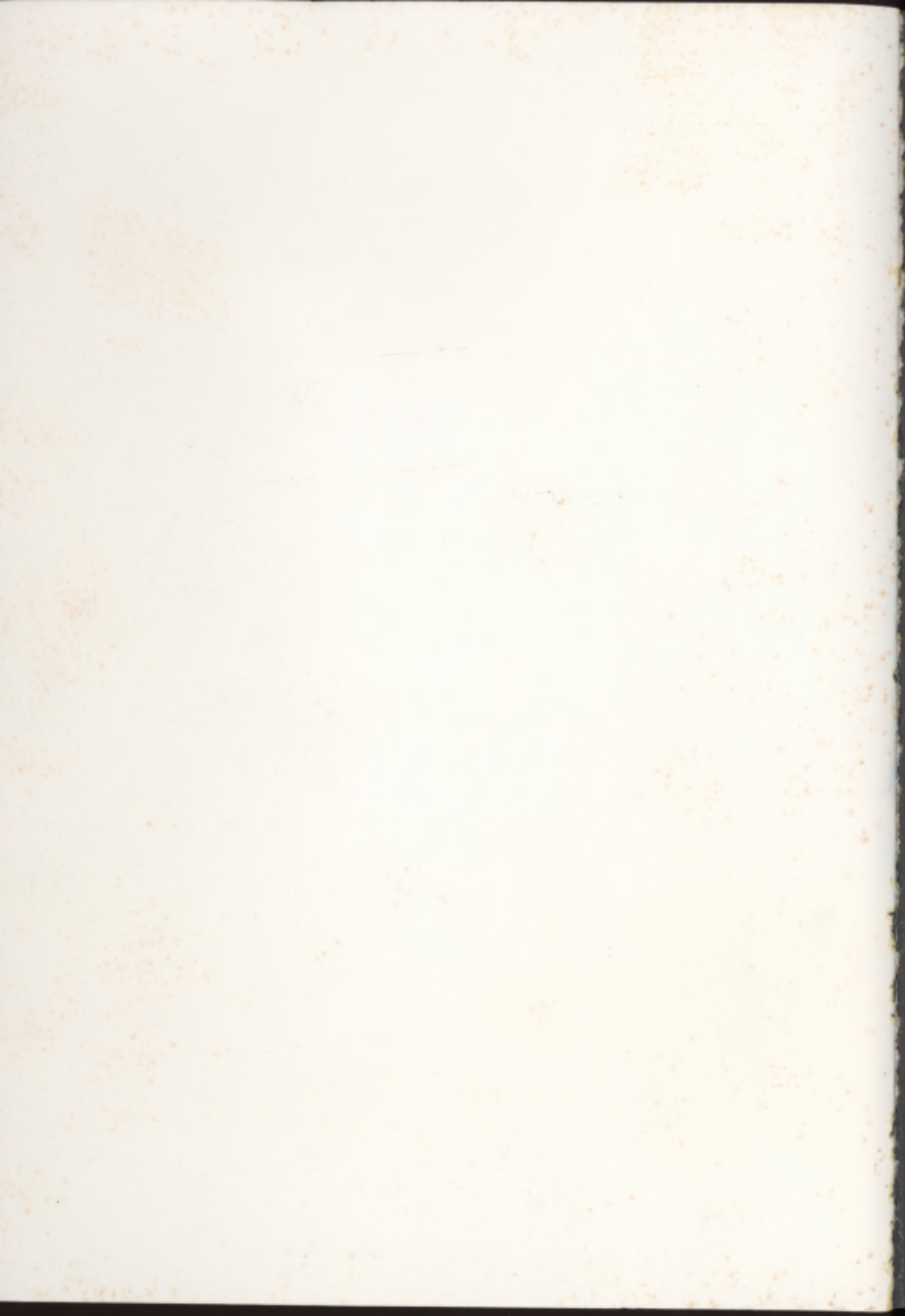


UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE

1971 - 1972

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DIAMOND HEAD CAMPUS





UNIVERSITY OF HAWAII

KAPIOLANI COMMUNITY COLLEGE



GENERAL CATALOG

1971 - 1972

620 Pensacola Street • Honolulu • Hawaii • 96814

AUGUST

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Holidays and Recesses



Academic dates of significance

Art by: Gretchen Andersen

COLLEGE CALENDAR

1971-1972

Fall Semester

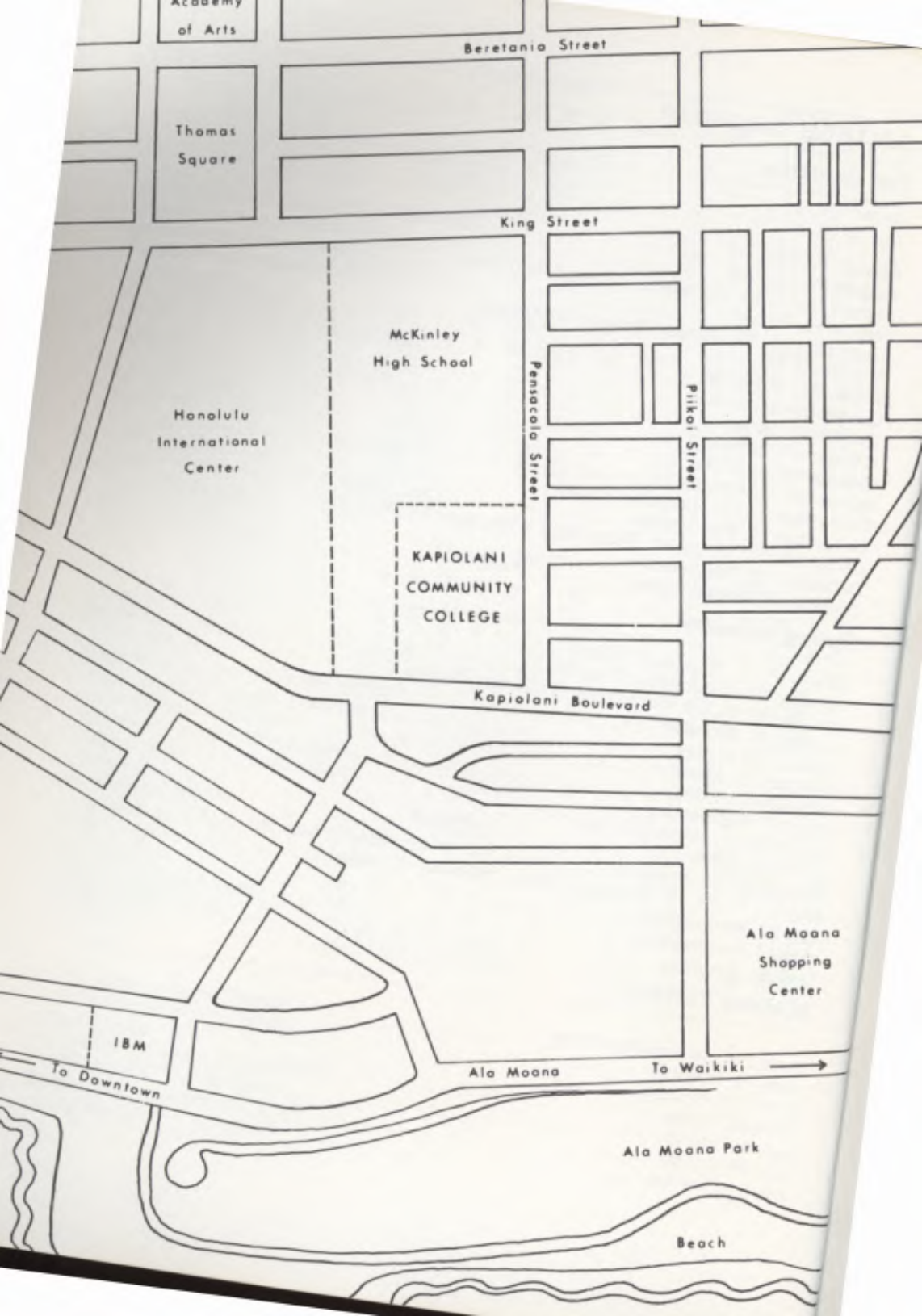
August 16, Monday	Opening Faculty Meeting—All Faculty
August 16, Monday	Orientation of New Faculty
August 16, 17, 18, 19, Monday through Thursday	Orientation and Advising
August 20, Friday	Admission Day (Holiday)
August 23, 24, 25, Monday through Wednesday	Registration
August 26, Thursday	Fall Semester Instruction Begins
September 3, Friday	Last Day Changes in Registration
September 6, Monday	Labor Day (Holiday)
October 8, Friday	Removal of "Incompletes" Due
October 11, Monday	Columbus Day (Holiday)
October 25, Monday	Veterans Day (Holiday)
November 1, Monday	Applications for Graduation Due
November 25, 26, Thursday, Friday	Thanksgiving Recess
December 15, Wednesday	Last Day of Instruction, Fall Semester
December 16, 17, 20, 21, Thursday, Friday, Monday, Tuesday	Final Examinations
December 22, Wednesday	Grades Due
December 22, Wednesday	Fall Semester Ends

Spring Semester

January 6, 7, Thursday, Friday	Faculty Workshops
January 10, 11, Monday, Tuesday	Orientation, Advising
January 12, 13, 14, Wednesday, Thursday, Friday	Registration
January 17, Monday	Spring Semester Instruction Begins
January 28, Friday	Last Day Changes in Registration
February 21, Monday	Presidents Day (Holiday)
February 25, Friday	Removal of "Incompletes" Due
March 1, Wednesday	Applications for Graduation Due
March 27-31, Monday-Friday	Spring Recess
April 3, Monday	Instruction Resumes
May 10, Wednesday	Last Day of Instruction, Spring Semester
May 11, 12, 15, 16, Thursday, Friday, Monday, Tuesday	Final Examinations
May 17, Wednesday	Grades Due
May 17, Wednesday	Spring Semester Ends
May 20, Saturday	Graduation

Summer Session

June 7-9, Wednesday-Friday	Application and Registration
June 12, Monday	Kamehameha Day (Holiday)
June 13, Tuesday	Instruction Begins
June 30, Friday	Applications for Graduation Due
July 4, Tuesday	Independence Day (Holiday)
July 21, Friday	Summer Session Ends
July 24, Monday	Grades Due



Academ
of Arts

Beretania Street

Thomas
Square

King Street

Honolulu
International
Center

McKinley
High School

Pensacola Street

Piikoi Street

KAPIOLANI
COMMUNITY
COLLEGE

Kapiolani Boulevard

Ala Moana
Shopping
Center

IBM

To Downtown

Ala Moana

To Waikiki

Ala Moana Park

Beach

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CURRICULA	34-57
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, Medical Assisting, Practical Nursing, Radiologic Technology	
Transfer—Liberal Arts	
DESCRIPTION OF COURSES	60-102
Accounting, Allied Health, Art, Business Machines, Data Processing, Dental Assisting, English, English Language Institute Program, Food Service, General Business, Guidance, Health and Physical Education, Hotel Operations, Humanities, Languages, Mathematics, Medical Assisting, Merchandising, Office Procedures, Practical Nursing, Radiologic Technology, Science, Shorthand, Social Science, Speech, Typewriting, Word Processing	
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Continuing Education - Health Services Administration

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Continuing Education - Health Services Administration

Continuing Education - Child Development and Management

Continuing Education - Health Services Administration

Continuing Education - Child Development and Management

Continuing Education - Health Services Administration

Continuing Education - Child Development and Management

DESCRIPTION OF COURSES

Accounting Allied Health Art Business Management Law

Paralegal Studies Allied Health English English Language

Health Services Administration Food Service Criminal Justice Child

Development and Physical Education Health Services Administration

Health Services Administration Allied Health Services Administration

Health Services Administration Allied Health Services Administration

Health Services Administration Allied Health Services Administration

Health Services Administration Allied Health Services Administration

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Health Services Administration Allied Health Services Administration

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Health Services Administration Allied Health Services Administration

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

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 seven fields, the Associate in Arts degree, and a variety of certificates for the completion of shorter programs. Student population stands today at 2,100, 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 six 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.

Two colleges are located in the city of Honolulu, one is near Honolulu in the town of Pearl City, 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 (see page 53 for a list of programs at Honolulu Community College):

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

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 six advisory committees have so far been implemented at the College in the following areas: Accounting, Business Data Processing, Food Service and Hospitality Education, Health Service Education, Merchandising Mid-Management, 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.

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.

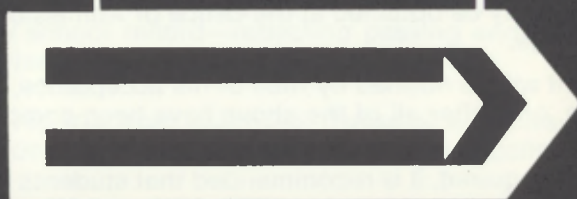
The library has approximately 15,000 volumes and 300 periodicals and newspapers, all arranged in open stacks. Inter-library loans from the University of Hawaii libraries are available.

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

GENERAL

STUDENT

INFORMATION



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.

Applications for admission for the fall semester must be on file no later than August 1; for the spring semester, January 1.

Admission Procedures

A prospective student applying for admission to the Kapiolani Community College should:

1. File an official application for admission with the Office of Admissions and Records, Kapiolani Community College. (Information may be obtained from high school counselors or the Student Services Center at the College.)
2. Have his high school (and college, when appropriate) send his transcripts and test records to the Admissions Office. Transcripts and other documents submitted become the property of the College and will not be returned. Hand-carried transcripts are not acceptable.
3. Take the advisement test on the scheduled testing date.* Although the student indicates a choice of major on his application form, it is largely the test results which determine actual placement.
4. Have a health examination before admission to the Health Service and Food Service programs and for all foreign students. The health examination form may be obtained at the Office of Admissions and Records of the College.

The applicant will be notified by mail of his acceptance, placement, and registration date, only after all of the above have been completed.

*Although it is not required, it is recommended that students hoping to transfer to four-year institutions take the CEEB-SAT or ACT during the senior year in their high schools.

Foreign Student Program—Admissions Policy

Kapiolani Community College will accept a limited number of foreign students. The following policy will apply to foreign students outside the United States, as well as to those already in the United States. Compliance is necessary with the regulations of the Immigration and Naturalization Service, as well as with the regulations of Kapiolani Community College.

In addition to completing the regular admissions procedure, a foreign student must fulfill the following requirements:

1. English Proficiency Examination

The foreign student must indicate his ability to profit from English instruction at the lowest level offered by the college. All foreign student applicants should submit Michigan Test of Language Proficiency and/or TOEFL* scores in order to be considered for admission. All foreign student applicants are also required to follow English Language Institute Program policies at Kapiolani Community College.

2. Sponsorship and Financial Support

The foreign student must submit an affidavit of support from a sponsor guaranteeing that no financial assistance will be needed and no employment will be required.

3. Health 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 which must be certified by a medical official and a United States official who may be one and the same. In addition he must show evidence that he has an adequate health plan.

4. 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.

5. Interview reports from approved overseas agencies will be utilized when needed in considering a student's application for admission.

6. Processing of a Student Visa Application is time-consuming; therefore, the foreign student's application and credentials must be received by the Office of Admissions and Records by July 1, for the fall semester and by December 1, for the spring semester each year.

*Information regarding the exact dates, locations, fees, etc., is available from: TOEFL, Educational Testing Service, Princeton, New Jersey 98540. Applicants should not write to Kapiolani Community College for information regarding TOEFL.

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 Kapiolani Community College.

Orientation

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

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 data processing, 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 classifica-

tion 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.

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

Currently, deferments are usually granted all incoming first-year students. However, this is not a statutory deferment and its extension to older students will depend on the military manpower needs at the time.

Students are reclassified by the local boards at the end of the school year. Deferments may be continued for those students who maintain a normally progressing course as defined by Selective Service regulations. Any change in the student's status should be reported by the student.

New regulations may be established which will affect the present deferment policies.

Auditing Classes

A student shall be permitted to audit open classes upon securing the approval of the instructor concerned.

An auditor shall be interpreted as one who attends courses as a listener, but takes no part in class discussions or examinations and receives no credit.

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.

Credit by Examination

A regular 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 examination. If approval is granted, he shall enroll in the course, pay his fees during the regular registration period, and take the examination from the appropriate instructor appointed by the division chairman. The test shall be administered and graded by the instructor within the first week of instruction. An examination may be taken only once for any one course. No fee shall be charged for the examination.

In each case, the examination shall be prepared and administered by the course instructor and shall be more comprehensive than the usual "final examination." It shall be designed to test the student's knowledge in all areas covered by the course. An examination shall be graded "P" (Pass) or "F" (Fail). A "P" grade shall be considered equivalent to a grade of "C" or higher, shall not be computed in the student's grade point ratio, but credits earned shall be counted toward graduation. An "F" grade shall not appear on the student's record.

Pass-Fail Option

The major purpose of the Pass-Fail 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 regular student may, with the consent of the instructor, choose to take one course per semester on a "pass" or "fail" basis, provided he has attended the College for at least one semester, is not on academic probation, and the course is not required for the degree or certificate that he is pursuing.

The Pass-Fail Option may be exercised by filing an application with the Student Services Center and by following the registration procedures that shall be announced in the registration instructions.

Under the option, a student receives a grade of "P" (Pass) or "F" (Fail). A grade of "P" shall be granted when he has successfully fulfilled minimum requirements. It shall not be computed in the student's grade-point ratio, but credits earned shall be counted toward graduation. A grade of "F" shall be treated like any other "F."

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.

Program Changes

As a general rule, there can be no program change after the first instructional week of the semester, except for withdrawal from a course, which may be made at any time during the semester by completing a Change of Registration Form and filing it with the Student Services Center. A student who drops a course without officially withdrawing shall receive a failing grade.

During the first six weeks of the semester, a formal withdrawal is marked "W" on the student's record. After the sixth week, a formal withdrawal is marked "W" if the student was passing at the time of withdrawal, or "WF" if he was failing. "WF" grades shall be considered "F" grades in finishing the total semester hours attempted and in computing the grade-point average.

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

A student who wishes to withdraw from college should complete a Withdrawal form and file it with the Office of Admissions and Records. "W" and "WF" grades will be given in accordance with regulations for Program Changes. The student who drops out of college without withdrawing officially shall receive failing grades for the courses he carried.

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 Semes- ter Hours	4-6 Semes- ter Hours	7-11 Semes- ter 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

Non-Resident Tuition Fee

A non-resident tuition fee will be charged for out-of-state students as provided for by Section 304-4 of the Hawaii Revised Statutes as amended.

*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.

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 (including registration week).

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 (including registration week). 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 (including registration period).

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.

College Probation Policy

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. A student who is readmitted following academic dismissal will also be placed on academic probation.
2. A student on academic probation who achieves a 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 subject to dismissal on the recommendation of the Committee on Academic Standards.
4. A student who has been dismissed may be considered for readmission by the Academic Standards Committee after one semester. His application for readmission should be in writing, and should present evidence that he has made an effort to improve himself in the area of his weakness.
5. A student who transfers from another collegiate institution with less than a 2.0 cumulative grade-point average will be placed on academic probation.
6. The college probation policy shall not apply during the summer session.

Grades

A student's 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

P—Passing: This grade is given in Pass-Fail Option courses and credits earned through "Credit by Examination."

I- Incomplete: This grade is assigned at the end of the semester only when extenuating circumstances such as illness or death in family prevent the student from taking the final examination or from completing the course within the current semester. An incomplete grade must be made up within the first six weeks of the following semester or it will be converted to an "F" by the instructor. Any exceptions must be approved by the instructor and the Dean of Instruction.

W- Withdrawal: This grade is given a student who withdraws from class during the first six weeks of the semester or who withdraws from class after the first six weeks and is passing the course at the time of his last attendance in class.

WF-Withdrawal Failing: This grade is given a student who withdraws from class after the first six weeks of the semester and who is failing the course at the time of his last attendance in class.

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 "W," "P," 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.

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	12 Semester Hours
English 100	3
Mathematics 100 (or higher) or Philosophy 210	3
History 151-152	6
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 Kapiolani Community College. Students must be registered and in attendance in the major curriculum during the semester or summer session in which the degree is to be granted.

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
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C. Electives (Semester hours vary with major)	6-12 Semester Hours (to total 60 semester hours)
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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 Kapiolani Community College. Students must be registered and in attendance in the major curriculum during the semester or summer session in which the degree is to be granted.

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 Kapiolani Community College. Students must be registered and in attendance in the major curriculum during the semester or summer session in which the certificate is to be granted. | |

CERTIFICATE OF COMPLETION

The Certificate of Completion is awarded at the end of certain short-term intensive training programs in Business Education, Health Service Education, and Food Service and Hospitality Education. 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 maintains a program of guidance and counseling for all students. Each student's educational, personal, and vocational needs receive consideration. Students are urged to take full advantage of the counseling services available to them.

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 Services 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.

The College Work-Study Program

The College Work-Study Program is intended to assist students to meet the cost of post-secondary education. The amount a student may earn is determined by the cost of education at the College and the ability of the student to meet his educational expenses.

These part-time jobs are available on the campus or at the office of the participating agencies.

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.

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 and textbook lists are posted at the bookstore.

Housing

Kapiolani Community College does not maintain dormitories. Occasionally, the Student Services Center has a request for a student to do housework, babysitting, 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.

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

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.

Lost and Found

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

Parking and Traffic

Parking will be by permit only. 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.

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.

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 Stu-

dents 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.



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
- Medical Assisting
 - Associate in Science Degree Program
- Practical Nursing
 - Certificate of Achievement Program
- Radiologic Technology
 - Associate in Science Degree Program

BUSINESS EDUCATION

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 20, Essentials of Written English	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
	<hr/> 52

Plus 8 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
Speech	3
*Typewriting 20 (or equivalent)	3
**General Business 10, Seminar for Business Operations Majors	<u>1</u>
	14

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

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

**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	<u>3</u>
	27 or 29

Plus 1-3 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
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
	<u>23</u>

Plus 7 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, the next level course is optional.

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 20, Essentials of Written English	3
Mathematics 21, Practical College Mathematics	3
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/>
	29

Plus 1 credit in electives to total 30 semester hours.

*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 20, Essentials of Written English	3
Humanities	3
Science	3
Social Science	3
Mathematics (see possible courses below)	3
Speech 25, Effective Oral Communication	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
	<u>56</u>

Plus 4 credits in electives to total 60 semester hours.

*If a student qualifies, he may take English 100, Expository Writing, in place of English 20.

Alternative Mathematics courses:

- General Business 25, Applied Mathematics
- Mathematics 25, Elementary Algebra
- Mathematics 27, 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 20, Essentials of Written English	3
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	<u>2</u>
	27

Plus 3 credits in electives to total 30 semester hours.

Note: Speech 25, Effective Oral Communication, is recommended as an elective.

Alternative Mathematics courses:

- General Business 25, Applied Mathematics
- Mathematics 25, Elementary Algebra
- Mathematics 27, 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 20, Essentials of Written English	3
Speech 25, Effective Oral Communication	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	<u>26</u>
Total Semester Hours	60

(Continued on next page)

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 10 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 12 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 20, Essentials of Written English	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 13 credits in electives to total 60 semester hours.

*If a student qualifies, he may take English 100, Expository Writing, in place of English 20.

**Prerequisite: Typewriting 20 or equivalent.

***Prerequisite: Shorthand 20 or equivalent.

FOOD SERVICE AND HOSPITALITY EDUCATION

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 20, Essentials of Written English	3
Humanities	3
Mathematics 21, Practical College Mathematics	3
Science	3
Social Science	3
Speech 20, Fundamentals of Oral Delivery; or Speech 25, Effective Oral Communication	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 20, Fundamentals of Oral Delivery; or Speech 25, Effective Oral Communication	3
*Mathematics 10, Basic Mathematics	3
Food Service 21, Introduction to Food Service	2
Food Service 30, Nutrition and Menu Planning	2
Food Service 31, Storeroom Operations and Steward-ing 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

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

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 20, Fundamentals of Oral Delivery; or Speech 25, Effective Oral Communication	3
*Mathematics 10, Basic Mathematics	3
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 Salesmanship	3
	<hr/>
	25

Plus 5 credits in electives to total 30 semester hours.

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

HEALTH SERVICE EDUCATION

DENTAL ASSISTING CURRICULUM

CERTIFICATE OF ACHIEVEMENT (30 Semester Hours)

This curriculum is designed to prepare students for employment in private dental offices, hospital outpatient 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 20, Fundamentals of Oral Delivery; or Speech 25, Effective Oral Communication	3
*Mathematics 10, Basic Mathematics	<u>3</u>
	26

Plus 4 credits in electives to total 30 semester hours.

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

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 20, Essentials of Written English	3
Mathematics 21, Practical College Mathematics	3
Speech 20, Fundamentals of Oral Delivery; or Speech 25, Effective Oral Communication	3
Humanities	3
Anatomy 22, Human Anatomy and Physiology	3
Psychology 25, Applied Psychology	3

Major Requirements

*Office Procedures 21, Office Procedures I	4
Allied Health 20, Allied Health I	4
Allied Health 21, Allied Health II	4
Medical Assisting 30, Clinical Assisting I	2
Medical Assisting 31, Medical Law, Ethics and Economics	3
Medical Assisting 32, Clinical Laboratory Procedures I	3
Medical Assisting 40, Clinical Assisting II	2
Medical Assisting, 41, Medical Office Practice	3
Medical Assisting 42, Clinical Laboratory Procedures II	3
Medical Assisting 43, Externship	4
	<hr/> 50

Plus 10 electives to total 60 semester hours.

*Prerequisite: Typewriting 20 or equivalent.

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

PRACTICAL NURSING CURRICULUM

CERTIFICATE OF ACHIEVEMENT (37 Semester Hours)

This curriculum provides training for nursing work under the supervision of physicians or registered nurses in hospitals, convalescent homes, physicians' offices, clinics, and private homes. Graduates of the program become licensed practical nurses upon passing the State Board Licensure Examination.

Requirements	Semester Hours
Practical Nursing 20, Basic Nursing Care	10
Practical Nursing 21, Independent Study	1
Practical Nursing 22, Physical & Mental Illness	10
Practical Nursing 23, Independent Study	1
Practical Nursing 24, Maternal & Child Nursing	5
Practical Nursing 25, Personal & Vocational Relationships	1
Anatomy and Physiology 22, Human Anatomy and Physiology	3
English 100, Expository Writing; English 20, Essentials of Written English; or Speech 25, Effective Oral Communication	3
Psychology 25, Applied Psychology; or Psychology 100, Survey of Psychology	<u>3</u>
	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 program provides medical Radiologic Technology preparation to qualify the graduate for: hospital, clinic or office work. Employment opportunities as technical representatives may be found with X-ray film and equipment companies.

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
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

(Continued on next page)

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*	<u>6</u>
Total Semester Hours	65

*Must be in courses numbered 100 and above.

**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.

OTHER OCCUPATIONAL CURRICULA

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

TRADE-TECHNICAL CURRICULA

AERONAUTICS TECHNOLOGY
APPLIED ARTS
ARCHITECTURAL DRAFTING
AUTO BODY REPAIR AND PAINTING
AUTOMOTIVE MECHANICS
BLUEPRINT READING
CARPENTRY
COMMERCIAL BAKING
COSMETOLOGY
ELECTRONICS
ENGINEERING TECHNOLOGY
FASHION ARTS
FIRE SCIENCE
HEAVY EQUIPMENT
INDUSTRIAL EDUCATION
INDUSTRIAL ELECTRICITY
METALWORKING
POLICE SCIENCE
REFRIGERATION AND AIR CONDITIONING
SHEET METAL AND PLASTICS
WELDING

TRANSFER CURRICULUM

The Liberal Arts Transfer Program of Kapiolani Community College is patterned after the general education program of the University of Hawaii Manoa and Hilo Campuses. It 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 Transfer Curriculum to provide the best selection of lower division college courses.

Beginning fall 1971, the following conditions of transfer will be in effect:

- 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 a 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

- A. Credit for courses numbered 1-59 will not be transferred from a Community College to Manoa, unless such courses meet precise needs in the students' programs as designated by the appropriate Manoa department. Should a student subsequently transfer into a program where such courses are not required, they will not count toward the degree.

- B. Credit and content for courses numbered 100-299 will transfer to Manoa.
 - C. Credit for the D grade will transfer.
 - D. Any number of credits may be transferred from a Community College to Manoa.
- 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 Transfer Curriculum

Students who have satisfactory scores on the placement test and fulfill other admission requirements will be admitted to the curriculum.

Admission to Transfer Courses

Transfer courses are open to all students without any conditions except departmental prerequisites such as testing for English 100 and Speech 145. In sequential mathematics and science courses and humanities/social sciences 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.

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.

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	3
Mathematics 100 (or higher) or Philosophy 210	3
History 151-152	6
	12

Area Requirements*

HUMANITIES: 4 semester courses (distributed among the first three groups)	12
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Group I	Group II	Group III	Group IV+
Drama 160	Philosophy 100,	American Studies	History 281,
English 252	200	201, 202**	282
	Religion 151	Art 101	Speech 145++
		Music 160, 180,	Art 108
		265, 266	

NATURAL SCIENCES: 3 semester courses (including one four credit lab-science and preferably including one biological and one physical science)	10-12
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General Science 121, 122
Geography 101
Geoscience 101
Physics 100

SOCIAL SCIENCES: 3 semester courses (including at least one from each group)	9
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Group I	Group II
American Studies 201, 202**	Economics 120 or 150
Anthropology 150, 200	Geography 102, 151
Psychology 100, 110	Political Science 110
Sociology 151	

(Continued on next page)

Special Requirements and Electives

15-17

Accounting 201-202
Art 100, 113, 114
Communication 150
English 190, 250
Drama 220
Ethnic Studies 101
French 101-102, 201-202
General Science 161
Health and Physical Education 115
Japanese 101-102
Journalism 205
Mathematics 102, 111, 120, 134A, 134B, 205, 206
Music 102
Sociology 200
Special Studies 294, 295
Speech 231

Total Semester Hours

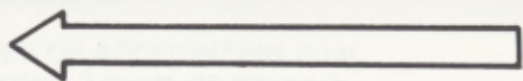
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*These are AA requirements; baccalaureate degree requirements differ. See faculty advisers.

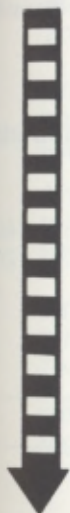
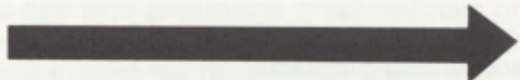
**Satisfies either the Humanities or Social Sciences requirements, not both.

+See faculty advisers.

++The status of Speech 145 is believed to be in this group pending action by the University of Hawaii Faculty Senate.



DESCRIPTION
OF
COURSES



DESCRIPTION OF COURSES

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

Credit

The credit 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

Courses applicable toward an Associate Degree, or Certificate:

- a. Courses normally taken by sophomores, open to qualified freshmen 40-59
- b. Courses normally taken by freshmen 20-39

Courses applicable toward a Certificate only 1-19

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. | Fall, Spring |
| 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. | Fall, Spring |

- 24 **PRINCIPLES OF ACCOUNTING I (4)** Fall, Spring
 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)** Fall, Spring
 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)** Fall, Spring
 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.
- 40 **INTERMEDIATE ACCOUNTING (4)** Fall, Spring
 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)** Fall, Spring
 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)** Fall, Spring
 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.

- 201 **INTRODUCTORY ACCOUNTING I (4)** Fall, Spring
 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 summarizing of transactions; and preparations and analysis of accounting statements for simple-organizations service and mercantile businesses.

- 202 **INTRODUCTORY ACCOUNTING II (4)** Fall, Spring
 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.

ALLIED HEALTH (ALHEA)

- 20 **ALLIED HEALTH I (4)** Fall, Spring
 4 hours per week

A study of the physiological and psychological needs of man throughout the life continuum.

- 21 **ALLIED HEALTH II (4)** Fall, Spring
 4 hours per week

A study of the physiological and psychological needs of man under conditions of stress and illness throughout the life continuum.

- 22 **ALLIED HEALTH III (3)** Spring
 3 hours per week

The evolution of medicine; with an introduction to the role, the commitment and the responsibilities of the health worker.

ART (ART)

- 100 APPLIED DESIGN: CRAFTS (3) Fall, Spring
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)
- 108 ELEMENTARY STUDIO—DRAWING AND PAINTING (3)
6 hours per week Fall, Spring
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) Fall
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) Spring
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)

BUSINESS MACHINES (BMACH)

- 20 BUSINESS MACHINES (2) Fall, Spring
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)** Fall, Spring
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.

DATA PROCESSING (DPRO)

- 20 **KEY-PUNCH EQUIPMENT OPERATION (1)** Fall, Spring
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)** Fall, Spring
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)** Fall, Spring
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)** Spring
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) Spring
 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) Spring
 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) Fall
 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) Fall
 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) Spring
 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) Fall
 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) Spring
 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) Fall
 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) Fall, Spring
 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) Fall, Spring
 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) Fall, Spring
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) Fall, Spring, Summer
120 hours per semester (work experience) plus 1 hour per week seminar
Continuation of Data Processing 50 with student employed as a computer operator, computer programmer, programmer/analyst, or supervisor.
In the seminar the student will gain practice in writing resumes, interviewing for jobs, taking employment tests, and techniques of looking for a job.
- 54 DATA PROCESSING INTERNSHIP (1) Fall, Spring, Summer
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.

DENTAL ASSISTING (DENT)

- 20 DENTAL ASSISTING (7) Fall
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) Fall
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) Spring
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) Spring
9 hours per week
A supervised clinical-experience course conducted in private dental offices and in various affiliated agencies.

ENGLISH (ENG)

- 10 BASIC ENGLISH SKILLS (4) Fall, Spring
6 hours per week (MWF—1 hour, TTH—1½ hours)
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. Required of all who do not make a satisfactory score on the placement test. Fulfills the English requirement in certain Certificate programs.
- 20 ESSENTIALS OF WRITTEN ENGLISH (3) Fall, Spring
3 hours per week
An expository writing course designed to train students in English grammar essentials; to organize ideas, and to express them meaningfully in a unified and coherent manner. Appropriate essays used as models.
- 25 BASIC ENGLISH REVIEW (2) Fall, Spring
3 hours per week (½ semester)
Prerequisite: Admission into the Liberal Arts Program.
Placement will be determined by performance on the writing test.
A course designed to help the student correct major literacy errors in grammar, spelling, and punctuation. This course may be completed in a shorter period of time with full credit.
- 26 BASIC WRITING REVIEW (2) Fall, Spring
3 hours per week (½ semester)
Prerequisite: A grade of at least "C" in English 25
A course designed to help the student apply principles of grammar to his writing.

- 27 **CRITICAL READING IMPROVEMENT (3)** Fall, Spring
3 hours per week
- A course designed to help the student improve his ability to read critically. Emphasis on determining main ideas and supporting ideas, analyzing structural patterns, interpreting and judging ideas, drawing inferences and conclusions, and recognizing attitude and tone. This course may be taken in lieu of English 20 with the approval of the Division Chairman of the student's Curriculum.
- 30 **READINGS IN LITERATURE (3)** Fall, Spring
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)** Fall, Spring
3 hours per week
- A course emphasizing reading with comprehension, writing for various expository purposes, organizing and documenting a research paper.
- 190 **CREATIVE WRITING WORKSHOP (3)** Fall, Spring
3 hours per week
- A study of specific techniques in creative writing; special emphasis on the short story.
- 250 **LITERATURE IN CONTEMPORARY CULTURE (3)** Fall, Spring
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)** Fall, Spring
3 hours per week
- A study of representative selections of British and American literature from 1800 to present.
- COMMUNICATION (COMM)**
- 150 **UNDERSTANDING THE MEDIA (3)** Fall, Spring
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.

JOURNALISM (JOURN)

205 NEWS WRITING (3)
4 hours per week

Fall

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.

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.

Fall, Spring

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.

FOOD SERVICE (FSER)

- 21 INTRODUCTION TO FOOD SERVICE (2) Fall, Spring
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) Fall, Spring
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 (½ semester) Fall, Spring
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 dishmachine operation and general maintenance of equipment.
- 32 DINING ROOM SERVICE (6) Fall, Spring
3 hours lecture, 9 hours lab per week
Study and practice in various types of table service with proper serving etiquette, including experience in a public dining room.
- 35 SHORT ORDER COOKING (3) Fall, Spring
1 hour lecture, 12 hours lab per week (½ 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.
- 40 FUNDAMENTALS OF COOKERY (7) Fall, Spring
3 hours lecture, 12 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) Fall, Spring
4 hours lecture, 9 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 foods commonly served by hotels and speciality restaurants. Provides culinary experience at various kitchen stations.
- 42 BUFFET PREPARATION (3) Fall, Spring
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) Fall, Spring
2 hours lecture, 6 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) Fall, Spring
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) Fall, Spring
2 hours lecture, 12 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)** Fall, Spring
 4 hours lecture, 6 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)** Fall, Spring
 1 hour 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.

GENERAL BUSINESS (GBUS)

- 10 **SEMINAR FOR BUSINESS OPERATIONS MAJORS (1)** Fall, Spring
 2 hours per week
- A course designed to assist the student in discovering his potential and in selecting an occupational goal through the determination of his interests, skills, and abilities. It also provides the student with opportunities to become acquainted with local business and industry and the kinds of jobs available in the local labor market and acquire some commonly needed information essential in making better and more realistic vocational decisions.
- 20 **CONSUMER ECONOMICS (3)** Fall, Spring
 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)** Fall, Spring
 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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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.
- 30 PRINCIPLES OF MANAGEMENT (3) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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 contract, 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) Fall, Spring
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) Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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.

GUIDANCE (GUID)

- 101 SEMINAR IN SELF-DEVELOPMENT (Variable Credit) Fall, Spring
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)

HEALTH AND PHYSICAL EDUCATION (HPE)

Medical Clearance Requirement: To register for the following course, 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.

- 115 BOWLING (1) Fall, Spring
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.

HOTEL OPERATIONS (HOPER)

- 31 FUNDAMENTALS OF HOTEL ORGANIZATION (3) Fall, Spring
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) Fall, Spring
2 hours lecture, 3 hours lab per week
- Study and practice 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) Fall, Spring
2 hours lecture, 3 hours lab 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) Fall, Spring
2 hours lecture, 3 hours lab per week
- Study of food and beverage control systems used in large hotels. Preparing daily and monthly cost reports and sales analyses.

HUMANITIES

AMERICAN STUDIES (AMST)

- 50 CONTEMPORARY AMERICAN ISSUES (3) Fall, Spring
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)
- 201 INTRODUCTION TO AMERICAN CIVILIZATION I (3) Fall
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) Spring
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.

ART (ART)

- 20 ART AND MUSIC APPRECIATION (3) Fall, Spring
3 hours per week
- A presentation of criteria used to evaluate and appreciate various creations of art and music. Demonstrations to show the application of these criteria.
- 101 INTRODUCTION TO THE VISUAL ARTS (3) Fall, Spring
3 hours per week
- Nature of visual art and its expression in various forms. Lectures, demonstrations.

DRAMA (DRAMA)

- 160 INTRODUCTION TO DRAMA AND THEATRE (3) Fall, Spring
3 hours per week
- A study of representative plays as illustrations of changing forms in theatre and dramatic literature.

220 ACTING (3)
3 hours per week

Spring

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.

HISTORY (HIST)

36 PACIFIC STUDIES (3) Fall, Spring
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) Fall, Spring
3 hours per week

An interpretive survey of the development of civilizations from pre-historic 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) Fall, Spring
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.

281 INTRODUCTION TO AMERICAN HISTORY I (3) Fall
3 hours per week

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

282 INTRODUCTION TO AMERICAN HISTORY II (3) Spring
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.

MUSIC (MUS)

- 102 COLLEGE CHORUS (1) Fall, Spring
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)
- 160 INTRODUCTION TO MUSIC LITERATURE (3) Spring
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) Fall
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.
- 265 HISTORY OF WESTERN MUSIC (3) Spring
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) Fall
3 hours lecture per week
- Prerequisite: Music 160 or 180, or consent of instructor
- Development of music from 1750 to the present. Styles, schools, composers. Music 265 and 266 need not be taken in sequence.

PHILOSOPHY (PHIL)

- 100 INTRODUCTION TO PHILOSOPHY (3) Fall
3 hours per week
- A brief survey course covering the various methods, values, and types of philosophies. (Intended for non-majors)
- 200 HISTORY OF PHILOSOPHY I (3) Spring
3 hours per week
- Western philosophy from the era of Greek thinkers to the Renaissance.

- 210 INTRODUCTION TO LOGIC (3) Fall
3 hours per week
Principles of modern deductive logic. (Fulfills the Mathematics requirement)

RELIGION (REL)

- 25 MAJOR RELIGIONS OF THE WORLD (3) Fall, Spring
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) Spring
3 hours per week
Introduces contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?"

(Refer to English and Social Science Sections for additional courses that satisfy the Humanities requirement.)

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 Division of Language Arts.

FRENCH (FR)

- 101 ELEMENTARY FRENCH (4) Fall
5 hours lecture, 3 hours lab per week
Conversation, laboratory drill, grammar, reading. Lab section required.
- 102 ELEMENTARY FRENCH (4) Spring
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.

201 INTERMEDIATE FRENCH (3) Fall
3 hours per week
Prerequisite: French 102 or the equivalent
Reading, conversation, laboratory drill, composition. Lab section required.

202 INTERMEDIATE FRENCH (3) Spring
3 hours per week
Prerequisite: French 201 or the equivalent
A continuation of Intermediate French, French 201, Lab section required.

JAPANESE (JPNSE)

101 ELEMENTARY JAPANESE (4) Fall
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) Spring
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.

MATHEMATICS (MATH)

10 BASIC MATHEMATICS (3) Fall, Spring
3 hours per week
A developmental course to help the student comprehend the "mathematical language" and to improve competence in, and understanding of, fundamental numerical processes. 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) Fall, Spring
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) Fall, Spring
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.
- 27 GEOMETRY (3) Fall, Spring
3 hours per week
Prerequisite: Mathematics 25 or the equivalent
A course in elementary Euclidean geometry. Includes construction, congruences, proof and logical inferences, geometric inequalities, similar figures, perpendicular lines, circles and loci. Precision and accuracy of statements and definitions stressed as a basis for analytical reasoning.
- 30 PRINCIPLES OF STATISTICS (3) Spring
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) Fall, Spring
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) Fall, Spring
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.
- 111 INTRODUCTION TO MATHEMATICS (3) Fall, Spring
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) Fall, Spring
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.
- 134 PRE-CALCULUS I (3) Fall
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.
- 135 PRE-CALCULUS II (3) Spring
3 hours per week
Prerequisite: Mathematics 134, 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.

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| 205 | <p>CALCULUS I (4)
 4 hours per week
 Prerequisite: Mathematics 134 and Mathematics 135 or the equivalents</p> <p>Basic concepts (functions, limits); techniques of differentiation; integration of algebraic and trigonometric functions with applications.</p> | Fall |
| 206 | <p>CALCULUS II (4)
 4 hours per week
 Prerequisite: Mathematics 205</p> <p>Exponential, logarithmic and hyperbolic functions; techniques of integration; elements of three-dimensional analytic geometry; multiple integration, infinite series; partial differentiation.</p> | Spring |

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

MEDICAL ASSISTING (MEDAS)

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| 30 | <p>CLINICAL ASSISTING I (BACK OFFICE) (2)
 4 hours per week</p> <p>Basic principles, practices and procedures of clinical medical assisting. Lecture/discussions and laboratory practices are provided.</p> | Fall |
| 31 | <p>MEDICAL LAW, ETHICS AND ECONOMICS (3)
 3 hours per week
 Prerequisite: Consent of instructor</p> <p>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.</p> | Fall |
| 32 | <p>CLINICAL LABORATORY PROCEDURES I (3)
 1 hour lecture, 6 hours lab per week</p> <p>An introduction to the laboratory procedures used most commonly in clinics and physicians' offices. Lecture discussion and laboratory/clinical experiences are provided.</p> | Fall |

- 40 CLINICAL ASSISTING II (ADVANCED BACK OFFICE) (2) Spring
4 hours lec-lab per week
Prerequisite: MEDAS 30
A continuation and review of Medical Assisting 30, Clinical Procedures I. Lecture/discussion and laboratory practices are provided.
- 41 MEDICAL OFFICE PROCEDURES (3) Fall
3 hours per week
Prerequisites: Consent of instructor
Fundamentals of medical office practices and procedures. Lecture discussion and clinical experiences are provided.
- 42 CLINICAL LABORATORY PROCEDURES II (3) Spring
1 hour lecture, 6 hours lab per week
Prerequisite: MEDAS 32
A continuation of Medical Assisting 32. Lecture discussion and clinical experiences are provided.
- 43 EXTERNSHIP (4) Spring
1 hour seminar, 9 hours lab per week
Prerequisite: Consent of instructor
A review and implementation (in clinics and physicians' offices) of acquired knowledge.

MERCHANDISING (MERCH)

- 20 ADVERTISING AND DISPLAY (3) Fall
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) Fall, Spring
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.

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| 22 | CASH REGISTER PROCEDURES (2)
2 hours per week | Fall, Spring |
| | 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 | Fall, Spring |
| | A study of principles, methods, and procedures to obtain complete product information for buyers as well as 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 | Spring |
| | 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 | Spring |
| | 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. | |

OFFICE PROCEDURES (OFPRO)

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| 20 | RECORDS MANAGEMENT (2)
3 hours per week | Fall, Spring |
| | 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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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.

PRACTICAL NURSING (PRACN)

- 20 BASIC NURSING CARE (10) Fall
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 **INDEPENDENT STUDY (1)** Fall
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)** Spring
4 hours lecture, 18 hours lab per week
Prerequisites: PRACN 20, 21, Science 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 **INDEPENDENT STUDY (1)** Spring
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)** Summer
4 hours lecture; 18 hours lab per week for 8 weeks, to begin immediately following Spring semester.
Prerequisites: PRACN 20, 21, 22, 23, Science 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)** Summer
2 hours lecture per week, concurrent with PRACN 22
Prerequisites: PRACN 20, 21, 22, 23, 24, Science 22, English and Psychology requirements.
- A course designed for discussion of ethical relationships, trends and vocational relationships for the practical nurse.

RADIOLOGIC TECHNOLOGY (RTECH)

- 100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY (3) Fall
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) Spring
3 hours lecture per week
Prerequisites: RTECH 100 with a 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) Spring
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) Spring
1 hour lecture per week

Radiologic anatomy emphasizing surface landmarks and the relationships of organs to one another.
- 148 RADIOGRAPHY SEMINAR (1) Fall
1 hour lecture per week

Problems seminar: general radiographic technique with critiques of films taken in RTECH 140.
- 149 RADIOGRAPHY SEMINAR (1) Spring
1 hour lecture per week

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

- 150 RADIOGRAPHY SEMINAR (2) Summer
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.
- 200 ADVANCE RADIOLOGIC POSITIONING (3) Fall
3 hours lecture per week
Prerequisites: RTECH 142, 150
Concurrent registration in RTECH 240

Advance radiographic positioning.
- 205 MEDICAL AND SURGICAL DISEASES (1) Fall
1 hour lecture per week

A survey of diseases and injury and their relationship to radiologic technology.
- 210 ADVANCE RADIOLOGIC TECHNIQUE (2) Fall
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) Spring
1 hour lecture per week

A study of administrative procedures, personnel management, and legal and financial aspects of radiology.
- 230 SPECIAL RADIOGRAPHIC PROCEDURES (3) Spring
3 hours lecture per week
Prerequisites: RTECH 200, 210
Concurrent registration in RTECH 241

Special radiographic procedures including intraoral radiography.
- 248 RADIOGRAPHY SEMINAR (1) Fall
1 hour lecture per week

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

249 RADIOGRAPHY SEMINAR (1) Spring
1 hour lecture per week
Problems seminar: advance film critique stressing films made during special procedures.

250 RADIOTHERAPY AND NUCLEAR MEDICINE (2) Summer
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 complete. 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) Fall, Spring
Practice in positioning, radiographic exposure, and film critique in the Radiology Department of a cooperating hospital.

142 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Summer
Summer practice in radiographic technique and film critique.

240,241 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Fall, Spring
Practice in advance radiographic technique and film critique.

242 HOSPITAL RADIOGRAPHIC TECHNIQUE (2) Summer
Summer practice in advance radiographic technique and film critique.

SCIENCE

ANATOMY AND PHYSIOLOGY (ANAT)

- 22 HUMAN ANATOMY AND PHYSIOLOGY (3) Fall, Spring
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.

GENERAL SCIENCE (GENSC)

- 20 BIOLOGICAL SCIENCE (3) Fall, Spring
3 hours per week

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

- 21 PHYSICAL SCIENCE (3) Fall, Spring
3 hours per week

A non-laboratory course in elementary applied science. Includes a study of force and motion, energy and heat, properties of matter, electricity and magnetism, light, atomic structure, chemical elements, molecules, chemical reactions, organics.

- 121 INTRODUCTION TO SCIENCE (4) Fall, Spring
3 hours lecture, 2-hour laboratory per week

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

- 122 INTRODUCTION TO SCIENCE (4) Fall, Spring
3 hours lecture, 2-hour laboratory per week

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

- 161 ENVIRONMENTAL BIOLOGY (3) Spring
3 hours per week

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

PHYSICS (PHYS)

- | | | |
|-----|---|--------------|
| 100 | SURVEY OF PHYSICS (3)
3 hours per week | Fall, Spring |
|-----|---|--------------|
- Introduction to physics; basis concepts. Not open to those with previous college physics experience.

GEOSCIENCES (GEOSC)

- | | | |
|-----|---|--------------|
| 101 | INTRODUCTION TO GEOLOGY (4)
3 hours lecture, 3-hour lab per week | Fall, Spring |
|-----|---|--------------|
- Survey of major divisions of geologic study: mineralogy, geomorphology, tectonics, paleoclimatology, paleontology, oceanography, stratigraphy, vulcanology and sedimentology.

SHORTHAND (SHTHD)

- | | | |
|----|---|--------------|
| 20 | SHORTHAND (4)
10 hours per week
Recommended: Concurrent enrollment in English 20 and Typewriting 20 | Fall, Spring |
|----|---|--------------|
- 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.

SOCIAL SCIENCE

ANTHROPOLOGY (ANTH)

- | | | |
|-----|--|------|
| 150 | INTRODUCTION TO ANTHROPOLOGY (3)
3 hours per week | Fall |
|-----|--|------|
- Human evolution; prehistoric development of culture; recent and contemporary man; common features and principal variations in cultural behavior.

- 200 CULTURAL ANTHROPOLOGY (3) Spring
3 hours per week
- Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, dynamics of culture; culture and the individual.

ECONOMICS (ECON)

- 120 INTRODUCTION TO ECONOMICS (3) Fall
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) Spring
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*)

ETHNIC STUDIES (ES)

- 101 ETHNIC GROUPS IN HAWAII (3) Fall
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)

GEOGRAPHY (GEO)

- 37 CULTURAL GEOGRAPHY (3) Fall, Spring
3 hours per week
- A study of the basic cultural elements of geography and their relationships to the physical environment. Emphasis on ecology, population growth and distribution, and land use.

- 101 **ELEMENTS OF PHYSICAL GEOGRAPHY (3)** Fall, Spring
 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)** Fall
 3 hours per week
 Geography of the world's major cultural regions; with emphasis on geographic aspects of contemporary economic, social, political conditions.
- 151 **ECONOMIC GEOGRAPHY (3)** Spring
 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.

POLITICAL SCIENCE (POLSC)

- 20 **LEADERSHIP TRAINING (2)** Fall, Spring
 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)
- 31 **AMERICAN GOVERNMENT: ISSUES OF LOCAL AND NATIONAL POLITICS (3)** Spring
 3 hours per week
 A course covering the structure and functions of government in modern society and contemporary American problems.
- 39 **INTERNATIONAL RELATIONS (3)** Fall
 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.

- 110 INTRODUCTION TO POLITICAL SCIENCE (3) Fall, Spring
3 hours per week
An introduction to political problems, systems, processes, ideologies, approaches, and analyses.

PSYCHOLOGY (PSY)

- 25 APPLIED PSYCHOLOGY (3) Fall, Spring
3 hours per week
A study of psychological concepts and human behavior. Emphasis on growth and development.
- 100 SURVEY OF PSYCHOLOGY (3) Fall
3 hours per week
Principles of human behavior, individual differences, motivation, emotion, perception, and learning.
- 110 PSYCHOLOGY OF ADJUSTMENT (3) Spring
3 hours per week
Understanding and improving adjustment: Needs, frustrations, conflicts, anxiety, patterns of adjustment. Concepts of mental health. (Intended for non-majors)

SOCIOLOGY (SOC)

- 151 INTRODUCTION TO THE STUDY OF SOCIETY (3) Fall, Spring
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.
- 200 COURTSHIP, MARRIAGE, AND THE FAMILY (3) Fall, Spring
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.

SPECIAL STUDIES (SS)

- 294 POLITICAL PRACTICUM I (3) Fall (Even Years)
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) Spring
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.

(Refer to General Business and Humanities Sections for additional courses that satisfy the Social Science requirement.)

SPEECH (SP)

- 20 FUNDAMENTALS OF ORAL DELIVERY (3) Fall, Spring
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) Fall
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.

- 25 EFFECTIVE ORAL COMMUNICATION (3) Fall, Spring
 3 hours per week
 Prerequisite: Satisfactory performance on the Speech Placement Test or satisfactory completion of Speech 20 or Speech 21
 A course designed to provide practice in the organization and the presentation of ideas in practical speech situations.
- 145 EXPOSITORY AND PERSUASIVE SPEAKING (3) Fall, Spring
 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.
- 231 READING ALOUD (3) Fall, Spring
 3 hours per week
 Principles of interpretative reading. Practice in textural analysis and in transmitting intellectual and aesthetic content of literature.

TYPEWRITING (TYPW)

- 20 TYPEWRITING (3) Fall, Spring
 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) Fall, Spring
 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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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) Fall, Spring
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.

The diagram consists of two main white shapes on a black background. The top shape is a rectangle with the text 'ADVISORY COMMITTEES' inside. It has three upward-pointing arrows on its top edge and four arrows on its left and right sides (two on each side). The bottom shape is a large downward-pointing arrow with the text 'FACULTY' inside. It has four arrows on its left and right sides (two on each side). The two shapes are connected by a vertical line, with a small downward-pointing arrow at the top of this line pointing towards the 'FACULTY' shape.

**ADVISORY
COMMITTEES**

FACULTY

UNIVERSITY OF HAWAII

BOARD OF REGENTS

Term Expires

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Robert L. Cushing, Vice Chairman, Oahu	1972
Clarence F. Chang, M.D., Oahu	1972
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John Farias, Jr., Hawaii	1973
Edward H. Nakamura, Oahu	1971
Herbert M. Richards, Jr., Hawaii	1974
Roy Takeyama, Secretary	—

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Ted N. Gugelyk Dean of Student Personnel Services

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Manpower Fry Cook School	
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B.A., Linfield; M.A., California (Los Angeles); M.B.A., Rutgers	
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Study, Hawaii; IBM Corporation, Friden Systems School	
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
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M.A., California State (Los Angeles)
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M.Ed., Hartford, Hillyer College
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B.A., Michigan State

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A.A., Norfolk Division College of William and Mary;
B.S., Old Dominion; M.S., Virginia Polytechnic Institute & State University

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B.S., Hawaii

SCHIESS, WALTER Food Service
Certificate, Konditoren Fachschule St. Gallen

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- General Services, 465 South King Street, Honolulu, Hawaii 96813
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- Mr. Donald Ho, American Security Bank, 2270 Kalakaua Avenue, Suite 1400, Honolulu, Hawaii 96815
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- Mr. Harold Kent, Assistant Cashier, Bank of Hawaii, Personnel Department, P.O. Box 2900, Honolulu, Hawaii 96802
- Mr. Stanton Newton, Personnel Manager, J.C. Penney and Company, 1450 Ala Moana Boulevard, Honolulu, Hawaii 96814
- Mr. Thomas Shigemura, Vice President, The Ritz Department Stores, 1143 Fort Street, Honolulu, Hawaii 96813
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- Mrs. Mary Alice Wetzel, Personnel Manager, Liberty House, Ala Moana Center, Personnel Department, Honolulu, Hawaii 96814
- Student Representative from Merchandising Mid-Management Curriculum

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Mrs. Mary Cay Wood, Personnel Staffing Specialist, Interagency Board of
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ADVISORY COMMITTEE**

- Mr. Ernest Bertellotti, Head, Continuing Education, School of Public Health, University of Hawaii, 1960 East-West Road, Honolulu, Hawaii 96822
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