NC grading.

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

- ... Demonstrate entry-level skills according to specific criteria in the accomplishment of pulmonary function testing, blood gas analysis, and interpretation of these tests.

203 Advanced Respiratory Therapy Procedures (3)

Fall II

3 hours lecture per week

Prerequisites: RESP 141, instructor's consent

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

- ... Skillfully and accurately operate and maintain mechanical ventilators according to the respective CEI and the manufacturers' specifications.
- ... Safely, skillfully, and accurately monitor a patient on mechanical ventilation and make changes as ordered according to the respective CEI.
- ... State the basic elements of the management and weaning of mechanical ventilator patients as specified in the enabling objectives with 80 percent accuracy.
- ... Make adaptations to the equipment and procedures of general therapeutics in order to treat the pediatric and neonatal patients.
- ... State the definition, etiology, symptoms, treatment, and the respiratory therapy technician's role in the treatment of pediatric disease as specified in the enabling objectives with at least 80 percent accuracy on examination.

- ... State the definition, etiology, symptoms, treatment, and the respiratory therapy technician's role in the treatment of cardiopulmonary disease as specified in the enabling objectives with 80 percent accuracy on examination.
- ... Knowledgeably and tactfully teach a real or simulated respiratory rehabilitation patient breathing retraining, graded exercises, operation and maintenance of home care equipment, and necessary changes in life style according to the respective CEI.
- ... State the philosophies of cardiac stress testing and state the indications, contraindications, and side effects of that procedure with at least 80 percent accuracy on examination.

212 Blood Gas Analysis (3)

Fall II

3 hours lecture per week

Prerequisite: RESP 150

Corequisite: RESP 202

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

- ... Knowledgeably, safely, and tactfully obtain an arterial, capillary, or mixed venous blood sample from a patient within 20 minutes of notification while satisfying the specific blood gas sampling clinical evaluation inventory (CEI).
- ... Gather the proper equipment, and state the procedure for establishing an arterial cannula and Swan-Ganz catheter according to the respective CEI.
- ... Knowledgeably, safely, and accurately operate and maintain a blood gas analyzer, blood tonometer, and CO-Oximeter according to the factory recommendations for the specific machine and the appropriate CEI.
- ... Knowledgeably, safely, and accurately measure and/or calculate V_D/V_T , $AaDO_2$, Q_S/Q_T , $avDO_2$, O_2UC including gathering, assembling, and operating all specialized equipment necessary according to the respective CEI.
- ... Accurately evaluate the oxygenation, ventilation, and acid-base status of blood gas results within 1 minute with 95 percent agreement with the instructor or referenced sample given.
- ... Knowledgeably, safely, and accurately measure cardiac output via a thermal dilution technique according to the cardiac output CEI.
- ... State four kinds of computer/programmable calculator memory, and design a 20-step program using one type of language.
- ... Write and turn in for evaluation of form, grammar, organization, completeness, and accuracy of content a referenced library or original research paper.

218 Pathophysiology (3)

Fall II

3 hours lecture per week

Prerequisites: RESP 150, 180

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

- ... State the definition and brief description of the terminology of pathology as related to the cardiopulmonary system and the therapeutics therein as specified by the enabling objectives.
- ... Take and record a patient's medical history according to the medical history CEI.
- ... State the physical principles defining the terminology and interpreting the results of chest x-rays with 80 percent agreement with the instructor or referenced x-ray.

- ... State the significance of the patient's history, sputum culture and sensitivity, x-rays, bronchoscopy, specific medical laboratory data, pulmonary function test results, and blood gas results as related to diagnosis and treatment of specific diseases of the respiratory and circulatory system with 80 percent correlation with the instructor or referenced case study.
- ... State the definition, etiology, symptoms, pathogenesis, methods of treatment, peculiarities of treatment and prognosis of specific diseases affecting respiration and circulation as listed in the enabling objectives to at least 80 percent accuracy on written, oral, or practical examination.

222 Clinical Practice V (4)

Spring II

16 hours clinical per week

Prerequisite: RESP 202

Mandatory CR/NC grading.

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

- ... Demonstrate entry-level skills according to specific criteria in the application of critical care techniques peculiar to respiratory therapy, e.g., patient monitoring and mechanical ventilation.

225 Critical Care (3)

Spring II

3 hours lecture per week

Corequisite: RESP 222

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

- ... Safely and knowledgeably assist in the operation of a hyperbaric chamber, and monitor the patient being treated according to the hyperbaric chamber CEI.
- ... Safely, knowledgeably, and skillfully place an endotracheal tube via oral or nasal routes; or replace a tracheotomy tube according to the respective CEI.
- ... Safely, knowledgeably, and compassionately monitor the patient on continuous mechanical ventilation including: breathing pattern, breath sounds, patient's perception and comfort, ventilation values, patient-ventilator relationship, patient monitor alarms, pleural evacuation systems, cardiac status, and adequacy of the airway according to the respective CEI.
- ... Evaluate the patient's need for mechanical intervention using all information available with 80 percent agreement with the instructor or referenced case study according to the evaluation of need for mechanical intervention CEI.
- ... Safely and skillfully set up, operate, and maintain a continuous mechanical ventilator or expiratory pressure set up as measured by the respective CEI.
- ... Evaluate the need for weaning; and wean the patient if needed from the F_{IO_2} , ventilation, artificial airway or expiratory pressure using all information available with 80 percent agreement with the instructor or referenced case study according to the respective CEI.
- ... Alter the mechanical intervention set up to a portable system for transporting a critically ill respiratory patient according to the respective CEI.
- ... Effectively communicate with tracheally intubated patients and dying patients in real or simulated situations according to the respective CEI.
- ... Efficiently establish reasonable work priorities as determined by the supervising instructor.

230 Cardiopulmonary Rehabilitation (2)**Spring II***2 hours lecture per week**Prerequisite: RESP 218*

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

- ... State the advantages of rehabilitative or home medical care compared to acute medical care of patients with chronic or debilitating cardiorespiratory disease as discussed in class.
- ... State the criteria used by governmental agencies and third-party payers to substantiate pulmonary or cardiac disability.
- ... State the clinical methods of diagnostic testing for the determination of disability in pulmonary and cardiac patients.
- ... State the psychological, sociological, and physical changes that a cardiac or pulmonary patient may have to experience in order to improve his/her longevity and/or quality of life.
- ... Communicate positively with real or simulated pulmonary or cardiac rehabilitation patients, their family, and peers about the implications of living with the particular disease in terms of changes in life style and community resources and medical support available.
- ... Knowledgeably, skillfully, and safely operate home care equipment and systems available according to the respective CEI.
- ... Teach a real or simulated patient rehabilitative breathing techniques as specified in the enabling objectives according to the respective CEI.
- ... State the advantages and disadvantages of at least five methods used to terminate smoking as discussed in class.
- ... Teach a real or simulated patient the alternatives available and techniques, as specified in the enabling objectives, for home care of their specific disease.
- ... Identify various valves, parts, adapters, and apparatus when shown a piece of equipment with at least 80 percent accuracy.
- ... Perform the maintenance procedures on a specific mechanical ventilator according to the manufacturer's procedure.

235 Pediatric and Neonatal Respiratory Care (3)**Spring II***3 hours lecture per week**Prerequisite: Third semester RESP courses**Corequisite: RESP 222*

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

- ... State the major events specified in the enabling objectives of the embryology of the lung and heart.
- ... Identify the anatomy and physiology of the fetal respiratory and circulatory systems as specified in the enabling objectives.
- ... State a description of the respiratory and circulatory changes that occur at birth and for several months thereafter.
- ... State the normal values for arterial and capillary blood gases in the fetus, neonate, and infant as given in class.
- ... State a description of the Apgar scoring system for the evaluation of the neonate.
- ... Accurately, skillfully, and safely monitor neonatal respiratory function using equipment available in the clinical setting.
- ... State the etiology, pathophysiology, pathogenesis, prognosis, treatment, and respiratory therapist's role in the treat-

ment of congenital disease, disease precipitated during delivery, neonatal disease, and pediatric disease as specified in the enabling objectives.

- ... Knowledgeably, skillfully, safely, and tactfully perform medical gas therapy, aerosol therapy, and chest physiotherapy on neonatal and pediatric patients according to the appropriate CEI.
- ... Knowledgeably, skillfully, safely, and tactfully operate and manage neonatal and pediatric mechanical ventilation according to the appropriate CEI.

240 Mechanical Ventilation (3)**Spring II***6 hours lecture/lab per week**Prerequisite: Third semester RESP courses.**Corequisites: RESP 222, 225*

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

- ... State the correct classification of mechanical ventilators commonly used in Hawaii and throughout the United States as specified in the enabling objectives with at least 80 percent accuracy.
- ... Graphically illustrate the pressure, volume, and flow curves for the mechanical ventilators specified above with at least 80 percent accuracy.
- ... State the function of a pneumatic, fluidic, or electrical circuit when shown a schematic or a mechanical ventilator circuit.
- ... Set up and calibrate to within the specifications of the manufacturer a pressure transducer, pneumotachograph, and a multi-channel recorder with flow, volume, and pressure channels.
- ... Analyze the function, limitations, features, and peculiarities of commonly used mechanical ventilators according to the mechanical ventilator analysis CEI.
- ... State the function, limitations, features, and peculiarities of commonly used mechanical ventilators with 80 percent accuracy.
- ... Clean, set up, and test the function of a given mechanical ventilator for re-use according to the testing ventilator function CEI.
- ... State the general features, advantages, and disadvantages of historical or unique mechanical ventilators specified in the enabling objectives to 80 percent accuracy.
- ... State the mechanical and pneumatic function of oxygen mixing devices with 80 percent accuracy.
- ... Safely troubleshoot ventilator malfunction and modify ventilators to deliver proper ventilation or special ventilatory adjuncts when given a simulated situation and the appropriate equipment.

250 Critical Care Practice (3)**Summer II***32 hours clinical per week for 8 weeks**Prerequisite: RESP 222**Mandatory CR/NC grading.*

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

- ... Demonstrate adequate performance of the respiratory therapist's ICU job description with minimal supervision.
- ... Demonstrate mastery of all critical care tasks via clinical evaluation inventory (CEI).
- ... Score at least 80 percent on the respiratory therapist comprehensive examination.

260 Respiratory Therapy Department Administration (2) Summer II

4 hours lecture per week for 8 weeks

Corequisite: RESP 250

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

- ... Write a concise, accurate job description according to the method outlined by Mager.
- ... Role play interview situations including: evaluation, job applicants, salespersons, and termination interviews. The interviewee must be speaking at least 50 percent of the time.
- ... State description of employee grievance procedures through all channels of appeal to termination at a given hospital.
- ... State the responsibilities and traits of a good supervisor as specified in the enabling objectives.
- ... Discuss current methods of personnel management as given in class.
- ... Write a convincing, non-emotional cost/effective justification for equipment, personnel, or other specific budget items.
- ... Formulate a realistic departmental budget when given the appropriate data.
- ... Make reasonable budget reappropriation when the above budget is reduced in funds.
- ... State appropriate methods for evaluation, purchase, ordering, and storing of respiratory therapy equipment as discussed in class.
- ... State the financial relationship between the respiratory therapy department, other departments, and the hospital in general.
- ... State the importance, methods of storage, and legal implications of departmental recordkeeping according to JCAH standards and class discussion.
- ... Design a simulated inservice education program and employee orientation program.
- ... Deliver a short educational program to the class (5 minutes), complete with properly written behavioral objectives.
- ... State the relationship between the respiratory therapy department and professional organizations, charity groups, sales organizations, and the community as discussed in class.
- ... Write a resume or curriculum vitae that conforms to format handed out in class.

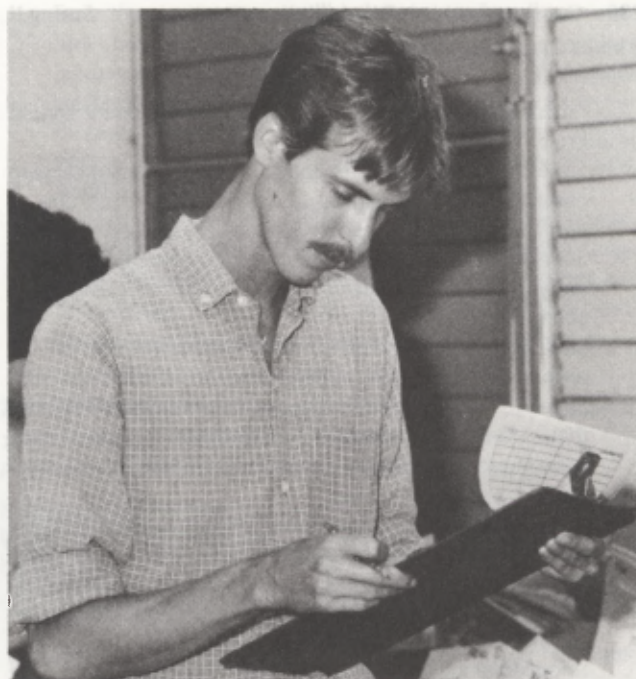
SALES AND MARKETING (SMKT)

20 Advertising and Display (3)

3 hours lecture per week

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

- ... Understand the dynamics of society and the advertiser's response to change.
- ... Appreciate the importance of information research in advertising.



- ... Demonstrate the ability to plan an advertising program.
- ... Appreciate the different advertising allies.
- ... Demonstrate correct usage of selecting advertising media.
- ... Understand the newspaper as an advertising media.
- ... Manage the application of skill in writing newspaper copy.
- ... Understand the radio and television as an advertising media.
- ... Recognize other advertising media.
- ... Demonstrate ability to select which merchandise to advertise.
- ... Apply principles and concepts of creativity and production to broadcast media.
- ... Know how to structure an advertising budget.
- ... Know major retail advertising trends.
- ... Understand the legal and ethical restraints on advertising.
- ... Apply principles of design and arrangement.
- ... Apply concepts of display lighting.
- ... Realize the importance of display teamwork.

21 Advertising and Display Laboratory (1)

2 hours lecture/laboratory per week

Corequisite: SMKT 20

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

- ... Produce and direct a TV and radio commercial.
- ... Write appropriate copy and layout for a magazine and newspaper.
- ... Design a display window with appropriate lighting.
- ... Evaluate advertisements and displays.

30 Principles and Methods of Salesmanship (3)

3 hours lecture per week

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

- ... Understand the nature of selling.
- ... Demonstrate the basic principles used in selling.
- ... Appreciate the importance of prospecting for sales.
- ... Appreciate the value of the preapproach.

- ... Perform a sales presentation.
- ... Interpret sales resistance and objectives in the selling process.
- ... Demonstrate closing techniques.
- ... Think of creative ideas for retail and professional selling.
- ... Know the personal aspects of selling.

32 Merchandise Analysis (3)

3 hours lecture per week

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

- ... Know methods and procedures of acquiring, translating, and using merchandise information.
- ... Demonstrate correct usage of merchandise knowledge in a sales situation.
- ... Interpret guarantees, warranties, directions, standards, and grades for customers, buyers, and sales personnel.
- ... Appreciate the relationship of promotion and merchandise analysis.
- ... Understand the government's role in merchandise analysis.
- ... Know stocking procedures and their effects on merchandise analysis.

35 Principles of Wholesaling (3)

3 hours lecture per week

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

- ... Display a knowledge of the management of price competition, price control, and space allocation in wholesaling.
- ... Understand the classification, efficiency, and responsibilities of the wholesale sector.

40 Principles of Marketing (3)

3 hours lecture per week

Prerequisite: BUS 20

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

- ... Know specific facts of marketing.
- ... Appreciate the consumer-oriented approach to marketing.
- ... Demonstrate an understanding of consumer goods and industrial goods.
- ... Understand facts and principles of the channels of distribution.
- ... Demonstrate correct usage of methods in market research.
- ... Understand basic concepts of retailing.
- ... Understand basic concepts of wholesaling.
- ... Understand basic concepts of physical distribution.
- ... Recognize the role of market communication.
- ... Demonstrate correct usage of procedures in personal selling.
- ... Know principles of marketing organization.
- ... Evaluate a marketing application.

45 Principle of Retailing (3)

3 hours lecture per week

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

- ... Recognize the role of retailing in a free enterprise economic system.
- ... Understand the basic concepts and principles of store location, design, and layout.

- ... Understand facts and principles of franchising.
- ... Apply concepts and principles of store organization and supervision.
- ... Understand the importance of the retail customer.
- ... Apply the principles and practices of the buying function.
- ... Demonstrate correct methods and procedures for pricing merchandise.
- ... Demonstrate correct methods and procedures for receiving and merchandise handling.
- ... Apply concepts and principles of merchandise and expense control systems.
- ... Understand facts and principles of credit and collections.
- ... Know the methods of store security.

50 Fashion Merchandising (3)

3 hours lecture per week

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

- ... Display competencies in utilizing advanced merchandising techniques in select areas of fashion.
- ... Plan, evaluate, maintain, and control inventory levels through effective buying and selling strategies involving seasonal merchandising.

93V Sales and Marketing Internship (1-3)

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

- ... Perform activities in the work area involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor.
- ... Write an essay on an overall competency, such as analyzing or describing the student's job in terms of the organization and its relationship to principles, concepts or procedures covered in the field of study.

SCIENCE (SCI)

21 Environmental Science (3)

3 hours lecture per week

An introductory course designed to provide a basic integrated understanding of our environment—our planet, to the non-liberal arts major. Topics are chosen from the scientific disciplines of biology, geology, meteorology, and chemistry.

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

- ... Demonstrate knowledge of the basic principles of chemistry and physics.
- ... Demonstrate knowledge of the basic principles of ecosystem function and structure.
- ... Demonstrate a basic knowledge of evolution and genetics.
- ... Demonstrate knowledge and concern with the environment problems of pollution, energy, resources and depletion, and overpopulation.
- ... Demonstrate basic knowledge of the impact of technology on man and the environment.
- ... Analyze critically, and formulate positions on selected issues.

121 Introduction to Science: Biological Sciences (3)

3 hours lecture per week

Registration in SCI 121L optional

Characteristics of science, historical development of scientific concepts, and interaction of society with science illustrated by topics from biological science.

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

- ... Appreciate the complexities and interrelationship in nature.
- ... Understand major biological concepts including evolution, classification, cell structure and function, genetics, energy acquisition and utilization, human biology, and ecology.
- ... Understand the scientific process, its characteristics, its limitations, and its place in society.
- ... Make informal decisions on biologically-related issues as an educated citizen.

121L Biological Sciences Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 121

Laboratory experiments illustrating topics in the biological sciences.

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

- ... List the sequence of steps followed in the scientific method, and understand the logic and significance of each step.
- ... Describe the many applications of the scientific method to everyday life.
- ... Demonstrate the proper techniques and procedures for microscopy, magnification, scientific illustrations, dissection, genetics, sampling techniques, and other pertinent biological lab experiments.

122 Introduction to Science: Physical Science (3)

3 hours lecture per week

Prerequisite: Satisfactory completion of MATH 25 or its equivalent

Registration in SCI 122L optional

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

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

- ... Demonstrate knowledge and understanding of some basic concepts and principles.
- ... Demonstrate insights into associations and relationships of the topics treated.
- ... Utilize elementary abstract thinking and analytical reasoning.
- ... Understand mathematical proportionality in physical principles.
- ... Utilize calculations techniques with mathematically formulated principles.
- ... Identify and assess quantitative information in terms of principles.
- ... Better utilize and control the physical environment.
- ... Understand the descriptions and principles of motion.
- ... Understand mechanical energy, power and efficiency.
- ... Understand thermal energy and the kinetic theory of matter.
- ... Understand the basics of chemical bonding and reactions.

122L Physical Science Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 122

Laboratory experiments illustrating topics in the physical sciences.

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

- ... Demonstrate knowledge of the direct experience into some scientific concepts and principles.
- ... Demonstrate insights into the interaction between theory and experiment.
- ... Design procedures for acquiring information from experimentation.
- ... Record data, analyze data, and extract information from data.
- ... Demonstrate skills at making quantitative determinations with formulations.
- ... Demonstrate some experience with the use of instruments and equipment.

124 Ecology, Man and Technology (3)

3 hours lecture per week

Registration in SCI 124L optional

Human ecology in the past, present, and future viewed through an analysis of the relationships between science and technology; the means these provide for manipulation of the environment; and the effects of manipulation on the environment and human populations.

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

- ... Demonstrate knowledge of the basic principles of ecosystem structure and functions.
- ... Demonstrate knowledge of the effects of technology on the environment and its impact on human life-style.
- ... Critically analyze, and evaluate the values and limitations of technological progress.
- ... Demonstrate knowledge of and concern for global ecological problems of overpopulation, pollution, resource depletion, energy, etc.

124L Ecology, Man and Technology Laboratory (1)

3 discussion/lab hours per week

Prerequisite: Credit or registration in SCI 124

Laboratory experiments and projects illustrating topics on human ecology.

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

- ... Demonstrate the ability of critical thinking and logical reasoning through the use of scientific methods, research procedures, and discussion groups.
- ... Develop laboratory skills and techniques, including skill in writing laboratory reports.
- ... Demonstrate responsibility and respect for one another.

126 Earth, Sea, and Atmosphere Science (3)

3 hours lecture per week

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

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

- ... Understand some aspects of general geology such as earth's material and its internal processes.
- ... Understand some physical features of the ocean such as the filling of the ocean basin with water, its chemical composition, currents, and shoreline erosion.
- ... Understand some features of atmosphere such as heating and cooling of the planet Earth, and winds and storms.
- ... Understand generally the celestial world beyond the planet Earth, such as the sun and its family of nine planets.

SHORTHAND (SHTHD)

Manual (Handwritten) Shorthand

20 Beginning Theory/Dictation/Transcription (5)

4 hours lecture, 2 hours lecture/lab per week

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

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

- ... Demonstrate a firm knowledge of Gregg shorthand theory by reading from shorthand notes and writing shorthand with accurate automatic responses.
- ... Take familiar material dictation at 50 words a minute for three minutes.

25 Skill-Development Shorthand (4)

2 hours lecture, 4 hours lecture/lab per week

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

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

- ... Read and write shorthand outlines fluently.
- ... Transcribe from shorthand notes.
- ... Take new-material dictation at 60 words a minute for three minutes.

30 Intermediate Shorthand (4)

2 hours lecture, 4 hours lecture/lab per week

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

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

- ... Demonstrate knowledge of Gregg shorthand principles.
- ... Apply rules of punctuation, capitalization, number, and word usage in the transcription process.
- ... Integrate English, shorthand, and typewriting skills into the transcription skill.
- ... Take new-material dictation at 80 words a minute for three minutes.

40 Advanced Shorthand (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 30 or equivalent

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

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

42 Executive Shorthand (4)

Spring

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 30 or equivalent

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

- ... Demonstrate the ability to take with ease dictation of a rapid dictator.
- ... Take notes in meetings and conferences of executives.

46 Legal Shorthand (4)

Spring

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 30 or equivalent

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

- ... Take legal-material dictation, and transcribe in an acceptable format.
- ... Take new-material dictation of business correspondence at a rate of 20 words a minute above that attained in the previous course.

Machine Shorthand Courses

23 Machine Shorthand Theory I (5)

Fall

4 hours lecture, 2 hours lecture/lab per week

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

- ... Demonstrate a firm knowledge of machine shorthand theory by reading from machine shorthand notes and writing machine shorthand with accurate automatic responses.
- ... Read shorthand notes from textbook plates, homework assignments, and notes recorded from dictation.

33 Machine Shorthand Theory II (4)

Spring

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 23 or equivalent

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

- ... Read and write machine shorthand outlines fluently and accurately, and transcribe them in acceptable format.
- ... Take dictation at 60 wpm on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

43 Machine Shorthand/Transcription I (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 33 or equivalent

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in business and court.

- ... Transcribe shorthand notes in acceptable formats.
- ... Take dictation at 80 wpm on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

53 Machine Shorthand/Transcription II (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 43 or equivalent

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charge; and demonstrate familiarity and competence in the usage of business, legal, and medical terminology.
- ... Read and transcribe shorthand notes accurately, and present them in appropriate styles within a given time frame.
- ... Take dictation at 100 words a minute on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

63 Machine Shorthand/Transcription III (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 53

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charges; and demonstrate familiarity and competence in the usage of business, legal, and medical terminology.
- ... Read and transcribe shorthand notes accurately, and present them in appropriate styles within a given time frame.
- ... Take dictation at 120 words a minute on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

73 Machine Shorthand/Transcription IV (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 63

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charges; and demonstrate familiarity and competence in the usage of business, legal, and medical terminology.
- ... Read and transcribe shorthand notes accurately, and present them in appropriate styles within a given time frame.
- ... Take dictation at 140 words a minute on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

83 Machine Shorthand/Transcription V (4)

2 hours lecture, 4 hours lecture/lab per week

Prerequisite: SHTHD 73

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charges.
- ... Demonstrate familiarity and competence in the use of business, legal, and medical terminology.

- ... Read and transcribe shorthand notes accurately, and present them in appropriate styles within a given time frame.
- ... Take dictation at 160 words a minute on unfamiliar material for five minutes, and transcribe them with 97.5 percent accuracy.

84 Machine Shorthand/Transcription VI (4)

2 hours lecture, 4 hours lecture/lab per week.

Prerequisite: SHTHD 83

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

- ... Demonstrate mastery of the stenograph machine in taking verbatim dictation of material found in court proceedings, testimony, and jury charges.
- ... Demonstrate familiarity and competence in the use of business, legal, and medical terminology.
- ... Read and transcribe shorthand notes accurately, and present them in appropriate styles within a given time frame.
- ... Take dictation at 180 words a minute on unfamiliar material for five minutes, and transcribe with 97.5 percent accuracy.

SOCIAL SCIENCES (SSCI)

21 Introduction to the Social Sciences I (3)

3 hours lecture per week

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

- ... Understand the state of the pre-industrial world.
- ... Demonstrate basic knowledge of the impact of technology on the earth, society, and human values.
- ... Critically analyze, and formulate positions on selected issues of society.
- ... Use the various social sciences as means to understand the issues presented by the course.
- ... Examine personal values, and formulate positions concerning social issues.

120 Hawaii's People (3)

3 hours lecture per week

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

- ... Show an awareness of ethnic groups in Hawaii and in the continental United States of America.
- ... Demonstrate familiarization with basic concepts in the social sciences and Humanities.
- ... Show awareness, concern, and a sense of responsibility for contemporary events, issues, and problems related to the total environment.
- ... Demonstrate knowledge of the political, cultural, psychological, and sociological aspects of various ethnic groups.
- ... Confront contemporary ethnic problems, and relate them to the problems of society as a whole.
- ... Critically examine the values of these various ethnic groups and the student's own values and attitudes.

SOCIOLOGY (SOC)

100 Survey of General Sociology (3)

3 hours lecture per week

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

- ... Demonstrate understanding of the process, assumptions, and limitations involved in the scientific methods.
- ... Achieve understanding of the relationship of individuals and the social and cultural environment.
- ... Analyze alternative courses of action regarding particular societal problems on the basis of feasibility, acceptance by groups, and accuracy.
- ... Analyze contemporary social events in the context of historical events.
- ... Demonstrate understanding of behavioral expectations in a variety of situations.
- ... Identify own strengths and weaknesses in group situations.
- ... Identify the basic social institutions of a society in terms of structure, function, change, and interrelationship.
- ... Describe the basic social processes that affect societies and individual's behavior.
- ... Demonstrate perception and knowledge of observable events in society.
- ... Express ideas and opinions clearly in writing.

220 Marriage and Family (3)

3 hours lecture per week

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

- ... Employ the sociological perspective and research methods in studying marriage and family.
- ... Recognize the basic sociological theories and concepts that have been employed in the study of marriage and family.



- ... Understand the origins of such basic institutions including their life cycles.
- ... Demonstrate understanding of diverse and universal forms of marriage and family and their impact on American Societies.
- ... Identify the major societal changes affecting marriage and family and their resultant institutional consequences.
- ... Demonstrate awareness of family dysfunction and its impact on society.
- ... Recognize the family's role in modern society, and speculate about the future of marriage and family as global institutions.

231 Introduction to Juvenile Delinquency (3)

3 hours lecture per week

Recommended preparation: SOC 100

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

- ... Describe and define juvenile delinquency, in particular, socio-legal and statistical characterizations of that form of youthful deviance.
- ... Explain the underlying, finite and multiple causes of juvenile delinquency which refer in particular to the sociogenic, psychogenic, and biogenic etiologies popularly offered in the sociological study of juvenile delinquency.
- ... Demonstrate awareness and understanding of official and unofficial reactions to youthful offenders, especially in light of victim and offender characteristics, Juvenile Justice System policies and operations, and community sensitivity to & reporting of the problem (victimization surveys) of delinquency.
- ... Express ideas and opinions clearly in writing.

SPANISH (SPAN)

101 Elementary Spanish I (4)

5 hours lecture per week plus laboratory drill

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

- ... Recognize the differences between the sounds of his/her native language and Spanish.
- ... Understand the meaning of words, wordgroups, and sentences.
- ... Reproduce the brief speech of the models established for the classroom.
- ... Apply orally a variety of brief answers to questions on familiar topics.
- ... Read aloud familiar materials.
- ... Read with understanding several paragraphs in which a majority of the structure elements are familiar, but the combination of elements or the order of presentation has been varied.
- ... Write with a reasonable degree of accuracy all materials dictated.
- ... Produce appropriate grammatical forms in familiar contexts.
- ... Vary a response in writing.
- ... Recall familiar facts of Hispanic and Latin American civilization presented in reading experiences.

102 Elementary Spanish II (4)

5 hours lecture per week plus laboratory drill

Prerequisite: Satisfactory score on the language placement test or completion of SPAN 101

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

- ... Understand the meaning of words, word-groups, and sentences beyond those studied in SPAN 101.
- ... Carry out familiar commands given the target language.
- ... Produce with reasonable accuracy the phonetic sounds of the Spanish language and include the correct rhythm, stress, and linking components.
- ... Express ideas on a comprehensible level.
- ... Demonstrate understanding of dialogues and passages illustrative of recombined lexical and structural elements similar to those studied.
- ... Read and understand several unfamiliar, coherent paragraphs which utilize learned concepts.
- ... Apply knowledge of grammar to the creation of new sentences by responding correctly when given precise directions as to structures.
- ... Recognize and recall vocabulary and lexical items, grammatical forms and patterns, word meaning, and appropriate correspondences to idiomatic structures.
- ... Recall familiar facts of Hispanic and Latin American civilizations presented in reading experiences.

SPEECH (SP)

51 Oral Communication Techniques (3)

3 hours lecture per week

Prerequisite: Satisfactory score on placement test.

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

Module 1: Interpersonal Communication

- ... Demonstrate an understanding of the importance of non-

verbal communication and listening in the one to one situation.

- ... Conduct an interview and respond appropriately in an interview.

Module 2: Small Group Communication

- ... Demonstrate understanding of group dynamics.
- ... Apply appropriate steps in the process of sharing information and problem solving in a small group situation.

Module 3: Presentational Communication

- ... Analyze the audience.
- ... Select appropriate topics and support materials.
- ... Organize materials effectively.
- ... Develop critical listening skills.
- ... Deliver ideas effectively.

151 Personal and Public Speech (3)

3 hours lecture per week

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

- ... Demonstrate understanding of the basic principles of the effective verbal, and non-verbal communication process and apply them to five practical life and/or career situations, e.g., an interview, a group discussion, and three public speeches.
- ... Demonstrate knowledge of the information gathering and synthesizing process and apply it to five practical life and/or career situations.
- ... Demonstrate ability to organize ideas with appropriate and adequate support and apply it to five practical life and/or career situations.
- ... Demonstrate development of critical listening skills so as to provide corrective peer feedback in five practical life and/or career situations.
- ... Demonstrate ability to analyze an audience, and adapt a message to listeners.
- ... Develop self-confidence as a personal and a public communicator.



231 Interpretive Reading (3)

3 hours lecture per week

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

- ... Demonstrate ability to use an in-depth process of literary analysis to understand and appreciate various selections from prose, poetry, and dramatic literature.
- ... Demonstrate ability to properly utilize voice, speech, and body to effectively and orally interpret and communicate to an audience orally selections from prose, poetry, and dramatic literature.
- ... Demonstrate ability to effectively use emotion and imagination through recall and transference to bring the literary happenings alive in a creative experience.
- ... Demonstrate ability to listen critically and appreciatively to the oral presentation of various selections from prose, poetry, and dramatic literature; and give evaluation feedback to peers.

251 Principles of Effective Speaking (3)

3 hours lecture per week

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

- ... Demonstrate knowledge of the basic principles of expository and persuasive discourse by expressing them and applying them to six speeches to be given to the class.
- ... Demonstrate ability to organize and present ideas by outlining correctly a speech topic.
- ... Demonstrate ability to analyze and evaluate the ideas of others by explaining the basic methods of reasoning, the techniques of propaganda and fallacious reasoning and by supplying other students with constructive feedback.
- ... Demonstrate knowledge of the fundamentals of effective delivery by expressing them and by giving speeches using adequate volume, articulation, and clarity.
- ... Demonstrate understanding of the speaker's ethical responsibility to his audience and society by refraining from unethical public address tactics in the classroom and by being able to present at least three examples of such tactics in speeches heard outside the classroom.
- ... Demonstrate understanding of the role of public speaking in a democratic society by being able to express it.

TRANSCRIPTION (TRNSC)

24 Self-Directed Dictation and Transcription (2)

2 hours lecture and open lab hours in Learning Center

Prerequisite: TYPW 20 or equivalent

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

- ... Demonstrate proficiency in operating dictating-transcribing equipment.
- ... Transcribe material in acceptable business format.

35 Machine Transcription (3)

3 hours lecture per week

Prerequisite: TRNSC 24 or equivalent

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

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

45 Medical Transcription (3)

3 hours lecture per week

Prerequisite: TRNSC 24 or equivalent

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

- ... Attain a level of competency in medical transcription; and qualify for his/her initial position in a clinic, hospital, or doctor's office.
- ... Identify new careers, once the student has become proficient as a medical transcriptionist.

TYPEWRITING (TYPW)

20 Beginning Typewriting (3)

20B Beginning Typewriting I (1)

20C Beginning Typewriting II (1)

20D Beginning Typewriting III (1)

3 hours lecture and open lab hours in the Office Skills Learning Center

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

- ... Demonstrate keyboard mastery and proper use of machine parts with correct typewriting techniques.
- ... Type personal and business letters with envelopes and carbon copies; manuscripts with footnotes; outlines; and tabulated material from typewritten, handwritten, and rough-draft material.
- ... Type straight copy at a rate of at least 35 words a minute for five minutes with not more than five errors.

25 Skill-Development Typewriting (3)

3 hours lecture per week

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

- ... Demonstrate keyboard mastery of the alphabet, numbers, and symbols on a typewriter.
- ... Type personal and business letters with carbons, manuscripts with footnotes, and tabulated material centered from both typewritten and handwritten or rough-draft material.
- ... Type straight copy at a rate of at least 40 words a minute for five minutes with not more than five errors.

30 Intermediate Typewriting (3)

30B Intermediate Typewriting I (1)

30C Intermediate Typewriting II (1)

30D Intermediate Typewriting III (1)

3 hours lecture and open lab hours in the Office Skills Learning Center

Prerequisite: TYPW 20 or equivalent

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

- ... Demonstrate proficiency in the mastery of the keyboard by increasing typing speed and improving accuracy.
- ... Upgrade production skill level in typing letters, memos, reports, manuscripts, tables, rough-draft materials, and various types of forms used in businesses.
- ... Type straight copy at a rate of at least 45 words a minute for five minutes with not more than five errors.

40 Advanced Typewriting (3)

3 hours lecture per week

Prerequisite: TYPW 30 or equivalent

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

- ... Touch type complete sentences and paragraphs for a specified period of time at the employment level with speed and accuracy.
- ... Produce a reasonable quantity and quality of business letters with envelopes, tables, manuscripts, common business forms, technical and professional reports, legal documents, government correspondence from semi-arranged or unarranged rough draft and/or script copy.
- ... Type straight copy at a rate of at least 55 words a minute for five minutes with not more than five errors.

WOMEN'S STUDIES (WS)

130 Introduction to Women's Studies (3)

3 hours lecture per week

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

- ... Show knowledge of the historical roles of women in Western cultures.
- ... Show knowledge of the biological, psychological, and social determinants of the contemporary status of women.
- ... Show insight into how women cope with changing roles and situations throughout the female life cycle.
- ... Demonstrate knowledge of the available medical, psychological, and social services in our community of which women in living their fullest potential in all roles might have need.

WORD PROCESSING (WPRO)

50 Introduction to Word Processing (3)

1 hour lecture, 4 hours lecture/lab per week

Prerequisites: ENG 50, TYPW 30, TRNSC 24, approval by Secretarial Science Department chairman

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

- ... Demonstrate the mastery and proper use of the power typewriter.
- ... Demonstrate the ability to record on magnetic cards/diskettes.
- ... Demonstrate the ability to operate the machine transcriber.

52 Word Processing Center Management (3)

1 hour lecture, 4 hours lecture/lab per week

Prerequisites: WPRO 50, approval by Secretarial Science Department chairman

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

- ... Use the power typewriter to produce work in the campus Word Processing Center.
- ... Transcribe dictation/documents on the Dictaphone recording unit.

ZOOLOGY (ZOO)

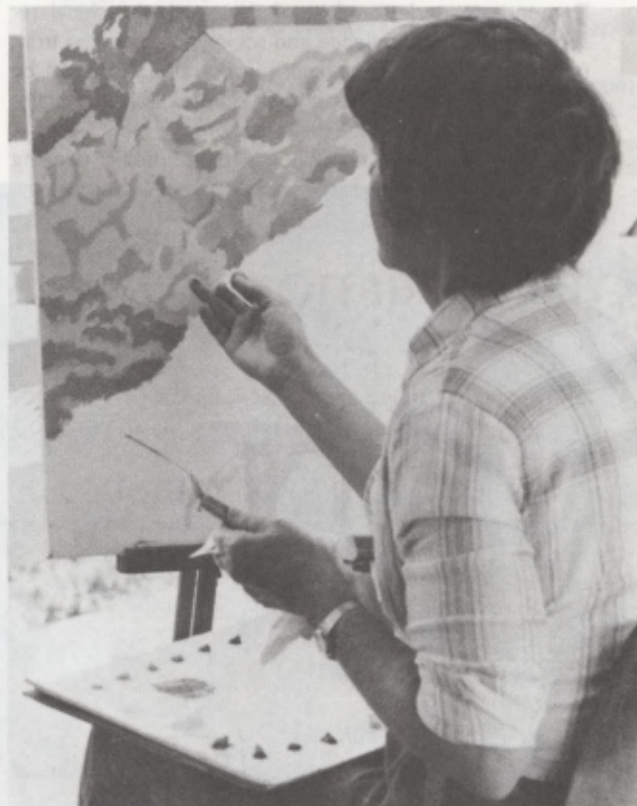
100 Fauna of Hawaii (3)

3 hours lecture per week

An introduction to Hawaiian fauna, covering such topics as the Hawaiian environment, dispersal mechanisms, establishment of animal immigrants, the evolution of distinctly Hawaiian species, factors leading to extinction, principles of conservation, utilization of animals and animal products by the ancient Hawaiians. Major animal groups to be studied include aquatic invertebrates, fishes, birds, selected terrestrial invertebrates, and mammals.

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

- ... Describe the various kinds of habitats that make up the Hawaiian environment, the geological composition and geographic location of different habitats, and the effect of topography on the local climate and associated fauna.
- ... Discuss the factors that affect the dispersal of animal species over wide stretches of ocean.



- ... Discuss the factors that have affected the establishment of immigrant animal species in Hawaii.
- ... Explain the factors that have affected the evolution of new species from the original colonizers.
- ... List the factors that are causing the extinction of native Hawaiian species.
- ... Describe the factors that are leading to the gradual degradation of the Hawaiian environment.
- ... List the common animal species found in Hawaii; their scientific, Hawaiian, or common names; their adaptations for particular life styles; their associations with particular habitats; and defensive mechanisms that may make these animals dangerous to humans.
- ... Recognize the recreational, nutritional, sociological, and ecological values of Hawaiian species.

101 Principles of Zoology (3)

3 hours lecture per week

Registration in ZOOL 101L optional

Introduction to zoology for nonscience majors. Living animals, their structure, reproduction, and ecology with emphasis on their relationship to other living organisms and the environment. Upon successful completion of this course, the student should be able to:

- ... Show an understanding that all biological processes may be explained in terms of the natural laws of physics and chemistry.

- ... Describe a cell, its parts, and how they function.
- ... Discuss the patterns of locomotion, support, circulation, respiration, excretion, digestion, reproduction, and nervous and hormonal control found in the Animal Kingdom.
- ... Describe the unique anatomical structure of the major animal groups, and be able to relate these structures to the functions they perform.
- ... Show a balanced and serviceable background in zoology, in order to: understand biology related articles and news-casts, make appropriate decisions concerning environmental issues, and be prepared for additional course work in science.

101L Principles of Zoology Laboratory (1)

3 hours lab per week

Prerequisite: Credit or registration in ZOOL 101 required

Laboratory observation and experiments illustrating basic principles of animal biology.

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

- ... Explain the scientific method as a mode of inquiry.
- ... Demonstrate the use of various scientific tools and equipment: dissecting tools, microscope, stereomicroscope, transect, and quadrat.
- ... Demonstrate dissection procedures used for the fetal pig.
- ... Correlate the anatomical patterns and functions presented in lecture with the structures of the fetal pig.

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Vice President for Academic
Affairs
Vice President for Administration

Office of the Chancellor for Community Colleges

Tsunoda, Joyce, Ph.D.

Chancellor for Community
Colleges

Kapiolani Community College Administration

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Sakata, Betsy; M.Ed.
Tanaka, Leslie; B.B.A., CPA
Bates, Grace Fleet; M.S.

Jeffries, James; M.A.
Snyder, Patricia; B.A.

Provost
Dean of Instruction
Director of Student Services
Director of Community Services
Director of Administrative Services
Assistant Dean of Instruction
(Acting)
Assistant Dean of Instruction
Administrative Assistant to Provost

Kapiolani Community College Clerical and Maintenance Staff

Ahinga, Praxedes

Akana, Darlene

Akana, Francis

Anbe, Ethel
Aoki, Grace
Chagami, Barbara
Chun, Florence
Doi, Sandra
Doyle, Joseph

Enos, Orson
Esona, Agatha
Furnas, Woody

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Higashi, Carol

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Kamishita, Kay
Kepilino, Florence
Kim, Helen

Klema, Frances
Lacayanga, Odetta
Lawson, Grace

Instructional Services—
Clerk-Typist
Educational Media Center—
Clerk-Typist
Custodial Services—
Groundskeeper
Business Education—Secretary
Bookstore—Cashier
Arts & Science—Secretary
Provost's Office—Secretary
Student Services—Clerk-Steno
Custodial Services—
Groundskeeper
Custodial Services—Janitor
Food Service—Cashier
Administrative Services—
Security Officer
Administrative Services—
Security Officer
Food Service—Cafeteria Helper
Administrative Services—
Personnel Clerk
Health Education—Secretary
Health Education—Clerk-Steno
Admissions & Records—Clerk
Business Office—Account Clerk
Student Services—Clerk-Steno
Library Assistant
Food Service and Hospitality—
Secretary
Mail Room
Library Assistant
Library Assistant

Lee, Grace
Lukela, Lillian
Matias, Antonio
Matsubara, Nora
Mitsuda, Kathryn
Morigawara, Avis

Murakami, Karen
Nakamura, Jean
Ogawa, Maris
Okuno, Gladys
Reeves, Michele

Saito, Carol-Lynn
Salba, Felix
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Tanaka, Richard

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Tomioka, Stanley

Uyeno, Gertrude

Vasconcellos, Jeremy
Vegas, Johnna

Vergara, Pedro

Vinca, Lourdes
Watari, Shizuo
Wood, Thomas
Yamakawa, Shinei
Yamamoto, Hazel

Student Services—Clerk-Typist
Food Service—Cook
Custodial Services—Janitor
Administrative Services—Secretary
Student Services—Clerk-Steno
Admissions & Records—
Clerk-Typist
Arts & Sciences—Clerk-Typist
Administrative Services—Secretary
Business Office—Account Clerk
Student Services—Clerk-Steno
Instructional Services—
Clerk-Steno
Food Service—Clerk-Typist
Custodial Services—Janitor
Instructional Services—Secretary
Custodial Services—
Groundskeeper
Business Education—Clerk-Typist
Operation & Maintenance—Bldg.
Maintenance Worker
Student Services Center—
Secretary
Custodial Services—Janitor
Instructional Services—
Clerk-Steno
Custodial Services—
Groundskeeper
Admissions & Records—Clerk
Custodial Services—Supervisor
Custodial Services—Janitor
Custodial Services—Janitor
Custodial Services—Janitor

Kapiolani Community College Faculty and Staff

Agree, Marcia; M.S.
 Akita, Isaac; M.B.A., CPA
 Alcon, Emilio; M.Ed.
 Anderson, Susan; M.S.W.
 Aoki, Josephine; B.S.N.
 Aoki, Richard; M.Ed.
 Aona, Gretchen; M.A.
 Bassford, John; M.A.
 Becker, James; M.A.
 Bell, Jerold; M.Ed., M.A.
 Bornhorst, Karl; B.S.
 Boyne, Thomas; M.S.
 Bretz, Charles; M.F.A.
 Brodd, Donna; M.S.N., M.P.H.
 Buklarewicz, Paul; M.S.
 Burke, Geraldine; M.Ed.
 Chinen, Robert
 Chock, Karen; M.A.T.
 Christenson, Darlene; B.S.
 Chu, Donald; B.Ed.
 Chun, Joe; M.A.
 Chung, Kyong Soo; Ph.D.
 Clements, Roland; M.S.
 Cronkhite, Donald; B.A.
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 Dattola, Philip; M.A.
 Davis, Irmagard; M.S.
 Deai, Katherine; M.P.H.
 Dik, Ibrahim, Ph.D.
 Ditzel, Fred; M.Ed.
 Dorch, Edwina, Ph.D.
 Dowdle, Betty; M.A.
 Dughi, Carl; M.B.A.
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 Fearrien, Robert; M.A.
 Fujimoto, Donald; M.A.
 Fukunaga, Jane; M.A., M.Ed.
 Garcia, Michael; M.A.
 Harris, David; M.Ed.
 Harris, Margaret; M.A.
 Haverly, Mary Joan, M.Ed.
 Hershinow, Sheldon; Ph.D.
 Higaki, Esther; Ph.D.
 Hiltbrand, Ernest
 Hirata, Glenn; Ph.D.
 Hoe, Arline; M.Ed.
 Holmes, Louise; M.S.
 Isotani, Van; M.A.
 Johnson, Mary Ann; B.S.N.
 Kadoguchi, Ann; B.S.
 Kalani, Henry; Ed.D.
 Kalilikane, Andrea; A.S.
 Kamikawa, Flossie; B.S.
 Kennedy, Lynn; M.S.
 Kimura, Cynthia; M.Ed.
 Kimura, Robert; M.A.
 Kina, Kenko; B.B.A.
 Kodama, Linda; M.A.
 Kondo, Thomas; M.A.
 Kurata, Amy; M.Ed.
 Kuwada, Dale; B.A.
 Lai, Sandra; B.A.
 Lamb, M. Gerald; Ed.D.
 LeBay, E. Louis; M.S.
 LeClair, Robert; J.D.

Allied Health
 Business Administration
 Business Administration
 Student Services
 Nursing
 Business Administration
 Humanities
 Humanities
 Social Science
 Social Science
 Business Administration
 Business Administration
 Humanities
 Nursing
 Secretarial Science
 Language Arts
 Food Service and Hospitality
 Math/Science
 Allied Health
 Business Administration
 Educational Media Center
 Math/Science
 Allied Health
 Food Service and Hospitality
 Math/Science
 Language Arts
 Business Administration
 Nursing
 Social Science
 Food Service and Hospitality
 Student Services
 Language Arts
 Business Administration
 Language Arts
 Humanities
 Humanities
 Student Services
 Social Science
 Business Administration
 Student Services
 Secretarial Science
 Student Services
 Humanities
 Social Science
 Food Service and Hospitality
 Instructional Services
 Food Service and Hospitality
 Math/Science
 Secretarial Science
 Nursing
 Allied Health
 Food Service and Hospitality
 Allied Health
 Allied Health
 Business Administration
 Student Services
 Business Administration
 Food Service and Hospitality
 Math/Science
 Language Arts
 Language Arts
 Student Services
 Business Administration
 Student Services
 Math/Science
 Legal Assistant Program

Lee, Mona; M.Ed.
 Leong, Lydia; M.A.
 Lester, Len; B.S.
 Levy, Irena; M.A.
 Lucas, Ruth; M.A.
 Makiya, Irene; M.A.
 Manago, Gary; B.Ed.
 Mann, Robin-Claire; M.A.
 Marko, Mary; M.L.S.
 Masutani, Robert; M.S.
 Matsukawa, Joan; M.S.N.
 Matsumura, Isao; M.Ed.
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 Moikeha, Sanae; Ph.D.
 Molloy, Michael; Ph.D.
 Morioka, June; M.Ed.
 Mossman, Richard
 Mowbray, John; M.A.
 Nakamae, David; M.Ed.
 Nakamura, Caroline; M.A.
 Nakamura, Joyce; M.A., M.Ed.
 Nakayama, Harry; B.S.
 Nishimoto, Guy; M.A.
 Noguchi, Esther; M.Ed.
 Nunes, Haroldine; B.Ed.
 O'Donnell, George; M.Div., M.A.
 Ogoso, Elton; B.A.
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 Business Administration
 Student Services
 Language Arts
 Instructional Services
 Food Service & Hospitality
 Social Science
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 Instructional Services
 Nursing
 Student Services
 Social Science
 Student Services
 Allied Health
 Humanities
 Health Education
 Food Service and Hospitality
 Math/Science
 Business Administration
 Humanities
 Secretarial Science
 Allied Health
 Language Arts
 Language Arts
 Language Arts
 Humanities
 Educational Media Center
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 Language Arts
 Math/Science
 Student Services
 Language Arts
 Secretarial Science
 Bookstore Manager
 Allied Health
 Food Service and Hospitality
 Food Service and Hospitality
 Social Science
 Business Administration
 Library
 Student Services
 Educational Media Center
 Social Science
 Secretarial Science
 Allied Health
 Allied Health
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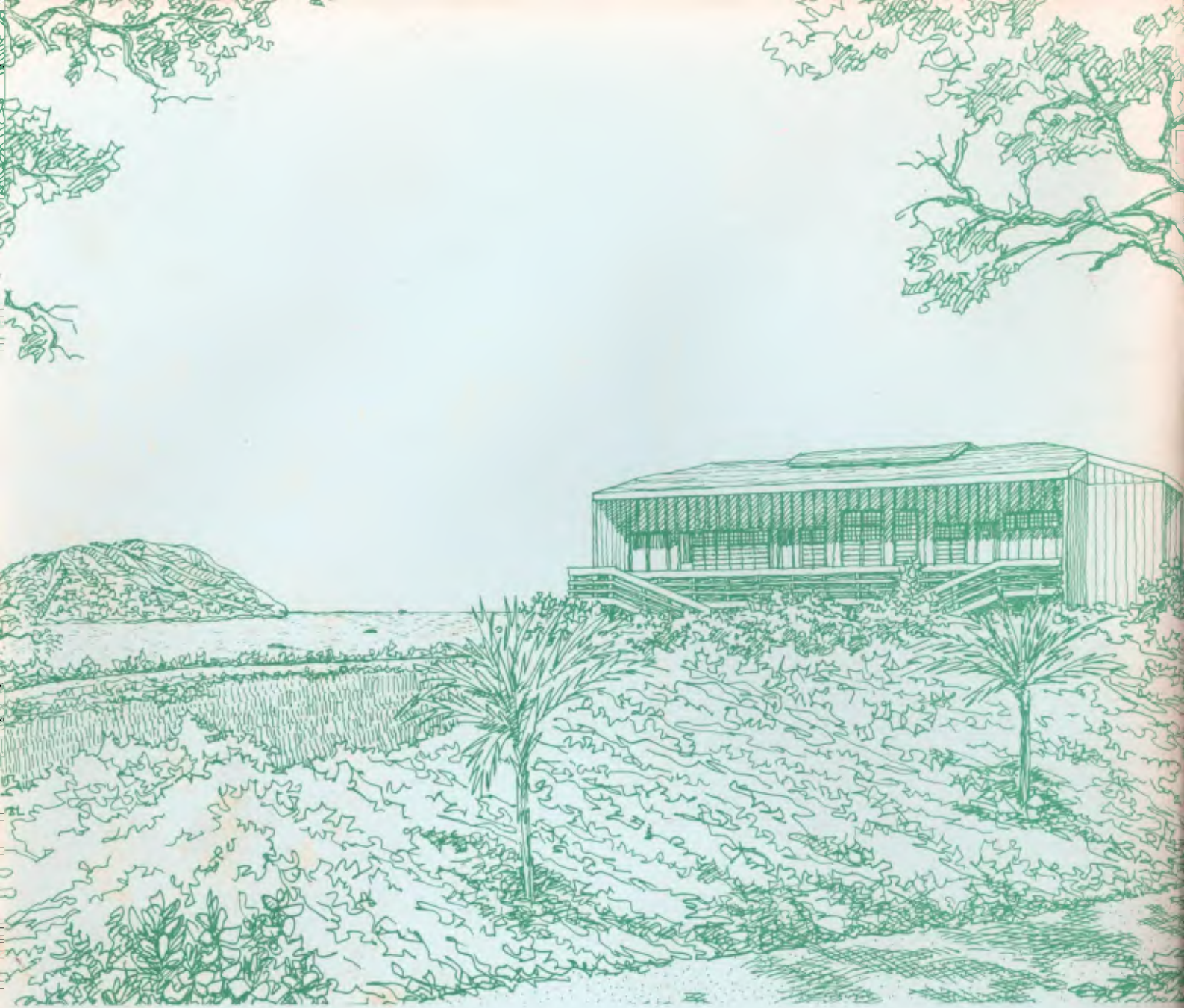
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