

KARLOLANI COMMUNITY COLLEGE LIBRARY

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UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE

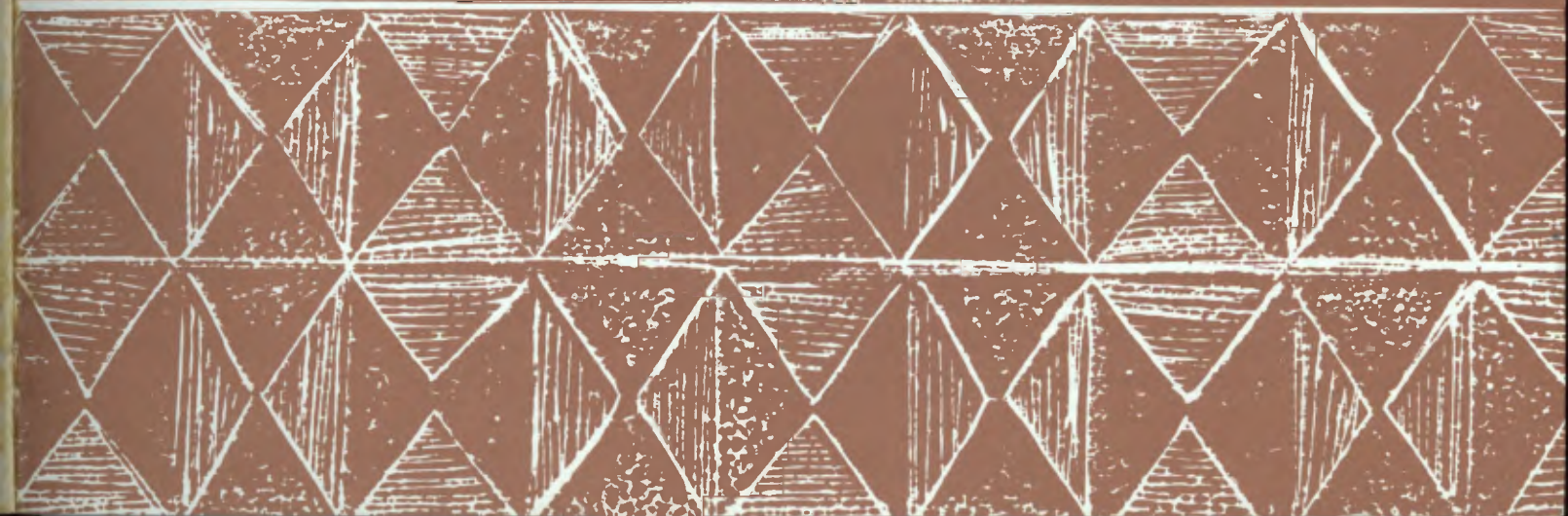
GENERAL CATALOG

1972-1973

KAPIOLANI COMMUNITY COLLEGE LIBRARY
DIAMOND HEAD CAMPUS



620 Pensacola Street • Honolulu • Hawaii • 96814



AUGUST

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Holidays and Recesses



Academic dates of significance

KAPIOLANI COMMUNITY COLLEGE

COLLEGE CALENDAR 1972-73

FALL SEMESTER

August 14, Monday	Opening Faculty Meeting — All Faculty
August 14, Monday	Orientation of New Faculty
August 14-17, Monday-Thursday	Orientation and Academic Advising
August 18, Friday	Admission Day (Holiday)
August 21-24, Monday-Thursday	Registration
August 25, Friday	Fall Semester Instruction Begins
September 4, Monday	Labor Day (Holiday)
October 6, Friday	Removal of "Incompletes" Due
October 9, Monday	Discoverer's Day (Holiday)
October 23, Monday	Veterans' Day (Holiday)
November 1, Wednesday	Applications for graduation due
November 7, Tuesday	General Election Day (Holiday)
November 10, Friday	Last day to elect credit-no credit option
November 10, Friday	Last day for changes in registration
November 10, Friday	Last day for withdrawals
November 23, 24, Thursday, Friday	Thanksgiving Recess
December 15, Friday	Last Day of Instruction, Fall Semester
December 18, 19, 20, 21 Monday, Tuesday, Wednesday, Thursday	Final Examinations
December 22, Friday	Grades Due
December 22, Friday	Fall Semester Ends

SPRING SEMESTER

January 8-9, Monday, Tuesday	Orientation and Academic Advising
January 10-12, Wednesday-Friday	Registration
January 15, Monday	Spring Semester Instruction Begins
February 19, Monday	Presidents' Day (Holiday)
March 1, Thursday	Applications for graduation due
March 26, Monday	Kuhio Day (Holiday)
March 30, Friday	Last day to elect credit-no credit option
March 30, Friday	Last day for changes in registration
March 30, Friday	Last day for withdrawals
April 16-20, Monday-Friday	Spring Recess
April 23, Monday	Instruction Resumes
May 8, Tuesday	Last Day of Instruction, Spring Semester
May 9, 10, 11, 14, Wednesday, Thursday, Friday, Monday	Final Examinations
May 15, Tuesday	Grades Due
May 15, Tuesday	Spring Semester Ends
May 19, Saturday	Graduation

SUMMER SESSION

June 6-8, Wednesday-Friday

June 11, Monday

June 12, Tuesday

June 15, Friday

June 29, Friday

July 4, Wednesday

July 23, Monday

July 24, Tuesday

July 25, Wednesday

Application and Registration

Kamehameha Day (Holiday)

Instruction Begins

Last day changes in registration

Applications for graduation due

Independence Day (Holiday)

Last day for withdrawals

Summer Session Ends

Grades Due

McKinley Tennis Court

Bldg. 866

Rm. 1 Rm. 2

Bldg. 867

M W

Bldg. 855

Rm. 1 Rm. 2 Rm. 3

Rm. 2

Rm. 1

Bldg. 861

Rm. 1

Rm. 2

Bldg. 862

Bldg. 863

M W

Bldg. 864

Storage

Student Parking

Zone B

Staff Parking

Zone C

Student Parking

Science
Lab

Bldg. 856

Health
Services

Bldg. 860

Rm. 2 Rm. 1

Bldg. 859

Bldg. 865

Bldg. 868

Zone D

Staff Parking

Bldg. 857

Business Education Division

M	Stor.	W	Conf. Rm. A	Stu. Ser.	Admis. & Records
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Bldg. 853

Bldg. 852

Administration Bldg.

Wk. Rm.		Prov. Off.	Inst. Ser. Off.	Bus. Off.	
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Parking

Patron Parking

Bldg. 858

Dining Room

Coffee
Shop

Lanai

Food Service
and Hospitality Division

Staff
Parking

Zone A

Staff Parking Only

Bldg. 859

Computer Room

Bldg. 855-1

KCC Associated Students

Bldg. 855-2

Arts and Sciences Division

Pensacola Street

Kapiolani Boulevard

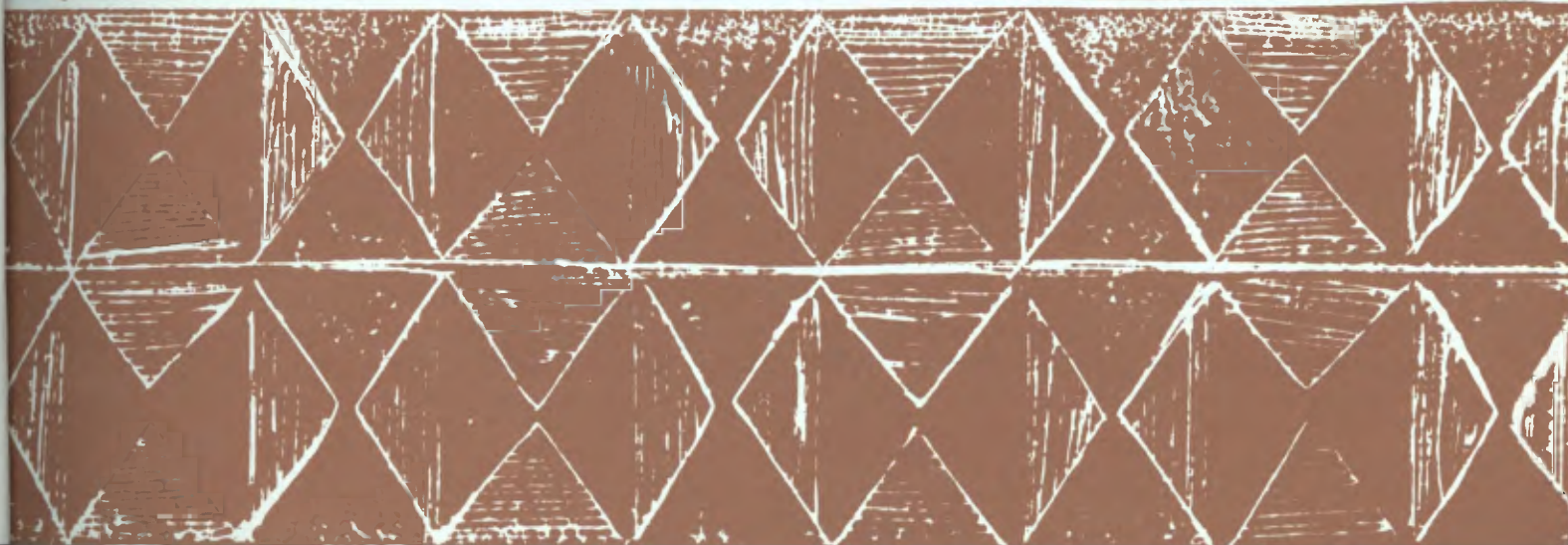
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CURRICULA	29
Business Education—Accounting, Business Operations, Clerical (Bookkeeping), Clerical (General Clerical), Clerical (Stenography), Data Processing, Mid-Management (Merchandising), Secretarial Science	
Food Service and Hospitality Education—Food Service Management, Food Service (Culinary Arts), Food Service (Dining Room), Mid-Management (Hotel Operations)	
Health Service Education—Dental Assisting, Inhalation Therapy, Medical Assisting, Medical Laboratory Technician, Practical Nursing, Radiologic Technology	
Transfer—Liberal Arts	
DESCRIPTION OF COURSES	51
Accounting, American Studies, Anatomy and Physiology, Anthropology, Art, Business Machines, Chemistry, Communication, Data Processing, Dental Assisting, Drama, Economics, English, English Language Institute Program, Ethnic Studies, Food Service, French, General Business, Geography, Geosciences, Guidance, Health and Physical Education, Health Foundations, History, Hotel Operations, Human Potential Seminar, Inhalation Therapy, Japanese, Journalism, Mathematics, Medical Assisting, Merchandising, Microbiology, Music, Nurses' Aide Training, Oceanography, Office Procedures, Philosophy, Physics, Political Science, Practical Nursing, Psychology, Radiologic Technology, Religion, Science, Shorthand, Sociology, Spanish, Special Studies, Speech, Typewriting, Word Processing	
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25	Student Government and Activities
29	CURRICULA
29	Business Education—Accounting, Business Statistics, Office Bookkeeping, Office Systems
29	Clinical, Criminal, Community (Counseling, Child Management, Management), Dietetics
29	Science
29	Food Service and Hospitality Education—Food Service Management, Food Service (Culinary Arts)
29	Food Service (Catering Room, Hotel Management, Hotel Operations)
29	Health Service Education—Dental Assisting, Dental X-ray, Medical Assisting, Medical Laboratory
29	Technical, Practical Nursing, Radiologic Technology
29	Transfer—Liberal Arts
31	DESCRIPTION OF COURSES
31	Accounting, Business Statistics, Anatomy and Physiology, Anthropology, Art, Business Mathematics
31	Library, Communication, Oral Presentation, Dental Assisting, Dental Economics, English, English
31	Language Instruction—French, French Business, French, French Business, Geography, German
31	Science, Business, Health and Physical Education, Health Foundation, History, Hotel Operations
31	Human Relations, Seminar, Nutrition Theory, Japanese, Journalism, Mathematics, Medical Assisting
31	Marketing, Microbiology, Music, Nurses' Aide Training, Cosmetology, Office Procedures, Physics
31	Physical, Physical Science, Practical Nursing, Psychology, Radiologic Technology, Religion
31	Science, Statistical Analysis, Spanish, Special Studies, Speech, Typewriting, Word Processing
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General Information



Journal
of
Neurology



GENERAL INFORMATION

Educational Philosophy

PHILOSOPHY

Kapiolani Community College endeavors to serve the individual student and the community. In keeping with the American tradition of belief in the dignity and worth of the individual, it is concerned with the right of every person to have an opportunity to cultivate his intellect and to develop occupational competence, so that he may in turn contribute to his community in a manner that is both personally satisfying and socially effective.

OBJECTIVES

Kapiolani Community College seeks to apply its philosophy through these objectives:

1. To provide post-high school education in a selected range of fields within the broader framework of the University of Hawaii Community Colleges;
2. To provide curricula and activities within those fields that relate to the interests and abilities of the students, and that relate also to the cultural heritage of man and the technical requirements of the contemporary community;
3. To maintain a balance in cultural and technical curricula, and thus to offer to the individual both personal enrichment and the basis for a career;
4. To provide education that will encourage independent thought and action, foster respect for high-level achievement, and create a desire for continued growth.

CURRICULA

To achieve these objectives, Kapiolani Community College offers curricula in the following categories:

1. **General education**—basic elements of knowledge presented both as a foundation for understanding man and his society, and as preparation for satisfying participation in that society;
2. **Transfer courses**—those courses in general education which are also designed as lower-division, college-parallel classes that may be credited toward graduation from a four-year college;
3. **Occupational education**—training in various levels of technical skills, together with study in general education, to help the student gain occupational competence for initial employment and further advancement;
4. **Developmental education**—basic courses for the student with deficiencies in academic or technical areas to give him an opportunity to pursue one of the regular programs of instruction, or to study for further self-improvement;
5. **Continuing education**—in evening sessions, general, occupational and developmental courses, as well as short-term courses for occupational upgrading and retraining.

STUDENT PERSONNEL SERVICES

Also designed to achieve its objectives, Kapiolani Community College offers,

1. **Guidance and counseling**—faculty advising resulting from close student-instructor relationships and counseling and group work services at the Student Services Center designed to help the student maximize: understanding of his own abilities, evolution of realistic career goals and personal development toward maturity.
2. **Student government support**—an appropriate setting and faculty advisers for student government and other student programs which afford personal growth through participation in the democratic process.

History

The College is named after Kapiolani, who became Queen when her husband Kalakaua was crowned King on February 12, 1883.

Kapiolani Community College has grown over the past 24 years from separate technical programs administered by the former Territorial Department of Public Instruction to a community college with a variety of academic and occupational curricula. Three programs, Hotel and Restaurant (begun in 1946), Practical Nursing (begun in 1947), and Business Education (begun in 1956), were consolidated in 1957 as Kapiolani Technical School. Dental Assisting was added in 1959, and in subsequent years the Business Education and the

Hotel and Restaurant (now known as Food Service and Hospitality Education) programs were expanded to include a variety of specific fields of concentration.

In 1965, under the enabling act passed by the 1964 State Legislature, Kapiolani Technical School was transferred to the University of Hawaii Community College System. Renamed Kapiolani Community College, it has further expanded its technical program offerings and added a Liberal Arts program in which students may complete course work toward a baccalaureate degree at a four-year college.

Once a little school with fewer than 100 students, Kapiolani Community College now offers the Associate in Science degree in ten fields, the Associate in Arts degree, and a variety of certificates for the completion of shorter programs. Student population stands today at 2,900, with further expansion, both in numbers of students and in types of curricula, planned for the future.

Location

Strategically located in a community of educational, recreational, cultural and business institutions, Kapiolani Community College is within walking distance of Ala Moana Beach Park, Ala Moana Shopping Center, Honolulu International Center (which features cultural and recreational events), Thomas Square (a large public park), McKinley High School, and the Honolulu Academy of Arts. Nearby bus lines provide convenient transportation to the University of Hawaii, the Library of Hawaii, Bishop Museum, downtown Honolulu, and Waikiki Beach.

The University of Hawaii Community Colleges

Kapiolani Community College is one of seven community colleges of the University of Hawaii Community Colleges. The colleges are governed by the Board of Regents, whose chief executive officer is the President of the University of Hawaii. Each college has its own Provost and administrative officers.

Four colleges are located on the Island of Oahu, one is located on the Island of Kauai, one is on the Island of Maui, and one is on the Island of Hawaii. Addresses of the colleges are as follows

Hawaii Community College; 1175 Manono Street; Hilo, Hawaii 96720
Honolulu Community College; 874 Dillingham Boulevard; Honolulu, Hawaii 96817
Kapiolani Community College; 620 Pensacola Street; Honolulu, Hawaii 96814
Kauai Community College; RR 1, Box 216; Lihue, Hawaii 96766
Leeward Community College; 96-045 Ala Ike; Pearl City, Hawaii 96782
Maui Community College; 310 Kaahumanu Avenue; Kahului, Hawaii 96732
Windward Community College; c/o 45-710 Keaahala Road, Kaneohe, Hawaii 96744

Accreditation

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

Special accreditation has been granted by the State Board of Nursing, the Department of Regulatory Agencies, Professional and Vocational Licensing Division; and the Council on Dental Education of the American Dental Association.

Advisory Committees on Curricula

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. Consultation with these leaders relates to course contents, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the program.

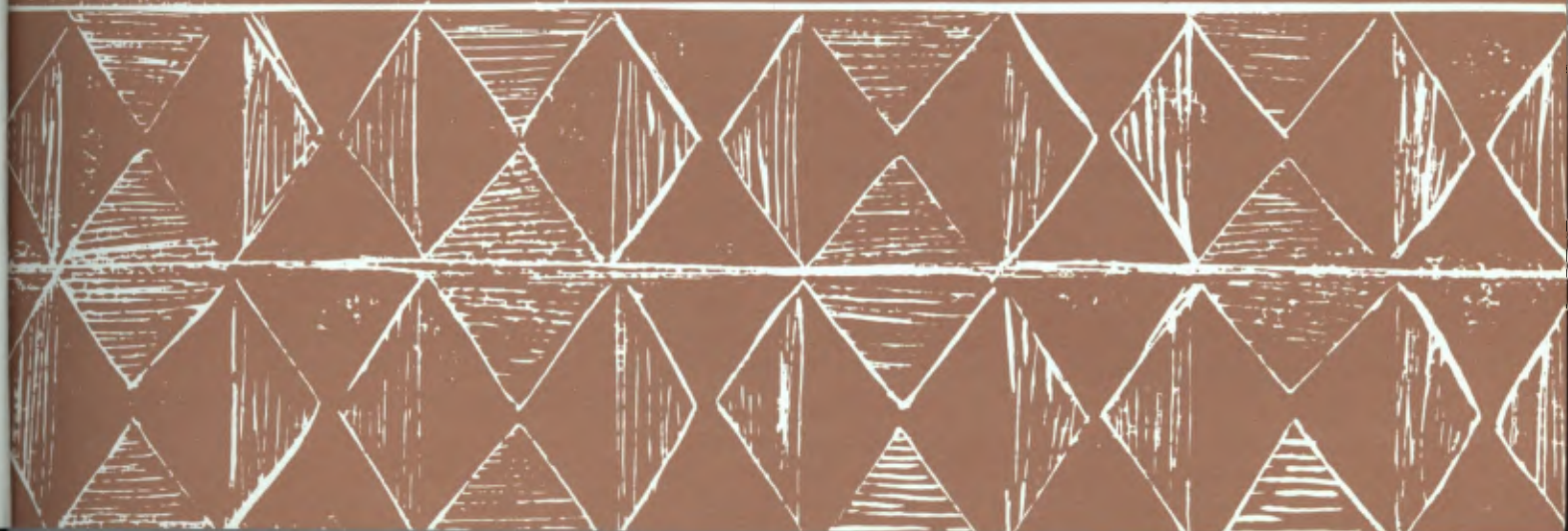
Curriculum recommendations of advisory committees have so far been implemented at the College in the following areas: Accounting, Business Data Processing, Dental Assisting, Food Service and Hospitality Education, Health Service Education, Medical Assisting, Merchandising Mid-Management, Practical Nursing, Radiologic Technology, and Secretarial Science. New advisory committees will be formed as new needs are identified.

Facilities

Kapiolani Community College has modern facilities arranged on a relatively small campus. Principal buildings include a two-story Business Education structure, a new Food Service and Hospitality Education facility with a dining room and a coffee shop, and a Health Service Education classroom building. A number of small buildings serve as business and counseling offices, classrooms, and student government offices. Parking is available on campus.

Extended facilities for allied health programs are located at Suite 300, 819 Keeaumoku Street.

Student Affairs



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STUDENT AFFAIRS

ADMISSION REQUIREMENTS

Kapiolani Community College admits any person who is a high school graduate or who is 18 years of age or older and who can profit from the instruction offered.

Foreign students are admitted according to regulations as outlined under the Foreign Student Admission Policy.

ADMISSION REQUIREMENTS AND PROCEDURE

I. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records by **August 1 for the Fall semester** and **January 1 for the Spring semester**.

II. RESIDENCE

The Residence Information Form with supporting documents showing you are a resident of the State of Hawaii must be submitted with your application. (Non-residents are subject to the non-resident tuition and non-resident **quota**.)

Supporting documents of residency in Hawaii for one full year (12 consecutive months) prior to your enrollment at Kapiolani Community College may be one or more of the following: (If you are under 21 years of age, submit the following in terms of your parents or legal guardian.)

1. State of Hawaii Tax Clearance Certificate showing you have filed **Hawaii Resident taxes** for the year preceding your enrollment. This may be obtained at the Department of Taxation, 425 Queen Street, Honolulu, Hawaii.
2. Statement from your employer(s) showing dates of employment in Hawaii.
3. Records of Vote Cast in Hawaii showing you have voted in the latest election.
4. Official transcripts or verification from Hawaii colleges or schools showing dates of enrollment.

The following groups are subject to the non-resident **quota**, but are exempted from the non-resident tuition based on supporting documents:

Military personnel must submit a signed letter from the commanding officer attesting that the applicant or authorized dependent is stationed on active military duty in Hawaii. Reporting date and date of expected rotation or discharge must be included in the letter. In the future, you may be asked to resubmit similar verification to update your status.

University of Hawaii personnel or legal dependents must submit verification of employment.

Foreign students must meet all requirements as stated in the college catalog and "Admission Requirements for Foreign Students."

III. ADMISSION

Applicants will be notified by mail of their acceptance and registration date only after the above have been completed on a first-completed, first-served basis.

PLACEMENT TEST FOR BUSINESS, FOOD SERVICES, AND LIBERAL ARTS DIVISIONS

All students are requested to submit test data for advising and counseling. If adequate test data are not available from transcripts, applicants will be notified of the time, date, and place of testing.

SPECIAL REQUIREMENTS FOR FOOD SERVICES AND HEALTH SERVICES PROGRAMS

FOOD SERVICES PROGRAM

Students entering the Food Services programs must submit a Health Certification to and obtain health clearance from the **Food Services Department**.

HEALTH SERVICES PROGRAMS

Students who qualify for the Health Services programs must submit a Health Certification to and obtain health clearance from the **Health Services Division**.

The GATB (General Aptitude Test Battery) will be administered to all applicants by the **Health Services Division** by appointment. Applicants must achieve a satisfactory score to be admitted to health services programs. (**Dental Assistant, Medical Assistant, and Nurses' Aide** applicants are exempt from the GATB. However, **Medical Assistant** applicants **must** take the **SCAT** and achieve a satisfactory score to be admitted to the program.)

ADMISSION REQUIREMENTS FOR ALL FOREIGN STUDENTS

Kapiolani Community College will accept a limited number of foreign students. All policies will apply to overseas students as well as those already in the United States. 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.

1. APPLICATION

An application form must be completed and filed at the Office of Admissions and Records **by July 1 for the Fall Semester and by December 1 for the Spring Semester**. (Completion of the application form is **NOT** a guarantee of acceptance.)

2. RESIDENCE INFORMATION FORM AND OFFICIAL CERTIFICATION OF RESIDENCE

The Residence Information Form and Official Certification of Residence must be completed and submitted with the application.

3. ACADEMIC TRANSCRIPTS

Evidence of academic achievement equivalent to an American high school education is necessary. The foreign student will request his or her high school and college to **forward directly to Kapiolani Community College** a complete and certified **English translation** of his secondary school record—reflecting passing and maximum grades. **Hand-carried transcripts are NOT acceptable.**

4. SPONSORSHIP AND FINANCIAL SUPPORT

The foreign student must 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 expense, housing, food, etc., are approximately \$2,600 per year.

5. HEALTH CERTIFICATION AND HEALTH INSURANCE

The foreign student will be required to 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 United States official. (Evidence of good health by a doctor and United States official is at the student's expense.) **HEALTH INSURANCE IS MANDATORY.**

6. ENGLISH PROFICIENCY

Foreign students who lack proficiency in the English language will be required to enroll in appropriate courses at Kapiolani Community College.

7. **INTERVIEW REPORTS** from approved overseas agencies will be utilized when needed in considering a student's application for admission.

8. **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

9. ADMISSION

Applicants will be notified by mail of their acceptance and registration date **only after the above have been completed** on a first-completed, first-served basis.

Transfer of Credit

A student transferring from another institution of higher education may be allowed credit for his previous training. It is the responsibility of the student to have transcripts of previous work sent directly to the Office of Admissions and Records of the College by the institutions previously attended.

The final 12 semester hours must be completed at any one of the University of Hawaii system institutions.

Orientation

Entering students are required to attend orientation activities held prior to registration. Activities include group meetings and conferences with counselors and faculty advisors.

REGISTRATION

Registration dates are listed in the College Calendar. An entering student will be notified of acceptance and registration appointment by mail. A student is required to present his Social Security card at registration.

Before each semester begins, the College publishes a class schedule, listing courses, class hours and locations, and instructors.

Starting Dates for Programs

Students may enroll in inhalation therapy, medical laboratory technology, practical nursing, radiologic technology, and dental assisting at the beginning of the fall semester only.

Students may enroll in other degree or certificate of achievement programs at the beginning of either the fall or the spring semester.

Classification of Students

Students are classified as follows:

Regular — Students enrolled in an organized curriculum leading to graduation;

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

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

Unit Load Limitations

A student load of more than 12 semester hours is not recommended for a student with a cumulative grade-point average below 2.0.

A foreign student holding an F-1 visa is required to carry at least 12 semester hours of work each semester.

An agency-sponsored student must carry 12 semester hours of work to be considered a full-time student and to receive benefits from any of the following agencies:

1. Social Security Administration
2. Hawaii Medical Service Association
3. Kaiser Health Foundation

Veterans Administration Benefits

The College is a VA-approved educational institution and eligible students may receive financial assistance as provided for by the Veteran's Readjustment Benefits Act and the War Orphan's Assistance Act.

Benefits accruing to the student vary with the course load, or time spent in the classroom; the program, and the number of dependents supported by the student. Under VA regulations varying standards of classification are used, and the student may need to spend 25 or 30 clock-hours per week in a certificate program, or be carrying 12 semester hours in a degree program during a semester, to qualify for full benefits.

Determination of the amount of benefits is made by the Veterans Administration.

Selective Service System Policies

Selective Service System regulations are directly administered by the State headquarters of the System through the local boards.

Auditing

A student shall be permitted to audit classes upon securing the approval of the instructor. He shall file the appropriate form with the instructor and the academic adviser or the division chairman.

An auditor shall be interpreted as one who attends classes as a listener, 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. These changes must be made before the end of the 11th week of instruction.

The regular course fee shall be paid by a student who audits a class.

Concurrent Registration

With the approval of their advisers, Community College students may register for concurrent courses at more

than one of the Community Colleges or at the Manoa Campus of the University of Hawaii. Concurrent registration will be permitted only if there are openings in the desired course(s) and if the student has met established prerequisites. Credits and grades earned by concurrent registration are reported to the student's regular college at the end of the semester and become part of his academic record. Students will follow the procedure for concurrent registration set forth in the Registration Instructions.

Course Changes

Course changes may be made with the consent of the instructor for the course the student is leaving and the consent of the instructor for the course in which the student wishes to register. A Change of Registration Form must be completed and filed with the Office of Admissions and Records before the end of the 11th week of instruction.

Change of Major

If a student wishes to change his major curriculum, he may do so by consulting his counselor and by obtaining the approval of the appropriate division chairmen.

Withdrawal from College

It is the student's responsibility to notify the Student Services Center of his intent to withdraw.

A student who wishes to withdraw from the College must complete a Withdrawal Form and file it with the Office of Admissions and Records within the first eleven (11) weeks of instruction.

Request to Withdraw from College

A student suffering from a physical or mental condition detrimental to the student or the College, may be requested to withdraw officially, after medical advice has been obtained by the Dean of Students. The withdrawal will be without academic penalty. Readmission will depend upon review and recommendation by the Dean of Students and the academic department coordinator or division chairman.

Evening Classes

Each semester a special bulletin lists evening course-offerings and gives information about registration procedures.

Summer Session

Courses offered during the summer session are similar in scope and maintain equivalent standards to those offered during the school year.

A special announcement of summer offerings is circulated in the spring. Offerings depend upon budgetary allowances, expressed need of prospective students, and class enrollment.

FEE SCHEDULE (Per Semester)

	1-3 Semester Hours	4-6 Semester Hours	7-11 Semester Hours	12 or More Semester Hours
Tuition	\$ 5.00	\$10.00	\$15.00	\$15.00
Registration Fee	5.00	5.00	5.00	5.00
Student Activity Fee	*	*	*	5.00
Total	\$10.00	\$15.00	\$20.00	\$25.00

*A Student Activity Fee is not required of a part-time student; however, this fee may be paid if the student wishes to participate in student activities. A part-time student is defined as a student carrying 11 or fewer credits.

Non-Resident Tuition Fee

A non-resident tuition fee is charged for out-of-state residents. Those registering for 1-11 semester hours are charged \$30.00 per semester hour; for 12 or more semester hours the fee is \$340.00 per semester. The same registration fees apply as for resident students.

Late Registration Fee	\$2.00
Graduation Fee	\$5.00
Rental of Cap and Gown	\$5.00

The rental charge for cap and gown is collected during the first week in May. Other fees are collected at the time of registration.

Changes After Registration

For students substituting, adding and/or deleting course(s)/credit(s):

A fee of one dollar (\$1.00) shall be paid by the student for any block of changes including substituting, adding, and/or deleting course(s)/credit(s) occurring concurrently.

This does not apply to total withdrawals.

Refund Policy

For Students Withdrawing from College:

One half of tuition fee paid shall be refunded if a student withdraws within the first four (4) weeks of the semester.

For Students Withdrawing from Courses:

One half of the difference in tuition as a result of the change shall be refunded if this withdrawal is within the first four (4) weeks of the semester. There shall be no refund of student activity fees for students withdrawing from courses.

For Summer Sessions and Short-Term Courses:

One half of course fee shall be refunded if a student withdraws within the first two (2) weeks of the term.

Registration and Student Activity Fees:

Registration and student activity fees are not refundable.

Refund Policy for Veteran Administration Beneficiaries

If a veteran administration beneficiary withdraws from school any time prior to the end of the school year, or commences attendance at any time other than the beginning of the school year, the charge will be established as that proportionate share of the yearly charge which the completed portion of the school year bears to the entire year.

Delayed Payment of Fees

Students may delay payment of tuition and fees under special circumstances. Approval must be secured in writing from the Coordinator of Financial Aids.

Those sponsored by agencies, institutions, or organizations must present purchase order forms or written authorizations to charge tuition and fees at the time of registration.

Students who have not adjusted their financial obligations to the satisfaction of the Business Office may be denied graduation and further registration.

ACADEMIC STANDARDS

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), based on a 4-point scale.

Scholastic Honors

A student who earns a 3.5 or better grade-point average in a full-time program in any one semester is included on the Dean's Honor Roll. Students who establish at least a 3.4 grade-point average for their entire period of study will receive their degrees with honors.

Grades

1. A student rating for a subject shall be reported to the Registrar by one of the following letter grades:

A — Excellent

B — Good

C — Satisfactory

D — Passing

F — Failing

Cr — Credit: This grade is given in credit-no credit option courses and may also be earned through credit by examination.

- NC — No Credit: This grade is given in credit-no credit option courses.
- I — Incomplete: This grade is assigned at the end of the semester at the discretion of the instructor. He will define in writing the conditions to remove the incomplete grade.
- W — Withdrawal: This grade is given to a student who officially withdraws from class within the first eleven weeks of instruction.

When a student ceases to attend class without officially withdrawing prior to the end of the 11th week of instruction, the instructor may award any one of the following final grades: A, B, C, D, F, Cr, NC, W, or I. An instructor will award an I or a W on the basis of time limit. If an I is awarded, the instructor must also award an alternate grade to be recorded on the student's record if he does not undertake the work necessary to remove the I. This alternate grade may be any one of the following: A, B, C, D, F, Cr, NC, or W.

College Probation

1. Kapiolani Community College interprets a "C" average as an acceptable scholastic standard. Any student earning less than a 2.0 grade point average of total semester hours attempted will be placed on academic probation for one semester.
2. A student on academic probation who achieves a cumulative 2.0 grade point average as a result of the average of all units attempted will be removed from academic probation.
3. A student who does not achieve at least a 2.0 grade point average in all semester hours attempted in his probationary semester shall be dismissed. (See Dismissal Policy)
4. A student who transfers from another collegiate institution with less than a 2.0 cumulative grade point average will be placed on academic probation.
5. The college probation policy shall not apply during the summer session.

Academic Dismissal

A student on academic probation who does not achieve at least a 2.0 grade point average in all semester hours attempted in his probationary semester shall be dismissed.

A student who is readmitted following academic dismissal will also be placed on academic probation.

A student may be readmitted only once after academic dismissal.

Grade-Point Averages

Grade-point averages will be computed on a 4-point scale as follows:

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

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

Grade Reports

Grades are given at the end of each semester and of each summer session. A student desiring a copy of his grade report should leave a stamped, self-addressed envelope at the Office of Admissions and Records.

Final Examinations

Final examinations are required in all courses. A schedule of final examinations is posted two weeks before each semester examination period. In case an emergency arises and the student cannot take the examination at the scheduled time, he should notify the instructor on or before the examination date.

Credit by Examination

A student who presents evidence to the appropriate division chairman that through experience or training he has had the equivalent of a course but has not received college credit for it may apply for credit by exami-

nation. Challenges by examination of any course offered by the college are permitted at the mutual convenience of student and college officials. If approval is granted by the division chairman, the student shall complete the proper application forms, register for the course at the regular registration period, pay the appropriate fees at the Business Office, and take the examination from the person appointed by the division chairman.

Challenge examination shall be designed to test the student's knowledge in all areas covered by the course. Students have the option of being graded "A, B, C, D," or "Credit." A "Credit" grade shall not receive grade points, but credits earned shall be counted toward graduation.

By their very nature, certain courses requiring high level of student involvement may not be challenged by examination. Counselors and division chairmen will inform students of such courses.

Credit-No Credit Option

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

A classified student may choose to take courses on a "credit" or "no credit" basis, provided he is not on academic probation and the course is not a part of his major requirements. General education requirements such as mathematics, speech, and English, may be taken on a credit-no credit basis. This option must be filed with the division chairman before the end of the 11th week of instruction.

A maximum of 30 semester credits of "CR" grade may be applied toward a degree program or not more than one-half of the required credits towards a certificate.

Under the option a student receives a grade of "CR" (credit) or "NC" (no credit). A grade of "CR" shall be granted when he has successfully fulfilled minimum requirements. Credits but not grade points are awarded for a "CR" grade.

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

Repetition of Courses

Students may repeat college courses in which a grade lower than "C" was received. The credit will be allowed once for a course, but students will receive the higher grades and grade points. The original grade shall remain on the student's record but shall not be used in grade-point computation.

Students in the college transfer program are reminded that many colleges and universities do not permit the substitution of higher grades when computing grade points and will compute the grade-point average according to their own standards.

Admission to Class

A student is responsible to see that he is officially registered in his classes. Should an instructor not have proof of registration, the student will not be admitted to class and should report to the Office of Admissions and Records for clearance.

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.

Student Conduct

Students are expected to observe college and community standards of conduct. Disciplinary authority is exercised by the Administrative Council.

Intoxicating beverages are prohibited on the campus.

Students at Kapiolani Community College are expected to dress in a manner that will not be overly distracting to their colleagues. Students in training for professions in health services and food services which require particular uniforms should observe the guidelines set forth by their departments.

A student conduct code is being developed.

GRADUATION REQUIREMENTS

DEGREE OF ASSOCIATE IN ARTS

The Associate in Arts degree is awarded to students who successfully meet the requirements of the Liberal Arts program. This program is designed to prepare students for transfer to a four-year college or university. Only courses numbered 100 and above are applicable toward an Associate in Arts Degree.

The requirements for the Associate in Arts Degree are:

- | | |
|---------------------------------------|------------------------------|
| A. Basic Requirements | 15 Semester Hours |
| English 100 | 3 |
| Mathematics 100 (or higher) | 3 |
| or Philosophy 210 | |
| History 151-152 | 6 |
| Speech 125 (or higher) or Drama 220 | 3 |
| B. Area Requirements | 31-33 Semester Hours |
| Humanities | 12 |
| Natural Sciences | 10-12 |
| Social Sciences | 9 |
| C. Special Requirements and Electives | 15-17 Semester Hours |
| | (to total 60 semester hours) |

D. Scholarship

Completion of 60 semester hours with a 2.0 or better grade-point average.

E. Residence

The final 12 semester hours of work must be completed at any one of the University of Hawaii System institutions.

DEGREE OF ASSOCIATE IN SCIENCE

The Associate in Science degree is awarded to students who successfully complete one of the occupational programs. These programs are designed primarily to prepare students for immediate employment.

The requirements for the Associate in Science Degree are:

- | | |
|--|------------------------------|
| A. Basic Requirements | 18 Semester Hours |
| English | 3 |
| Speech | 3 |
| Social Science | 3 |
| Humanities | 3 |
| Mathematics | 3 |
| Natural Science | 3 |
| B. Department Major (Semester hours vary with major) | 30-40 Semester Hours |
| C. Electives (Semester hours vary with major) | 6-12 Semester Hours |
| | (to total 60 semester hours) |

D. Scholarship

Completion of 60 semester hours with a 2.0 or better grade-point average.

E. Residence

The final 12 semester hours of work must be completed at any one of the University of Hawaii system institutions.

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is awarded to students for satisfactory completion of a prescribed series of courses leading to an occupational skill, plus appropriate courses in related and general education.

The requirements for the Certificate of Achievement are:

- A. Minimum Requirements 6 Semester Hours
 - English or Speech—as specified by Program 3
 - Mathematics—as specified by Program 3
- B. Department Major Semester hours vary with major
Completion of occupational course sequence determined by the department.
- C. Scholarship
Completion of occupational course sequence with a 2.0 or better grade-point average.
- D. Residence
The final 12 semester hours of work must be completed at any one of the University of Hawaii system institutions.

CERTIFICATE OF COMPLETION

The Certificate of Completion is awarded at the end of short-term courses in Nurses' Aide Training, Dining Room Service, Short Order Cooking, and Storeroom Operations and Stewarding Procedures. Information about these programs is available from the division chairmen.

Application for Graduation

Students must apply for graduation by November 1 for the fall semester, by March 1 for the spring semester, and by July 1 for the summer session.

STUDENT SERVICES

The Student Services Center is open from 7:30 until 4:00 p.m. to assist students with educational, personal, and/or vocational problems. Students are always welcome to consult with counselors. An appointment made a day in advance is recommended; appointments may be made directly with the counselor or through the secretary.

Counseling and Guidance

One of the objectives of the College is to provide educational, vocational, and personal counseling services to assist students in self-evaluation, selection of a vocation, planning a program of study, finances, and other problems.

These services are directed by the Dean of Students assisted by trained counselors who are available throughout the day to talk with students.

Group guidance is provided through the orientation program, which acquaints new students with the College, together with standards and requirements which must be met.

Students may see counselors in groups of three or four people, or visit individually as they prefer. A list of counselors and their services may be found in the **Faculty** section of this catalog.

Testing Service

Each applicant is given a placement test to evaluate his ability to profit from college-level training and to assist him in planning his program of study at Kapiolani Community College.

Through this service, the student receives assistance in assessing his aptitudes so that he can establish his educational and vocational goals. Referral resources are also used when appropriate.

Job Placement Service

Job placement services for students are directed from the Placement Office in the Student Services Center. Students who have completed their training are helped without charge to find suitable full-time employment. Undergraduate students are assisted in finding part-time employment.

The college works in cooperation with the State Employment Service in the placement of students and graduates. Performance tests are given by the State Employment Service.

Job listings are maintained and applications are available for Federal, State, and City-County Civil Service examinations.

Faculty Advising

Students should refer to this catalog for information about the college, curricula, and course descriptions. If there is inadequate information here, clarification may be sought from a faculty advisor. The name of an appropriate faculty advisor may be obtained in the division offices for Liberal Arts, Business Education, Food Services and Hospitality Education, and Health Services Education, respectively.

Financial Aids

Many programs in higher education have been developed with State and Federal funds to assist students who need financial help. Kapiolani Community College participates in these programs and seeks to augment them with scholarships, awards, and employment opportunities.

Educational Opportunity Grants—A number of federal Educational Opportunity Grants are awarded to students with demonstrated financial need. No repayment is necessary.

The grants may range from \$200 to \$1,000 per year, but may not exceed one-half the total financial assistance merited by the student.

National Defense Student Loans—National Defense Student Loans of up to \$1,000 per academic year may be obtained by students, depending on the financial need of the student and the funds available at the College. First payment and three percent annual interest begins nine months after the student completes his studies or withdraws from college. Repayment of the principal may be extended over a ten-year period; however, the college requires a principal payment of no less than \$15 per quarter.

College Work-Study Program—Opportunities are provided under this program for part-time employment during the academic year and vacation periods at both the college and with approved off-campus agencies. Students are permitted to work an average of 15 hours per week during school and 40 hours per week during vacations. A full-time student may earn up to \$800 per year, depending upon the number of hours he works.

Guaranteed Loan Program—The Federal Insured Student Loan Program provides insurance for loans made by banks, savings and loan associations, credit unions, and other authorized lenders to students enrolled or accepted for enrollment on at least a half-time basis at the college. The maximum amount per academic year is \$1,500 and repayment begins between nine and twelve months after the student completes his course of study or leaves school.

State of Hawaii Loans—Long-term loans to meet educational expenses are available to full-time students who have been residents of the State for one year or have been enrolled and successfully completed at least one year at the College prior to application.

Repayment and interest charges begin six months after graduation or withdrawal from college, and may be extended over a ten-year period. A minimum monthly payment of \$15 is required on all loans.

State of Hawaii Scholarships—Scholarships covering tuition and registration fees are available to students who have been residents of the State for five consecutive years prior to the application. The scholarships are renewable for the second year, providing that the student's academic performance has been satisfactory.

Short-Term Loans—Loans of up to \$50 to assist in meeting small financial emergencies are available to full-time students. The loans are interest free and must be repaid within 30 days.

Scholarships-Grants—A few scholarships and grants ranging from \$50 to \$100 are awarded by the college and community organizations. Recipients are usually selected on a basis of academic promise and financial need.

Health Service

At the present time, Kapiolani Community College has no health service program. In case of an emergency, the student should be referred to the Student Services Center.

Insurance

A student medical expense plan is available at the time of registration. This insurance offers protection against the expense of unexpected illnesses and accidental injury. Procuring of this policy is strongly urged.

Housing

Kapiolani Community College does not maintain dormitories. Occasionally, the Student Services Center has a request for a student to do housework, baby sitting, and other family services in exchange for room and board.

Many Kapiolani students live at home or with relatives, while the remainder rent rooms or apartments in nearby areas. Housing is generally scarce and expensive, and students moving to Honolulu to attend Kapiolani Community College should allow themselves adequate time and money to search for a suitable place to live.

The Student Housing Office on the Manoa campus maintains a list of rooms and apartments whose landlords will rent to students. These places are not inspected or approved by the Student Housing Office; the listing is kept only as a service to students.

Special off-campus housing in two Waikiki hotels is available to students. Applications may be obtained by writing to the Student Services Center.

Library

The main college library is in the Business Education Building. The services of the library and the materials in the library are available to faculty, students, visiting scholars, and off-campus borrowers who work with or are associated with the College. Hours are Monday-Thursday, 7:30 a.m.-10:00 p.m.; Friday, 7:30 a.m.-6:00 p.m. The library is closed weekends.

The library has approximately 17,000 volumes and 300 periodicals and newspapers, all arranged in open stacks. Inter-library loans from the University of Hawaii libraries are available.

Carrels and listening booths for 100 students are located in the library.

Library books are checked out for a period of two weeks and may be renewed. Telephone renewals are not allowed. Magazines and pamphlets are checked out for one week.

Reference books (books to be consulted for some definite information rather than for consecutive reading) and newspapers may not be borrowed.

Reserve books are those books in which instructors have made specific reading assignments. These books have been taken off the open shelves and placed in a separate section of the library. Reserve books may be borrowed for a limited time—usually overnight or over the weekend only.

Learning Resources Center

The Learning Resources Center is a closely coordinated library-audiovisual complex that serves as a means of most effectively and economically using new electronic media for instruction and for integrating these media with more traditional, book-based methods. The Center, located in the Business Education Building, houses equipment such as carrels, tape recorders, cassette player units, dictation/transcription machines and typewriters.

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 hours are 9 a.m.- 2 p.m. Monday through Friday.

A second-hand bookstore is operated on a consignment basis and functions at the beginning of each semester to take and sell books. This bookstore operates presently at the Student Government (ASKCC) Office.

Communication

Telephone messages for students, except those of an emergency nature, will not be relayed by the College. Emergency messages are delivered through the Student Services Center.

The College has no facilities for delivering personal mail. Students should have personal mail addressed to their homes.

Lost and Found

Lost and found items are handled by the Student Services Center.

Parking

Because space is limited, 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.

Students are expected to familiarize themselves with the parking and traffic rules of the College, as established by the Board of Regents. These regulations are available at the Bookstore, the Student Services Center, and the Business Office.

STUDENT GOVERNMENT AND ACTIVITIES

The student activity program is an important part of the total education program of Kapiolani Community College. The activity program supplements and enriches classroom experiences, provides opportunities for personality, citizenship, and leadership development, and fosters college spirit.

Activity programs are supported by student dues, and funds for the various activities are budgeted by the Executive Council of the Associated Students of Kapiolani Community College. Each student enrolled in twelve or more semester hours of work automatically becomes a member of the student association. Students enrolled in fewer semester hours may become members of the association by paying the required membership fees.

Clubs and Organizations

Organizing and participating in clubs is encouraged at Kapiolani Community College. There are three types of club activity:

- Department-sponsored clubs organized by students sharing an interest in an academic major.

- Special-interest clubs organized by students sharing a common interest in a special hobby or activity.

- Service clubs organized by students wishing to provide services to the school and community.

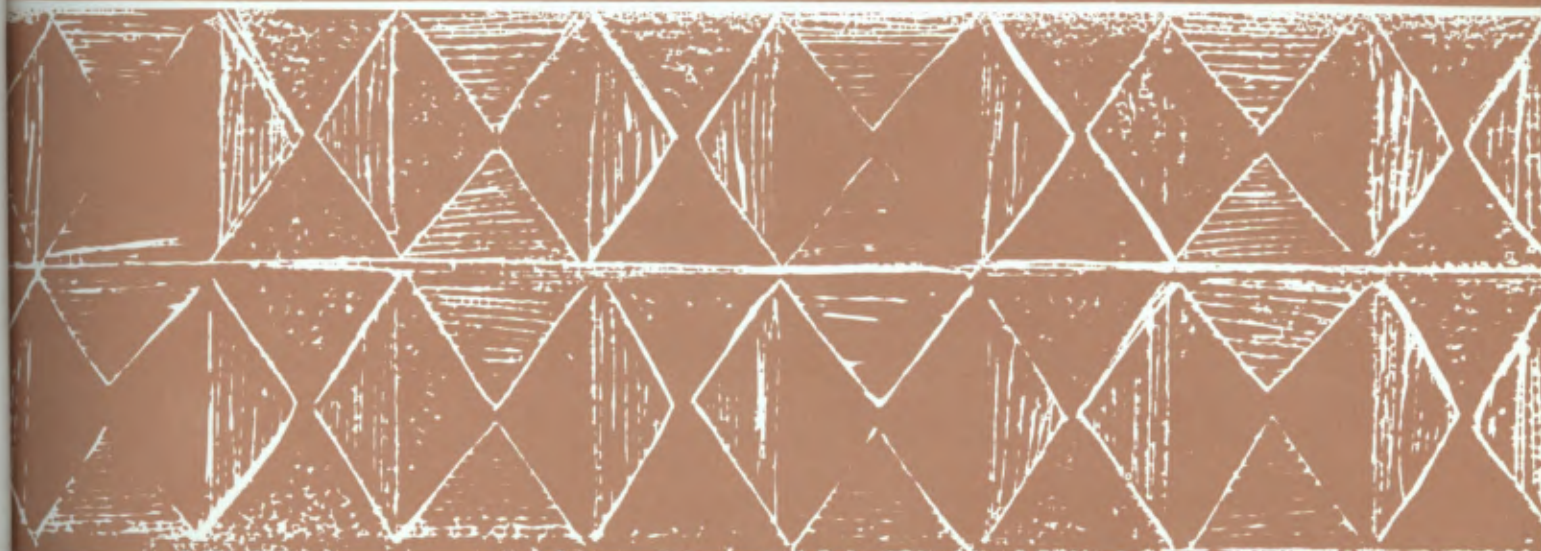
Intramural Sports

Since the College does not maintain an inter-collegiate athletic program, students who are interested in sports are encouraged to participate in intramural sports programs. Two programs are available at this time, bowling and basketball. If students are interested in organizing other programs, they are urged to contact the Intramural Committee Chairman.

Student Personnel Committee

Four students, appointed by the President of the Associated Students, serve with the President on the Student Personnel Committee of the Faculty Senate to provide a means for communication between students and staff and administration on subjects of concern to students.

Curricula



THE BIBLIOTHECA



CURRICULA

OCCUPATIONAL CURRICULA

BUSINESS EDUCATION

- Accounting
 - Associate in Science Degree Program
- Business Operations
 - Certificate of Achievement Program
- Clerical (Bookkeeping Major)
 - Certificate of Achievement Program
- Clerical (General Clerical Major)
 - Certificate of Achievement Program
- Clerical (Stenography Major)
 - Certificate of Achievement Program
- Data Processing
 - Associate in Science Degree Program
 - Certificate of Achievement Program
- Mid-Management (Merchandising Major)
 - Associate in Science Degree Program
- Secretarial Science
 - Associate in Science Degree Program

FOOD SERVICE AND HOSPITALITY EDUCATION

- Food Service Management
 - Associate in Science Degree Program
- Food Service (Culinary Arts Major)
 - Certificate of Achievement Program
- Food Service (Dining Room Major)
 - Certificate of Achievement Program
- Mid-Management (Hotel Operations Major)
 - Associate in Science Degree Program

HEALTH SERVICE EDUCATION

- Dental Assisting
 - Certificate of Achievement Program
- Inhalation Therapy
 - Associate in Science Degree Program
- Medical Assisting
 - Associate in Science Degree Program
- Medical Laboratory Technology
 - Associate in Science Degree Program
- Practical Nursing
 - Certificate of Achievement Program
- Radiologic Technology
 - Associate in Science Degree Program

BUSINESS EDUCATION DIVISION

Accounting Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum provides training for employment in the public accounting field—in Federal, State, and City and County Civil Service, in banks, and in private business establishments. A graduate of this program will be qualified to meet the demands of offices requiring skills in business mathematics, bookkeeping, accounting, payroll computation, typing, and the operation of business machines.

Basic Requirements	Semester Hours
English 26 or higher	3
Humanities	3
General Business 25, Applied Mathematics (or higher)	3
Science	3
Social Science	3
Speech	3
Major Requirements	
Accounting 24, Principles of Accounting I	4
Accounting 25, Principles of Accounting II	4
Accounting 30, Payroll	2
Accounting 40, Intermediate Accounting	4
Accounting 41, Income Tax	3
Accounting 42, Cost Accounting	3
Business Machines 20, Business Machines	2
Data Processing 21, The Computer and Man in Society	3
General Business 21, Introduction to Business	3
General Business 39, Business Law I	3
Typewriting 20, Typewriting	3
	52

Plus credits in electives to total 60 semester hours.

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

BUSINESS OPERATIONS CURRICULUM

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for positions in various kinds of businesses. A graduate develops competencies in performing a variety of duties for a service occupation. This curriculum is recommended for those students who have yet to decide on an occupational goal.

Requirements	Semester Hours
*English 10, Basic English Skills	4
*Mathematics 10, Basic Mathematics	3-4
Speech 20, Fundamentals of Speech	3
*Typewriting 20 (or equivalent)	3
**General Business 10, Seminar for Business Operations Majors	1
	14-15

Plus credits in courses related to an occupational goal to total 30 semester hours.

*If this requirement is waived, 3 credits are awarded.

**Required of all Business Operations majors during the first semester of enrollment.

CLERICAL CURRICULUM

Bookkeeping Major

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for entry positions in bookkeeping requiring skills which include checking and verifying items and extensions; posting data to designated account books; totaling and balancing accounts; preparing payrolls, invoices, monthly statements, periodic reports, bank reconciliations; and compiling business records.

Requirements	Semester Hours
*English 10, Basic English Skills	4
Mathematics 21, Practical College Mathematics	3
Accounting 20, Fundamentals of Accounting I	4
Accounting 21, Fundamentals of Accounting II	4
Accounting 30, Payroll	2
Business Machines 20, Business Machines	2
General Business 21, Introduction to Business	3
Office Procedures 20, Records Management; or Office Procedures 21, Office Procedures I	2 or 4
*Typewriting 20, Typewriting	3
	<hr/>
	27 or 29

Plus credits in electives to total 30 semester hours.

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

*If this requirement is waived, the next level course is optional. Students shall take electives to fulfill the total semester-hour requirement.

CLERICAL CURRICULUM

General Clerical Major

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
*English 10, Basic English Skills	4
*Mathematics 10, Basic Mathematics	3-4
Speech 20, Fundamentals of Speech	3
Business Machines 20, Business Machines	2
*Typewriting 20, Typewriting (or equivalent)	3
Office Procedures 21, Office Procedures I	4
Office Procedures 40, General Clerical Procedures	4
	<hr/>
	23-24

Plus credits in electives to total 30 semester hours.

Note: Data Processing 20, Key-Punch Equipment Operation, is recommended for those interested in key-punch operator positions.

*If this requirement is waived, 3 credits are awarded.

CLERICAL CURRICULUM

Stenography Major

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
English 26, Basic Writing Review	4
Mathematics 21, Practical College Mathematics	3
Speech 20, Fundamentals of Speech	3
Accounting 20, Fundamentals of Accounting I	4
*Office Procedures 21, Office Procedures I	4
Office Procedures 22, Office Procedures II	4
Office Procedures 40,	
General Clerical Procedures	4
**Word Processing 21, Word Processing I	4
	<hr/>
	30

*Prerequisite: Typewriting 20 or equivalent.

**Prerequisite: Shorthand 20 or equivalent.

DATA PROCESSING CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum provides students with training for employment as technicians in the field of data processing. Students are trained in basic programming concepts and techniques, in advanced third-generation computer concepts, and in programming business applications with problem-oriented languages such as COBOL and RPG. They are also trained to operate electronic computers and various types of peripheral equipment.

Basic Requirements	Semester Hours
English 26 or higher	3
Humanities	3
Science	3
Social Science	3
Mathematics (see possible courses below)	3
Speech	3
Major Requirements	
Accounting 24, Principles of Accounting I	4
Accounting 25, Principles of Accounting II	4
Data Processing 30, Introduction to Data Processing	4
Data Processing 31, Fundamentals of Computer Programming	4
Data Processing 32, Business Systems and Applications	2
Data Processing 40, Advanced Computer Concepts	3
Data Processing 41, Computer Programming I — COBOL	3
Data Processing 42, Computer Programming II — RPG	3
Data Processing 44, Advanced Programming Systems	2
Data Processing 46, Business Systems Analysis	3
Data Processing 50, Data Processing Internship	1
Data Processing 51, Data Processing Internship	1
Data Processing 52, Data Processing Internship	2
Data Processing 53, Data Processing Internship	2

56

Plus credits in electives to total 60 semester hours.

Alternative Mathematics courses:

- General Business 25, Applied Mathematics
- Mathematics 25, Elementary Algebra
- Mathematics 110, Geometry
- Mathematics 100, Survey of Mathematics
- Mathematics 102, Introduction to Mathematical Logic

DATA PROCESSING OPERATIONS CURRICULUM CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum prepares students for initial employment as operators of electronic computers and various types of peripheral equipment. Students are also given an introduction to basic programming concepts.

The curriculum requires the student to finish his training during the summer session to complete the 30 semester hours.

Requirements	Semester Hours
English 26, Basic Writing Review	4
Mathematics (see possible courses below)	3
Accounting 24, Principles of Accounting I	4
Data Processing 30, Introduction to Data Processing	4
Data Processing 31, Fundamentals of Computer Programming	4
Data Processing 32, Business Systems and Applications	2
Data Processing 35, Facility Operations and Management	3
Data Processing 50, Data Processing Internship	1
Data Processing 51, Data Processing Internship	1
Data Processing 53, Data Processing Internship	2
	<hr/> 28

Plus credits in electives to total 30 semester hours.

Alternative Mathematics courses:

General Business 25, Applied Mathematics
Mathematics 25, Elementary Algebra
Mathematics 110, Geometry
Mathematics 100, Survey of Mathematics
Mathematics 102, Introduction to Mathematical Logic

MID-MANAGEMENT CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students for employment in mid-management and supervisory level positions. Students have the option of specializing in either the Merchandising Mid-Management Program or the Hotel Operations Mid-Management Program.

Merchandising Mid-Management: Students will be prepared for employment as assistant division, department or sectional supervisors; assistants to buyers, sales managers, purchasing agents; and professional salesmen in the wholesale and retail areas.

Hotel Operations Mid-Management: Students will be prepared for employment in skilled and entry supervisory positions in hotel operations areas which include the front office, food and beverage service, housekeeping, and sales.

Basic Requirements	Semester Hours
English 26 or higher	3
Speech	3
Social Science	3
Humanities	3
General Business 25, Applied Mathematics	3
Science	3
Mid-Management Core Requirements	Semester Hours
Accounting 24, Principles of Accounting I	4
General Business 21, Introduction to Business	3
Data Processing 21, The Computer and Man in Society	3
General Business 23, Human Relations in Business	3
General Business 30, Principles of Management	3
Hotel Operations Mid-Management Major or Merchandising Mid-Management Major and Electives	26
Total Semester Hours	60

HOTEL OPERATIONS MID-MANAGEMENT MAJOR

Major Requirements	Semester Hours
Hotel Operations 31, Fundamentals of Hotel Organization	3
Hotel Operations 41, Front Office Procedures	3
Hotel Operations 42, Housekeeping Procedures	3
Hotel Operations 43, Food and Beverage Control	3
General Business 55, Cooperative Education	4

Plus credits in electives to total 60 semester hours.

MERCHANDISING MID-MANAGEMENT MAJOR

Major Requirements	Semester Hours
Merchandising 20, Advertising and Display	3
Merchandising 21, Principles and Methods of Salesmanship	3
Merchandising 30, Principles of Marketing	3
Merchandising 31, Principles of Retailing	3
Business Machines 20, Business Machines	2

Plus credits in electives to total 60 semester hours.

SECRETARIAL SCIENCE CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students for employment as secretaries in government and private industries. The program is flexible and permits students to broaden their background and increase their employability through intensive training in a variety of advanced secretarial courses. Specialized courses in legal and medical secretarial procedures are offered.

Basic Requirements	Semester Hours
English 26 or higher	3
Humanities	3
Mathematics 21, Practical College Mathematics	3
Science	3
Social Science	3
Speech	3
Major Requirements	
Accounting 20, Fundamentals of Accounting I; or Accounting 24, Principles of Accounting I	4
Business Machines 20, Business Machines	2
General Business 35, Business Communications	3
**Office Procedures 21, Office Procedures I	4
Office Procedures 22, Office Procedures II	4
Office Procedures 50, Secretarial Procedures	4
***Word Processing 21, Word Processing I	4
Word Processing 22, Word Processing II	4
	<hr/> 47

Plus credits in electives to total 60 semester hours.

**Prerequisite: Typewriting 20 or equivalent

***Prerequisite: Shorthand 20 or equivalent

FOOD SERVICE AND HOSPITALITY EDUCATION DIVISION

Food Service Management Curriculum

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students for employment in the food service field, principally in the area of management. Graduates may qualify as managers, supervisors, or assistant managers of food service in restaurants, hotels, cafeterias, institutions, clubs and hospitals.

Basic Requirements	Semester Hours
English 26 or higher	3
Humanities	3
Mathematics 21, Practical College Mathematics	3
Science	3
Social Science	3
Speech 26 or above	3
Major Requirements	
Food Service 21, Introduction to Food Service	2
Food Service 30, Nutrition and Menu Planning	2
Food Service 31, Storeroom Operations and Stewarding Procedures	3
Food Service 32, Dining Room Service	6
Food Service 35, Short Order Cooking	3
Food Service 40, Fundamentals of Cookery	7
Food Service 41, Culinary Art in Food Preparation	7
Food Service 46, Food Cost Control	4
Food Service 47, Equipment Layout and Design	2
Food Service 50, Food Service Management	6
	<hr/> 60

FOOD SERVICE CURRICULUM

Culinary Arts (General Cook) Major

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
Speech	3
*Mathematics 10, Basic Mathematics	3-4
Food Service 21, Introduction to Food Service	2
Food Service 30, Nutrition and Menu Planning	2
Food Service 31, Storeroom Operations and Stewarding Procedures	3
Food Service 35, Short Order Cooking	3
Food Service 40, Fundamentals of Cookery	7
Food Service 41, Culinary Art in Food Preparation	7
Total Semester Hours	30-31

*If this requirement is waived, 3 credits are awarded.

FOOD SERVICE CURRICULUM

Dining Room Major

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
Speech	3
*Mathematics 10, Basic Mathematics	3-4
Food Service 21, Introduction to Food Service	2
Food Service 30, Nutrition and Menu Planning	2
Food Service 32, Dining Room Service	6
Food Service 48, Dining Room Supervision	6
Merchandising 21, Principles and Methods of Salemanship	3
	25-26

Plus credits in electives to total 30 semester hours.

*If this requirement is waived, 3 credits are awarded.

HEALTH SERVICE EDUCATION DIVISION

Dental Assisting Curriculum

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

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

Requirements	Semester Hours
Dental Assisting 20, Dental Assisting	7
Dental Assisting 21, Dental Assisting	3
Dental Assisting 22, Dental Assisting	7
Dental Assisting 23, Dental Assisting	3
Speech	3
*Mathematics 10, Basic Mathematics	3- 4
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	26-27

Plus credits in electives to total 30 semester hours.

*If this requirement is waived, the next level course is optional.

MEDICAL LABORATORY TECHNICIAN CURRICULUM*

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students to perform many fundamental laboratory procedures, to use laboratory equipment and laboratory animals, and to file laboratory reports and maintain records. The student will be trained to assist the physician in the diagnosis and treatment of disease. Graduates of this program will be eligible to sit for the examination for the degree of Medical Laboratory Technician. The program is approved by the American Society of Clinical Pathologists and is the National Registry of the American Society of Clinical Pathologists.

This curriculum is approved by the Department of Federal Health and is approved by the University of Illinois Board of Regents.

INHALATION THERAPY CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (73 Semester Hours)

This curriculum is designed to prepare students to participate in pulmonary function testing, respiratory and cardiac emergencies, care and use of critical care equipment and departmental administrative duties.

Satisfactory completion of the requirements for the Associate in Science degree permits the student to take the qualifying examination of the American Registry of Inhalation Therapists.

Basic Requirements*	Semester Hours
English 100, Expository Writing	3-4
Mathematics 100	3
Physical Science	3
Humanities	3
Speech 145	3
Psychology 100	3
Major Requirements**	
Health Foundations 101, 102, 104, 105, 106, 107, 108, 109	9
Human Anatomy and Physiology*	4
Inhalation Therapy 110, Inhalation Therapy Theory I	4
Inhalation Therapy 111, Inhalation Therapy Theory II	4
Inhalation Therapy 112, Inhalation Therapy Theory III	4
Inhalation Therapy 113, Inhalation Therapy Theory IV	4
Inhalation Therapy 120, Inhalation Therapy Technique I	5
Inhalation Therapy 121, Inhalation Therapy Technique II	5
Inhalation Therapy 122, Inhalation Therapy Clinical I	5
Inhalation Therapy 123, Inhalation Therapy Clinical II	5
Inhalation Therapy 130, Pulmonary Function Theory	2
Inhalation Therapy 131, Inhalation Therapy Seminar	2
Inhalation Therapy 140, Pulmonary Function Technique	1
Inhalation Therapy 141, Inhalation Therapy Clinical III	1
	<hr/>
	73-74

*Must be in courses numbered 100 and above.

**Courses transferable to institutions offering baccalaureate degree programs in Inhalation Therapy. At the present time, the University of Hawaii does not offer such a program.

MEDICAL ASSISTING CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (60 Semester Hours)

This curriculum is designed to prepare students to assist physicians in offices and clinics with patients, routine laboratory and office procedures, and other selected duties.

Basic Requirements	Semester Hours
English	3
Mathematics 21, Practical College Mathematics	3
Speech 26 or above	3
Humanities	3
Anatomy 22, Human Anatomy and Physiology	3
Psychology 25, Applied Psychology	3
Major Requirements	
*Office Procedures 21, Office Procedures I	4
Health Foundations 103, 104, 105, 106	5
Health Foundations Electives	3
Medical Assisting 30, Clinical Assisting I	2
Medical Assisting 31, Medical Law, Ethics and Economics	3
Medical Assisting 32, Clinical Laboratory Procedures I	4
Medical Assisting 40, Clinical Assisting II	4
Medical Assisting 41, Medical Office Procedures	3
Medical Assisting 43, Externship	6
	<hr/> 52

Plus credits in electives to total 60 semester hours.

*Prerequisite: Typewriting 20 or equivalent.

Note: A grade of C must be maintained in all Medical Assisting and related courses in order for the student to continue in the program.

MEDICAL LABORATORY TECHNICIAN CURRICULUM*

ASSOCIATE IN SCIENCE DEGREE (73 Semester Hours)

This curriculum is designed to prepare students to perform many fundamental laboratory procedures, to care for equipment and laboratory animals, and to file laboratory reports and requisition supplies under the direction of a medical technologist, physician, or biological scientist.

Graduates of this program will meet college education requirements for State of Hawaii certification as a Medical Laboratory Technician, and will be eligible to take the examination to become Registered MLT (ASCP) by the National Registry of the American Society of Clinical Pathologists.

*Offering of this curriculum in 1972-73 is dependent upon receipt of Federal financial support and approval by the University of Hawaii Board of Regents.

PRACTICAL NURSING CURRICULUM

CERTIFICATE OF ACHIEVEMENT (37 Semester Hours)

The Practical Nursing curriculum consists of planned learning experiences which will prepare the student, upon graduation, to function in the role of a beginning practitioner of practical nursing. The program is one year in length; new students are admitted only in the Fall term. Students receive supervised clinical experience in health agencies.

Upon successful completion of the program, students are eligible to write the State of Hawaii licensure examination for practical nurses.

Requirements	Semester Hours
Practical Nursing 20, Basic Nursing Care	10
Practical Nursing 21, Directed Study	1
Practical Nursing 22, Physical and Mental Illness	10
Practical Nursing 23, Directed Study	1
Practical Nursing 24, Maternal & Child Nursing	5
Practical Nursing 25, Personal and Vocational Relationships	1
Anatomy and Physiology 22, Human Anatomy and Physiology	3
Psychology 25, Applied Psychology; or Psychology 100, Survey of Psychology	3
English or Speech	3
	<hr/> 37

Note: A grade of C must be maintained in nursing and related courses in order for the student to continue in the nursing program.

RADIOLOGIC TECHNOLOGY CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (65 Semester Hours)

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

Satisfactory completion of the requirements for the Associate in Science degree permits the student to take the qualifying examination of the American Registry of Radiologic Technologists.

Basic Requirements*	Semester Hours
English 100, Expository Writing	3-4
Humanities	3
Mathematics 120, College Algebra	3
Science (Human Anatomy and Physiology)	4
Social Science	3
Speech 145, Expository and Persuasive Speaking	3
Major Requirements**	
Radiologic Technology 100, Introduction to Radiologic Technology	3
Radiologic Technology 110, Radiologic Technique	3
Radiologic Technology 120, Radiologic Physics	3
Radiologic Technology 130, Topographic Anatomy	1
Radiologic Technology 140, Hospital Radiographic Technique	2
Radiologic Technology 141, Hospital Radiographic Technique	2
Radiologic Technology 142, Hospital Radiographic Technique	2
Radiologic Technology 148, Radiography Seminar	1
Radiologic Technology 149, Radiography Seminar	1
Radiologic Technology 150, Radiography Seminar	2
Radiologic Technology 200, Advance Radiologic Positioning	3
Radiologic Technology 205, Survey of Medical and Surgical Diseases	1
Radiologic Technology 210, Advance Radiologic Technique	2
Radiologic Technology 220, Departmental Administration	1
Radiologic Technology 230, Special Radiographic Procedures	3
Radiologic Technology 240, Hospital Radiographic Technique	2
Radiologic Technology 241, Hospital Radiographic Technique	2
Radiologic Technology 242, Hospital Radiographic Technique	2
Radiologic Technology 248, Radiography Seminar	1
Radiologic Technology 249, Radiography Seminar	1
Radiologic Technology 250, Radiotherapy and Nuclear Medicine	2
Electives*	6
Total Semester Hours	65-66

*Must be in courses numbered 100 and above. Students are encouraged to elect Health Foundations courses to increase their knowledge of the health fields.

**Courses transferable to institutions offering baccalaureate degree programs in Radiologic Technology. At the present time, the University of Hawaii does not offer such a program.

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

OTHER OCCUPATIONAL CURRICULA

For the following curricula, which are not offered at Kapiolani Community College, the student is referred to Honolulu and Leeward Community Colleges.

TRADE -TECHNICAL CURRICULA

APPLIED ARTS — HONOLULU
AQUATIC — LEEWARD
ARCHITECTURAL DRAFTING — HONOLULU
AUTO BODY REPAIR AND PAINTING — HONOLULU
AUTOMOTIVE — LEEWARD
AUTOMOTIVE MECHANICS — HONOLULU
AVIATION MAINTENANCE TECHNICIAN — HONOLULU
BLUEPRINT READING — HONOLULU
CARPENTRY — HONOLULU
COMMERCIAL BAKING — HONOLULU
COSMETOLOGY — HONOLULU
DRAFTING — LEEWARD
ELECTRONICS — HONOLULU
ENGINEERING TECHNOLOGY — HONOLULU
FASHION ARTS — HONOLULU
FIRE SCIENCE — HONOLULU
GAMES AND SPORTS — LEEWARD
HEAVY EQUIPMENT — HONOLULU
INDUSTRIAL EDUCATION — HONOLULU
INDUSTRIAL ELECTRICITY — HONOLULU
LIBRARY TECHNOLOGY — LEEWARD
MARINE TECHNOLOGY — LEEWARD
METALWORKING — HONOLULU
OUTDOOR RECREATION — LEEWARD
POLICE SCIENCE — HONOLULU
RECREATIONAL DRAMA — LEEWARD
RECREATIONAL MUSIC AND DANCE — LEEWARD
REFRIGERATION AND AIR CONDITIONING — HONOLULU
SHEET METAL AND PLASTICS — HONOLULU
WELDING — HONOLULU

LIBERAL ARTS (TRANSFER) CURRICULUM

The Liberal Arts Transfer Program of Kapiolani Community College leads to an Associate in Arts degree and is designed to enable a student to transfer to the upper division of a four-year college or university. Kapiolani is continually attempting to expand and refine its Liberal Arts Curriculum to provide the best selection of lower division college courses.

In Fall 1971, the following conditions of transfer became effective:

- I. Transfer Students: Students may transfer between campuses of the University of Hawaii system provided they meet the requirements of the program into which they wish to transfer.
 - A. Students not originally accepted to Manoa Campus may transfer to Manoa after they complete minimum of **24** credits in college transfer courses at a Community College, and they meet requirements for continuing registration at Manoa. (Note: When Manoa becomes saturated, this policy will require modification.)
 - 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.

II. Credit Transfer

Credit for courses numbered 1-59 will be transferred from Kapiolani Community College only upon approval of the receiving institution.

- A. Credit and content for courses numbered 100-299 will transfer to Manoa.
- B. Credit for the D grade will transfer to Manoa campus.
- C. Any number of credits may be transferred from a Community College to Manoa.
- D. Students wishing to transfer to any other four-year college should consult the Registrar there for transfer information.

III. Grade-Point Transfer

Grade-points are transferable among the various campuses of the University of Hawaii system. This includes transfer between a community college and Manoa Campus or Hilo College.

Admission to the Liberal Arts Curriculum

Students who satisfy the admission requirements of Kapiolani Community College will be admitted to the Liberal Arts Curriculum.

Admission to Liberal Arts Courses

Liberal Arts courses are open to all students without any conditions except departmental prerequisites (see course descriptions for prerequisites). In sequential mathematics and science courses and humanities/social science courses which require a great deal of reading, students will be advised to enroll in courses based on their scores on reading and quantitative placement tests. Placement tests will be given in mathematics, speech and reading to help students choose the courses best suited to their needs.

Languages

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. Further information may be obtained from the Chairman of the Arts & Sciences Division.

Humanities Requirement

Courses in American Studies, Drama, History, Music, Philosophy and Religion satisfy the Humanities requirement for the Associate in Arts and Associate in Science degrees. In addition, certain courses in Art, English, and Social Sciences may apply. The student should see his advisor for assistance in selecting Humanities courses.

Social Science Requirement

Courses in Anthropology, Economics, Ethnic Studies, Geography, Political Science, Psychology, Sociology, and Special Studies satisfy the Social Science requirement for the Associate in Arts and Associate in Science degrees. In addition, certain courses in General Business and the Humanities area may apply. The student should see his advisor for assistance in selecting Social Science courses.

Application to Four-Year Institutions

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 advisers in order to arrange a program that will meet these requirements, as well as permit them to graduate from Kapiolani Community College.

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

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

For students wishing to transfer to the University of Hawaii, Manoa Campus, deadline is July 1, for the fall semester; and December 1, for the spring semester. In addition, students should familiarize themselves with the articulation policy in effect among the community colleges, the Hilo and Manoa campuses.

Liberal Arts

ASSOCIATE IN ARTS DEGREE (60 Semester Hours)

Transfer Program

Basic Requirements*

	Semester Hours
English 100, 140, 170, 190	3
Mathematics 100 (or higher) or Philosophy 210	3
History 151-152	6
Speech 125 (or higher) or Drama 220	3
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	15

Area Requirements*

HUMANITIES: 4 semester courses (at least one from each of the first three groups)

Group I

Drama 160
English 250, 252

Group II

Philosophy 100, 200
Religion 150, 151

Group III

American Studies
201, 202**
Art 101, 120
Music 160, 180
265, 266

Group IV†

History 136**,
281, 282
Communications 150
Art 108

NATURAL SCIENCES: 3 semester courses (including one four-credit lab-science and preferably including one biological and one physical science)

Anatomy 110
Geography 101
Geoscience 101
Physics 100
Science 101, 110, 111, 112, 121, 161

SOCIAL SCIENCES: 3 semester courses (including at least one from each group)

Group I

American Studies 201, 202**
 Anthropology 150, 200
 Guidance 101
 Psychology 100, 110, 150
 Sociology 151, 200

Group II

Economics 120 or 150
 Ethnic Studies 101
 Geography 102, 137, 151
 Political Science 110, 131, 139
 Special Studies 291, 292, 294, 295

Special Requirements and Electives

15-17

Accounting 201-202
 Art 100, 113, 114
 Data Processing 101
 Drama 220
 English 127
 French 101-102, 201-202
 Health and Physical Education 100, 107, 115, 125
 Health Foundations 101-110
 History 241, 242
 Human Potential 100
 Japanese 101-102
 Journalism 205, 206
 Mathematics 102, 111, 120, 134-135, 205, 206
 Music 102, 125-126
 Spanish 101-102
 Speech 231

Total Semester Hours

60

*These are AA requirements; baccalaureate degree requirements differ. See faculty advisor.

**Satisfies either the Humanities or Social Sciences requirements, not both.

† Students transferring to the Manoa Campus will be required to take 6 semester courses distributed among these four groups to complete their Humanities requirements for the Bachelor of Arts degree. For details see faculty advisor.

Social Science Requirements

Group II

Group I

Students in Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, and Social Studies satisfy the Social Science requirements for the Associate in Arts degree. In addition, students in Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, and Social Studies should see their advisor for advice on the following requirements:

Students in Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, and Social Studies should see their advisor for advice on the following requirements:

The following steps should be taken in order to complete the requirements for the Associate in Arts degree:

- (1) Write for approval the transfer plan and send it to the advisor.
- (2) If necessary, transfer to the University of California.
- (3) Check with the Transfer Center for the latest information on the transfer process.
- (4) Follow-up to check on the transfer process.

For students wishing to transfer to the University of California, the following steps should be taken:

- (1) Write for approval the transfer plan and send it to the advisor.
- (2) If necessary, transfer to the University of California.
- (3) Check with the Transfer Center for the latest information on the transfer process.
- (4) Follow-up to check on the transfer process.

Liberal Arts

ASSOCIATE IN ARTS DEGREE (60 Semester Hours)

Transfer Program

60

Total Semester Hours

Students transferring to the Associate in Arts degree should see their advisor for advice on the following requirements:

English 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 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Description of Courses



DESCRIPTION OF COURSES

Description

of

Courses



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

CREDIT

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

NUMBERING SYSTEM

NUMBERS

Courses applicable toward a Baccalaureate Degree, Associate Degree, or Certificate.

(Identical numbers to those of the University of Hawaii are used when the course

content is substantially the same) 100 and above

Course applicable toward an Associate Degree or Certificate:

a. Courses normally taken by sophomores, open to qualified freshmen 40 - 59

b. Courses normally taken by freshmen 20 - 39

Courses applicable toward a Certificate only 1 - 19

*The Administration reserves the right to make changes in course content and to add or delete course offerings.

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 as these procedures seem required or desirable to supplement existing credit courses. A 299, Individual Study, in any subject area may be arranged by the student in order to pursue important individual academic interests by consulting with an appropriate instructor and (obtaining permission from the Dean of Instruction) by the completion of forms available in the Instructional Services Office. Likewise, when a number of students are interested in the pursuit of a similar topic, special sections of a 199, Specialized Group Study, may be arranged through similar procedures. In the case of all Independent Studies, full course outlines and descriptions will be placed in the file of each participating student.

Accounting (ACC)

20 Fundamentals of Accounting I (4)

3 hours lecture, 2 hours lab per week

An introductory course covering the fundamentals of accounting for service and merchandising enterprises operated as sole proprietorships, partnerships, and corporations. Recommended for certificate and non-accounting programs.

21 Fundamentals of Accounting II (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Accounting 20

A continuation of Accounting 20. More detailed study of selected areas including accounting for receivables, payables, merchandise inventory, fixed assets, deferrals and accruals, bank reconciliation, and simple payroll.

24 Principles of Accounting I (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Satisfactory score on SCAT 1A, or Accounting 20

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

25 Principles of Accounting II (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Accounting 24

Continuation of Accounting 24. Accounting for partnership; the elements of corporation, manufacturing and cost accounting, analysis and interpretation of financial statements and flow of funds.

30 Payroll (2)

2 hours per week

Prerequisite: Accounting 20 or Accounting 24

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

34 Using Computers in Accounting (2)

2 hours per week

Prerequisites: Accounting 20 or 24, or concurrent enrollment in Accounting 20 or 24.

Problem-solving in accounting, using computers. Basic accounting concepts will be reviewed as needed.

40 Intermediate Accounting (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Accounting 25

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

41 Income Tax (3)

3 hours per week

Prerequisite: Accounting 20 or Accounting 24

An introduction to the principles; procedures, terminology, business and personal applications of income taxes; emphasis on individual Federal income tax records and forms.

42 Cost Accounting (3)

3 hours per week

Prerequisite: Accounting 25

An introduction to the principles and procedures of cost accounting; development and application of job order, process, and standard cost systems; manufacturing-cost controls and variance analysis.

199 Specialized Group Study (Credit Variable)

201 Introductory Accounting I (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Sophomore standing or consent of instructor

A beginning course which provides a foundation for transfer majors in all areas of business administration. The introduction and development of the theory and practice of accounting. Analysis, recording and sum-

marizing of transactions; and preparations and analysis of accounting statements for simple-organizations service and mercantile businesses.

202 Introductory Accounting II (4)

3 hours lecture, 2 hours lab per week

Prerequisite: Accounting 201

Further development of the foundation acquired in Accounting 201 through application of the basic principles to complex business organizations. Attention to particular problems of branch, departmental, and cost accounting, and to the preparation of special reports for management.

299 Individual Study (Credit Variable)

American Studies (AMST)

50 Contemporary American Issues (3)

3 hours per week

The American Issues course is designed to probe into some major concerns in the United States today, with appropriate use of multi-disciplinary materials from literary, historical, social sciences, art and music sources, (Satisfies either Humanities or Social Science requirement)

199 Specialized Group Study (Credit Variable)

201 Introduction to American Civilization I (3)

2 hours lecture, 1 hour discussion session per week

The central concerns of contemporary American life and thought studied in light of multi-disciplinary perspectives, with some emphasis on the historical antecedents. (Satisfies either Humanities or Social Science requirement)

202 Introduction to American Civilization II (3)

2 hours lecture, 1 hour discussion session per week

The central concerns of contemporary American life and thought studied in light of multi-disciplinary perspectives, with some emphasis on the historical antecedents. (Satisfies either Humanities or Social Science requirement) American Studies 201 and 202 need not be taken in sequence.

299 Individual Study (Credit Variable)

Anatomy and Physiology (ANAT)

22 Human Anatomy and Physiology (3)

3 hours per week

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

110 Anatomy and Physiology (4)

4 hours per week

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

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Anthropology (ANTH)

150 Introduction to Anthropology (3)

3 hours per week

Human evolution; prehistoric development of culture; recent and contemporary man; common features and principal variations in cultural behavior.

199 Specialized Group Study (Credit Variable)

200 Cultural Anthropology (3)

3 hours per week

Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, dynamics of culture; culture and the individual.

299 Individual Study (Credit Variable)

Art (ART)

100 Applied Design: Crafts (3)

6 hours lab per week

An introductory course exploring various craft areas. Credit cannot count towards major requirements in Art. Open to all students. (Not applicable toward the Humanities requirement)

101 Introduction to the Visual Arts (3)

3 hours per week

Nature of visual art and its expression in various forms. Lectures, demonstrations.

108 Elementary Studio—Drawing and Painting (3)

6 hours per week

Studio experience mainly for non-Art Majors. Lectures and projects. Credit cannot count toward major requirements in Art. (Satisfies Humanities requirement)

113 Introductory Studio "A" (3)

6 hours per week

Prerequisite: Art 101 (May be taken concurrently)

Emphasis on perception: visual responses to nature; materials, techniques, modes of representation. Problems in two and three dimensions involving photography, drawing, painting, sculpture and construction. (Not applicable toward the Humanities requirement)

114 Introductory Studio "B" (3)

6 hours per week

Prerequisite: Art 101

Emphasis on light: environmental; general intensity; value range; sources; chiaroscuro; pattern; principles of color. Problems in two and three dimensionals involving drawing, painting, sculpture, design. (Not applicable toward the Humanities requirement)

120 Art and Music Appreciation (3)

3 hours lecture per week

A general introduction to subject areas of Art, Music, and Literature, using an **experience-responding** approach rather than a **chronological-historical** approach; art objects/musical works themselves are the primary content, not an accumulation of facts and theories about them.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Business Machines (BMACH)

20 Business Machines (2)

3 hours per week

An introductory course to develop fundamental skills in the operation of the 10-key adding listing machine and key-driven, rotary, and printing calculators; and to acquaint students with the practical application of business procedures.

21 Advanced Business Machines (2)

3 hours per week

Prerequisite: Business Machines 20

An intensive course to develop a high degree of proficiency in the operation of the 10-key adding listing machine; key-driven, rotary, and printing calculators. Emphasis on speed and accuracy as well as the ability to process complex business problems.

Chemistry (CHEM)

113 General Chemistry (3)

3 hours lecture per week

Prerequisites: High school algebra credit or registration in pre-calculus or consent of instructor.

Fundamental principles of inorganic chemistry with a brief introduction to both qualitative analysis and organic chemistry. Recommended course for the student who plans to take further work in the sciences.

114 General Chemistry (3)

3 hours lecture per week

Continuation of Chemistry 113

115 General Chemistry Laboratory (1)

3 hours laboratory per week

Prerequisites: Concurrent enrollment in Chemistry 113.

Experiments illustrating the fundamental principles and methods of chemistry.

116 General Chemistry Laboratory (1)

3 hours laboratory per week

Prerequisites: Concurrent enrollment in Chemistry 114.

Continuation of Chemistry 115.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Communication (COMM)

150 Understanding the Media (3)

3 hours per week

Study of theories of mass communications; interaction between oral traditions, the press and audio-visual mass media studied in the cultural context.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Data Processing (DPRO)

20 Key-Punch Equipment Operation (1)

3 hours per week

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

21 The Computer and Man in Society (3)

3 hours per week

An introduction to digital computers and their use in the modern world. Social benefits and problems created by the utilization of computers. Capabilities, limitations and new areas of utilization for the future. Student will pursue those areas of concentration which are of particular interest to him in his chosen field. For non-majors of data processing.

30 Introduction to Data Processing (4)

3 hours lecture, 2 hours lecture-lab per week

Concurrent enrollment in Data Processing 50

The history and development of data processing, from manual to electronic systems. Emphasis is on hardware functions, capabilities and limitations, and applications of computer systems to business.

31 Fundamentals of Computer Programming (4)

4 hours per week

Prerequisite: Data Processing 30 or consent of the department

Concurrent enrollment in Data Processing 51

Basic concepts of the computer including components, data representation, and peripheral equipment. Programming concepts with emphasis on problem analysis, algorithm building, block diagramming and documentation. Class problems directed to these concepts and followed by actual coding in a simplified programming language reinforce the principles and provide the student a framework from which to enter the higher-level programming courses.

32 Business Systems and Applications (2)

1 hour lecture, 2 hours lec-lab per week

Prerequisite: Data Processing 31 or Data Processing 35 to be taken concurrently

Recommended that Accounting 24 be taken concurrently

An in-depth study of the nature and uses of data and data bases with specific reference to common business applications. The concept of information flow. The logical structure of files and the need for control of all data.

35 Facility Operations and Management (3)

3 hours per week

Prerequisite: Data Processing 30 or consent of the department

Concurrent enrollment in Data Processing 51

The operation and supervision of a computer facility. Emphasis on actual operation of computer, employee training, work flow analysis, scheduling problems and forms design.

40 Advanced Computer Concepts (3)

3 hours per week

Prerequisites: Data Processing 31 and Data Processing 32, or consent of the department

Concepts of third generation computing systems, including hardware architecture, the facilities of an operating system, job control, data management techniques, and an introduction to data communications concepts.

41 Computer Programming I - COBOL (3)

3 hours per week

Prerequisite: Data Processing 40, may be taken concurrently

Concurrent enrollment in Data Processing 52

Business applications programming in COBOL. Emphasis on good programming techniques and the use of direct access storage devices for input and output.

42 Computer Programming II - RPG (3)

3 hours per week

Prerequisite: Data Processing 40

Concurrent enrollment in Data Processing 53

Business applications programming in RPG. Emphasis on efficient coding techniques. Extensive problems using multiple input files, chaining and table files.

43 Computer Programming III - PL/I (3)

3 hours per week

Prerequisite: Data Processing 40, may be taken concurrently

Concurrent enrollment in Data Processing 52

An advanced programming course applying the principles of programming to business applications using PL/I language. Emphasis on advanced file organization and maintenance and programming algorithms.

44 Advanced Programming Systems (2)

2 hours per week

Prerequisite: Data Processing 41 or Data Processing 42, or consent of the department

A survey of new and advanced processors and operating systems. Use of sort/merge and other common utility programs. Sophisticated uses of system libraries. Introduction and factors to consider in system generation.

46 Business Systems Analysis (3)

3 hours per week

Prerequisite: Data Processing 40 or consent of the department

A study of data processing systems and procedures including the advantages and disadvantages of various types of systems, card and forms design, work measurement, controls, conversion techniques, and facilities planning. Emphasis on various tools and techniques of the systems and applications analyst such as interviewing, procedure analysis and flowcharting.

50 Data Processing Internship (1)

75 hours per semester

The student will work in the campus computer center as either a data clerk, quality controller or key-punch operator. His work will be thoroughly supervised and evaluated by his peers and instructors. Credit for this course may be received by employment in a **comparable** position in an off-campus business.

51 Data Processing Internship (1)

75 hours per semester

Continuation of Data Processing 50 with student employed as a quality controller, work scheduler, programmer trainee, or equipment operator.

52 Data Processing Internship (2)

150 hours per semester

Continuation of Data Processing 50 with student employed as an equipment operator, computer programmer, or operations supervisor.

53 Data Processing Internship (2-3v)

150 hours per semester work experience

Continuation of Data Processing 50 with student employed as a computer operator, computer programmer, programmer/analyst, or supervisor.

54 Data Processing Internship (1)

75 hours per semester

Continuation of Data Processing 50 with student employed as either a computer programmer or an analyst. This course will serve as a capstone for the graduate who feels he would like to put his entire store of expertise to work on a special project or projects. It is an elective for the A. S. Degree program.

101 Introduction to Computer Programming (3)

1 hour lecture, 6 hours lab per week

An introduction to computer programming for non-Data Processing majors. Students will learn how to program a computer to solve their various homework assignments. Course will include actual experience using a computer.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Dental Assisting (DENT)

20 Dental Assisting (7)

6 hours lecture, 3 hours lab per week

An orientation course in dental assisting, including dental terminology, chairside assisting procedures, identification and manipulation of impression and restorative materials, and dental radiographic techniques.

21 Dental Assisting (3)

2 hours lecture, 3 hours lab per week

A course covering dental office procedures, patient management, record-keeping, appointment making, charting, telephone techniques, recall system and letter writing.

22 Dental Assisting (7)

6 hours lecture, 3 hours lab per week

A course with emphasis on laboratory procedures. The sequence of operation in the construction of fixed and removable dental appliances.

23 Dental Assisting (3)

9 hours per week

A supervised clinical-experience course conducted in private dental offices and in various affiliated agencies.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Drama (DRAMA)

160 Introduction to Drama and Theatre (3)

3 hours per week

A study of representative plays as illustrations of changing forms in theatre and dramatic literature.

199 Specialized Group Study (Credit Variable)

220 Acting (3)

3 hours per week

A course designed to teach the beginner to use his voice, speech, posture and movements creatively, and to analyze and appreciate dramatic literature. Skill exercises and a wide variety of dramatic literature used for study.

221 Experimental Theatre (3)

3 hours per week

An acting course designed as a continuation of Drama 220 where the student can put his knowledge of the theatre to practical use in a full-length production.

299 Individual Study (Credit Variable)

Economics (ECON)

120 Introduction to Economics (3)

3 hours per week

A one-semester course for non-majors that provides general understanding of the functioning of economic systems, including various approaches to the organization of production and the allocation of resources, and of policies designed to achieve national economic goals. (May receive credit for Economics 120 **or** 150, **not both**)

150 Principles of Economics (3)

3 hours per week

Analysis of the function of economic systems with emphasis on forces determining levels and changes of national income and employment. Describes basic economic institutions, e.g., markets, money, banks, labor organizations, corporations. (May receive credit for Economics 150 **or** 120, **not both**)

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

English (ENG)

10 Basic English Skills (4)

5 hours per week

A course designed to help the student improve his language facility through a development of his reading and writing skills. Exercises for improving reading comprehension; vocabulary building and speed building; instruction and exercises in the mechanics of grammar and usage, punctuation, and sentence and paragraph structure.

26 Basic Writing Review (4)

4 hours per week

A course designed to help the student apply principles of grammar to his writing. Two of the classroom hours to be spent in a laboratory situation where students can receive individualized instruction. A course designed to help the student correct major literacy errors in grammar, spelling, and punctuation and to apply these principles of grammar to his writing.

30 Readings in Literature (3)

3 hours per week

An introduction to literature through a study of selected poems, plays, and stories, with particular reference to their cultural and psychological elements, their figures of speech and artistic distortion, and their various modes of development. (Satisfies Humanities requirement)

100 Expository Writing (3-4v)

3-5 hours per week

A course emphasizing reading with comprehension, writing for various expository purposes, organizing and documenting a research paper. Two of the 5 class hours to be spent in a laboratory situation where students can receive individualized instruction.

127 Efficient Reading and Study Skills (3)

4 hours per week

A course designed to help the student improve his ability to read efficiently. Emphasis is placed on improving rate, comprehension, vocabulary, listening and other study skills.

140 The Uses of Language (3-4)

3-5 hours per week

Requires frequent written commentaries on language in action. Papers based on readings in prose writing (book-length works of nonfiction, essays, reports and editorials in newspapers, articles and advertisements in periodicals) and observation of oral discourse (public speeches, television reports, radio and television advertisements, etc.). Also includes exercises in the creation of different rhetorical effects through language. Two of the 5 class hours to be spent in a laboratory situation where students can receive individualized instruction.

170 Language and the Visual Media (3-4v)

3-4 hours per week

Writing of essays and analyzing visual media, with particular concentration on the role of language in visual media, such as films, television, and advertising. Two of the five class hours to be spent in a laboratory situation where students can receive individualized instruction.

190 Creative Writing (3-4v)

3-4 hours per week

A study of specific techniques in creative writing. Two of the five class hours to be spent in a laboratory situation where the students can receive individualized instruction.

199 Specialized Group Study (Credit Variable)

250 Literature in Contemporary Culture (3)

3 hours per week

A qualitative study of the literature in current periodicals. Also includes the study of current lyrics, theater productions, films, and television plays.

252 Major Works of British and American Literature (3)

3 hours per week

A study of representative selections of British and American literature from 1800 to present.

253 World Literature (3)

3 hours per week

Major works of classical, Oriental, European, American literature. Classical times to Renaissance.

254 World Literature (3)

3 hours per week

Major works of classical, Oriental, European, American literature. 1600 to present.

299 Individual Study (Credit Variable)

English Language Institute Program (ELIP)

Participation in ELIP is determined by a special battery of tests designed to evaluate proficiency in the English language.

The fundamental philosophy of ELIP is two-fold: (1) to give the transient non-native speaker sufficient skill in English so that he can complete successfully one of the regular instructional programs at Kapiolani, (2) to give the permanent non-native speaker sufficient skill in English so that he can complete successfully one of the regular instructional programs at Kapiolani, and so that he can compete successfully in his chosen second language environment.

1 Intermediate Oral English for the Non-Native Speaker (3)

Designed for students who have severe problems in oral English. Individual and group instruction to help students begin acquiring fluency in a standard dialect of American English. Includes an evaluation of each student's speech problems with corrective drill in articulation, rhythm and intonation. Attention is also paid to employing adequate usage of vocal projection. Opportunity is given for beginning conversation practice in a variety of elementary situations.

2 Intermediate Oral Structure for the Non-Native Speaker (3)

Designed to provide intensive practice in using English. Through the audio-lingual method, structure, as well as vocabulary, is presented. Individual programs on grammatical forms are included.

3 Intermediate Reading for the Non-Native Speaker (3)

A course designed to develop basic reading skills. Provides individual and group instruction in developing perceptual and visual-functional skills, word knowledge, and reading speed and comprehension.

4 Listening and Comprehension for the Non-Native Speaker (3)

Develops understanding of English usage through listening to a variety of selections and readings: conversations, discussions, reports, narratives, fictional excerpts, both taped and live.

5 Writing for the Non-Native Speaker (3)

Course will concentrate on construction of lucid paragraphs, brief essays, and business letters. Grammatical problems of particular concern to the foreign student will be reviewed in connection with writing assignments.

6 Study Skills for the Non-Native Speaker (1)

A course designed to help the non-native speaker of English develop attitudes and skills needed for successful study. Required of all ELIP students.

7 Advanced Oral English for the Non-Native Speaker (3)

Prerequisite: ELIP 1, or a comparable performance on the Speech Placement Test for Non-Native Speakers of English.

Designed for students who have moderate problems in oral English. Individual and group instruction to give students fluency in a standard dialect of American English. Includes an evaluation of each student's speech problems with corrective drill in articulation, rhythm and intonation as needed. Attention is also paid to employing adequate usage of vocal projection. Frequent opportunity is given for intensive practice in a variety of advanced speaking situations.

8 Advanced Oral Structure for the Non-Native Speaker (3)

Prerequisite: ELIP 2, or a comparable performance on the Structure Placement Test for Non-Native Speakers of English.

Designed to give the student further practice in complex grammatical structures. Instruction will emphasize the generation of language through conversation and discussion. Written work will be individualized and will include an intensive review of grammatical forms that have proved difficult for each student. These written assignments are designed to reinforce the understanding and usage of the grammar patterns used orally.

9 Advanced Reading for the Non-Native Speaker (3)

Prerequisite: ELIP 3, or a comparable performance on the Reading Placement Test for Non-Native Speakers of English.

A course designed to help the student improve his reading skills. Provides individual and group instruction in these areas: perceptual skills, vocabulary building, speed and comprehension, analytical reading, and critical reading.

Ethnic Studies (ES)

101 Ethnic Groups in Hawaii (3)

2 hours lecture, 1 hour discussion session per week

History and sociology of immigration; adaptation process of major immigrant groups; labor problems; urbanization; political and economic strategies.

(Satisfies either the Social Science or Humanities requirement for the AS degree)

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Food Service (FSER)

21 Introduction to Food Service (2)

2 hours lecture per week

An introductory course in commercial food service, including discussions of career opportunities in the field, and essential information about foods, sanitation, safety, terminology, and work habits.

30 Nutrition and Menu Planning (2)

2 hours lecture per week

Principles of nutrition as related to commercial food service and to the maintenance of good health. Preparation of well-balanced menu, taking into consideration the factors of format, cost, procurement, production, merchandising and the use of essential nutrients.

31 Storeroom Operations and Stewarding Procedures (3)

1 hour lecture, 12 hours lab per week (1/2 semester)

Concerns the organization and operation of a central storeroom. Provides experience in ordering, receiving, pricing, storing, distributing, and controlling the flow of foods, supplies and equipment. Also, covers the organization and operation of stewarding department, including dish-machine operation and general maintenance of equipment.

Also offered as an eight-week course.

32 Dining Room Service (6)

3 hours lecture, 8 hours lab per week

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

Also offered as an eight-week course.

35 Short Order Cooking (3)

3 hours lecture, 10 hours lab per week (1/2 semester)

A manipulative skills course in preparing and serving foods that require only a short time to cook and are common bill of fare in coffee shops, drive-ins, and cafes.

Also offered as an eight-week course.

40 Fundamentals of Cookery (7)

4 hours lecture, 10 hours lab per week

Principles and skills in baking and cold foods production. Includes practice in preparing salads, sandwiches, appetizers, desserts. Covers the techniques of using standardized recipes and the handling of commercial tools, equipment and materials.

41 Culinary Art in Food Preparation (7)

4 hours lecture, 10 hours lab per week

Prerequisite: F.S. 40, or consent of the instructor

Principles and skills of quality food preparation and quantity food production. Deals especially with foods commonly served by hotels and specialty restaurants. Provides culinary experience at various kitchen stations.

42 Buffet Preparation (3)

1 hour lecture, 6 hours lab per week

Prerequisite: F.S. 40, or consent of the instructor

Preparation of salads, canapes, hors d'oeuvres, chaud-froids; ice and vegetable carving. Preparation of buffet centerpieces and culinary showpieces.

46 Food Cost Control (4)

2 hours lecture, 8 hours lab per week

Prerequisite: F.S. 40, or consent of instructor

Study of food control systems used by hotels, food service companies and schools. Principles of and practice in purchasing foods and supplies. Experience in preparing daily and monthly cost reports and sales analysis.

47 Equipment Layout and Design (2)

2 hours lecture

Prerequisite: F.S. 40

Principles of space arrangement and work simplification. Study of planning, selecting, maintaining and locating commercial equipment and facilities for various types of operations. Schematic drawings to show efficient food preparation and service layouts.

48 Dining Room Supervision (6)

2 hours lecture, 10 hours lab per week

Study of problems and practice in the operation and organization of a commercial dining room; emphasis on customer relations, training and supervisory techniques.

50 Food Service Management (6)

5 hours lecture, 3 hours lab per week

Prerequisites: F.S. 32 and F.S. 41

Analysis of management function in commercial and institutional food and beverage production and service. Includes management principles, human relations and motivational factors, personnel and labor relations. Provides experience in production planning, kitchen organization, merchandising, and personnel supervision while working as a technical assistant in food service complex of the College.

51 Food Service Internship and Seminar (6)

2 hours lecture, 15 hours work experience per week

Supervised on-the-job food service experience in hotels, restaurants, cafeterias, clubs and hospitals. Regular appraisal of learning progress.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

French (FR)

101 Elementary French (4)

5 hours lecture, 3 hours lab per week

Conversation, laboratory drill, grammar, reading. Lab section required.

102 Elementary French (4)

5 hours lecture, 3 hours lab per week

Prerequisite: Satisfactory score on the Language Placement Test

A continuation of Elementary French, French 101. Lab section required.

199 Specialized Group Study (Credit Variable)

201 Intermediate French (3)

3 hours per week

Prerequisite: French 102 or the equivalent

Reading, conversation, laboratory drill, composition. Lab section required.

202 Intermediate French (3)

3 hours per week

Prerequisite: French 201 or the equivalent

A continuation of Intermediate French, French 201. Lab section required.

299 Individual Study (Credit Variable)

General Business (GBUS)

20 Consumer Economics (3)

3 hours per week

A basic course for all students regardless of occupational or professional interest. Money and savings, home investment, personal expenditures, and management of economic affairs.

21 Introduction to Business (3)

3 hours per week

Fundamental principles of economics, types of business organization, principles of management, managerial controls and records, money and banking, insurance, marketing, and the relationship of business to government.

22 Law for the Layman (3)

3 hours per week

To provide insight into the theories and legal principles of the various areas of law having to do with everyday living and business activities. Legal principles covered will highlight major areas of Constitutional Law, Criminal Law, Tort Law (personal injury, slander, fraud, trespass on person and property), Contract Law, Real Estate Law, Family Law, Estate Law and laws protecting the consumer.

23 Human Relations in Business (3)

3 hours per week

A functional approach to the problem of interpersonal relations, stressing the development of proper business attitudes, habits, and etiquette.

25 Applied Mathematics (3)

3 hours per week

Prerequisite: Satisfactory score on placement test or Mathematics 21

A course to develop critical thinking and understanding of mathematical applications to practical business problems, including cash and trade discounts, simple and compound interest, notes and drafts, depreciation, pricing, merchandise, and consumer credit.

26 Business Career Development (2)

30 hours

A course designed to help students explore business career opportunities that actually exist in the community, the kinds of tasks entailed for different careers, and the skills and abilities required for each. It will also provide the student with the opportunity to assess his potential and determine his individual needs for skill development.

30 Principles of Management (3)

3 hours per week

A study of the functional methods of management in the creating, planning, controlling, organizing, motivating, and communicating in an organization. Includes human behavior and management thought and practice.

31 Principles of Real Estate (3)

3 hours per week

This introductory course provides basic information in the field of real estate. Topics such as property rights, property ownership, financing real estate, property evaluation or appraisal and zoning are to be considered.

35 Business Communications (3)

3 hours per week

Prerequisite: English 20

A study of the various types of business communications with emphasis on writing effective business letters and reports through use of modern forms and appropriate vocabulary.

39 Business Law I (3)

3 hours per week

A short survey of the origin and principles of our American legal system, including the social forces that mold our laws, the law of torts, criminal law, and our basic court system and procedures. An introductory study of the basic principles of law of our business environment, covering contracts, with emphasis on the Uniform Commercial Code, agency and employment, real property and leases, personal property, decedent's estate and wills.

40 Business Law II (3)

3 hours per week

Prerequisite: General Business 39

Continuation of Business Law I, dealing with legal principles in our business environment, covering commercial papers and sales; with emphasis on the Uniform Commercial Code, partnership, corporation, insurance, security devices, trusts, bankruptcy and government regulations.

41 Survey of Investment (3)

3 hours per week

Prerequisite: Consent of instructor

The principles of investment are approached from the viewpoint of the consumer in this course. Sources of information such as the varying degree of risk and return from different types of investment: savings institutions, annuities, bonds, preferred and common stock; warrants and short selling as means for speculation, are discussed and evaluated.

45 Principles of Economics (3)

3 hours per week

Prerequisite: General Business 21

A study of the structure and operation of the American economy, stressing economic forces governing prices, competition and monopoly, and distribution of income. (Satisfies Social Science requirement)

46 Principles of Insurance (3)

3 hours per week

Prerequisite: General Business 21 or consent of instructor

A foundation course covering the principles and practices of insurance in basic lines such as life, accident, health, casualty, maritime; and corporation bonding. History, organizational structure, sales practices, contract coverage, financial policies and legal controls.

50 Personnel Management Relations (3)

3 hours per week

Prerequisites: General Business 21 and General Business 30

Introduction to principles, organizations, and techniques of personnel administration. Procurement and placement, improvement of performance, supervision, management and labor relations, remuneration and security.

55 Cooperative Education (4)

Minimum of 200 hours work experience per semester with personal conferences and 1 hour weekly seminar.

Prerequisite: Consent of the Coordinator

A cooperative educational program between business and the college which integrates classroom theory with supervised practical experience for accounting, merchandising mid-management, secretarial science, general clerical and hotel operations curriculums. There is a one-hour weekly seminar for students enrolled in the course. The seminar sessions, personal conferences, and on-the-job training provide enriched learning experiences which correlate college studies and career goals of students. The program is broad in scope and is designed to serve all students who are interested in participating. Four semester credit hours may be earned during a semester; students may continue enrollment for additional four semester credits, but no more than a total of eight semester credits may be applied toward graduation.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Geography (GEO)

101 Elements of Physical Geography (3)

2 hours lecture, one 2-hour lab per week

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soils, and landforms. Laboratory problems in map interpretation and environmental analysis.

102 World Regional Geography (3)

3 hours per week

Geography of the world's major cultural regions; with emphasis on geographic aspects of contemporary economic, social, political conditions.

137 Cultural Geography (3)

3 hours per week

The geography of the world's major cultures and spatial variation in human habitation. Emphasis on the development of different cultures in homogeneous environments; a physico-climatic approach to cultural variation.

151 Economic Geography (3)

3 hours per week

A systematic study of patterns of economic activities: agriculture, mining and manufacturing, services and consumption. Elements of location theory, transportation and urban geography. Basic aspects of regional economic development and planning.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Geosciences (GEOSC)

101 Introduction to Geology (4)

3 hours lecture, 3-hour lab per week

Survey of major division of geologic study: mineralogy, geomorphology, tectonics, paleoclimatology, paleontology, oceanography, stratigraphy, volcanology and sedimentology.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Guidance (GUID)

101 Seminar in Self-Development (Variable Credit)

1-3 hours per week

Designed to help the student gain knowledge of self and to understand feelings and their effects on behavior. Change shall be encouraged and increased awareness fostered to enable the participant to operate effectively in society. (Not applicable toward the Social Science requirement)

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Health and Physical Education (HPE)

Medical Clearance Requirement: To register for the following courses, a student is required to present a medical clearance issued by his own physician or have submitted a health certificate at the time enrolled at the College.

100 Basic Swimming (1)

2 hours lab per week

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

107 Beginning Tennis (1)

2 hours lab per week

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

115 Bowling (1)

1 2/3 hours once per week

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

125 Jazz Discotheque Dancing (1)

2 hours per week

This course in beginning dance will allow the student to move in various rhythms by teaching movement, timing and basic coordination.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Health Foundations (HF)

A series of modules designed to provide a basis for present technical courses offered in the Health Services Education Division.

101 Introduction to Health Occupations (1)

4 hours per week for 4 weeks

This course is designed to give the student an overview of the health care delivery system. A survey of the health occupations and the necessary skills will be discussed. This course will also include the ethical and legal responsibilities of health workers.

102 Personal and Community Health (1)

4 hours per week for 4 weeks

This course is designed to provide the student with a standard of health knowledge and health practices which will enable him to meet his proper health responsibilities in his occupation, in the home and in the community.

103 First Aid (1)

4 hours per week for 4 weeks

The student will gain new and useful information for application to healthful daily living, with emphasis on the prevention of accidents and first aid care.

104 Introduction to Medical Science and Microbiology (2)

4 hours per week for 8 weeks

Provides information as to the causes of disease and its prevention. Also designed to acquaint the student with the principles of microbiology as it relates to all phases of health.

105 Introduction to Medical Terminology (1)

4 hours per week for 4 weeks

Basic structure of medical words including prefixes, suffixes, roots, combining forms and plurals. Pronunciation, spelling, and definition of medical terms. Emphasis on building professional vocabulary required for working in the medical field.

106 Introduction to Human Growth and Development (1)

4 hours per week for 4 weeks

This course is designed to give the student a general view of emotional and physical growth and development from infancy to old age. Adjustments necessary for man during his life continuum are discussed.

107 Mathematics for the Health Practitioner (1)

4 hours per week for 4 weeks

Designed to acquaint students with the metric and apothecary systems of weights and measures, and to provide an opportunity to apply the mechanics of mathematical procedures used in pharmacology. Includes a review of fundamental arithmetic functions such as common and decimal fractions, ratio, percentage, and proportion.

108 Drug Therapy (1)

4 hours per week for 4 weeks

This course is designed to acquaint the student with the scope of pharmacology, definitions, drug standards, and drug legislation. It includes drug action, classification and responsibilities in observing and recording.

109 Administration of Drugs (1)

4 hours per week for 4 weeks

This course is a continuation of (HF 108) Drug Therapy. It includes the procedures, safety factors, hospital policies, specific uses of drugs, and charting techniques the practitioner must know before he can safely administer drugs.

110 Basic Nutrition (1)

4 hours per week for 4 weeks

This course deals with relation of food and nutrition to health. Nutrients for good nutrition—functions, sources, requirements and use by the body.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

History (HIST)

136 Pacific Studies (3)

3 hours per week

This is a survey course tracing the traditional and modern developments of the cultures, socio-economic trends, and the political units of the Pacific Basin. The focus will be on the State of Hawaii, its growth and relationship to the Pacific Basin, and the elements of its cultural background. (Satisfies either the Humanities or Social Science requirement)

151 World Civilizations I (3)

3 hours per week

An interpretive survey of the development of civilizations from prehistoric origins to 1500 A.D. Major emphasis on the principal contributions, forces, and trends found among the various peoples of the world. Discussion session required.

152 World Civilizations II (3)

3 hours per week

An interpretive survey of the development of civilizations from 1500 A.D. to the present. Major emphasis on the principal contributions, forces, and trends found among the various peoples of the world. History 151 and 152 need not be taken in sequence. Discussion session required.

199 Specialized Group Study (Credit Variable)

241 East Asia Up to the Seventeenth Century (3)

3 hours lecture per week

History 241-242 is designed as a two-semester survey of the history of the civilizations of East Asia. Emphasis is placed on tracing the rise and development of distinctive cultural patterns and institutions in China, Japan, Korea, and related areas, and on the interaction among them from earliest to modern times.

242 East Asia From the Seventeenth Century to the Present (3)

3 hours lecture per week

Continuation of History 241.

281 Introduction to American History I (3)

3 hours per week

An interpretive survey of United States history from the earliest settlements to 1865.

282 Introduction to American History II (3)

3 hours per week

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

299 Individual Study (Credit Variable)

Hotel Operations (HOPER)

31 Fundamentals of Hotel Organization (3)

3 hours lecture per week

A survey of commercial and resort hotels, relating their function and organization to the local environment. Orientation to basic work methods and attitudes, from uniform services to management.

41 Front Office Procedures (3)

3 hours lecture per week

Study in registering and assigning rooms to guests; handling mail, messages, complaints and inquiries; documenting records and procedures relating to guest transactions; and using the NCR 2000.

42 Housekeeping Procedures (3)

3 hours lecture per week

Study of the organization and functions of the housekeeping department and its relationship to other departments in a hotel. Guides to purchasing, care of furnishings and supplies, and general procedures for the maintenance of facilities.

43 Food and Beverage Control (3)

3 hours lecture per week

Study of food and beverage control systems used in large hotels. Preparing daily and monthly cost reports and sales analyses.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Human Potential Seminar (HP)

100 Human Potential Seminar (1)

26 hours per semester

This course is designed to help students discover capacities, strengths, talents and abilities of which they are unaware or not using fully. Emphasis is on the discovery and development of the student's potentialities.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Inhalation Therapy (INHAL)

110 Inhalation Therapy Theory I (4)

4 hours lecture per week

Prerequisites: Admission to the Inhalation Therapy Program

Corequisite: INHAL 120

Introduction to Inhalation Therapy and the theory of administration of therapeutic medical gases.

111 Inhalation Therapy Theory II (4)

4 hours lecture per week

Prerequisites: INHAL 110 with grade of C or consent of Instructor

Corequisite: INHAL 121

Continuation of Inhalation Therapy 110 encompassing theory of resuscitation and use of respirators and ventilators.

112 Inhalation Therapy Theory III (4)

4 hours lecture per week

Prerequisites: INHAL 130 with grade of C

Corequisite: INHAL 122

Comprehensive and Intensive Inhalation Therapy.

113 Inhalation Therapy Theory IV (4)

4 hours lecture per week

Prerequisites: INHAL 112 with C average

Corequisite: 123

Neonatal, Pediatric and emergency Inhalation Therapy.

120 Inhalation Therapy Technique I (5)

15 hours laboratory per week

Prerequisites: Registration in INHAL 110

Corequisite: INHAL 110

A course dealing with basic Inhalation Therapy techniques in application and equipment. Laboratory practice with oxygen cylinders, flowmeters, regulators, oxygen tents and all modalities for delivery of oxygen and humidity, stressing safety precautions in handling.

121 Inhalation Therapy Technique II (5)

15 hours laboratory per week

Prerequisites: INHAL 120 with grade of C or consent of Instructor

Corequisite: INHAL 111

Introduction to pressure respirators, manual resuscitators and proper resuscitative techniques. Analysis of equipment construction and requirements. Blood gas analysis, pulmonary physiotherapy and nursing arts.

122 Inhalation Therapy Clinical I (5)

15 hours laboratory per week

Prerequisites: INHAL 140 with grade of C

Corequisite: INHAL 112

All of the previously learned techniques will be observed and practiced under close supervision of instructor in a community hospital cooperating in the program.

123 Inhalation Therapy Clinical II (5)

15 hours laboratory per week

Prerequisites: INHAL 122 with grade of C

Corequisite: INHAL 113

Students learn special Inhalation Therapy Technique applicable to pediatrics and emergency room situations in a clinical setting.

130 Pulmonary Function Theory (2)

2 hours lecture per week

Prerequisites: INHAL 111 with grade of C

Corequisite: INHAL 140

Theory of Pulmonary Function Studies

131 Inhalation Therapy Seminar (2)

2 hours lecture per week

Prerequisites: INHAL 113 with grade of C

Corequisite: 141

Problems Seminar.

140 Pulmonary Function Techniques (1)

9 hours laboratory per week

Prerequisites: INHAL 121 with C average

Corequisite: INHAL 130

Pumonary Function Studies taught in the laboratory setting.

141 Inhalation Therapy Clinical III (1)

9 hours laboratory per week

Prerequisites: INHAL 123 with grade of C

Corequisite: 131

Advanced clinical study.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Japanese (JAP)

101 Elementary Japanese (4)

5 hours lecture, 3 hours lab per week

A course using the aura-oral approach to understanding, writing, and speaking modern Japanese. Laboratory attendance required.

102 Elementary Japanese (4)

5 hours lecture, 3 hours lab per week

Prerequisite: Satisfactory score on the Language Placement Test

A continuation of Elementary Japanese, Japanese 101. Laboratory attendance required.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Journalism (JOURN)

199 Specialized Group Study (Credit Variable)

205 News Writing (3)

4 hours per week

A course designed to develop three basic journalistic skills: 1) discipline as an observer and investigator; 2) precision and economy of language, and 3) flexibility, speed, and accuracy in writing. Also covers the rationale underlying professional journalism, ethics and taste, problems of libel, and conflicts between privacy and the public interest. Each student is expected to do one assignment per week for the student newspaper. Students may re-enroll in the course for additional work on the school paper.

206 Advanced Newswriting (3)

3 hours lecture, 1 hour lab per week

Practical experience will be gained on the staff of the student newspaper, **Kapi'o**. In addition to writing weekly news stories, students will explore metropolitan news beats and spend a day with a city news reporter while he covers his beat. Students also will work on the basics of news editing and headline writing.

299 Individual Study (Credit Variable)

Mathematics (MATH)

10 Basic Mathematics (4)

5 hours per week

A developmental course to help the student comprehend the "mathematical language" and to improve competence in, and understanding of, the fundamental numerical processes of whole number arithmetic. Emphasis on both speed and accuracy in computations, problem-solving techniques, and simple equations. Required of students who do not make a satisfactory score on the placement test.

21 Practical College Mathematics (3)

3 hours per week

Prerequisite: Satisfactory score on placement test or Mathematics 10

A course designed to develop mathematical skills in computation and problem-solving with emphasis on understanding and application of mathematical processes, including factoring and cancellation, equations and inequalities, powers and roots, percentage, ratio and proportions, measurements and formulas, and simple statistical concepts.

25 Elementary Algebra (3)

3 hours per week

Not for students with two years of high school algebra

A beginning course in algebra, Includes fundamental operations, special products and factorizations, relations, functions and graphs, systems of linear equations, exponents and radicals, quadratic equations, ratio, proportion and variation.

30 Principles of Statistics (3)

3 hours per week

Prerequisite: Mathematics 25 or the equivalent

A study of elementary statistical methods, including collection and classifying data, computing statistical values, probability, theoretical distributions, analyzing and comparing statistics, estimating and predicting, problem preparations and solution.

100 Survey of Mathematics (3)

3 hours per week

Prerequisite: Mathematics 25 or the equivalent

A survey of important elementary concepts in algebra, geometry, logical structure and probability, developed and presented in a historical manner to acquaint students with various branches of mathematics and to develop an appreciation and understanding of the relationship of mathematics to the modern world.

102 Introduction to Mathematical Logic (3)

3 hours per week

A course emphasizing the development of skills in deductive and inductive reasoning to provide the student with a background for deeper and more penetrating study of mathematics as well as applications to other areas of study. Such topics as symbolizing sentences, logical inference, truth and validity, universal quantifiers and fallacies in argument discussed in detail.

110 Geometry (3)

3 hours per week

A study of Euclidean space emphasizing analytic, coordinate and three-dimensional geometrics. Includes construction, congruence, proof and logical inferences, geometric inequalities, similar figures, parallel and perpendicular lines, coordinate geometry, circles and loci, areas and volumes. Precision and accuracy of statements stressed as a basis for analytical reasoning. The relationship between geometry and algebra is explored through such topics as coordinate geometry, areas and volumes. Non-Euclidean geometries will also be introduced.

111 Introduction to Mathematics (3)

3 hours per week

Prerequisite: Mathematics 25 or the equivalent

A study of structure and concepts of number systems. (Primarily for Education majors)

120 College Algebra (3)

3 hours per week

Prerequisite: Mathematics 25 or the equivalent

A thorough treatment of fundamental algebraic operations; an advanced treatment of products and factoring, algebraic fractions and equations, quadratics, exponents and radicals, and the binomial theorem; introduction to graphing, progressions, and systems of linear equations.

133 Pre-Calculus I (3)

3 hours per week

Prerequisites: Mathematics 26 and Mathematics 27 or the equivalents

A functional approach to algebra; including axioms and theorems of the algebra of real numbers; polynomial, exponential, logarithmic and trigonometric functions; vectors and complex number systems; linear systems; progressions and sequences.

134 Pre-Calculus II (3)

3 hours per week

Prerequisite: Mathematics 133 or the equivalent

The study of functions and their graphs, equations and their loci, lines, conic sections, parametric equations, vectors in a plane, Cartesian and polar coordinate geometry.

199 Specialized Group Study (Credit Variable)

205 Calculus I (4)

4 hours per week

Prerequisite: Mathematics 133 and Mathematics 134 or the equivalents

Basic concepts (functions, limits); techniques of differentiation; integration of algebraic and trigonometric functions with applications.

206 Calculus II (4)

4 hours per week

Prerequisite: Mathematics 205

Exponential, logarithmic and hyperbolic functions; techniques of integration; elements of three-dimensional analytic geometry; multiple integration, infinite series; partial differentiation.

299 Individual Study (Credit Variable)

(Philosophy 210—Introduction to Logic—satisfies the Mathematics requirement)

Medical Assisting (MEDAS)

30 Clinical Assisting I (Back Office) (2)

4 hours per week

Basic principles, practices and procedures of clinical medical assisting. Lecture/discussions and laboratory practices are provided.

31 Medical Law, Ethics and Economics (3)

3 hours per week

Prerequisite: Consent of instructor

The evolution of medicine; the ethical and legal relationship of physician and patient; the types of medical practice and care available; and the role, commitment and responsibilities of the medical assistant.

32 Clinical Laboratory Procedures I (4)

3 hours lecture, 3 hours lab per week

An introduction to basic diagnostic concepts and procedures commonly used in physicians' offices or clinics to evaluate the health status of patients. Emphasis is on the role of the medical assistant.

40 Clinical Assisting II (Advanced Back Office) (4)

4 hours per week

An advanced seminar course, taken concurrently with Medical Assisting 43, to facilitate the transfer of Medical Assisting principles, concepts and practice. Individualized and group sessions dealing with problem areas encountered during Externship. Continued development of knowledge and skills for entry-level proficiency.

41 Medical Office Procedures (3)

3 hours per week

Prerequisite: Consent of instructor

Fundamentals of medical office practices and procedures. Lecture discussion and clinical experiences are provided.

43 Externship (6)

18 hours lab per week

An advanced Medical Assisting course conducted in various affiliated agencies (physicians' offices or ambulatory care clinics) to provide supervised clinical practice in the application of acquired knowledge and skills with major emphasis in the "front" and "back" office areas.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Merchandising (MERCH)

20 Advertising and Display (3)

3 hours per week

A course in the preparation and use of advertising methods and display work in marketing. Emphasis on consumer and motivation research, development of copy, visualization and layout, and the legal, social and economic aspects of advertising.

21 Principles and Methods of Salesmanship (3)

3 hours per week

A course covering the principles of selling, including the selling process; preparing and demonstrating with showmanship; closing and post-sale service; and dealing with customers.

22 Cash Register Procedures (2)

2 hours per week

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

23 Merchandise Analysis (3)

3 hours per week

A study of principles, methods, and procedures to obtain complete product information for buyers as well consumers, sales and advertising personnel. Survey of major classification of textiles and other products.

30 Principles of Marketing (3)

3 hours per week

Prerequisite: General Business 21

An introduction to marketing principles including margins and costs, functions, channels of distribution, organization of marketing departments, research, brand policy, prices, and social regulation of marketing.

31 Principles of Retailing (3)

3 hours per week

An introductory course covering the principles of retailing and the operation and management of various types of retail establishments. Includes requirements, research, opportunities and future trends in retailing.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Microbiology (MICRO)

130 General Bacteriology (3)

3 hours per week

Fundamentals of bacteriology with emphasis on micro-organisms as they affect people and their possessions.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Music (MUS)

102 College Chorus (1)

3 hours lab per week

Performance of past and contemporary choral literature. Open to all students. Previous choral experience not required. Course includes some fundamentals of music and vocal training. (May be repeated for credit) (Not applicable toward the Humanities requirement)

125 Elementary Piano (1)

3 hours lab per week

Basic principles of piano performance. Relevant problems in piano literature at elementary level.

126 Intermediate Piano (1)

3 hours lab per week

Designed for further study of principles and basic skills of piano performance established in first piano course. Continues the group participation chord approach with greater emphasis on ensemble playing and improvisation.

160 Introduction to Music Literature (3)

3 hours per week

Elements, styles and forms of music, from listener's point of view. Lab section required.

180 Fundamentals of Western Music (3)

3 hours per week

Fundamental concepts in organization of music as expressive medium in Western culture. Roles of composers, performers, and listeners. Notation as mode of communication. Discovery and verification of ideas through laboratory experience.

199 Specialized Group Study (Credit Variable)

265 History of Western Music (3)

3 hours per week

Prerequisite: Music 160 or 180, or consent of instructor

Development of music from historical origins to 1750. Styles, schools, composers.

266 History of Western Music from 1750 to the Present (3)

3 hours lecture per week

Prerequisite: Music 160 or 180, or consent of the instructor

Development of music from 1750 to the present. Styles, schools, composers. Music 265 and 266 need not be taken in sequence.

299 Individual Study (Credit Variable)

Nurses' Aide Training (NAT)

10 Nurses' Aide Training (6)

Short-term course—eight weeks

A course to teach simple nursing procedures in preparation for employment in hospitals, nursing homes, private homes, and clinics. Includes formal classes, laboratory practice, and experience in hospitals and/or nursing homes.

Oceanography (OCEAN)

199 Specialized Group Study (Credit Variable)

201 Science of the Sea (3)

3 hours per week

Prerequisites: Science 121 and Math 25 or its high school equivalent

A survey of the science of oceanography involving the study of the geological, physical and chemical properties of the ocean. Some specific topics are waves, tides, currents, and exploration of the sea floor.

299 Individual Study (Credit Variable)

Office Procedures (OFPRO)

20 Records Management (2)

3 hours per week

A study of indexing and filing procedures covering the theory and practice of alphabetical, numerical, geographical, and subject systems. Includes establishing filing systems, transferring inactive records, disposing of obsolete records, and evaluating filing procedures.

21 Office Procedures I (4) (Formerly Typewriting 21)

6 hours per week

Prerequisite: Typewriting 20 or two years of typewriting

Introduction to transcribing and duplicating machines; use of electric typewriter and duplicating equipment in performing office work; filing and general office work; study and application of effective procedures for improving performance of office employees.

22 Office Procedures II (4) (Formerly Typewriting 22)

6 hours per week

Prerequisite: Office Procedures I

Office operations course stressing problem solving in a realistic situation. Knowledge of business operations, attitudes, and work habits are incorporated into the course. Advanced levels of skills covered in Office Procedures I.

25 Advanced Duplicating Machines (2)

3 hours per week

Prerequisite: Office Procedures I or concurrent enrollment

Advanced work in spirit, stencil, and offset duplicating. Methods of typing stencils and offset masters. Use of lightscope for lettering, designing forms, and drawing on stencils and offset masters. Operating procedures for the spirit, stencil and offset duplicators.

30 Machine Transcription (2)

4 hours per week (½ semester)

Prerequisites: Typewriting 21 and English 20

Intensive drills on transcription skills: punctuation, spelling, vocabulary building, review of letter styles, placement, proofreading, and developing proficiency on transcribing machines.

36 Applied Office Services (2)

5 hours per week

Prerequisite: Consent of instructor

Practical experience in routine clerical and office procedures in various offices on campus with a seminar once a week. Credit can be applied only once.

40 General Clerical Procedures (4)

6 hours per week

Prerequisite: Office Procedures 21 or concurrent enrollment

Integration of all the skills and knowledge necessary to solve the problems which may confront the office worker. Emphasis placed on communication and interdepartmental functions, and guidance offered in personality development and vocational planning.

41 Communications in Organizations (3)

3 hours per week

Focus is centered on the leadership and communication functions crucial to the maintenance of organization. Analysis of the small work group, conflicts among groups, the coordination of competing groups, and the relationships of the organization.

42 Seminar for Office Personnel (3)

3 hours per week

Improving the appearance and conduct of office personnel to meet employer expectations. Emphasis on business etiquette and other individual aspects for better interpersonal relationships.

50 Secretarial Procedures (4)

6 hours per week

Prerequisite: Office Procedures II or Word Processing II or concurrent enrollment

Developing understanding of office procedures, planning the flow of work in offices, understanding the interrelationship of departments and the teamwork necessary in the production of office work. Production level techniques and responsibilities common to secretarial work are explored, as well as supervisory and management problems.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Philosophy (PHIL)

100 Introduction to Philosophy (3)

3 hours per week

A brief survey course covering the various methods, values, and types of philosophies. (Intended for non-majors)

199 Specialized Group Study (Credit Variable)

200 History of Philosophy I (3)

3 hours per week

Western philosophy from the era of Greek thinkers to the Renaissance.

210 Introduction to Logic (3)

3 hours per week

Principles of modern deductive logic. (Fulfills the Mathematics requirement)

299 Individual Study (Credit Variable)

Physics (PHYS)

100 Survey of Physics (3)

3 hours per week

Introduction to physics; basic concepts. Not open to those with previous college physics experience.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Political Science (POLSC)

20 Leadership Training (2)

1 hour lecture, 2 hours lab per week

Prerequisite: Consent of instructor

A workshop in student government for members of the Executive Council. Includes the techniques of presiding, minute taking, budgeting, activity and social planning, parliamentary procedures. Required of Executive Officers and open to others with consent of instructor. May be repeated once for credit. (Not applicable toward the Social Science requirement)

110 Introduction to Political Science (3)

3 hours per week

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

131 American Government: Issues of Local and National Politics (3)

3 hours per week

A course covering the structure and functions of government in modern society and contemporary American problems.

139 International Relations (3)

3 hours per week

A study of the relations of nation-states including the problems of nation building, international politics, international law, and international organizations. Case studies to illustrate the theories of international relations.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Practical Nursing (PRACN)

20 Basic Nursing Care (10)

5 hours lecture, 15 hours lab per week

Prerequisite: Admission to Practical Nursing Program

A course designed to teach the Practical Nursing student basic nursing principles and skills. Concepts related to nutrition, community health, rehabilitation, mental health, pharmacology, and the nurse/patient relation are integrated throughout the course.

21 Directed Study (1)

3 hours per week

A course designed to encourage students to progress at their own rate of speed in selected subject areas; namely, Nutrition and Basic Nursing Skills. Students must spend at least three hours per week working in library, learning resources center, laboratory or using specific programmed texts. Students will be responsible for keeping records of their own time, and must present work to instructor for final evaluation.

22 Physical and Mental Illness (10)

4 hours lecture, 18 hours lab per week

Prerequisites: PRACN 20, 21, Anatomy 22, and English or Speech requirements.

Course designed to teach the student principles and skills necessary for the care of medical, surgical and mentally ill patients. Major concepts introduced in PN 20 will continue to be an integral part of the course.

23 Directed Study (1)

3 hours per week

A course designed to encourage students to progress at their own rate of speed in selected subject areas. The emphasis during the Spring semester will be on research in specific areas of Medical-Surgical Nursing. Students must spend at least three hours per week on independent study. They will be responsible for keeping records of their own time and must present their work to an instructor for final evaluation.

24 Maternal & Child Nursing (5)

4 hours lecture; 18 hours lab per week for 8 weeks, to begin immediately following Spring semester.

Prerequisites: PRACN 20, 21, 22, 23, Anatomy 22, English and Psychology requirements.

A course designed to teach the student principles and skills necessary for the nursing care of mothers, newborns, and children. Previously identified concepts will be utilized. Emphasis will be on the normal family unit.

25 Personal & Vocational Relationships (1)

2 hours lecture per week, concurrent with PRACN 22

Prerequisites: PRACN 20, 21, 22, 23, 24, Anatomy 22, English and Psychology requirements.

A course designed for discussion of ethical relationships, trends and vocational relationships for the practical nurse.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Psychology (PSY)

25 Applied Psychology (3)

3 hours per week

A study of psychological concepts and human behavior. Emphasis on growth and development.

100 Survey of Psychology (3)

3 hours per week

Principles of human behavior, individual differences, motivation, emotion, perception, and learning.

110 Psychology of Adjustment (3)

3 hours per week

Understanding and improving adjustment: Needs, frustrations, conflicts, anxiety, patterns of adjustment. Concepts of mental health. (Intended for non-majors).

150 Elements of Psychology (3)

To be arranged

This course is a series of self-selection, self-pacing experiences that allows the student to explore 32 or more topics in various areas of psychology from a total of 100 learning packs. The direction of the student can be either an in-depth study of a particular area of psychology or a broad survey of many areas. There is no class period as such, in that the student can have the learning experiences during any time the Learning Resources Center is open; in some cases the learning packs can be checked out for home use.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Radiologic Technology (RTECH)

100 Introduction to Radiologic Technology (3)

3 hours lecture per week

Corequisite: RTECH 140

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

110 Radiologic Technique (3)

3 hours lecture per week

Prerequisites: RTECH 100 with minimum of C or consent of instructor

Concurrent registration in RTECH 141

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

120 Radiological Physics (3)

3 hours lecture per week

Prerequisites: MATH 120 or consent of instructor

The fundamentals of electrical and radiation physics, the basic principles underlying the operation of radiologic equipment, and radiation biology and protection.

130 Topographic Anatomy (1)

1 hour lecture per week

Radiologic anatomy emphasizing surface landmarks and the relationships of organs to one another.

148 Radiography Seminar (1)

1 hour lecture per week

Problems seminar: general radiographic technique with critiques of films taken in RTECH 140.

149 Radiography Seminar (1)

1 hour lecture per week

Problems seminar: general radiographic technique with critiques of films taken in RTECH 141.

150 Radiography Seminar (2)

2 hours lecture per week

Prerequisite: RTECH 110 with minimum of C

Concurrent registration in RTECH 142

Problems seminar: general radiographic technique with critiques of films taken in RTECH 142.

199 Specialized Group Study (Credit Variable)

200 Advanced Radiologic Positioning (3)

3 hours lecture per week

Prerequisites: RTECH 142, 150

Concurrent registration in RTECH 240

Advance radiographic positioning.

205 Medical and Surgical Diseases (1)

1 hour lecture per week

A survey of diseases and injury and their relationship to radiologic technology.

210 Advanced Radiologic Technique (2)

2 hours lecture per week

Prerequisites: RTECH 142, 150

Advanced principles of radiographic exposure, procedures using contrast material, and pediatric radiography.

220 Departmental Administration (1)

1 hour lecture per week

A study of administrative procedures, personnel management, and the legal and financial aspects of radiology.

230 Special Radiographic Procedures (3)

3 hours lecture per week

Prerequisites: RTECH 200, 210

Concurrent registration in RTECH 241

Special radiographic procedures including intraoral radiography.

248 Radiography Seminar (1)

1 hour lecture per week

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

249 Radiography Seminar (1)

1 hour lecture per week

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

250 Radiotherapy and Nuclear Medicine (2)

2 hours lecture per week

Prerequisite: RTECH 120

Theories and principles relating to radiation therapy and nuclear medicine.

Hospital Radiographic Technique

Courses in this area provide experience in the Radiology Department of a cooperating hospital. These experiences include observation of and practice in positioning the sick and injured patient, obtaining the exact radiograph requested by the physician, and assisting in the treatment of disease. Film exposure time, film manipulation, and the finished radiography are critically studied. Throughout the two academic years and interim summer certain approved radiographs must be completed. These by location include radiographs of Extremities, Gastrointestinal Tract, Urinary Tract (intravenous and retrograde pyelograms, urethrograms), Skull (sinuses, facial bones, mandible), Spine, Pelvis (hips, hip-nailing), Shoulder, Thoracic Cage and Cavity (lungs, heart, and sternum).

140, 141 Hospital Radiographic Technique (2)

Practice in positioning, radiographic exposure, and film critique in the Radiology Department of a cooperating hospital.

142 Hospital Radiographic Technique (2)

Summer practice in radiographic technique and film critique.

240, 241 Hospital Radiographic Technique (2)

Practice in advanced radiographic technique and film critique.

242 Hospital Radiographic Technique (2)

Summer practice in advanced radiographic technique and film critique.

299 Individual Study (Credit Variable)

Religion (REL)

150 Major Religions of the World (3)

3 hours per week

A historical survey of the major religions of the world designed for an understanding and appreciation of these religions and of their cultural influence in history.

151 Religion and the Meaning of Existence (3)

3 hours per week

Introduces contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?"

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Science (SCI)

20 Biological Science (3)

3 hours per week

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

101 General Biology (3)

3 hours per week

A non-laboratory course covering the basic principles of living systems. Emphasis is placed on structure and function of cells, basic biochemistry, origin of life, plant and animal systems, and human reproduction.

110 Physical Science (3)

3 hours per week

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

111 Physical Science Laboratory (1)

2-hour discussion-lab per week

Discussion, problem-solving, lab exercises, reports. Must be taken concurrently with 110. Offered only as Credit/No Credit.

121 Introduction to Science (4)

3 hours lecture, 2 hours lab per week

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

161 Environmental Biology (3)

3 hours per week

A non-laboratory course covering basic ecology, pollution, and behavior.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Shorthand (SHTHD)

20 Shorthand (4)

10 hours per week

Recommended: Concurrent enrollment in English 26 and Typewriting 20

A course in Gregg shorthand theory through a process of structured program applications with emphasis on rapid reading and fluent writing from dictation, followed by typewritten transcription work. Serves also as a review course for shorthand.

Note: For Shorthand 21, 22, and 40, refer to Word Processing.

Sociology (SOC)

151 Introduction to the Study of Society (3)

3 hours per week

A study of the nature of human society, with attention to American social institutions and the American value system; and consideration of the basic processes of social interaction and those factors which effect social change.

199 Specialized Group Study (Credit Variable)

200 Courtship, Marriage, and the Family (3)

3 hours per week

A study of the relationship of man and woman in courtship, in marriage, and in the family. The origins of the family and the nuclear family as a unit in society will be explored. Examination of present-day issues and crises encountered in these relationships.

299 Individual Study (Credit Variable)

Spanish (SPAN)

101 Elementary Spanish (4)

3 hours lecture, 2 hours lab per week

A course designed for students with no background in the Spanish language. The student learns basic Spanish sentences, elementary grammar, and a basic appreciation for the culture from which the language is derived.

102 Elementary Spanish (4)

3 hours lecture, 2 hours lab per week

Continuation of Spanish 101.

199 Specialized Group Study (Credit Variable)

299 Individual Study (Credit Variable)

Special Studies (SS)

199 Specialized Group Study (Credit Variable)

291 Community Service Practicum (3)

2 hours lecture, 1 hour field study

This course is designed to help students discover and develop their assets, capacities and talents and to further actualize them in a community service project of their choice.

292 Community Service Practicum II (3)

2 hours lecture, 1 hour field study

A continuation of SS 291, but differs significantly inasmuch as the emphasis shifts from individual discovery to interpersonal relations and the dynamics of group effects as the class works together on a single community project. Prerequisite: SS 291.

294 Political Practicum I (3)

2 hours lecture, 5 hours lab per week (10 weeks)

An in-depth study of political parties, pressure groups, and electoral system; emphasis on actual involvement in the electoral process. Laboratory required.

295 Political Practicum II (3)

1 hour lecture, 6 hours lab per week (15 weeks)

Prerequisite: Consent of the instructor prior to registration

An examination of the operation, structure and philosophy of the legislative processes, with particular emphasis upon the Hawaii State Legislature. Course requires active student field work with the legislature of Hawaii.

299 Individual Study (Credit Variable)

Speech (SP)

Students who have earned a B or better in high school speech are exempt from speech requirements.

20 Fundamentals of Speech (3)

4 hours per week

Programmed, individualized instruction to help students attain proficiency in oral delivery. Includes practice overcoming speech problems in projection, variety, clarity, vitality, pronunciation, rhythm and intonation. Students proceed from individual practice to control of oral delivery in small group situations. At the discretion of the instructor, the course may be completed in less than a semester with full credit. Required of students who reveal speech problems on the Speech Placement Test.

21 Oral English for the Non-Native Speaker of English (3)

4 hours per week

A course designed to offer the non-native speaker of English practice in spoken fluency and accurate aural comprehension. Each student's oral English problems viewed in terms of the differences between English and his native language.

Required of non-native speakers of English who demonstrate speech problems on the Speech Placement Test.

26V Speech Communication (1-3)

3 hours per week for five weeks to earn one credit

Participation in interpersonal communication activities involving a total language experience: listening, speaking, reading, writing. Emphasis on speech communication. Offers student a modular unit option.

125 Effective Discussion (3)

3 hours per week

A course designed to give practice in effective discussion for purposes of inquiry and problem-solving within the context of the small group.

145 Expository and Persuasive Speaking (3)

3 hours per week

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

199 Specialized Group Study (Credit Variable)

231 Interpretative Reading (3)

3 hours per week

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

299 Individual Study (Credit Variable)

Typewriting (TYPW)

20 Typewriting (3)

5 hours per week

A beginning course in typewriting which includes mastery of the keyboard and correct typewriting techniques. Serves also as a review course in typewriting.

25 Skill-Development Typewriting (2)

3 hours per week

Intensive drills in the development of speed and accuracy. Production work in typing memorandums, business letters, envelopes, tabulations, and business forms.

Note: For Typewriting 21, 22, and 40, refer to Office Procedures 21 and 22.

Word Processing (WPRO)

21 Word Processing I (4) (Formerly Shorthand 21)

6 hours per week

Prerequisite: Shorthand 20 or two years of shorthand

A course integrating shorthand skills with communication skills. Emphasis is on intelligent processing of words and solving a wide variety of problems to produce useable transcripts.

22 Word Processing II (4) (Formerly Shorthand 22)

6 hours per week

Prerequisite: Word Processing I

Vocational application of shorthand through intensive dictation and transcription with emphasis on the integration of specific secretarial skills.

40 Word Processing III (4) (Formerly Shorthand 40)

6 hours per week

Prerequisite: Word Processing II

Emphasis is on improving secretarial competency and increasing business knowledge through taking dictation of lectures and correspondence covering a wide range of topics.

41 Legal and Medical Procedures (4)

6 hours per week

Prerequisite: Word Processing II (or concurrent enrollment)

A specialized course covering vocabulary used in court testimony and various legal documents, medical history, reports, medical research abstracts, with a study of legal and medical office procedures.

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 BELL, JEROLD Social Science
 B.Ed., M.A., M.Ed., Hawaii
 BORNHORST, KARL F. Business Education
 B.S., California (Los Angeles)
 BOYNE, THOMAS W. Business Education
 B.A., Hawaii; M.S., Columbia
 CHING, ERNEST N. S. Administrative Assistant
 Ed.B., 5th Year Certificate, Hawaii
 CHING, SHARON N. L. Counselor
 B.A., Louisiana State; M.A., Hawaii
 CHOW, THOMAS T. M. Business Education
 B.A., Linfield; M.A., California (Los Angeles);
 M.B.A., Rutgers
 CHRAPE, JOHN Asst. Chairman, Business Education
 B.S., Idaho; M.Ed., Hawaii
 CHU, DONALD S. P. Data Processing
 Study, Hawaii; IBM Corporation, Friden Systems
 Schools
 CHUN, JOE Y. F. Media Coordinator
 B.Ed., M.A., Hawaii
 CHUNG, KYONG SOO Mathematics
 B.S., Korea Military Academy; M.A., Hawaii;
 Ph.D., Colorado
 CLEMENTS, ROLAND W. Radiologic Technology
 B.A., Jacksonville; M.S., Northeast Louisiana
 CONQUEST, JAY W. Business Education
 B.S., Idaho; M.S.Ed., Pennsylvania
 DANIELS, CHARLES I. Biological Science
 B.S., Fairfield; M.S., Hawaii
 DAVIS, JERRY J. Data Processing
 B.S., Brigham Young; M.B.A., Utah

DEAL, KATHERINE K. Practical Nursing
 R.N., Queen's Hospital; B.S., M.A., Hawaii
 DITZEL, FRED F. Chairman, Food Service and
 Hospitality Education
 A.S., Pratt; B.S., Hawaii
 DOWDLE, BETTY JO English
 A.A., Ward-Belmont; B.A., New Mexico;
 M.A., California State (Los Angeles)
 DRISCALL, MARILYN J. Business Education
 B.S., M.S., Northern Illinois
 EMBREY, JAMES F. Director of Community
 Services and Summer Session
 B.S., New York; M.A., Hawaii
 FEARRIEN, ROBERT R. Social Science
 B.A., Oregon; M.A., Michigan
 FUJII, ELINORE Y. Food Service
 Study, Hawaii; Certificate, The American
 Hotel and Motel Association
 FUKUNAGA, JANE Social Science
 B.A., M.A., Hawaii
 GARCIA, MICHAEL Business Education
 B.S., California State (Los Angeles)
 GORDON, MORTON J. Speech
 B.S., A.M., Columbia; M.A., Iowa
 GREINER, ROBERT J. Business Education
 B.S., Alabama; Ed.M., Boston
 HAMADA, GLENN Y. Business Education
 Ed.B., 5th Year Certificate, Hawaii
 HARRIS, DAVID L. Counselor
 B.S., Teachers' College of Connecticut;
 M.Ed., Hartford, Hillyer College
 HARRIS, MARGARET K. Business Education
 B.Ed., Hawaii; M.A., Colorado State
 HASHIMOTO, HANAYO Practical Nursing
 R.N., Queen's Hospital; B.S., Hawaii
 HIGA, KENNETH M. Business Education
 B.S., Missouri; M.B.A., Hawaii; CPA
 HOBBS, WILLIAM L. Social Science
 B.A., California; M.S., San Diego State
 HOLMES, LOUISE Science
 A.A., California (Berkeley);
 A.B., California (Los Angeles)
 HOLST, VALERIE D. English
 B.A., Oregon; M.Ed., M.A., Hawaii
 ISHIKAWA, JANET S. Counselor
 B.Ed., 5th Year Certificate, M.Ed., M.A., Hawaii
 ISOTANI, VAN N. Business Education
 B.A., M.A., Colorado State
 JAMES, KATE English
 A.A., Los Angeles City;
 B.A., M.A., Los Angeles State
 JEFFRYES, JAMES A. Chairman,
 Arts & Sciences Division
 B.A., Wayne State; M.A., Colorado; M.A., Hawaii
 KABUTAN, SHIGEMI Business Education
 B.S., Cincinnati

- KALANI, HENRY B. Hotel Operations
B.S., B.A., Denver; M.B.A., Michigan State
- KIM, HENRY H. Director of Administrative Services
B.A., M.A., Hawaii
- KIMURA, ROBERT T. Business Education
B.A., Michigan State
- KING, MARY FRANCES Practical Nursing
R.N., Lucy Webb Hayes School of Nursing; A.A.,
Norfolk Division College of William and Mary;
B.S., Old Dominion; M.Ed., Virginia Polytechnic
Institute & State University
- KODAMA, LINDA H. Mathematics
B.Ed., Hawaii; M.A., Columbia
- KURATA, AMY H. English
B.Ed., 5th Year Certificate, M.Ed., Hawaii
- LABRADOR, KEITHA M. Inhalation Therapy
Study, Mt. San Antonio, California (Los Angeles)
- LAMBING, MARY LOUISE Associate Dean
of Instruction
B.S., M.P.H., Columbia; M.A., Ph.D., Florida
- LEBAY, E. LOUIS Physical Science
B.S., M.S., Michigan State
- LEONG, LYDIA H. Y. Director of Admissions
B.Ed., Hawaii; M.A., Columbia
- LINES, GEOFFREY Assistant Project Director,
Allied Health Project
B.B.A., M.P.H., Hawaii
- MANN, ROBIN-CLAIRE L. Speech
B.A., 5th Year Certificate, M.A., Hawaii
- MATSUMURA, ISAO Counselor
B.Ed., M.Ed., Hawaii
- MIN, ELAINE N. Business Education
B.S., M.A., New York
- MIYOSHI, KENNETH T. Counselor, Arts & Sciences
B.Ed., 5th Year Certificate, Hawaii;
M.Ed., Wayne State
- MORIOKA, JUNE M. Medical Assisting
B.S., Hawaii
- MOWBRAY, JOHN R. Mathematics
B.A., Pennsylvania; M.A., Illinois
- NAKAMOTO, HARRIET H. Dean of Instruction
B.S., M.A., Northwestern
- NAKAMURA, CHARLES K. Dean of Students
B.S., B.A., Denver; M.A., Columbia
- NAKAMURA, IRENE H. Mathematics
B.Ed., 5th Year Certificate, M.Ed., Hawaii
- NAKAMURA, JOYCE S. Business Education
B.Ed., Hawaii; M.A., Colorado State
- NISHIMOTO, YURIKO Y. Business Education
B.Ed., 5th Year Certificate, Hawaii; M.A., Columbia
- NOGUCHI, ESTHER K. English
B.A., East Central State
- NORTON, JOSEPHINE A. Practical Nursing
R.N., Mercy School of Nursing; B.S., St. Louis
- NUNES, HAROLDINE C. English
B.Ed., 5th Year Certificate, Hawaii
- PANG, HONG KWUN English
B.Ed., M.Ed., Hawaii
- PEPPIN, ROBERT Data Processing
B.S., California (Berkeley);
M.B.A., California (Los Angeles)
- PEREZ, SANDRA M. Speech
B.A., Detroit; M.A., Wayne State
- POHLOD, HAROLD E. Business Education
B.S., Idaho; M.A., San Francisco State
- SAKAMOTO, NANCY N. Business Education
B.Ed., 5th Year Certificate, Hawaii
- SATO, GLADYS Food Service
B.S., Hawaii
- SCHIESS, WALTER Food Service
Certificate, Konditoren Fachschule St. Gallen
- SHIMAZU, LAWRENCE M. Business Education
B.A., B.Ed., 5th Year Certificate, Hawaii;
M.A., New York
- SLATOFF, SAUL H. Librarian
B.A., Richmond; M.L.S., New York State
- ST. JAMES, GERALD L. Business Education
B.S., Eastern Michigan; M.A., Northern Arizona
- TANI, CAROLYN S. K. Dental Assisting
B.Ed., Hawaii
- TANI, MOLLY English
B.Ed., M.A., Hawaii
- TATEISHI, SANDRA L. Counselor
B.S., Hawaii
- TOM, TENNY H. Business Education
B.A., Hawaii; LL.B., J.D., Ohio State;
LL.M., New York
- TSUTSUI, HAZEL Business Education
B.A., Hawaii; M.A., Columbia
- UEHARA, SOICHI English
B.S., 5th Year Certificate, Hawaii
- VASHISHTA, SHIRLEY M. Librarian
B.S.N., Illinois State; M.L.S., Hawaii
- WALL, BRENDAN Humanities
B.A., M.A., St. Albert's
- WALLACE, JULIE ANN Practical Nursing
B.S.N., Pacific Lutheran
- WIEGAND, SIEGFRIED Food Service
Technical Master's Degree in Culinary Arts,
German State Dortmund; Study, Hawaii
- WONG, MICHAEL P. Fiscal Officer
B.B.A., Hawaii
- WRIGLEY, MARGARET H. Project Director,
Allied Health Project
R.N., Atlantic City Hospital; B.S.N., Miami;
M.S.E., Ph.D., Florida State
- YANAI, ELEUTERIA Practical Nursing
B.S., Hawaii

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