

A vintage photograph of a tropical campus scene. On the left, a tall, carved wooden tiki statue stands on a concrete base. A paved path leads from the foreground towards a building with a thatched roof in the background. Lush greenery, including palm trees and other tropical plants, surrounds the path. In the distance, rolling hills or mountains are visible under a sky with scattered clouds.

MAUI COMMUNITY COLLEGE

**General Catalog
1977-1978**

THE COLLEGE EMBLEM



This, like all tikis, has a special meaning. It was designed especially for MAUI COMMUNITY COLLEGE and uses symbols and designs uniquely suited to a college society. The following is a summary of the various areas of significance in this particular design:

- A. Administration
- B. The Staff of individuality.
This is the central theme of the Student's life and is marked by:
B1. Life
B2. Liberty
B3. Pursuit of Happiness
- School Divisions:
S1 C. Applied Arts and Sciences
S2 D. Business
S3 E. Liberal Arts
S4 F. Sciences
S5 G. School Functions:
H. Occupational Education
I. Transfer Education
J. General Education
K. Guidance
- SPECIAL UNITS:
L. Evening School
M. Community Services
N. The Ideal Student:
The high forehead is a symbol of academic exercise and excellence.
- O. Furrows-Effort
P. Large eyes-careful observation and attention to detail.
Q. Open mouth-articulation and communication.
- R. Beads - long been a symbol of friendship and understanding.
Coeducational:
R-1 boys
R-2 girls
Five senses:
S-1, S-2, S-3, S-4, S-5
T. Clasped hands - unity in race, religion, social contact and learning.

Designed by Clayton Rippey, 1967-68
Art Instructor

MAUI COMMUNITY COLLEGE

310 KAAHUMANU AVENUE
KAHULUI, MAUI, HAWAII 96732
TELEPHONE (808) 244-9181

General Catalog 1977-1978

COMMUNITY COLLEGE SYSTEM
UNIVERSITY OF HAWAII

University of Hawaii Community College System

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July 26

FALL 1977

Academic Advising by appointment for new day and evening students.
Admissions Day Holiday
Orientation for New Students
Evening Registration
Registration
Registration for Senior Citizens, Early Admits, Un-classified
First day of instruction
Labor Day Holiday
Last day to register for semester length courses. (Registration for mini-courses continues through the semester)
Admission application deadline for Spring 1978
Discovers' Day Holiday
Last day to make up Incompletes for Spring 77
Deadline for Fall Graduation applications
Academic Advising-sign up for appointments (continuing students)
Veterans Day Holiday
Academic Advising for Continuing Students
Thanksgiving Recess
Last day of instruction
Evaluation (Final Exam) Days
End of Fall Semester
Christmas Recess

SPRING 1978

Orientation for New Students
Academic Advising for New Students
Evening Registration
Registration
First day of Instruction
Last day to register for semester length courses (Registration for mini-courses continues through the semester)
Presidents' Day Holiday
Last day to make up incompletes for Fall 1977
Spring Recess
Good Friday Holiday
Prince Kuhio Day Holiday
Academic Advising sign up for appointments (continuing students)
Deadline for Spring 1978 Graduation Applications
Academic advising for continuing students
Admission Application deadline for Fall 1978
Last day of Instruction
Evaluation (Final Exam) Days
End of Spring Semester
Graduation Ceremonies

SUMMER SESSION 1978

Registration
Kamehameha School Holiday
First Day of Instruction
Independence Day Holiday
Last day of Instruction
Evaluation (Final Exam) Day
End of Summer Session





General Information

History of the University of Hawaii
The University of Hawaii was established in 1907 as the Territory of Hawaii College. It was the first higher learning institution in the Hawaiian Islands. The college was founded by the Hawaiian people and the United States government. The first president of the college was Prince Kamehameha IV. The college was renamed the University of Hawaii in 1909. The university has since grown into a major center of higher learning in the Pacific. It is now one of the largest and most diverse universities in the United States. The university is located in Honolulu, Hawaii. It has a main campus in Honolulu and several other campuses throughout the state. The university is a public institution and is funded by the state of Hawaii. It is a member of the Association of American Universities. The university has a long and distinguished history. It has produced many notable graduates, including several presidents of the United States. The university is a source of pride for the people of Hawaii and the United States.

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General Information

History of Maui Community College

Maui Community College, located in Kahului, Maui, Hawaii is an outgrowth Public Instruction authorized the name change to Maui Technical School.

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

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

A counseling center-office building, classrooms and a science laboratory lecture hall complex were completed during 1967-68. A modern three-story library building was completed in 1969. A well equipped modern foreign language classroom-laboratory complex was completed in 1970. A locker-shower room, playing field, and volleyball, basketball, and tennis courts were completed in 1971. A student center housing a cafeteria, bookstore, lounge, student government, etc. was completed in 1972.

The campus encompasses 78 acres with a student population in excess of 1600.

The Community College System

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

- Hawaii Community College, Hilo, Hawaii
- Honolulu Community College, Honolulu, Oahu
- Kapiolani Community College, Honolulu, Oahu
- Kauai Community College, Lihue, Kauai
- Leeward Community College, Pearl City, Oahu
- Maui Community College, Kahului, Maui
- Windward Community College, Oahu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION REQUIREMENT

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

1. it is the administrative policy of the University of Hawaii to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:

- (a) The right to inspect and review education records.
- (b) The right to request to amend education records.
- (c) The right of protection from disclosure by the University of Hawaii of personally identifiable information contained in education record without permission of the student involved.
- (d) The right to waive certain rights under the Act.
- (e) The right to file complaints concerning alleged failure by the University of Hawaii to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1514, **Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Postsecondary Programs of the University of Hawaii**. Copies of BMI 1614 may be obtained from the Office of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services, at the campuses of the University of Hawaii at which a student is in attendance.

4. Directory Information

Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information.

- (a) Name of student.
- (b) Local address and zip code maintained in the campus locator printout.
- (c) Local telephone number maintained in the campus locator printout.
- (d) Major field of study.
- (e) Fact of participation in officially recognized activities and sports.
- (f) Weight and height of members of athletic teams.
- (g) Dates of attendance.
- (h) Most recent educational institution attended.
- (i) Degrees and awards received.

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar at each campus he or she is attending, which of the above items are not to be disclosed without the prior consent of that student.

5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.

DISCLAIMER STATEMENT

This document is an attempt to summarize applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the applicable department, school or college concerning any other policies which could affect their specific enrollment registration, schedule of courses or special fees.

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

NOTICE TO APPLICANTS FOR ADMISSION UNIVERSITY OF HAWAII SYSTEM

Non-Discrimination and Affirmative Action:

On February 13, 1976, the Board of Regents of the University of Hawaii adopted the following policy on nondiscrimination and affirmative action: "It is the policy of the University of Hawaii to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal Statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, and Executive Order 11246, as amended. The University shall promote full realization of equal opportunity through a positive, continuing program on each campus."

Individuals designated to coordinate the University effort are:

Employment matters:

Mr. Gulstan "Duke" Enomoto
Maui Community College
310 Kaahumanu Avenue
Kahului, Hawaii 96732

Educational matters:

Mr. Clyde Sakamoto
Maui Community College
310 Kaahumanu Avenue
Kahului, Hawaii 96732

Use of Social Security Number:

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawaii system, in view of the practical administrative difficulties which the University of Hawaii system would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, **Hawaii Revised Statutes** as amended, which provides that the Board of Regents of the University of Hawaii system shall have general management and control of the affairs of the University of Hawaii system shall have general management and control of the affairs of the University. The University of Hawaii system has, for several years, consistently required the disclosure of SSAN numbers on the **Common Admission Forms** and other necessary University documents.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse, of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent's, guardian's, or spouse's SSAN will be recorded only on the **Common Admission Form** (Residence Form) itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the **Common Admission Form** (Residence Form) by the applicant and or parent, guardian, or spouse.

Employment of Graduates:

Section 177.64 of the Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1) requires that participating institutions make a good faith effort to present each prospective student, prior to the time the prospective student obligates himself or herself to pay tuition with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective student has expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, an applicant (prospective student) is advised to secure copies of the current catalog of each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the nature of the campus, its academic and student services programs, its faculties, and its facilities. Further, each applicant is advised to contact the Director of Placement at each of the campuses of the University of Hawaii at which the applicant is seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which the applicant is seeking also to enroll.

PURPOSES, PHILOSOPHY AND PROGRAMS

Purpose

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

Philosophy

The philosophy of Maui Community College is that education is the key to the preservation and promotion of the democratic ideals of the American Republic. More particularly, the College is committed to the growth of indivi-

duals as citizens of their community, nation, and world, and as enthusiastic and competent participants in their civilization and culture. Implied in this broad statement of our philosophy, we recognize a number of basic assumptions.

1. All citizens should have education available to them to whatever level they desire, and are able, to attain.
2. The Community College should be responsive to the particular educational and cultural needs of its own community.
3. In a complex technological society, each person's education will be enriched through experiences in both liberal arts and occupational education.

Programs

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

1) Occupational Education

Included are curricula of two years or fewer in vocational, technical, and business education which lead to the Certificate of Achievement or the Associate in Science Degree and are designed to prepare students for immediate employment or advancement. Related instruction for indentured apprentices in the construction trades is provided by the College.

2) Transfer Education

Included are lower division (freshmen and sophomore) courses to meet the general education requirements of the University of Hawaii which are similar to those of many four-year colleges or universities. Additionally offered are lower division courses for many arts and science majors as well as for pre-professional requirements.

Students whose high school experience does not satisfy four-year college and university entrance requirements have the opportunity to overcome deficiencies while at the community college.

3) General Education

A program of general education for both occupational and transfer students is provided. Offerings in communications, quantitative reasoning, social sciences, natural sciences, humanities, recreation, and the applied arts and sciences are available to all students.

4) Developmental Education

Students are offered an opportunity to set and attain their educational and vocational goals through individualized instruction that is appropriate at their level of progress.

5) Guidance and Counseling

Educational, personal, and career counseling are available to enrolled and prospective students. Students are helped to develop occupational goals and educational programs consistent with their interests, achievements, abilities, aptitudes, and needs. The students are advised in the planning of their curriculum and course selections. The students are further helped to make a successful entrance into the career of their choice.

6) Community Services

The College works toward serving the educational needs of the adults as well as the youth of its community. It sponsors and coordinates activities for continuing education and personal enrichment. It also provides activities which enrich the cultural life of the community.

Accreditation

Maui Community College is fully accredited by the Western Association of Schools and Colleges for all courses and programs offered. Maui Community College courses for Veteran's benefits are approved by the Veterans Administration.

Continuing Education

Maui Community College provides a varied curriculum of credit classes and non-credit classes in the evening and on weekends. The credit classes are equivalent to day classes in terms of prerequisites, standards, content, assignments, and examinations. Students may enroll concurrently in both day and evening classes. Non-credit classes are offered to apprentices and journeymen as well as to special interest groups.

Each semester the College publishes a Continuing Education Bulletin which is distributed to the community listing the credit classes being offered that semester and giving information about registration procedures. Special announcement fliers are used to inform the community of non-credit courses.

Evening educational counseling appointments may be arranged through the Student Services Office.

The Extension Program

The extension program provides educational opportunities to the people of Maui County who live beyond commuting range to the college. It is an attempt to provide education to all the people of Maui County.

In the extension program, both credit and non-credit courses are offered. The program is a flexible one in which the specific courses offered are based on the community's needs. The college serves four centers: Kula, Lahaina, Makawao, and Molokai.

Both credit and non-credit courses are offered. The program is flexible, including specific courses recommended by community advisory committees. The program was started during the 1970-71 school year: the island of Molokai was the first area to be served.

Organization of the Instructional Program

The organizational plan of Maui Community College groups instruction into six divisions of related learning areas as follows:

Business Division: Accounting, Distributive Education, Food Service, General Office Training, Hotel Operations, and Secretarial Science.

Language Arts Division: English, Foreign Languages, Journalism, and Speech Communication.

Mathematics Science Division: Agriculture, Biological Sciences, Chemistry, General Science, Physical Geography, Geoscience, Mathematics, Nursing, Oceanography, Physics and Recreation.

Social Science Humanities Public Service Division: Anthropology, Art, Drama and Theatre, Economics, Education, Geography (Cultural), Health, History, Human Services, Humanities, Music, Philosophy, Police Science, and Sociology.

Vocational-Technical Division: Apparel Design and Construction, Automotive Mechanics Technology, Building Maintenance, Carpentry, Drafting Technology, and Welding.

Nursing Division: Career Ladder Nursing (associate degree and practical nursing)



Student Services

Student Services

Counseling

The College provides a comprehensive program of individual and group guidance for all students. The purpose of this program is to enable each student to realize his fullest potential. Through analysis and evaluation of his interests, aptitudes, or abilities as indicated by his previous achievement and test results, the student is assisted in the development of appropriate vocational and educational plans. Counseling is also provided for students whose academic performance is marginal.

Housing

Maui County has provided a dormitory for County students who are not within commuting distance of the campus. This makes it possible for students from Molokai, Lanai and Hana to attend the College. The cost is \$200.00 (non-refundable) per semester for the room from the first through the final day of instruction in the semester. There is a refundable \$25.00 deposit. Full payment of fees is required at the time of registration. The dorm is a ruggedly spartan two-story facility with room for twenty-four men on the second floor and twenty-four women on the first floor. A manager has a separate apartment on the first floor and serves as head resident to the dorm. Any Maui County student wishing to apply for admission to the dorm should write the Dean of Students.

Students who are not residents of Maui County will have the responsibility to arrange for their own housing. These arrangements should be made prior to arrival on Maui because rentals are very difficult to obtain.

TRIO Project

The TRIO Project provides coordinated services for low-income students seeking access to, preparation for, and follow up in post-secondary education. TRIO eligible student receive services and information pertinent to identifying personal, career, and academic needs. Community outreach services, developmental and study skills support, and career and academic counseling are provided by TRIO staff.

Satellite Services

Satellite Student Services is also available on the third floor of the Learning Resource Center. Information and assistance regarding students' academic and career questions will be provided by the TRIO staff.

Cafeteria

The college cafeteria serves as an instructional facility for students in the Food Service and Hotel Operations programs. During the course of training, student produce a wide variety of breakfast, luncheon, and snack items. Prices are very reasonable, atmosphere is good and quality is high.

Hours of operation:

Breakfast	7:30 a.m. - 10:00 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Short Order Grill items	10:00 a.m. - 12:30 p.m.

Bookstore

The Bookstore located on the ground floor of the Student Center Building facing the Library is open for business from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 2:00 p.m. Monday through Friday.

Its principal purpose is to provide students with the required textbooks, tradebooks, supplies and other pertinent items. A variety of supplies is available.

ble, including clay, tennis balls, Manoa Campus catalog, and college crested souvenirs.

At the beginning of each semester book lists are posted inside and outside the Bookstore for students to check on their textbooks for the designated courses.

Book Refund Policies:

1. Full refund on new books only if returned unmarked and in new condition within two weeks after the beginning of classes.
2. No refunds on optional and used books and also tradebooks.
3. Request for refund must be supported by:
 - a. Cash register receipt as proof of purchase
 - b. Valid registration slip, drop slip or course change form
4. Defective books will be replaced without charge but must have a cash register slip.
5. No sales items may be returned, exchanged or refunded.

Students are welcome to browse and suggest what popular items the Bookstore should carry.

Health Care

Low cost health insurance is available to MCC students. Students not covered by some kind of medical insurance are encouraged to purchase the MCC medical plan, or some other student health plan available through the Student Services Office. Student Services also has a referral program for those in need of medical or psychiatric attention.

FINANCIAL ASSISTANCE

Several forms of financial assistance are available to students at Maui Community College. These include scholarships, grants, loans and opportunities for part-time employment. Applications will be accepted after the following dates; however, first consideration will be given to applications received by these dates:

June 30 Fall Semester
Nov. 30 Spring Semester

A student will be considered for financial aids at Maui Community College after submitting an aid application.

The Parents Confidential Statement or Student Financial Statement forms (application) may be obtained upon request from the financial aids officer in the Student Services office or from local high schools.

A. Scholarships

1) Maui Business and Professional Women's Club Scholarship;

Awards of \$100 each are presented to two deserving women graduates, one from the Liberal Arts and one from the Business or Vocational Technical divisions.

2) State of Hawaii Scholarships:

Awards covering tuition and registration fees are available to residents of Hawaii under this program. To be eligible, students must be enrolled full-time and have been residents of the State for five consecutive years prior to the application. The scholarships are renewable for a second year, providing the student's academic performance has been satisfactory, and he is still eligible for financial aid.

3) State of Hawaii Merit Scholarships

Awards covering tuition and registration fees are available to residents of Hawaii under this program. To be eligible, students must be enrolled at least half-time and have been residents of the State for five consecutive years prior

to the application. A recipient must meet a satisfactory standard of scholarship and deportment as defined by each campus.

B. Grants

1) Supplementary Educational Opportunity Grant

Assistance grants under the Supplementary Educational Opportunity Grant Program are available to Maui Community College students. To be eligible, students must demonstrate a need for assistance. Grants of \$200 to \$1,000, which must be matched through institutional or agency scholarships or assistance funds, are awarded.

2) Basic Educational Opportunity Grants

Outright grants for the academic year are available to qualified students with no repayment required. Students must be enrolled a least half-time (6 credits) and submit the BEOG application. The Basic Educational Opportunity Grant Program is a source of federal student financial aid available to all eligible students. Student eligibility is primarily based on financial need. The purpose of this Basic grant program is to provide eligible students with a "floor" of financial aid to help defray the costs of post-secondary education.

3) Law Enforcement Education Program Grant

Assistance grants under the Law Enforcement Education Program are available to in-service law enforcement officers of the local, State, and federal units of government. The Grant Program covers payments for tuition, fees, and books.

C. Loans

Short-Term Loans

Short-term loans of up to \$50 are available to students to meet emergency needs. No interest is charged. Loans are to be repaid within thirty days.

1) Sears Foundation Loan

Short-term loans of up to \$125 are available for students majoring in the occupational programs. No interest is charged. Loans are to be repaid within 90 days.

Long-Term Loans

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

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

2) State Higher Education Loans (SHEL)

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

No interest is charged while the students are enrolled either in the College or in any other institution within the University System. Repayment with a three percent interest charge begins twelve months after leaving school and may be extended over a ten-year period. Interest accrues at a rate equivalent to one-half of the applicable commercial rate at the time repayment begins.

D. Work-Study Program

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

and intend to enroll at the College.

Demonstration of financial need is the basic qualifying requisite for students in the College Work-Study Program.

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

E. Veterans Benefits

The College is a Veterans Administration approved educational institution and eligible students may receive financial assistance as provided by the Veteran's Readjustment Benefit Act and the War Orphan's Assistance Act. Determination of the amount of benefits for which a student is eligible is made by the Veterans Administration. Applications for educational benefits and information concerning veterans may be obtained from the Veterans Coordinator on the second floor of the Student Center or at the Student Services Office.

PLACEMENT SERVICE

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

TRANSFER TO FOUR-YEAR COLLEGES

Higher education institutions vary in their lower division requirements. Students are advised to become familiar with the specific requirements of the institution to which they expect to transfer by studying the catalog of that college. Catalogs and reference material on colleges are on file in the Library. For more information, see a counselor in the Student Services Office.

LIBRARY LEARNING RESOURCE CENTER

The College Library Learning Resource Center consists of the Library and the Media Center. It is an important part of the instructional program of the College and is available for students, faculty, and community use. Within the Library there are approximately 29,000 volumes in the book collection. These are arranged by Library of Congress classification on open stacks for easy browsing. A reference collection consisting of indexes, bibliographies, encyclopedia, and other tools is available to aid a library user in his search for information. In addition there are approximately 300 subscriptions to magazines, newspapers, and pamphlets for current information sources. Many other kinds of media, including films, filmstrips, phonograph records, cassette and open reel tapes, slides, microfilm and microfiche, and equipment to use them in some 40-carrels are available. Typewriters are also located in some carrels for use in the building. The Media Center, on the first floor, provides a variety of services in the form of assistance in media use, planning and preparation, and equipment utilization.

An independent study laboratory is located in the Library where individual study carrels are fitted with modern audiovisual equipment and materials. Technicians are available during scheduled Library hours for instructional demonstrations of this equipment to be used in conjunction with specialized courses and assignments.

STUDENT ACTIVITIES

The Student Activity Program is recognized as an integral portion of the total educational experience at Maui Community College. By involvement in comprehensive programs of co-curricular learning and enrichment experiences, students will have the opportunity to develop personal, social, cultural,

recreational and athletic skills.

The facilitation of activities and programming and other student-initiated interests is the prime objective of the Office of Student Activities.

The following activities are representative of the Student Activities Program:

Social Events

Dances	Luaus
Banquets	Other student sponsored events

Cultural Events

Lectures	Music presentations
Film series	Cultural Dances

Intramurals and Intercollegiate athletics *

Flag Football	Bowling
Co-ed Volleyball	Golf
Basketball	Slow pitch softball
Tennis	

* Students participating in sports activities are responsible for providing their own accident and health insurance. Low cost insurance is made available through the Office of Student Services.

Clubs and Organizations

Hale Aloha (Hotel)	Phi Theta Kappa (Honorary)
DECA (Distributive Education Clubs of America)	Veterans Association
Flipino Student Association	Carpentry Club
International Students	Samothrace Club
Hawaiiana Club	Micronesian Club

Students and Faculty are encouraged to initiate and promote clubs and organizations.



STUDENT GOVERNMENT

The Associated Students of Maui Community College (ASMCC) are represented by an elected Student Government. The function and purpose of Student Government are to administer the Student Activity Fees collected from all full-time students by initiating, promoting, and presenting programs which represent the needs and requests of students.

A productive and positive force on the campus, the Student Government of ASMCC, welcomes input and encourages the participation of all interested students. Student Government offices are located in the Student Center Building.

Admission and Registration

GENERAL INFORMATION

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

The University of Hawaii operates within a controlled growth policy for all campuses. Maui Community College may admit a maximum number of students each year, with not more than ten percent of the total student body being non-residents of the State of Hawaii. First priority for admission is given to State residents. However, students from other states, and international students are encouraged to apply. One of the criteria for acceptance of non-resident students will be the date of application, with early applications being given priority.

ADMISSION

I. Application for Admission

To obtain applications and/or information, prospective students should contact their high school counselor (Hawaii), or write to:

Student Services Office
Maui Community College
310 Kaahumanu Avenue
Kahului, Maui, Hawaii 96732
Telephone: (808) 244-9181

Instructions for completing and submitting the application is contained in the booklet How to Enroll in the University of Hawaii System. All non-U.S. citizens should request the foreign student supplementary information form and follow the additional instructions for foreign students.

Deadlines: All students are advised to submit their applications by April 15 for the Fall Semester and October 1 for the Spring Semester.

A) Admission of State of Hawaii Residents:

- (1) Submit application
- (2) High school transcripts
- (3) Be eighteen years of age or a high school graduate. (Persons who are eighteen years of age or older who are not high school graduates are still admissible). Applicants may submit high school General Education Development (GED) test results in lieu of high school transcripts.
- (4) Tuberculosis Clearance Requirement. State of Hawaii Public Health Regulations require that persons over compulsory school attendance enrolling in any one of Hawaii's community colleges submit a certificate indicating that they are free of active tuberculosis. This requirement covers part-time and full-time students, as well as students enrolling in evening courses. The examination for tuberculosis must have been performed within three months prior to school enrollment. The certificate should be submitted to the college's Office of Admissions as part of the college's admission requirements. Applicants may either have a chest X-ray or tuberculin skin test. Positive reactors to the skin test must have a chest X-ray.

Written approval of the Department of Health must be obtained before any person found to have active tuberculosis is enrolled in any college.

B) Admission of Non-Residents

Non-Resident applicants must submit the same documents as Hawaii applicants. Because of the controlled growth policy applicants should await notice of acceptance before coming to Hawaii.

Admission decisions are made without regard to availability of financial aid or housing. The student must arrange for his own financial aid and housing.

C) Admission of foreign students

In addition to the admission requirements for Hawaii residents foreign students must:

- 1) complete the "Supplementary Information Form for Foreign Applicants."
- 2) take the Test of English as a Foreign Language (TOEFL) if from a **non-English speaking country** and achieve a minimum score of 450. This test is developed and administered by the Educational Testing Service and is given at testing centers throughout the world. The Educational Testing Service must receive the application with a \$17 fee one month prior to the examination. Write direct to: Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey, U.S.A., 08540. Results should be received by the College at the time applications are due.
- 3) present evidence of good health by a doctor using our physical examination form including a satisfactory chest x-ray within a three month period prior to registration.
- 4) present evidence of health insurance after acceptance to the college. Health insurance is required for all foreign students. The average cost per year is approximately \$75. Insurance coverage must be effective before completion of registration. More information about insurance can be obtained from the Student Services Office on the College Campus.
- 5) **Other Admission Requirements**
The student's high school education must be equal to at least the 12th grade (year) of a Hawaii high school. The student must submit a complete and certified English translation of his secondary school transcript, showing passing and maximum grades. The transcript must be received by MCC directly from the high school or college before completion of registration. Transcripts which are hand-carried by the student cannot be accepted.
Individuals from foreign countries currently in the State of Hawaii who wish to be accepted as students at the College and who seek a student visa, should obtain the "Admission Information for Local Foreign Applicants". This information is available through the Student Services Office on the College campus.

D) Early Admission Program

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

Selected high school students may take any Maui Community College course for which they have met pre-requisites. The specific course to be taken depends upon the student's ultimate college plans. Enrollment in courses by high school students is on a space available basis.

Students wishing to take advantage of this program should follow admis-

sion procedures for Hawaii residents above. In addition, a supporting letter of recommendation from the high school principal or counselor is required. Application deadlines for MCC students apply to the early admission program.

E) Admission of Unclassified Students and Auditors

A person who wishes to take MCC courses but does not wish to enroll in a degree program (unclassified student) or take courses for credit (auditors) will need to complete the admission application and submit a Tuberculosis clearance card.

II English Placement Tests

The Language Arts Division English language testing program is both comprehensive and time consuming for the student. The major emphasis of all testing is to insure proper course placement for every student wishing to upgrade language-communication skills. For this reason all tests are of a diagnostic nature. None lock steps a student into a rigidly prescribed course of study. Test scores, along with counseling from the Language Arts Division and the Student Services Staff, should insure correct course placement. A student does not necessarily need to take a whole series of classes. Only those courses which are indicated by test scores and or counseling for programs will be suggested as a course of comprehensive study to each student tested.

A. The **English Test Battery**, (ETB) will be administered to all non-native speakers of English admitted to Maui Community College. The **ETB** will also be administered to all students who score 8.0 or below on the **California Reading Test, CRT**. Exceptions to this policy are: 1) those students who have scored 650 or better on the **TOEFL** exam, 2) those students who have a **CRT** score in excess of 12.0 and 3) those non-native speakers of English who have had at least 4 years of high school education in an English-speaking country.

The purpose of the **ETB** is to evaluate English language proficiency in reading, writing and listening comprehension. On the basis of test results, students will be advised, counseled, exempted and or assigned to one or more of the following courses:

ENGLISH 1	Basic Reading I
ENGLISH 2	Basic Writing I, Mechanics of English
ENGLISH 4	Basic Writing II, Guided and Free Writing
ENGLISH 6	Basic Writing III, Sentence Maintenance and Repair
ENGLISH 8	Basic Writing IV, From the Sentence to the Paragraph
ENGLISH 21	Intermediate Reading
ENGLISH 21B	Intermediate Reading
ENGLISH 22	Introduction to Expository Writing
ENGLISH 106	Technical Writing
LEARNING SKILLS 5	Listening Comprehension I
LEARNING SKILLS 6	Listening Comprehension II
LEARNING SKILLS 30	College Study Skills

The English Test Battery, (ETB) includes:

- Directed Reading Test, (DRT) 30 minutes
- Test of English Structure, (TOES) 1 hour
- Test of Aural Comprehension, (PACT) 40 minutes

Upon completion of reading and study skills courses, a post test will be given from either the **ETB** or the **CRT** to determine what additional courses, if any, are necessary for student advancement into upper level English courses.

B. The **California Reading Test, CRT**, is required of all students who plan to enroll in English courses numbered 6,8,21,21B, 22 and 106. It is also required for those students who wish to enroll in Learning Skills courses numbered 5,6, and 30.

and for Speech 25.

C. All students wishing to take either **English 100** or **Journalism 100** are required to take and pass both parts of the **ECE-EQE** examination before entrance is allowed into these courses. One hour will be provided for the **English Competency Exam** (ECE), a test of English mechanics. Two hours will be provided for the **English Qualifying Exam** (EQE), a test of writing skills and organization. These tests must be taken prior to Fall and Spring registration if a student wishes to take the above mentioned courses. Students who do not qualify for placement in 100 level English courses will be provided training in writing skills in courses appropriate to their ability. These courses include English 2, 4, 6, 8, or 22.

D. Nursing students may obtain an exemption from English 22, **Introduction to Expository Writing**, by taking the **ECE** exam and passing it with a grade of C or better.

E. Students who plan to enroll in writing courses other than English 100 or Journalism 100 will be required to prepare a short writing sample for placement purposes.

TESTING SCHEDULE AND DATES

For periods immediately preceding each semester, testing schedules and their dates will be published through the Student Services Office. Testing will continue on through final registration. Whenever the need arises, any of the above mentioned tests can be administered; however, the testing schedule set-up by the Language Arts Division and Student Services will be followed as strictly as possible.

Throughout the semester testing dates will be established to allow students to take tests for the upcoming semester. Tests can be taken any Monday-Wednesday-Friday up to 12 noon. The **ETB, ECE-EQE** can also be taken by appointment. All testing is done in the Language Arts Learning Lab on the 3rd floor of the Library Building, unless otherwise changed.

III. Academic Advising

Program planning for students is done on an individual basis. Each new applicant will be notified of the academic advising dates and times when notified of acceptance to the college. For continuing students (students already enrolled in the current semester) academic advising takes place about a month prior to the end of the semester and information is disseminated through the campus newspapers and posted on the all of the campus bulletin boards and buildings.

IV. Registration

Registration dates are given in the calendar (p. 4). A Schedule of Courses, including registration instructions and time and place of course meetings, is issued by the Student Services Office during the Academic Advising process.

There is no deferred tuition. Students should come prepared to pay all tuition and fees and buy required textbooks, supplies, and equipment.

Note:

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

SCHEDULE OF TUITION AND FEES (Per Semester)

Resident	1-11 Units	12 Units & Above
Tuition	\$3.50 per unit	\$40.00
Student Activity	Optional	\$ 5.00

Non-Resident	1-11 Units	12 Units & Above
Tuition	\$38.00 per unit	\$450.00
Student Activity	Optional	\$ 5.00

Tuition schedule subject to change by the Board of Regents.

Non-Resident Tuition

Students who are not residents of the State of Hawaii, as defined by the University Board of Regents, are required to pay \$38 per semester credit up to a maximum of \$450 per semester non-resident tuition.

Unless there is clear indication of long term residency in Hawaii, students will be required to provide documents establishing at least 12 months of continuous residency prior to the first day of instruction and show intent to make Hawaii their permanent home. Acceptable evidence includes such things as filing Hawaii income tax clearance certificate, voter registration, or savings or checking accounts reflecting local activity for at least 12 consecutive months. If residency status has not been previously determined by the University of Hawaii, students should submit their documentary evidence with their application form.

Student Activity Fee

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

Late Registration Fee

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

Course Change Fee

A \$1.00 fee is charged for each request for course change.

Graduation Fee

A \$5.00 fee is payable at the time an application for graduation is submitted.

Transcript Fee

No fee is charged for a request of transcript to be sent to another college within the University of Hawaii system. A \$1.00 fee is charged for a transcript that is to be sent outside of the University of Hawaii system. Transcripts will be processed within two weeks of notice. Transcript Request Forms are available at the College Student Services Office.

Payment of Tuition

University of Hawaii policy requires full payment of tuition and fees at time of registration. There will be no deferment of payment.

Senior Citizens Tuition Exemption Program

An individual is exempt from paying tuition and fees under the Senior Citizens Tuition Exemption Program (subject to the availability of funds) if the following requirements are met:

1. Is 60 years of age or older.
2. Is a resident for tuition purposes of the State of Hawaii.
3. Has completed the General Admissions and Enrollment Requirements established by the College.

Registration for classes will be on a space-available basis. Senior Citizens are encouraged to take advantage of this program and to contact the College early if they wish to participate.

Refund Policy

1. 80 percent of tuition paid shall be refunded if a student officially withdraws from college (completely or partially) within the first two weeks of a semester.
2. 40 percent of tuition paid shall be refunded if a student officially withdraws from college (completely or partially) during the third or fourth week of a

semester.

3. For a summer sessions and short term credit courses, 75 percent of the tuition paid shall be refunded if the student withdraws within the first 3 days of instruction and 37.5 percent between the fourth and seventh day.

Special Costs

Book Costs

The cost of books and supplies usually ranges from \$50 to \$80 per semester for a full-time program. *

Tool and Equipment Costs

In certain occupational programs students are required to purchase personal hand tools. Prices range from \$30 to \$500 depending upon the major. *

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



Regulations

Conduct and Attendance

Students are expected to attend regularly all classes in which they are enrolled. A student who does not attend class(es) the first six (6) days of instruction will be automatically withdrawn from the class(es) unless prior arrangements have been made with the instructor(s) and approval for absence granted for that period. Students are expected to observe College and community standards of conduct. Misconduct or excessive absence may be grounds for dismissal.

Absence from Classes

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

Grading System

The system of grades and grade points is described below:

Option I		Option II	
A Excellent	4 grade points	CR Credit	No grade points
B Above average	3 grade points	NC No Credit	No grade points
C Average	2 grade points	I Incomplete	No grade points
D Minimal passing	1 grade point	W Withdrawal	No grade points
N No grade	No grade points		
W Withdrawal	No grade points		
I Incomplete	No grade points		

A student may elect to take courses as either Option I (A, B, C, D) or Option II (Credit / NC). It is the responsibility of the student to inform his instructors of the grading option elected prior to the final exam. Without a declaration, the instructors will assume that the student has elected Option I.

A No-Grade (N) will be given a student when the student cannot be evaluated on the amount of work completed at the time the course ends. Students receiving N's will be required to re-register for the class when retaking the course.

An Incomplete (I) will be given a student at the end of the semester if his work was satisfactory as he progressed, but failed to complete the semester's work because of illness or other conditions beyond his control. Depending upon the option selected, the "I" may become an "N" (No Grade) or "NC" (No Credit) if the work is not completed satisfactorily within the first six weeks of the next academic term. It is the responsibility of the student to inform his instructor if he wishes to take an Incomplete.

A "CR" grade is equated to a "C" or better in all courses. Credits are awarded for "CR" grades, but grade points are not calculated.

Note "Exceptions" and "Caution" following.

Exceptions:

1. A maximum of 30 semester credits of "CR" grades may be applied toward a degree program at Maui Community College. It is strongly recommended that students take major courses on a letter grade basis.
2. Certain courses are designated at "CR/NC only." These courses may be taken on a credit/no-credit basis only.

Caution:

Students intending to transfer to a four-year institution should consult the

catalog of the institution to determine their policy regarding acceptance of "CR" grades. Effective Fall 1977 semester, the Credit/No Credit option of taking courses at Manoa Campus is limited to elective courses. This option is no longer allowed for any courses taken to fulfill a University or College core requirement or Department requirement, with the exception of those courses offered for mandatory Credit/No Credit. Students planning to transfer to Manoa should follow this Manoa policy when taking courses in the community college.

Furthermore, scholarships are often contingent upon successful graded scholastic performance.

Orientation Requirement

Vocational 55D is required of all students new to Maui Community College, unless exempted by a counselor. The one credit may be applied toward the general education requirement of a non-transfer associate degree.

Classification of Students

Students with fewer than twenty-five completed semester hours of credit are freshmen.

Students with twenty-five or more completed semester hours of credit are sophomores.

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

Admission to Classes

Before attending any class, each student must have completed the registration procedure including the payment of fees and tuition. The class cards or fee receipt provided during Final Registration will be required by instructors for admission to classes.

Backtracking

Students will not generally be allowed to enroll for a sequential course which is taken after the more advanced course of the sequence has already been completed. If such approval is granted only credit no credit grades will be given. A "credit" grade will not be computed in the GPA, but credits earned can be counted toward graduation.

Change of Major

If students wish to change their major curricula, they may do so by consulting with their counselors in the Student Services Office.

Course Changes

Students may drop a course with "W" (withdrawal) up to the final examination. *

Students may add courses up to the final day of late registration in each semester; mini-courses may be added up to the start date of each mini-course. Requests to add courses after this period must be approved by the instructor of the course and the Dean of Students or the Dean of Instruction. A \$1.00 fee will be assessed for each course change request.

Note: * Courses dropped within the first three weeks of the semester will not be recorded on the student's permanent record.

Withdrawal

To withdraw completely from the College, students must complete the Withdrawal form available at the Student Services Office. No fee is charged.

STANDARDS OF PROGRESS

To maintain eligibility for veterans benefits, all student veterans and other VA beneficiaries should pay particular attention to the Standards of Progress reiterated below:

A. To continue to be eligible for VA benefits at Maui Community College the student-veteran or dependent must progress satisfactorily in completing his or

her educational objectives. The minimum "standards of satisfactory progress" include the following procedures and requirements:

1. Instructors will evaluate veteran or dependent students progress in the 3rd, 5th, and 10 weeks of the semester. Any resulting changes of status at the intervals including withdrawals or dropping of courses will be reported to the Veteran's Administration within 30 days. (Note policy on Attendance)

Absence from Classes

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

2. A 2.0 cumulative GPA is required to graduate.
3. A veteran or dependent enrolled in two or more courses (one course during summer session), who does not complete or withdraws from all subjects undertaken, will be considered as having failed to maintain satisfactory progress, except for extenuating circumstances. Such determinations of unsatisfactory progress will be reported promptly to the Veteran's Administration.
4. To support their educational progress, veterans or dependents referred by instructors will be required to meet with a counselor or the veterans' coordinator and will be encouraged to take advantage of the following services:

Testing

Veterans Cost-of-Instruction Program Services
Developmental and Tutorial Services
Supplemental services for financial assistance

- B. Student Services will maintain student transcripts which will include:

1. A final grade for each course, each enrollment period.
2. The appropriate credit given for comparable work completed for previous education and training.
3. A separate record of a student-veteran or dependents withdrawal from any course which includes the last date of attendance.

ADVANCED PLACEMENT

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

Foreign Languages:

Students placed in the 202 level of a foreign language are granted credit for the elementary (100) level courses upon completion of the 202 course work with a grade of C or better. Students placed below 202 (enrolled in 201 or 102) and desiring credit for prerequisites to the course should apply for credit by examination.

Business Skills:

Students with previous typing or shorthand training are placed in the intermediate or advanced classes at a level commensurate with their speed and skill.

Other Courses

There is neither intent nor desire to have qualified students repeat course work for which they have the knowledge and skill through previous courses,

training, or experience. Note the procedures for receiving Credit by Examination.

ADVANCED STANDING

Maui Community College offers the student who has received prior education, training, or experience the opportunity to gain advanced standing. Final approval of the credit to be granted must be made by the Dean of Instruction. All such credit is graded on the credit-no credit basis. Further information and applications are available from the Student Services Office.

Credit by Examination

Any officially registered student in a course who presents evidence to the instructor that through experience or training he/she has had the equivalent of the course but has not received college credit for it may apply for credit by examination.

Credit by examination for sequential and/or courses with prerequisites must be challenged in the proper sequential or prerequisite order.

Upon application by the student and approval by the appropriate instructor and division chairperson, a comprehensive test shall be administered and evaluated by the instructor. The student must take the examination within the first 3 weeks of instruction. An examination may not be repeated. No special fee shall be charged. Credit/No Credit grades only will be given. A "credit" grade will not be computed in the GPA, but credits earned can be counted toward graduation.

Credit by Examination may also be earned for coursed parallel to those offered by the College by taking the College Level Examination Program (CLEP) tests. To receive credit, one must be enrolled at the College, but not necessarily in the course(s) for which examined. The number of credits awarded will be based upon the credit value of the parallel courses at MCC. Only the CR grade will be given. Minimum test scores for receiving credit will be those published by the College Entrance Examination Board. Interested persons should contact Student Services for additional information. (Credit/No Credit grades only.)

Transfer Credits

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.

Credit for Previous Experience

Students are encouraged to see instructors and division chairpersons to discuss the possibility of credit for previous experience, i.e. competencies and skill acquired outside post-secondary educational institutions. Such credits, if granted, will not be computed in the cumulative grade point average. (Credit/No Credit grades only.)

Credit for Military Experience

Evaluation of military training for credit is a function of the admissions office. The American Council on Education Guide will be used for determining credit value and relevance to MCC programs. (Credit/No Credit grades only)

SCHOLASTIC HONORS

Dean's Honor List

Each semester the Dean of Instruction will compile an HONORS LIST recognizing students with a grade point average of 3.5 or better in 12 or more credits, with all grades B or better. To qualify, all courses must be completed by the end of the semester, with no I, N or NC grades recorded.

Phi Theta Kappa

Phi Theta Kappa, a national scholastic honor society for two-year colleges, was chartered at MCC in 1972 as the Psi Sigma chapter. Its objectives are to promote scholarship, develop character and leadership and to cultivate fellowship among talented men and women in two-year colleges throughout the United States. To qualify for membership, students must be full-time (12 or more credits), have completed at least one term, be enrolled toward a degree, and have a grade point average of 3.5. The student must also be of good moral character and possess recognized qualities of citizenship.

TRANSFER CURRICULA

General Information

Lower division requirements differ at various colleges and universities, and also change frequently. Students' course selections therefore would depend upon their majors at the four-year institutions to which they plan to transfer and MCC's graduation requirements when an MCC degree is also sought. Each student is responsible for identifying the specific and special requirements of the institution and program to which he or she plans to transfer.

TRANSFER TO UHH AND UHM

Students who plan to transfer to the University of Hawaii at Hilo (UHH) or Manoa (UHM) should plan their MCC academic programs according to the requirements of their respective majors at UHH or UHM. Each student who intends to transfer is urged to verify MCC course selections for equivalency at UHH or UHM before each semester's registration.

As core requirements will differ among the Colleges in the UH System, each student should be guided by the most current information. MCC transfer liberal arts counselors should be consulted for major and core requirements at these four-year institutions.

NOTE: MCC Grade Point Averages will not transfer to UHM (effective from Spring Semester, 1978).

TRANSFER TO OTHER FOUR-YEAR COLLEGES AND INSTITUTIONS

Students who plan to transfer to mainland colleges and universities are encouraged to consult with MCC transfer and liberal arts counselors for academic advising prior to each semester. Assistance in identifying appropriate institutions according to each student's major, finances, personal interests, and other pertinent factors will be provided by MCC counselors.



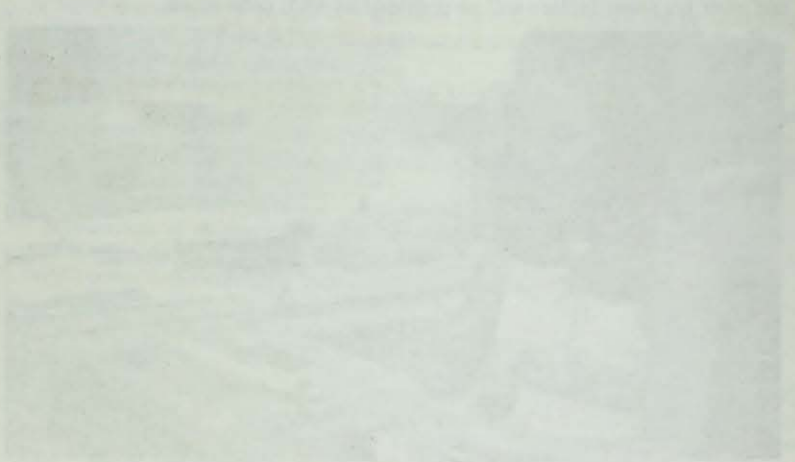
The first thing I noticed when I stepped out of the plane was the fresh air. It felt like a new beginning. The sun was shining brightly, and the birds were singing. I took a deep breath and felt a sense of peace. The world was so beautiful, and I was so lucky to be here. I smiled and looked around at the people who were with me. They were all happy and excited, and I knew that this was a special moment. I took a picture of the group and then we all went to the beach. The sand was soft and warm, and the water was clear and blue. We played for hours and had a great time. I was so glad to be with them, and I knew that this was a memory I would never forget.

TRAVELER CHECKS

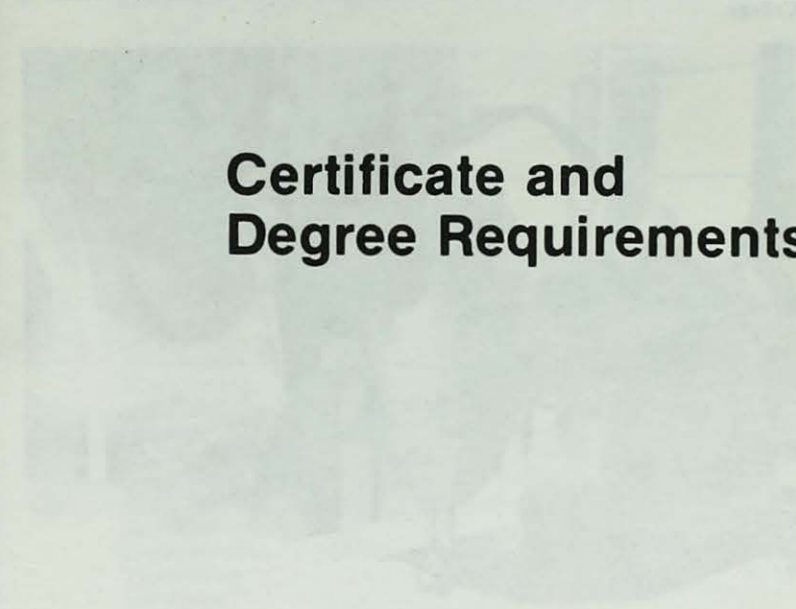
When you are traveling, it is important to have some cash on hand. Traveler checks are a good way to carry money without the risk of losing cash. They are also easy to replace if they are lost or stolen. To use a traveler check, you need to cash it at a bank or a check cashing service. You will need to show your identification and the check itself. The bank will then give you the cash. It is a good idea to have a few traveler checks with you when you are traveling, just in case.

There are many different types of traveler checks, so it is important to choose the right one for you. Some are issued by banks, and some are issued by travel agencies. They all have different features, so you need to read the instructions carefully. You also need to make sure that the check is valid in the country you are traveling to. Some checks are only valid in certain countries, so you need to check the details before you use them. It is a good idea to have a few traveler checks with you when you are traveling, just in case.

Traveler checks are a convenient way to carry money when you are traveling. They are easy to use and can be replaced if they are lost or stolen. They are also a good way to keep your money safe. If you are traveling, it is a good idea to have a few traveler checks with you, just in case. They will be a lifesaver if you need them.



REQUIREMENTS FOR THE DEGREE OF B.S. IN BUSINESS
The student must complete a minimum of 120 credit hours of coursework, including the following:
1. General Education Requirements: 40 credit hours
2. Business Core Requirements: 40 credit hours
3. Major Requirements: 40 credit hours
4. Electives: 40 credit hours
The student must also maintain a minimum GPA of 2.0 throughout their studies. The degree is awarded upon successful completion of all requirements.



Certificate and Degree Requirements

REQUIREMENTS FOR THE CERTIFICATE OF ACHIEVEMENT

1. Satisfactory completion of the occupational major requirements in one of the following areas:

- a. Accounting
- b. Agriculture
- c. Apparel Design and Construction
- d. Auto Body Repair and Painting
- e. Automotive Mechanics Technology
- f. Building Maintenance
- g. Carpentry Carpentry Technology
- h. Distributive Education
- i. Drafting Technology
- j. Food Service
- k. General Office Training
- l. Hotel Operations
- m. Human Services
- n. Nursing, Practical
- o. Police Science
- p. Secretarial Science
- q. Welding Technology

2. General Education:

- a. English (3 credits) (or equivalencies for Practical Nursing) See Nursing Program requirements
- b. English 55 may not be substituted for English requirements.
- c. Mathematics (3 credits)
A grade point average of 2.0 (C) or better.

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



REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

1. The Associate in Arts degree is granted to (a) students completing a two year program of courses for transfer to a four-year college or university, or (b) students desiring two years of additional general education beyond high school.

2. General Education course requirements are as follows:

NOTE: Courses numbered below 100 generally are not transferable to four-year colleges.

2a. ENGLISH COMMUNICATIONS: Six credits in English 21, 21B, 22, 100, 102, 104, 106, 210, Learning Skills 30, Journalism 51, 100. Three of the six credits may be in Speech Communications 20, 25, 145, 151. (English 100 is recommended for students transferring into baccalaureate program.)

NOTE: English courses numbered 245 and above can be counted for humanities requirements and English requirements (beyond English 100). English 55 cannot be substituted for a communication requirement.

2b. Courses numbered above 10 from the following list:

BUSINESS/PUBLIC SERVICE/VOCATIONAL TECHNICAL: (3-12 credits)

Accounting
Agriculture
Apparel Design & Construction,
Auto Body Repair and Painting
Automotive Mechanics Technology
Baking
Blueprint
Business
Business Machines
Carpentry
Computer Science Data Processing
Drafting Technology
Education
Electricity
Fashion Designing and Merchandising
Food & Nutritional Science
Food Service
Health
Hotel Operations
Human Services
Law
Maintenance
Management
Merchandising
Oceanography (101)
Occupational Safety and Health
Office Procedures
Police Science
Shorthand
Social Services
Typewriting
Vocational
Welding

HUMANITIES: (9 credits minimum)

Art	Humanities
Communication	Japanese
Dance	Journalism 101
Drama	Music
English (245 through 257)	Philosophy
East Asian Languages	Portuguese
French	Religion
Hawaiian	Spanish
Hawaiian Studies	Speech
History	

NATURAL SCIENCE: (12 credits minimum)

Anthropology 150	Mathematics (25 or higher)
Astronomy	Microbiology
Biology	Oceanography
Botany	Physics
Chemistry	Sciences
Geography (101 and 101L)	Zoology
Geology & Geophysics	

SOCIAL SCIENCE: (12 credits minimum)

American Studies
 Anthropology 200 and 235
 Economics
 Geography (except 101)
 Human Development
 Political Science
 Psychology
 Social Science
 Sociology
 Women Studies

3. Minimum of 60 credits. A maximum of 3 credits in Health, Physical Education and Recreation may be applied.

4. Grade point average of 2.0 (C) or better. (A maximum of 30 semester credits of "CR" grades may be applied toward a degree program at Maui Community College.)

5. Residency requirement of final 12 credits in major. The residency requirement may be waived by the Dean of Instruction for those students who must relocate and wish to finish their remaining courses at another college; however, the students' records must show that more than 50 percent of credits required for a certificate or degree have been awarded by MCC and less than 12 credits are needed to graduate.

The 60 credits minimum of general education constitutes the liberal arts program with broad options left to each student.

Suggested programs to meet the general education pattern for the various colleges at Manoa and Hilo are listed in their respective catalogs.

REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

1. Completion of an occupational major. Suggested programs are listed on pages 40-59

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

2a. ENGLISH COMMUNICATIONS: Six credits in English 21, 21B, 22, 100, 102, 104, 106, 210, Learning Skills 30, Journalism 51, 100. Three of the six credits may be in Speech Communications 20, 25, 145, 151.

NOTE: English courses numbered 245 and above can be counted for Humanities requirements and English requirements (beyond English 100). English 55 cannot be substituted for a communication requirement.

2b. Twelve credits including at least one course each from Humanities, Natural Science, and Social Science; or twelve credits including at least one course each from Humanities, Natural Science, Social Science, and Vocational Technical (except for A.S. majors) and Business (except for Business majors.)

HUMANITIES

Art 39
 Humanities (23, 27)

NATURAL SCIENCE

Science (20)
 Oceanography (21)
 Physics (50)
 Mathematics (25 or higher)

SOCIAL SCIENCE

American Studies (27)
 Economics (18)
 Human Development (21)
 Psychology (1)

As an alternative, students may apply 3 credits each from Natural Science, Social Science and Humanities, with 3 additional credits from any of these areas to total 12 credits. See pages 35-36 of catalog for course assignments within the three areas.

***Students must demonstrate proficiency in mathematics and communications by successful completion of courses specified by the program or by acceptable performance on a proficiency examination.**

3. Minimum of 60 credits. A maximum of 3 credits in Health, Physical Education and Recreation applied.

4. Grade Point average of 2.0 (C) or better. (A maximum of 30 semester credits of "CR" grades may be applied toward a degree program at Maui Community College.)

5. Residency requirement of final 12 credits in major. The residency requirement may be waived by the Dean of Instruction for those students who must relocate and wish to finish their remaining courses at another college; however, the students' records must show that more than 50 percent of credits required for a certificate or degree have been awarded by MCC and less than 12 credits are needed to graduate.

OCCUPATIONAL CURRICULA

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

Occupational Curricula:

Accounting
Agriculture
Apparel Design and Construction
Auto Body Repair and Painting
Automotive Mechanics Technology
Building Maintenance
Carpentry Technology
Distributive Education
Drafting Technology
Food Service
General Office Training
Hotel Operations
Human Services
Nursing
Police Science
Secretarial Science
Welding Technology

Cooperative Education:

Cooperative Education is an arrangement for bringing relevance to formal instruction through alternating employment in the community with classroom instruction. Students receive instruction, including academic courses and vocational instruction by alternating or combining study in school with a job in a related occupational area. These two experiences are planned and supervised by the school and employers so that each contributes to the students' education and employability.

Students are placed on jobs that are in harmony with their abilities and interest in which they have an opportunity to learn skills on real jobs under actual working conditions.

Cooperative Education provides the student with:

1. Work experience from which he can begin to develop positive attitudes toward work and relationships with people on the job.
2. Practical on-the-job experience which might enable him to develop an interest in a specific occupation.
3. An opportunity for career exploration and development.
4. An opportunity for application of classroom and/or laboratory activities.
5. An opportunity for a limited income while he is going to school.

See page 72 for further information on Cooperative Training.

CERTIFICATES AND DEGREES

Certificate of Achievement:

In any of the occupational curricula, the student may earn a Certificate of Achievement. This requires the completion of specialized courses in his major and related subjects, including communications and mathematics.

Associate in Science Degree:

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

Persons who have completed all the "work process hours" and "related instruction" necessary for journeyman status in their respective trades will receive credits for this training, which will apply toward the "major courses" requirement of their degree, according to the following schedule: Five (5) credits will be awarded for each 144-160 hour segment of related classroom instruction; seven (7) credits will be awarded for each 2000 hour segment of work process. Persons completing apprenticeship programs of less than four years in duration will need to take enough additional recommended courses to meet the minimum credit requirement for the degree.

OCCUPATIONAL PROGRAMS (Refer to pages 40-49)

NOTE: A suggested elective for all programs is Cooperative Training 93V.

The following course headings will fulfill business elective credits if these courses were not taken as part of the Certificate or Associate of Science degree requirements:

Accounting	Law
Baking	Management
Business	Merchandising
Business Machines	Office Procedures
Data Processing	Shorthand
Food Service	Typewriting
Hotel Operations	English 55
Introduction to Computer Science	

ACCOUNTING (ACC)

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

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

REQUIREMENTS FOR CERTIFICATE:

32 CREDITS

Accounting 24B (2), 24C (2),
25B (2), 25C (2), 26B (2),
26C (2), 34 (3)
Business 55 (3)
BMACH 20B (1), 20C (1),
20D (1), 20E (1)
Communications:
English (3)
Speech (3)
Typewriting 20B,C,D,E or
30B,C,D,E (4)

REQUIREMENTS FOR A.S. DEGREE:

62 CREDITS

All certificate courses plus:
Business Electives (18)
General Education Electives
(12) (see page 37)

FIRST YEAR

Fall	Credits	Spring	Credits
TYPW 20B,C,D,E or 30B,C,D,E Typewriting	4	BMACH 20B,C,D,E Business Machines	4
Communications English	3	Communications Speech	3
Business 55 Computational	3	Business Electives	6
Problems in Business	3	G.E. Electives	3
Business Electives	3		16
G.E. Electives	3		
	16		

SECOND YEAR

Fall	Credits	Spring	Credits
ACC 24B Principles of Accounting	2	ACC 25C Principles of Accounting	2
ACC 24C Principles of Accounting	2	ACC 26B Principles of Accounting	2
ACC 25B Principles of Accounting	2	ACC 26C Principles of Accounting	2
Business Electives	3	ACC 34 Income Tax Preparation	3
G.E. Electives	6	Business Electives	6
	15		15

AGRICULTURAL CAREERS PROGRAM (AG)

Agriculture programs provide skills and training in operation of farms, truck gardens, nurseries, landscaping, landscape management, turf management; in preparing for work as sales representatives for fertilizers, pesticides, insecticides, and farm and irrigation equipment. Programs offer a two-year Associate in Science degree in Horticulture and Landscape Management and one-year Certificate of Achievement in:

1. Horticulture and Landscape Management
2. Vegetable Management
3. Nursery Management
4. Floriculture Management

HORTICULTURE AND LANDSCAPE MANAGEMENT

REQUIREMENTS FOR CERTIFICATE:

30 CREDITS

Agriculture 22 (3), 35 (3),
41 (3), 43 (4)
Communications English (3)
Mathematics 2 (2) and 3C (1)
or Business 55 (3)
Electives 11 credits from the
following
Agriculture 45(3), 46(3), 47(4)
48(3)
Maintenance 30(2), 50(2)
Electricity 23(2)
Welding 19(3)
Auto Mechanics 80(2)

REQUIREMENTS FOR A.S. DEGREE:

60 CREDITS

All certificate courses (30) *
plus:
Communications: English or
Speech (3)
Gen. Ed. Electives: (12)
(See page)
Electives (15 credits from the
following):
Agriculture (must include at
least two courses from 45, 46,
47, 48, and in addition may
include 55 and 57), Account
ing, Business, Cooperative
Training, Trade courses, and
Natural Science courses.
Non-agriculture electives
should be appropriate to the
student's major.

FIRST YEAR

Fall	Credits	Spring	Credits
AG 22	3	AG 35 Irri. and Drainage	3
AG 43	4	AG 41 Plant Disease & Pes Con- trol	3
Communications English	3	Math Math 2(2), 3C(1) or Business 55 (3)	3
Electives (See Counselor)	5	Communications English or Speech	3
	15	Electives (See Counselor)	3
			15

SECOND YEAR

Fall	Credits	Spring	Credits
AG 45	3	AG 46	3
AG 47	4	AG 48	3
Elective (See Counselor)	2	Elective (See Counselor)	3
G.E. Elect (See Counselor)	6	G.E. Elect (See Counselor)	6
	15		15

* Only Mathematics courses above MATH 10 can be applied for fulfilling the A.S. degree requirements in mathematics. If MATH courses lower than MATH 10 are taken to meet the certificate requirements, 3 additional elective credits must be completed as a substitute.

**VEGETABLE MANAGEMENT
REQUIREMENTS FOR CERTIFICATE
32 CREDITS**

Agriculture 22(3), 35(3), 41(3)
43(4), 55(4), 57(3)
Communications: English (3)
Mathematics 2(2), and 3C(1)
or Business 55(3)
Accounting 20(3)
Elective (3)

ONE-YEAR CERTIFICATE

Fall	Credits	Spring	Credits
AG 22 Soils Technology	3	AG 35 Irri. & Drainage	3
AG 43 Plant Science	4	AG 41 Plant Disease & Pest Con-	3
AG 55 Vegetable Crop Prod.	4	trol	
ACC 20 Fundamentals of Book-	3	AG 57 Marketing of Agr. Products	3
keeping		Math Math 2(2), 3C(1)	
Communications English	3	or Business 55(3)	3
	17	Elective * (See Counselor)	3
		* BUS 25 or CVE 93V SUGGESTED	15

**NURSERY AND FLORICULTURE MANAGEMENT
REQUIREMENTS FOR CERTIFICATE
31 CREDITS**

Agriculture 22(3), 35(3), 41(3),
43(4), 45(3), 46(3)
Communications: English (3)
Mathematics 2(2), and 3C(1)
or
Business 55(3)
Accounting 20(3)
Elective (3)

ONE-YEAR CERTIFICATE

Fall	Credits	Spring	Credits
AG 22 Soils Technology	3	AG 35 Irri. & Drainage	3
AG 43 Plant Science	4	AG 41 Plant Disease & Pest Con-	3
AG 45 Ornamental Plant ID-I	3	trol	
ACC 20 Fundamentals of Book-	3	AG 46 Ornamental Plant ID-II	3
keeping		Math Math 2(2), 3C(1)	
Communications: English	3	or Business 55(3)	3
	16	Elective * (See Counselor)	3
		* BUS 25 or CVE 93V SUGGESTED	15

APPAREL DESIGN AND CONSTRUCTION (ADC)

The purpose of the Apparel Design and Construction program is to prepare students for employment in the apparel trade or retailing. The laboratory activity promotes the development of skills in designing, pattern drafting and construction of basic and advanced apparel. The use of power equipment and sewing techniques are demonstrated in group instruction. When special techniques and problems are encountered, students are given specialized instruction.

REQUIREMENTS FOR CERTIFICATE: 35 CREDITS **REQUIREMENTS FOR A.S. DEGREE: 61 CREDITS**

ADC: 23(2), 25(3), 27B(2),
27C(3), 40(3), 50(3), 52(3),
56(3)
FDM: 111(3), 113(3)
Communications: English (3)
Electives: (1)
Mathematics: 1E(1), 2(2)

All Certificate courses plus *
Communications: English or
Speech Communications (3)
G.E. Electives (12)
Business 25(3), 55(3)
Merchandising 45(3)
Orientation 51(1)

ONE-YEAR CERTIFICATE

Fall	Credits
ADC 23 Introduction to Power and Specialty Machines	2
ADC 25 Single Needle Machine Operation and Specialty Machine Operation	3
ADC 27B Basic Pattern Drafting	2
ADC 27C Basic Pattern Drafting and Clothing Construction	3
FDM 113 Basic Clothing Construction	3
MATH 1E Percents	1
MATH 2 Elementary Measurement	2
	16
Spring	Credits
ADC 50 Advanced Clothing Construction	3
ADC 52 Advanced Pattern Drafting and Clothing Construction	3
ADC 56 Advanced Pattern Making	3
ADC 40 Textiles	3
FDM 111 Esthetics of Clothing	3
Communications English	3
Elective	1
	19

Suggested electives: Cooperative Training 93V or Orientation 40 second semester.

*Only Mathematics courses above MATH 10 can be applied for fulfilling the A.S. degree requirements in mathematics. If MATH courses lower than MATH 10 are taken to meet the certificate requirements, 3 additional elective credits must be completed as a substitute.

AUTO BODY REPAIR AND PAINTING (ABRP)

The main purpose of the Auto Body Repair and Painting Program is to train students for employment in the auto body repair trade. Instruction covers the principles of repair of auto body sheet metal and the application of body fillers and color coatings. There are extensive demonstrations in the proper use and maintenance of special tools and equipment, including special welding and brazing techniques. Special courses in auto body shop operations and collision estimation round out the program.

Basic mechanic hand tools, supplies, books, and working clothes are required.

REQUIREMENTS FOR CERTIFICATE:		REQUIREMENTS FOR A.S. DEGREE:	
27 CREDITS		63 CREDITS	
ABRP	20(7), 22(7)	All certificate courses plus: *	
Weld	19(3)	ABRP 40(3), 41(4), 43(5)	
Communications:	English (3)	Physics 50(4)	
Mathematics	1B(1), 1C(1),	Business 25(3), Merch 30(3)	
	1D(1), 1E(1)	Communications: English or Speech (3)	
AMT	55(3)	General Ed. Requirements (8)	
		Mathematics 2(2), 3C(1)	

FIRST YEAR

Fall		Spring	
	Credits		Credits
ABRP 20 Basic Auto Sheet Metal	7	ABRP 22 Auto Body Refinishing	7
WELD 19 Welding for Trades & Ind.	3	BUS 25 Starting a Business	3
Communications		MATH 1D Decimals	1
English	3	MATH 1E Per Cents	1
MATH 1B Whole Numbers	1	G.E. Electives	3
MATH 1C Fractions	1		15
	15		

SECOND YEAR

Fall		Spring	
	Credits		Credits
ABRP 40 Auto Body Minor Repairs	3	ABRP 43 Auto Body Shop Oper	5
ABRP 41 Auto Body Major Repairs	4	Communica-	
MATH 2 Elementary Measurement	2	tions English or Speech	3
AMT 55 Suspension Steering	3	MATH 3C Ratio and Proportion	1
Physics 50 Technical Physics	4	MERCH30 Principles & Methods of	
	16	Salesmanship	3
		G.E. Electives	5
			17

Recommended Electives: ABRP 21, 23, 42, 44

* Only Mathematics courses above MATH 10 can be applied for fulfilling the A.S. degree requirements in mathematics. If MATH courses lower than MATH 10 are taken to meet the certificate requirements, 3 additional elective credits must be completed as a substitute.

AUTOMOTIVE TECHNOLOGY (AMT)

The major purpose of the auto mechanics program is to train the student for employment in the automotive service and repair field.

The laboratory phase will include the use of modern tools and equipment while performing actual "live" service and repairs on the automobile. The classroom phase will include discussion of principles of operation of automotive systems and components, demonstration of repair techniques, textbook assignments and quizzes.

Basic mechanics hand tools, supplies, books and working clothes are mandatory.

Courses, except those that require prerequisites, do not have to be taken in any particular sequence.

REQUIREMENTS FOR CERTIFICATE 42-43 CREDITS

Auto Mechanics Tech: 30(4),
40(10), 46(4), 50(3) 53(3),
55(3), 15(4) or 60(5)
Communications: English (3)
Mathematics: 2(2), 3C(1), 6(1)
Welding: 19(3)
Orientation: 51(1)

REQUIREMENTS FOR A.S. DEGREE 60-61 CREDITS

All certificate courses (42-
43 crs.) *, plus:
Communications: English or
Speech (3)
Physics: 50(4)
G.E. Electives: (8)
Business 25 (3)

* Only Mathematics courses above MATH 10 can be applied for fulfilling the A.S. degree requirements in mathematics. If MATH courses lower than MATH 10 are taken to meet the certificate requirements, 3 additional elective credits must be completed as a substitute.

BUILDING MAINTENANCE (BLDM)

This one-year certificate program has multiple purposes. It prepares the student in general building maintenance of large or small structures. It serves to acquaint students with various building trades should they desire to explore the different trades prior to selecting a specialization. It also serves the community to the extent any course can be taken with no prerequisite. Basic hand tools, books, and work clothing are required.

REQUIREMENTS FOR CERTIFICATE 35 CREDITS

Maintenance 30(2), 40(2), 50(2), 60(2)	Blueprint 22(3)
Carpentry 19(3)	Welding 19(3)
Electricity 20(3), 23(2)	Mathematics 2(2), 2C(1), 6(1)
Occupational Safety & Health 20(1)	Communications: English (3)
Health 31(1)	Electives: (3)
	Orientation 51(1)

ONE-YEAR CERTIFICATE

Fall		Credits
OSH 20	Introduction to Occupational Safety & Health I	1
HLTH 31	First Aid and Safety	1
CARP 19	Basic Carpentry Skills	3
BLPRT 22	Blueprint Reading and Draft- ing	3
MAINT 30	Masonry	2
WELD 19	Welding for Trades and and Industry	3
MATH 2	Elementary Measurement	2
MATH 2C	Angular Measurement	1
MATH 6	Metric Measurement	1
		<hr/> 17

Spring		Credits
MAINT 40	Painting and Decorating	2
MAINT 50	Plumbing	2
MAINT 60	Basic Building Maintenance	2
ELEC 20	Electricity I	3
ELEC 23	Electrical Wiring I	2
ORIEN 51	Orientation to Employment	1
Communica- tions	English	3
Elective		3
		<hr/> 18

Suggested Elective: COOP TR 93V

CARPENTRY TECHNOLOGY (CARP)

Carpenters are employed in almost every type of construction activity. Car-
pentry is one of the basic trades in the construction field.

REQUIREMENTS FOR CERTIFICATE 49 CREDITS

Blueprint 22(3)
Carpentry 20(10), 22(10),
41(10), 42(10)
Communications: English (3)
Mathematics: 2(2), 3B(1)

REQUIREMENTS FOR A.S. DEGREE 68 CREDITS

All certificate courses plus: *
Blueprint: 40(3)
Communications: English or
Speech (3)
Electives (8)
Physics 50(4)
Mathematics 6(1)

FIRST YEAR

Fall		Credits	Spring		Credits
CARP 20	Introduction to Carpentry	10	CARP 22	Concrete Form Construction	10
MATH 2	Elementary Measurement	2	BLPRT 22	Blueprint Reading and Drafting	3
MATH 3B	Signed Numbers	1	MATH 6	Metric Measurement	1
Communica- tions	English	3	Communica- tions	English or Speech	3
		<hr/> 16			<hr/> 17

SECOND YEAR

Fall		Credits	Spring		Credits
CARP 41	Rough Framing and Exterior Trim	10	CARP 42	Finishing	10
Physics 50	Technical Physics	4	BLPRT 40	Blueprint Reading and Estimating	3
Electives		3	Electives		5
		<hr/> 17			<hr/> 18

* Only Mathematics courses above MATH 10 can be applied for fulfilling the
A.S. degree requirements in mathematics. If MATH courses lower than MATH
10 are taken to meet the certificate requirements, 3 additional elective credits
must be completed as a substitute.

DISTRIBUTIVE EDUCATION (Sales, Marketing & Merchandising) (MERCH)

Employment in distributive occupations on Maui is projected to increase by 25 percent over the next two years. Trained personnel in sales, marketing, and merchandising are expected to be in demand.

The Distributive Education program provides a strong background for a variety of business careers. This training can be an entry way into mid-management.

**REQUIREMENTS FOR CERTIFICATE
27 CREDITS**

Accounting 20 * (3)
Business 20(3), 25(3), 55(3),
93V(3)
Communications: English (3)
Law 200(3)
Merchandising 20(3), 40(3)

**REQUIREMENTS FOR A.S. DEGREE
60 CREDITS**

All certificate courses plus:
Accounting 24B(2), 24C(2),
25B(2)
Business Electives (6)
Communications: English or
Speech (3)
Management 22(3)
Merchandising 52(3)
G.E. Electives (12) (see
page 37)

FIRST YEAR

Fall		Spring	
	Credits		Credits
Communications English	3	Communications English or Speech	3
BUS 20 Introduction to Business	3	G.E. Electives	3
BUS 55 Computational Problems in Business	3	ACC 20 * Fund of Acctg I	3
MERCH 20 Advertising and Display	3	BUS 25 Starting a Business	3
MERCH 40 Principles of Marketing	3	BUS 93V Cooperative Education	3
	<u>15</u>		<u>15</u>

SECOND YEAR

Fall		Spring	
	Credits		Credits
ACC 24B Principles of Accounting	2	MGT 22 Human Relations in Business	3
ACC 24C Principles of Accounting	2	MERCH 52 Marketing Research	3
ACC 25B Principles of Accounting	2	Business Electives	3
LAW 200 Legal Environment of Business	3	G.E. Electives	6
Business Electives	3		<u>15</u>
G.E. Electives	<u>3</u>		
	<u>15</u>		

* Students pursuing an A.S. Degree program should substitute a business elective for ACC 20 and take ACC 24B, 24C, and 25B during their third semester.

DRAFTING TECHNOLOGY (DRAFT)

Drafting Technology is a 2-year program which covers drafting and architectural principles of building construction. It includes basic engineering principles of load and stress factors of building materials such as wood, concrete and steel. Building ordinances, working drawings of small and large residential and commercial structures, pictorial drawings and survey of architectural history are covered in the program.

**REQUIREMENTS FOR CERTIFICATE
34 CREDITS**

DRAFT: 20(4), 26(3), 27(3),
36(4), 38(5), 40(5), 34(3)
Communications: English (3)
Mathematics 71(3)
Orientation 51(1)

**REQUIREMENTS FOR A.S. DEGREE
64 CREDITS**

All certificate courses plus:
DRAFT 24(3), 47(3), 49(3)
Communications: English or
Speech (3)
G.E. Electives (8)
Mathematics 27(4), 61(2)
Physics 50(4)

FIRST YEAR

Fall		Spring	
	Credits		Credits
DRAFT 20 Intro to Drafting	4	DRAFT 27 Constr Materials II	3
DRAFT 26 Constr Materials I	3	DRAFT 36 Arch Drafting I	4
MATH 27 Intermediate Algebra	4	MATH 61 Elementary Trig	2
DRAFT 34 Architectural Drafting and Presentation	3	DRAFT 24 Descriptive Graphics	3
Communications English	3	Communications English or Speech	3
	<u>17</u>		<u>15</u>

SECOND YEAR

Fall		Spring	
	Credits		Credits
DRAFT 38 Arch Drafting II	5	DRAFT 40 Arch Drafting III	5
DRAFT 47 Arch History I	3	DRAFT 49 Arch History II	3
Physics 50 Technical Physics	4	G.E. Electives	6
MATH 71 Architectural Math	3	Orientation 51 Orientation to Emp	1
G.E. Elective	2		<u>15</u>
	<u>17</u>		

FOOD SERVICE (FSER)

Maui Community College's new Food Service program initially started in 1970 as a Food Service option of the Hotel Operations program. Student registration and graduate placement in industry have increased rapidly.

The program provides study and training in most areas of food service and production to provide students with the necessary skills to meet the growing demand for trained personnel in Hawaii's growing restaurant and tourist industry. In addition, the Food Service program provides industry personnel the opportunity to upgrade their skills and techniques and provides instruction to interested community members in food production skills and techniques for personal self-advancement.

At present both a Certificate of Achievement and an Associate of Science degree are offered in a one-year and two-year course of study respectively.

REQUIREMENTS FOR CERTIFICATE 38 CREDITS

Bake 20(4)
Business 55(3)
Communications: English (3)
FSER 20(2) FSER 52(3)
FSER 23(2) FSER 54(4)
FSER 34(4) FSER 60(4)
FSER 50(3) FSER 70(6)

REQUIREMENTS FOR A.S. DEGREE 63 CREDITS

All certificate courses plus:
FSER 44(3)
FSER 93V (3)
FSER 72(4)
Psychology (3)
Communications: Speech (3)
G.E. Elective (9) (See page 37)

FIRST YEAR

PLAN A *	Credits	PLAN B *	Credits
FSER 20 Introduction to Food Services	2	FSER 20 Introduction to Food Services	2
FSER 50 Fundamentals of Cookery	3	BUS 55 Computational Problems in Business	3
FSER 52 Short Order Cookery	3	FSER 23 Menu Planning	2
FSER 54 Cold Food Pantry	4	FSER 34 Purchasing and Cost Control	4
FSER 60 Intermediate Cookery	4		
	16		
		BAKE 20 Fundamentals of Baking	4
			15

SECOND YEAR

PLAN A	Credits	PLAN B	Credits
Speech	3	Psychology	3
English	3	FSER 72 Buffet Preparation	4
FSER 70 Advanced Cookery	6	G.E. Elective	9
FSER 93V Cooperative Education	3		16
FSER 44 Bar Operations	3		
	18		

* PLAN A & PLAN B are interchangeable each year between Fall or Spring semesters.

FSER 20 will have to be taken by all students as an introductory course either under PLAN A or B.

GENERAL OFFICE TRAINING (GOT)

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

REQUIREMENTS FOR CERTIFICATE 28 CREDITS

Business 55(3) Typewriting 35B,C,D(3) or
BMACH 20B(1), 20C(1), English 55(3), 20BCDE (4),
20D(1), 20E(1) 30BCDE (4), 40BCDE (4) or
Communications: English (3) 30BCDE (4), 40BCDE (4),
Office Procedures 40(3) Business Elective (4)

REQUIREMENTS FOR A.S. DEGREE 63 CREDITS

All certificate courses plus:
Accounting 20(3)
Business Electives (17)
Communications English or
Speech (3)
G.E. Electives (12) (see
page 37)

FIRST YEAR

Fall	Credits	Spring	Credits
TYPW 20B,C,D,E or 30B,C,D,E Typewriting	4	TYPW 30B,C,D,E or 40B,C,D,E Typewriting	4
Communications: English	3	BUS 55 Computational Problems in Business	3
Business Electives	5	TYPW 35B,C,D or Mach Transcription	3
G.E. Electives	3	ENG 55 Business Communication	3
	15	Communica- tions English or Speech	3
		Business Electives	3
			16

SECOND YEAR

Fall	Credits	Spring	Credits
TYPW 40B,C,D,E Typewriting or or Bus Elective Bus Elective	4	OFPRO 40 Office Procedures	3
BMACH 20B,C,D,E Bus Machines	4	ACC 20 Fundamentals of Acctg I	3
Business Electives	3	Business Electives	6
G.E. Electives	6	G.E. Electives	3
	17		15

HOTEL OPERATIONS (HOPER)

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

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

REQUIREMENTS FOR CERTIFICATE 37 CREDITS

Accounting 30B (4)
Business 55(3)
FSER 20(2)
FSER 34(4)
FSER 50(3)
HOPER 20(3)
HOPER 42(3)
HOPER 45(3)
HOPER 47(3)
HOPER 93V (3)
Psychology (3)
Communications: Speech (3)

REQUIREMENTS FOR A.S. DEGREE 61 CREDITS

All certificate courses plus:
Business Electives (3)
Communications:
English 22 (3)
HAWNA 231 or 232(3)
HOPER 44(3)
TYPW 35B,C,D or ICS 100(3)
FSER 44(3)
G.E. Electives (6) (see
page 37)

FIRST YEAR

Fall	Credits	Spring	Credit
HOPER 20 Orientation to Hotel	3	FSER 20 Introduction to Food	
FSER 34 Purchasing and Cost	4	Services	2
Control		FSER 50 Cookery Fundamentals	3
BUS 55 Computational Problems	3	HOPER 47 Hotel Community	3
in Business		Relations and Current Issues	
ENG 22 Intro to Expository	3	Speech	3
Writing		TYPW 35B,C,D or	
Bus Elective(typing recommended)	3	ICS 100 Machine Transcription	
	16	Computer and Its Role	3
		in Society	14

SECOND YEAR

Fall	Credits	Spring	Credits
ACC 30B Hotel Accounting	4	HOPER 44 Basic Principles of Hotel	3
HOPER 42 Housekeeping Procedures	3	Operation	
HAWNA 231 or 232	3	HOPER 45 Front Desk Operations	3
G.E. Electives	6	HOPER 93V Cooperative Education	3
	16	Psychology	3
		FSER 44 Bar Operations	3
			15

HUMAN SERVICES (HS)

In the coming years, job opportunities in health, social and welfare agencies are expected to expand more rapidly than in other occupational fields. The need for expanded public services, along with the high cost of professionals, has focused on the use of paraprofessionals.

The paraprofessional is an aide who works with the professional in meeting the needs of people. These aides render human services for public and private agencies.

Students will take the basic certificate program and will work with the instructor to design a specific group of courses to allow each student to achieve his own "major" educational training goal. This flexibility will permit students to apply for the various human service occupations upon program completion.

The program is flexible enough to assist those already employed in the human service field to upgrade their skills.

REQUIREMENTS FOR CERTIFICATE 29-32 * CREDITS

REQUIREMENTS FOR A.S. DEGREE 62-65 CREDITS

	Credits		Credits
Speech or English	3	All certificate courses	
Mathematics	3	plus: * *	
Psychology 51 or 110	3	Humanities and Natural	
Health 31	1	Science	6
Social Services 20	3	Communications: English	3
Typing 20B,C,D,E or	4	22 or 100	
equivalent		Electives	6
American Studies 27	3	Elective credit in courses	
Sociology 100, or Social		related to student's "major"	
Science 150		occupational interest as	
Office Procedures 20B,C		determined with Human	
or Office Procedures 40	3	Service Program Advisory	9-12
* Orientation 51	1	* CVE 93V or CASE 193V	
* Orientation 52	1	or Work Practicum 151V	
* Orientation 53	1	in related occupational area	6
Elective credit in courses			62-65
related to student's "major"			
occupational interest, or			
CVE 93V or Work Practicum			
151V in related occupational			
areas as determined with			
Human Service Program			
Advisor	6		
	29-32		

* Orientation 51, 52, 53 and CVE 93V, CASE 193V and Work Practicum 151V optional for in-service personnel.

* * Only Mathematics courses above Math 10 can be applied for fulfilling the A.S. degree requirements in mathematics. If MATH courses lower than MATH 10 are taken to meet the certificate requirements, 3 additional elective credits must be completed as a substitute.

FIRST YEAR

Fall		Credits
Communications	(Speech)	3
Health 31	(First Aid and Safety)	1
Mathematics	(Human Relations) or	3
Psychology 51	(Psychology of Adjustment)	
Psychology 110	(Introduction to Social	3
Social Services 20	Services)	3
Electives	(relation to student's	
	"major" occupational	
	option)	3
		16

Spring		Credits
Communications	English 22 or 100	3
Typing 20B,C,D,E	(Beginning Typing)	4
or equivalent	CVE 93V or CASE	
	193V or Work Practicum	
	151V (in major area)	3
Elective	(Humanities or Natural	
	Science requirement)	3
Electives	(related to student's	
	"major" occupational	
	option)	3
		16

SECOND YEAR

Fall		Credits	Spring		Credits
American Studies 27 (American Issues) or Sociology 100 (Survey of General Sociology) or Social Sciences 150	3		CVE 93V or CASE 193V or Work Practicum 151V (in major area)		3
Contemporary Social Issues)			Office Procedures 20B,C (Filing) (Record Management) or		2-3
CVE 93V or CASE 193V or Work Practicum 151V (in major area)	3		Orientation 51 (Orientation to Employment)		1
Elective (Humanities or Natural Science requirement)	3		Orientation 52 (Taking the Civil Service Exam)		1
Electives (Related to student's "major" occupational option)			Orientation 53 (Working in an Organization)		1
			Electives (related to student's "major" occupational option)		6
		6			15
		15			

54

NURSING (Practical; Associate Degree) (NURS)

The Nursing career ladder program is designed for those who wish to become a Licensed Practical Nurse or Registered Nurse. The practical nursing associate degree nursing curricula have a common core of courses which are taken by all nursing students.

The practical nursing curriculum is one calendar year in length and leads to a Certificate in Practical Nursing. Graduates are eligible to write the State Board Test Pool Examination for Practical Nurses. They are prepared to work in hospitals, nursing homes, clinics and physician's offices under the supervision of the Registered Nurse or Physician. Practical nursing graduates who demonstrate the desire, ability and necessary level of performance skills may continue with the associate degree nursing curriculum.

The associate degree curriculum is two years in length and leads to an Associate in Science Degree in Nursing. Graduates are eligible to write the State Board Examination for licensure as Registered Nurses. They are prepared for beginning level staff positions in hospitals, nursing homes, clinics, physicians' offices and private duty.

Admission to the Nursing career ladder program is limited. Selection is based upon the following prerequisites: (1) Graduation from an accredited high school or average standard score of 45 or better on the High School General Educational Development Test, with no score below 35. (2) High school and previous college transcript. (3) Verbal and quantitative ability at the 40th percentile on School and College Ability Test (SCAT 1A) and (4) Reading Comprehension at 13th grade level as measured by the California Reading Test (CRT). (5) 70 percent performance level on whole numbers, fractions, decimals, and percent sub-tests of Math Placement Test (MPT). (6) Competency in the mechanics of English and Composition Writing on the English Competency Exam (ECE) equivalent to that required to earn a grade of C in English 22. (7) Evidence of good physical and mental health as demonstrated by a currently completed Certificate of Health Form. (8) Personal interview with nursing faculty. (9) Completed applications must be received by April 30, for consideration for the following fall. (10) **While not a definite requirement** it is recommended that applicants complete at least one high school science course (biology, human development, physics, chemistry) and one speech course.

NURSING CAREER LADDER PROGRAM

Minimum grades for nursing are (a) Practical Nursing option, "C" in all courses; (b) Associate Degree Nursing option, "C" in NURS 153, 154, 155, and "B" in NURS 56, 255, 256.

FIRST YEAR

Fall		Credits	Spring		Credits
* BIOL 130 Intro to Human Anatomy & Physiology	4		* * NURS 28 Personal-Vocational Relationships		2
* NURS 153 Fundamentals of Nursing	8		* NURS 154 Family Health Nursing		5
* PSYCH 220 Devel Psychology	3		* NURS 155 Psychiatric Mental Heal Nursing		5
	15		* PSYCH 110 Psychology of Adj		3
			* * * MICRO 130 Gen Microbiology		4

PN 15

ADN 17

55

SUMMER

NURS 56 General Nursing,
Practical Credits
5

- * Core courses for all students
- * * Practical nursing
- * * * Associate Degree Nursing

SECOND YEAR (ADN only) *

Fall	Credits	Spring	Credits
NURS 255 Nursing Care of Adults & Children	9	NURS 256 Nursing Care of Adults & Children II	9
SOC 100 Survey of General Sociology	3	COMMUNICA-	
ENG 100 Expository Writing	3	TIONS English or Speech	3
ELECTIVE Humanities	3	ELECTIVE	3
	18		15

* Students must demonstrate proficiency in mathematics and communications by successful completion of courses specified by the program or by acceptable performance on a proficiency examination.



POLICE SCIENCE (PS)

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

REQUIREMENTS FOR CERTIFICATE 21 CREDITS

Communications: English (3)
Mathematics (3)
Police Science 121(3), 122(3),
123(3), 125(3), 246(3)

REQUIREMENTS FOR A.S. DEGREE 61 CREDITS

All certificate courses, plus:
Communications: English or
Speech (3)
G.E. Electives (12) (see
page 37)
Electives (7)
Police Science 124(3), 126(3),
241(3), 244(3), 245(3)
Law 227(3)

FIRST YEAR

Fall	Credits	Spring	Credits
PS 121 Intro to Law Enforcement	3	PS 124 Criminal Investigation II	3
PS 122 Patrol Admin & Procedures	3	PS 125 Traffic Admin. & Proc	3
PS 123 Criminal Investigation I	3	PS 126 Juvenile Procedures & the Police	3
COMMUNICA-		COMMUNICA-	
TIONS English	3	TIONS English or Speech	3
G.E. Elective	3	MATHEMATICS	3
	15		15

SECOND YEAR

Fall	Credits	Spring	Credits
PS 241 Criminal Evidence	3	PS 245 Police Organization and Management	3
LAW 227 Criminal Law for Police Science	3	PS 246 Police and Community Relations	3
PS 244 Admin of Justice	3	G.E. Elective	6
G.E. Elective	3	Electives	4
Elective	3		16
	15		

SECRETARIAL SCIENCE (SEC SC)

This program prepares the student for employment in government or industry as a secretary or stenographer. Comprehensive training is provided in shorthand and typewriting. Special training in legal and medical secretarial work is incorporated into the transcription classes.

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

REQUIREMENTS FOR CERTIFICATE 31 CREDITS

Business 55(3)
Business Electives
Communications: English (3)
Office Procedures 40(3)
Shorthand 20B(2), 20C(2),
30B(2), 30C(2) or 30B(2),
30C(2), 40(4)
Typewriting 35B,C,D(3) or
English 55(3)
Typewriting 20BCDE(4),
30BCDE(4) or 30BCDE(4),
40BCDE(4)

REQUIREMENTS FOR A.S. DEGREE 62 CREDITS

All certificate courses plus:
Accounting 20(3)
Business Electives (13)
Communications: English or
Speech (3)
G.E. Electives (12 (see
page 37)
Typewriting 40B,C,D,E and
Shorthand 40 are required as
part of the .S. degree busi-
ness electives (13) if these
courses were not taken to
meet certificate require-
ments.

FIRST YEAR

Fall	Credits	Spring	Credits
SHTHD 20B 20C or 30B, 30C Shorthand	4	SHTHD 30B, 30C or 40 Shorthand	4
TYPW 20B,C,D,E or 30B,C,D,E Typewriting	4	TYPW 30B,C,D,E or 40B,C,D,E Typewriting	4
Communications English	3	BUS 55 Computational Problems in Business	3
TYPW 35B,C,D Mach Trans or ENG 55 Bus Communication	3	Communications English or Speech	3
G.E. Electives	3	Business Electives	3
	17		17

SECOND YEAR

Fall	Credits	Spring	Credits
SHTHD 40 or Bus Elective	4	OFPRO 40 Office Procedures	3
Business Electives	3	ACC 20 Fund of Acctg I	3
G.E. Electives	6	Business Electives	6
	13	G.E. Electives	3
			15

WELDING TECHNOLOGY (WELD)

The completion of the Welding Technology courses will lead to a one-year certificate in Welding.

Instruction covers the use of oxy-acetylene, electric arc, TIG, MIG, and MAPP gas welding equipment. Laboratory activity includes extensive group demonstrations of all basic welding procedures, stress testing of welds, safety factors, and special welding processes involving ferrous and non-ferrous metals. Direct individual instruction is given whenever a special method or problem must be considered. Enrollment is limited.

REQUIREMENTS FOR CERTIFICATE 31 CREDITS.

Communications: English (3)
Electives: (3)
Blueprint: 20(3)
Mathematics: 2(2), 6(1)
Orientation: 51(1)
Welding: 20(8), 30(8)
Occupational Safety &
Health: 20(1)
Health: 31(1)

ONE YEAR CERTIFICATE

Fall

	Credits
WELD 20 Introduction to Welding	8
Communications English	3
math 2 Elementary Measurement	2
OSH 20 O.S.H.A.	1
HEALTH 31 First Aid & Safety	1
	15

Spring

	Credits
MATH 6 Metric Measurement	1
WELD 30 Intermediate Welding & Fabrication	8
Orien 51 Orientation to Employment	1
BLPRT 20 Mechanical Drawing	3
* ELECTIVE	3
	16

* Suggested Electives.

1. Cooperative Education 03V
2. Directed studies in 99V in major
3. Technical Physics (4)

ADVISORY COMMITTEES

COMMUNITY ADVISORY COUNCIL

Nancy Andres
Duane Black
Lee Caires
Margaret Cameron
Elmer Cravalho
Tadaichi Fukunaga
Bill Haines
Louis Hao
Sam Kaai
Roger Knox
LeRoy Kosaka
Roger MacArthur
Darrel Oishi
Charles Ota
Katherine Pohndorff
Hannibal Tavares
Yukie Ueoka
Thomas Yagi
Tom Shibano

AGRICULTURAL CAREERS

David Chun
Ralph Moltzau
Phillip Parvin
Donald Rickard
Phillip Scott
Daniel Shigeta
Eric Soto
Roy Yonahara

ARCHITECTURAL DRAFTING

Stanley Cima
Norman Saito
Tom Sato
Warren Unemori
Larry Wada

APPAREL TRADES

Loretta Ikeda
Cindy Orstead
Marge Woodfin

AUTOMOTIVE TRADES

Augustine Fuentes
Harry Furumoto
Shoichi Hisamoto
Dennis Ishii
David Luckey
Harry Shimada
George Soares
Stanley Takushi

BUSINESS

Lawrence P. Baber
Andrew Badoyen
Charles Crawford
Thomas Hiranaga
Lawrence N. C. Ing
Sue Lau

BRICKLAYER-MASON JAC

Howard Eguchi
Howard Fukunaga
Tom Hiranaga
Ken Shimomura
Kenneth Suda
Henry Tavares
Gordon Texeira

CARPENTERS JATC

Howard Fukunaga
Tom Hiranaga
Noboru Koki
Richard Kusunoki
Evan Larsen
Ernest Louis
Joaquin Malaqui
William Wilmore
Muneo Yamamoto

CARPENTRY

Toshio Ansai
Herman DeRego
Haruo Fujitomo
Richard Kusunoki
Charles Malaqui
Norman Uchimura

COOPERATIVE EDUCATION

John Arisumi
Frank Blackwell
Claro Capili
Charles Crawford
Victor Endo
Garvie Hall
Tom Hiranaga
Yoichi Kawano
Galo Kumura
Fusao Nishibun
Allen Nishimoto
Normal Saito
Alan Simpson

FOOD SERVICE

Buzz Fernandez
Glen Perry
Donald Sprinkle

HANDICAPPED AND DISADVANTAGED

Meiji Hirose
Ora Latham
Earl Pawn
Virginia Yadao

HOTEL

John Arizumi
Eva Dull
Eric Freeland
Mike Hazama
Ed Hill
April Lahaina
Pino Manzo
Dorothy Millar
Bart Miller

HUMAN SERVICES

Geraldine Ah Sam
Lester Aoki
Jennifer Bohlin
Dee Christophersen
Sidney Clark
Diane delos Reyes
Koji Ikeda
Kimi Lane
David Murata
Charlotte Nakamura
Paul Pladera

MAUI LYCEUM

Nancy Andres
Brownlee Brown
Margaret Cameron
Edith Izumi
Nelda Palmer
Yukie Ueoka
Saburo Watanabe

MOLOKAI EDUCATION

Fred Bicoy
Molly Biggs
Merle Florio
Frances Manual
Ann Marshal
David Nanod
Alfred Oshiro
Connie Sibayan
John Urauchi

NURSING

Elmer Cravalho
Thomas Cerizo
William Kepler
Eileen MacHenry
Rick Medina
Pricilla Peros
Dorothy Romson
Lavin Tanji
Shirley Takahashi
Lucille Wلمان
Haruyo Yoshida

VETERANS

Tetsuo Kawasaki
Clyde Moore
Eleanor Sato
Ron Youngblood

Courses of Instruction

Courses of Instruction

ACCOUNTING (ACC)

* If both Accounting 20 and Accounting 24B are taken by a student, credit will be given for either Accounting 20 or Accounting 21 and not for both courses.

- 20 **FUNDAMENTALS OF ACCOUNTING I (3)**
A beginning course in practical bookkeeping and accounting as applied to retail stores, professional individuals and firms, and to personal service operations. Students become familiar with accounting forms and practical accounting procedures. (3 hrs. lect.)
- 24B **PRINCIPLES OF ACCOUNTINGS I, Part I (2)**
Accounting principles pertaining to proprietorship, use of journals, ledgers, and auxiliary records. Analyzing and recording transactions pertaining to sales and purchases. Completion of the accounting cycle. (2 hrs. lect.)
- 24C **PRINCIPLES OF ACCOUNTING I, Part II (2)**
Prerequisite: Accounting 24B, or consent of instructor.
Completion of a practice set for a sole proprietorship. Analyzing and recording transactions pertaining to receivables, payables, and inventories. Determining and recording deferrals and accruals. Amortizing and depreciating long-lived assets. (2 hrs. lect.)
- 25B **PRINCIPLES OF ACCOUNTING II, Part (2)**
Prerequisite: Accounting 24B, or consent of instructor.
Accounting systems and internal controls used by a business firm. Use of payroll records, computing payroll, payroll tax forms, partnership organization and operation. Recording partnership transaction. (2 hrs. lect.)
- 25C **PRINCIPLES OF ACCOUNTING II, Part II (2)**
Prerequisite: Accounting 24B, or consent of instructor.
Accounting principles and problems pertaining to incorporation. Recording sales and insurance of stocks. Classification of stockholders' equity. Corporate earnings and income taxes. Cash and stock dividends. Long-term obligations and investments. Accounting for departmental operations. Recording branch operations. Completion of a practice set for a corporation. (2 hrs. lect.)
- 26B **PRINCIPLES OF ACCOUNTING III (2)**
Prerequisite: Accounting 24B, or consent of instructor.
Manufacturing accounting principles and cost methods. Use of the process cost system, job order cost system, and standard cost system. Determining budgetary controls. Completion of a practice set for a manufacturing business. (2 hrs. lect.)
- 26C **PRINCIPLES OF ACCOUNTING III (2)**
Prerequisite: Accounting 24B, or consent of instructor.
Computing and recording income taxes. Management reports and special analysis. Funds statement and cash flow. Development of consolidated statements. Financial statement analysis. (2 hrs. lect.)
- 30B **HOTEL ACCOUNTING (4)**
Basic principles of bookkeeping, familiarization with set of books. Posting to ledgers, journals; principles of hotel and restaurant accounting; meaning and purpose of accounting in hotel; basic sales and cash records; journalizing, adjustments and formal statements. (4 hrs. lect.)

- 32 **PAYROLL ACCOUNTING (2)**
Prerequisite: Consent of instructor.
An introduction to the principles, procedures and terminology; and business and personal applications of payroll methods. Emphasis on Federal and State payroll records and forms. (2 hrs. lect.)
- 34 **INCOME TAX PREPARATION (3)**
Prerequisite: Accounting 20 or 24B
Principles and problems of federal and state taxes. Interpretation of income tax laws, rules, and regulations. (3 hrs. lect.)
- 36 **COST ACCOUNTING (4)**
Prerequisite: Accounting 24B, 24C, 25B or consent of instructor
An introduction to the principles and procedures of cost accounting; development and application of job order, process, and cost systems; manufacturing-cost controls and variance analysis. (4 hrs. lect.)
- 40 **INTERMEDIATE ACCOUNTING (4)**
Prerequisite: Accounting 24B or consent of instructor.
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.
- 201 **ELEMENTARY ACCOUNTING I (3)**
Prerequisite: Sophomore standing, or consent of instructor.
Introduction to accounting theory and methods used to record and report financial information; analysis of methods of valuing the assets, liabilities, and ownership of an organization. Note: Required for admission to the University of Hawaii's College of Business Administration. (2 hrs. lect./2 hrs. lab)
- 202 **ELEMENTARY ACCOUNTING II, (3)**
Prerequisite: Accounting 201, or consent of instructor.
Introduction to methods for evaluating financial performance, including cost accounting, budgeting, break even analysis, ratio analysis, and sources and uses of funds. (2 hrs. lect./2 hrs. lab)

AGRICULTURE (AG)

- 17 **HOME GARDENING (3)**
Ornamental and vegetable gardening for the homegardener. Includes landscape installation and maintenance (intended for non-majors). (4 hrs. lect/lab)
- 22 **SOILS TECHNOLOGY (3)**
Identification, preparation and fertilization of soils, amendments, potting media, sterilization, mulching and composting methods. Includes soil testing and microbiology. (2 hrs. lect./2 hrs. lab)
- 35 **IRRIGATION AND DRAINAGE (3)**
Types of irrigation and drainage systems including materials, equipment, cost, upkeep, design and installation. (2 hrs. lect./2 hrs. lab)
- 41 **PLANT DISEASE AND PEST CONTROL (3)**
Diseases, insects, and weeds; their nature and control. (2 hrs. lect./2 hrs. lab)
- 43 **PLANT SCIENCE (4)**
Introductory botany and plant physiology; plant pruning; nutrient and moisture requirements. Plant propagation. Production techniques for selected ornamental crops. (3 hrs. lect./2 hrs. lab)

- 45 **ORNAMENTAL PLANT IDENTIFICATION I (3)**
Identification, propagation, culture, growth habits, and use of house plants, vines, ground covers, annual, perennials, and small shrubs adapted to Hawaii. (4 hrs. lect./lab)
- 46 **ORNAMENTAL PLANT IDENTIFICATION II (3)**
Identification, propagation, culture, growth habits, and use of large shrubs and trees adapted to Hawaii. (4 hrs. lect./lab)
- 47 **LANDSCAPE CONSTRUCTION (4)**
Interpretation of landscape plans. Landscape construction, installation, and maintenance. Term project. (2 hrs. lect./4 hrs. lab)
- 48 **TURF MANAGEMENT (3)**
Identification, planting and maintaining turf grasses for home, park and golf areas. Watering and fertilizing; insect, disease, and weed control. (2 hrs. lect./2 hrs. lab)
- 55 **VEGETABLE CROP PRODUCTION (4)**
Varieties, production, techniques, scheduling, pest control. (2 hrs. lect./6 hrs. lab)
- 57 **MARKETING OF AGRICULTURE PRODUCE (3)**
Marketing, grading, farm management and economics. Field trips. (2 hrs. lect./3 hrs. lab)

AMERICAN STUDIES (AMST)

- 27 **AMERICAN ISSUES (3)**
Major issues in contemporary American society examined in light of American history, government, and the free enterprise system. (3 hrs. lect.)

ANTHROPOLOGY (ANTH)

- 150 **INTRODUCTION TO ANTHROPOLOGY (3)**
Human evolution; prehistoric and recent development of culture; common features and principal variations in cultural behavior. (3 hrs. lect.)
- 200 **CULTURAL ANTHROPOLOGY (3)**
Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. (3 hrs. lect.)
- 235 **PEOPLES OF THE PACIFIC (3)**
Survey of the cultural areas of the Pacific, including prehistoric migration patterns, historic movements, and present distribution. Detailed ethnographic studies of selected groups in Melanesia, Micronesia, and Polynesia will be made, along with studies of indigenous cultures of Australia and the Philippine Islands. (3 hrs. lect.)

APPAREL DESIGN AND CONSTRUCTION (ADC)

- 20 **SEWING TECHNIQUES I (2)**
Introduction to tools and equipment, fundamentals of hand and machine sewing, selection and adjustment of basic commercial patterns. Construction and finishing of a variety of basic apparel. (1 hr. lect./3 hrs. lab)
- 23 **INTRODUCTION TO POWER SEWING AND SPECIALTY MACHINES (2)**
Identification of the parts of the power machine and specialty machines. Safety in operating and maintenance. (2 hrs. lect.)
- 25 **SINGLE NEEDLE POWER MACHINE AND SPECIALTY MACHINE OPERATION (3)**
Operation of the single needle power sewing machine and specialty machines, including safety practices. Students are trained to sew section work and the use of fashion aids. (2 hrs. lect./3 hrs. lab)
- 27B **BASIC PATTERN DRAFTING (2)**
Development of a variety of women's apparel patterns with the quarter size sloper. (2 hrs. lect./2 hrs. lab)
- 27C **BASIC PATTERN DRAFTING AND CLOTHING CONSTRUCTION (3)**
Prerequisite: Completion of or concurrent enrollment in ADC 27B. Designing of individual patterns and construction of the garment to fit the figure. Factory methods of finishing applied. (2 hrs. lect./3 hrs. lab)
- 40 **TEXTILES (3)**
Introduction to textiles, their source and construction, fabric construction, finishes and care. Consumer use and protection. (2 hrs. lect./3 hrs. lab)
- 50 **CLOTHING CONSTRUCTION (3)**
Students make garments of their own choice with the selection of commercial patterns. Speed and good work habits stressed. (2 hrs. lect./3 hrs. lab)
- 52 **ADVANCED PATTERN DRAFTING AND CONSTRUCTION (3)**
Concurrent enrollment in ADC 56
Development of a variety of apparel to fit the figure. Includes flat pattern designing from illustration and individual student's sketches. Factory methods of construction, factory method and custom methods of finishes applied. (2 hrs. lect./3 hrs. lab)
- 56 **ADVANCED PATTERN MAKING (3)**
Drafting patterns for children and women's apparel, shirts and slacks. (2 hrs. lect./3 hrs. lab)

ART (ART)

- 39 **JAPANESE FLOWER ARRANGEMENT (3)**
Introducing the art of Japanese flower arrangement. Note: Students are required to supply their own flowers, vases, and frogs. (6 hrs. lect./lab)
- 100B **CERAMICS AND MACRAME (1)**
An exploration of the crafts of ceramics and macrame. Credit cannot count towards major requirements in Art. Open to all students. (6 hrs. lab per week for 5 weeks)

- 100C **JEWELRY (1)**
An exploration of the crafts of silversmithing and enameling. Credit cannot count towards major requirements in Art. Open to all students. (6 hrs. lab per week for 5 weeks)
- 100D **TEXTILE CRAFTS (1)**
An exploration of the crafts of textile silk screening, weaving, batik, and tie dye. Credit cannot count towards major requirements in Art. Open to all students. (6 hrs lab per week for 5 weeks)
- 101 **INTRODUCTION TO THE VISUAL ARTS (3)**
Nature of visual art and its expression in various forms. (3 hrs. lect.)
- 105 **ELEMENTARY STUDIO: CERAMICS (3)**
Introduction to ceramic forms using hand building, glazing techniques and surface treatment. Lectures and projects. Credit cannot count toward major requirements in Art at Manoa. (2 hrs. lect./4 hrs. lab)
- 107 **ELEMENTARY STUDIO: PHOTOGRAPHY (3)**
The camera as a tool of expression and black and white photography as a basic art form. Student required to supply own camera, film, and darkroom supplies. Credit cannot count toward major requirement in Art at Manoa. (1 hr. lect./5 hrs. lab)
- 107B **ELEMENTARY STUDIO: COLOR PHOTOGRAPHY (3)**
Studio experience mainly for non-majors. Lectures and projects. Credit not accepted toward the art major at Manoa. (6 hrs. lect./lab)
- 108 **ELEMENTARY STUDIO: DRAWING AND PAINTING (3)**
Studio experience mainly for non-majors. Lectures and projects. Credit not accepted toward the art major at Manoa. (6 hrs. lect./lab)
- 113 **FOUNDATION STUDIO "A" (3)**
Emphasis on two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. May be taken concurrently with Art 114. (6 hrs. lect./lab)
- 114 **FOUNDATION STUDIO "B" (3)**
Emphasis on fundamental objective and subjective aspects and theories of color and their practical applications. May be taken concurrently with Art 113. (6 hrs. lect./lab)

AUTO BODY REPAIR AND PAINTING (ABRP)

- 20 **BASIC AUTO SHEET METAL (7)**
Principles of metal bumping, roughing out, dinging, picking, filling, grinding, oxy-acetylene welding and cutting, arc welding, shrinking, soldering and metal finishing. Use of special hand body tools, hydraulic jacks, air tools, straightening, preparation and refinishing of body panel for color coating. (4 hrs. lect./8 hrs. lab)
- 21 **PROBLEMS IN AUTO BODY SHEET METAL (3)**
(6 hrs. lab)
- 22 **AUTO BODY REFINISHING (7)**
Principles of color coating, spotting, color matching, spray equipment, enamel, lacquer and synthetic finishes, climatic factors. Preparation of body panels for color coating and color preparation. (4 hrs. lect./8 hrs lab)
- 23 **PROBLEMS IN AUTO BODY REFINISHING AND PAINTING (3)**
Trailer type course geared for Auto Body Painting training for full-time employed persons, students who desire more training in this area, and students who wish to extend into custom and design painting. Class time arranged with Instructor. (6 hrs. lect./lab)

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- 40 **AUTO BODY MINOR REPAIRS (3)**
Principles of chassis construction, repair and replacement of body panels, doors, hood, deck lid, fender, door glass and hardware. (2 hrs. lect./3 hrs. lab)
- 41 **AUTO BODY MAJOR REPAIRS (4)**
Principles of frame, sub-frame and unitized body repairs. Straightening of inner body structures. Splicing of chassis and body panels by sections. Replacement and repairs to underbody and suspension units. (2 hrs. lect./5 hrs. lab)
- 42 **PROBLEMS IN CHASSIS SHEET METAL (3)**
Trailer type-course geared for advanced training in collision repair for full-time working men in the auto body repair and painting industry. Students who wish to explore customizing of vehicles, and students who desire more training in chassis sheet metal and frame repair and alignment. Class time arranged with instructor. (6 hrs. lect./lab)
- 43 **AUTO BODY SHOP OPERATIONS (5)**
A finishing course for practitioners and managers which stresses practical application and competencies in material inventory and ordering parts. Estimating and appraising damages and determining repair costs; applying human relations and managerial skills in working with other employees, employers, and the public.
- 44 **PROBLEMS IN AUTO BODY SHOP OPERATION (3)**
A course geared for training in shop operations and estimating for full-time working men in industry, shop owners and managers and students who feel the need for more such training. Class time arranged with instructor. (6 hrs. lect./lab)

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

- 15B **AUTOMOTIVE SERVICING (4)**
An introduction to the fundamentals of automotive operation and service. Principles of operation of major automotive systems (engine, transmission, brakes, steering, electrical, and chassis). Course work will involve the selection and use of basic automotive tools, equipment, and procedures for preventive maintenance and minor repair service. Course consists of lectures, demonstrations and laboratory work on shop practice units and "live" service vehicles. Open to all students. Recommended for non-automotive major student who wants to learn how to do basic repairs. (3 hrs. lect./3 hrs. lab)
- 30 **ENGINE (4)**
Principle of engine operation, construction and design. Service of engine block, cylinder head, valve train, piston, connecting rod, rings, piston pins, timing gears, camshaft and crankshaft. Use of valve refacer, seat grinder, cylinder hone, micrometer, piston pin hone, torque wrench. (2 hrs. lect./7 hrs. lab)
- 40 **FUEL AND ELECTRICAL SYSTEMS (10)**
Principles of operation, diagnosis, service, and repair of chassis and engine electrical systems. Principles of engine operation, fuel and carburation systems. Use of electrical testing and tune-up equipment. (7 hrs. lect./9 hrs. lab)

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- 46 **POWER TRAIN (4)**
Principles of operation, diagnosis, service and repair of standard transmission, clutch, drive-shaft, standard differential, limited slip differential, axle shaft and universal joint. (3 hrs. lect. / 3 hrs. lab)
- 50 **AUTOMOTIVE TRANSMISSION (3)**
Principle of operation, diagnosis, repair of automatic transmissions, C-4, C-6, Powerglide, Turbo-Hydromatic, Torqueflite transmissions. (2 hrs. lect. / 3 hrs. lab)
- 53 **BRAKE SYSTEM (3)**
Principle of operation, diagnosis, service and repair of master cylinder, wheel cylinder, drum brake, disc brake, power brake, and park brake system. Use of drum lathe, brake shoe arcer, power bleeder. (2 hrs. lect. / 3 hrs. lab)
- 55 **SUSPENSION STEERING (3)**
Principle of operation, diagnosis, service and repair of standard and power steering gears, front and rear suspensions, alignment angles, static and dynamic balancer. (2 hrs. lect. / 3 hrs. lab)
- 60 **DIAGNOSTIC AND REPAIR (5)**
Prerequisite: AMT 30, 40, 46, 50, 53, 55
Garage and service station operation, job analysis, parts, requisition, flat rate schedules. Diagnosis, service and repair of engine, electrical, brake, transmission, chassis, suspension, cooling, lubrication system assemblies and sub-assemblies. (2 hrs. lect. / 7 hrs. lab)
- 80 **SMALL ENGINE REPAIR (2)**
Theory and practice in the operation, repair and maintenance of small displacement internal combustion engines including two-stroke cycle and four-stroke cycle types found in single cylinder lawn mowers, power plants, garden tillers, chain saws. (2 hrs. lect. / lab)

ASTRONOMY (ASTRO)

- 110 **SURVEY OF ASTRONOMY (3)**
Survey of astronomical universe, including solar system, star clusters, galaxies, cosmology. (3 hrs. lect. and 1 half-day field trip)

BAKING (BAKE)

- 20 **FUNDAMENTALS OF BAKING (4)**
Study and usage of bakery tools, equipment, materials and recipes. Practical experience in working basic hotel and restaurant bakery stations. Class produces bakery goods, pastries and desserts. (2 hrs. lect. / 6 hrs. lab)
- 68

BIOLOGY (BIOL)

- 105 **HAWAIIAN FIELD BIOLOGY (4)**
A field survey course beginning with the nearshore ocean waters around Maui and continuing onshore and upland to the alpine zone. Each area under study is considered in terms of its geological history, physical geography, and natural history. Pre-Polynesian establishment of populations of organisms, the origins of endemic species, influences of the Hawaiians, and changes since Captain Cook are discussed. (3 hrs. lect./2 hrs. lab)
- 130 **INTRODUCTION TO HUMAN PHYSIOLOGY AND ANATOMY (4)**
Review of human physiology and anatomy intended primarily for the Nursing Career Ladder Program. Prerequisite: Competency in English equivalent to 13th grade level, or consent of the instructor. (3 hrs. lect./3 hrs. lab)

BLUEPRINT (BLPRT)

- 20 **MECHANICAL DRAWING (3)**
Basic principles of drawing, blueprint reading and sketching. Fundamentals of developing a drawing or shop sketch from measurements, and interpretation of working drawings and blueprints. (5 hrs. lect./lab)
- 22 **BLUEPRINT READING AND DRAFTING (3)**
Principles of pictorial and architectural drawing, interpretations of drafting practices, reading and interpreting working drawings and specifications. (3 hrs. lect.)
- 40 **BLUEPRINT READING AND ESTIMATING (3)**
Prerequisite: BLPRT 22
This course covers the reading and interpretation of blueprints and specifications, making material take-off from plans, making working drawings and sketches, and work schedules. (5 hrs. lect./lab)

BOTANY (BOT)

- 101 **GENERAL BOTANY (3)**
Growth, functions and evolution of plants; interaction between plants and the environment. (3 hrs. lect.)
- 101L **GENERAL BOTANY LABORATORY (1)**
Prerequisite: Credit or registration in BOT 101. (2 hrs. lab)

BUSINESS (BUS)

- 20 **INTRODUCTION TO BUSINESS (3)**
An introductory survey into the fundamentals of American business enterprise. Areas to be covered include the principles of business organization, marketing, finance, accounting, purchasing, and personnel management. Emphasis is placed upon a better understanding of the nature and role of these various business activities in our society. (3 hrs. lect.)
- 25 **STARTING A BUSINESS (3)**
A study dealing with the establishment and operation of a small business with emphasis on merchandising, personnel, operations, promotion, financial control, and legal liability. The course is intended for those students interested in entering the retail or service field. (3 hrs. lect./disc.)
- 40 **REAL ESTATE (3)**
Course provides basic information in the field of real estate. Classification of property rights and liabilities, market analysis, basic documents of the various forms of real estate ownership such as deeds, liens, mortgages, easements, tax factors. The course also deals with individual and public concern in the area of real estate. (3 hrs. lect.)
- 55 **COMPUTATIONAL PROBLEMS IN BUSINESS (3)**
Prerequisite: Satisfactory score on the Math Placement Examination, or consent of instructor.
Fundamental operations of arithmetic as applied to business problems. Business applications include: Shortcuts in fundamental processes, bank and sales records, decimals and fractions in business, percentage, cash and trade discounts, commission, markup, interest and interest variables, inventories and turnover, depreciations, problems on employment tests. (3 hrs. lect.)
- 93V **COOPERATIVE EDUCATION (2-3)**
Approved on-the-job work experience with participating agencies under supervision of the cooperative education coordinator.
- 231 **INSURANCE (3)**
Treatment of the risk of premature death through use of various life insurance policies. Analysis and study of policy forms, calculation of premiums, reserves, non-forfeiture values, underwriting, regulation of policy provisions, and related coverages. Insurance against dishonesty and human failures, health, fire, auto, and social insurance.

BUSINESS MACHINE (BMACH)

- 20B **TEN-KEY ADDER (1)**
Prerequisite: Consent of instructor
An intensive course to develop a high degree of proficiency in the operation and application of the ten-key adding listing machine. Emphasis is placed on speed and accuracy in solving practical problems in business. (18 hrs. lect./lab)
- 20C **ELECTRONIC CALCULATOR (1)**
Prerequisite: Consent of instructor
An intensive course to develop a high degree of proficiency in the operation and application of the electronic calculator. Emphasis is placed on speed and accuracy in solving practical problems in business. (18 hrs. lect./lab)

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- 20D **ROTARY PRINTING CALCULATOR (1)**
Prerequisite: Consent of instructor
An intensive course to develop a high degree of proficiency in the operation and application of the rotary calculator. Emphasis is placed on speed and accuracy in solving practical problems in business. (18 hrs. lect./lab)
- 20E **FULL-KEY ADDING LISTING MACHINE (1)**
Prerequisite: Consent of instructor
An intensive course to develop a high degree of proficiency in the operation and application of the full-key adding listing machine. Emphasis is placed on speed and accuracy in solving practical problems in business. (18 hrs. lect./lab)

CARPENTRY (CARP)

- 19 **BASIC CARPENTRY SKILLS (3)**
Proper use and maintenance of basic carpentry hand and power tools; quality and uses of materials, fasteners, and adhesives designed for the home craftsman or hobbyist. (2 hrs. lect./3 hrs. lab)
- 20 **INTRODUCTION TO CARPENTRY (10)**
An introductory course to help the student gain proficiency and knowledge in the proper use, care, safe operation, and maintenance of hand and power tools; quality and use of building materials; and an introduction to basic occupational information in carpentry. (20 hrs. lect./lab)
- 22 **CONCRETE FORM CONSTRUCTION (10)**
Prerequisite: CARP 20
Familiarization with concrete form construction. Course covers the construction terms, materials, and methods used in light and heavy construction; and the proper care and uses of leveling and sighting instruments. (20 hrs. lect./lab)
- 41 **ROUGH FRAMING AND EXTERIOR FINISH (10)**
Prerequisite: CARP 20 and BLPRT 22
This course covers the materials and the essentials of good construction techniques involved in footing and foundations, sill and floor framing, wall and partition framing, roof framing, sheathing, roofing, window and door frame construction, and installation and application of siding and trims. (20 hrs. lect./lab)
- 42 **FINISHING (10)**
Prerequisite: CARP 19 or 20 or consent of instructor.
This course covers application of finish floors, wall and ceiling panels; hanging doors and windows; construction and installation of cabinets and closets; application of moldings and trims, bathroom materials and finishing hardware. (20 hrs. lect./lab)
- 52 **CABINET MAKING & MILLWORK (4)**
Prerequisite: CARP 19 or consent of instructor
Fabrication and installation of cabinets and millwork. Custom and factory built. (2 hrs. lect./5 hrs. lab)

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CHEMISTRY (CHEM)

- 151B **ELEMENTARY SURVEY OF CHEMISTRY (4)**
Intended to provide the beginning student with an adequate background in the fundamentals of chemistry. Experiments introducing laboratory techniques are integrated into the course to illustrate chemical principles. Suitable for students preparing for technical training in the life sciences and to those seeking a practical approach to chemical analysis. This course would normally be followed by Chem. 152B as a two semester terminal sequence of study, or a preparation for Chem. 253 taught at Manoa. This course is also designed as preparation for Chem. 171B. (6 hrs. lect./demo./lab)
- 152B **SURVEY OF ORGANIC AND BIO-ORGANIC CHEMISTRY (4)**
Prerequisite: Chemistry 151B or Chemistry 171B
Structure, nomenclature, properties, reactions of organic compounds emphasizing those of practical importance in related fields, including techniques of preparation, purification, and identification of organic compounds. (7 hrs. lect./demo./lab)
- 171B **GENERAL CHEMISTRY (4)**
Prerequisite: High school algebra, high school chemistry or Chemistry 151B.
Basic principles of chemistry. An introduction to the concepts of chemistry including electronic structure, chemical bonding, solutions, kinetics, equilibrium, phases, and energy changes in matter. Laboratory experiments illustrating fundamental principles of chemistry are integrated into the course structure. (6 hrs. lect./demo./lab)

COOPERATIVE TRAINING

Cooperative Training 93V (Program area determines alpha and title) (2-3) CASE 193V, 293V (Program area determines title) (2-3) WP 151V Work Practicum (1-3)
Prerequisite: Consent of instructor/sponsor
Approved on-the-job work experience with participating agencies under supervision of the cooperative education coordinator and faculty sponsor. Each student will be responsible for the development of a job-related learning contract in consultation with the faculty sponsor. Development of the contract, in conjunction with 75-150 hours of work for the training period is the basis for 2-3 credits respectively. Work hours by arrangement. May be repeated if student is assigned additional duties and responsibilities as verified by the contract. Maximum of 9 credits in 93V. Students who are interested in further specialization of their occupational area are recommended to enroll under Directed Studies. Maximum of 9 credits in 193V and/or 293. (CR/NC only)
93V is for Occupational Curricula students. Generally not applicable for credit toward a baccalaureate degree.
193V is for Liberal Arts students generally involving career development emphasis on a career exploration level.
293V is for Liberal Arts students generally involving career development emphasis on the development of job competencies level.
WP 151V - Work experience on campus under the supervision of a faculty member. The student and college instructor will jointly develop learning objectives. Work practicum credits are based on one credit for each increment of 50 hours of supervised work. May be repeated for maximum of 9 credits. (CR/NC only)

COMMUNICATION (COMUN)

- 145 **INTERPERSONAL COMMUNICATION (3)**
A basic course in one-to-one communication designed to provide the student with the theory and practical skills to be a competent communicator.

DANCE (DANCE)

- 131 **MODERN DANCE (3-3)**
132 Introduction to basic technical skills and creative processes of dance. (4 hrs. lect./lab)

DIRECTED STUDIES (DIRST)

Directed Studies 99V, 199V, 299V (AREA OF STUDY INDICATED) (1-3) Prerequisite: Consent of instructor
Directed study or research beyond the scope of limits of present offerings in a student's area of interest in a discipline offered by the college. Arranged independently with the instructor. Directed study is for elective credit only. There is no limit to the number of credits a student may earn under directed study. Registration for more than 3 credits Directed Studies per semester requires approval of the Dean of Instruction.
99V is for directed study generally not applicable for credit toward a baccalaureate degree.
199V is for directed studies subsequent to initial or introductory courses.
299V is for directed studies at the second level in a sequence within a discipline.

DRAFTING TECHNOLOGY (DRAFT)

- 17 **ARCHITECTURAL RENDERING (2)**
Instruction in preparation of architectural rendering involving various media of pencil, ink and color. (3 hrs. lect./lab)
- 20 **INTRODUCTION TO DRAFTING (4)**
Introduces representation in drafting. Covers the fundamentals of drafting, including projection, sectioning, and principles of architectural pictorial drawings and engineering techniques. (1 hr. lect./9 hrs. lab)
- 24 **DESCRIPTIVE GRAPHICS (3)**
Visualization of lines, planes, objects, structures, and space relationships of objects. (3 hrs. lect./lab)
- 26 **CONSTRUCTION MATERIALS I (3)**
Manufacture and use of architectural materials and products; light wood framing, mill work, plywood, lath and plaster, tile, roofing, masonry, and veneers. (3 hrs. lect.)

- 27 CONSTRUCTION MATERIALS II (3)
Manufacture and use of architectural materials and products: steel, concrete, heavy timber, glass, marble, plastics. (3 hrs. lect.)
- 34 ARCHITECTURAL DRAFTING AND PRESENTATION (3)
Principles of perspective, shades, and shadows. (3 hrs. lect./lab)
- 36 ARCHITECTURAL DRAFTING I (4)
Instruction in types, quality, care, and use of drafting equipment and material. Principles of graphic communication. Complete working drawings for a small frame house. Building ordinances pertaining to project presentation. (8 hrs. lect./lab)
- 38 ARCHITECTURAL DRAFTING II (5)
Complete working drawings of larger residential and simple commercial structures. Building ordinances pertaining to projects developed. (9 hrs. lect./lab)
- 40 ARCHITECTURAL DRAFTING III (5)
Working drawings of more complicated commercial structures of masonry construction. Techniques of architectural illustration and project presentation. (8 hrs. lect./lab)
- 47 ARCHITECTURAL HISTORY I (3)
Survey of architecture from primitive architecture to Renaissance. (3 hrs. lect.)
- 49 ARCHITECTURAL HISTORY II (3)
Survey of architecture from the Renaissance to the present. (3 hrs. lect.)

DRAMA (DRAMA)

- 101 INTRODUCTION TO DRAMA AND THEATRE (3)
Representative plays from Aeschylus' **AGAMEMNON** to Miller's **DEATH OF A SALESMAN**, studied as illustrative of changing forms in the theatre and dramatic literature. (3 hrs. lect.)
- 221 BEGINNING ACTING (3)
Individual exercises and group rehearsals with emphasis on voice, movement, relaxation. Students must perform in direction of class scenes. (5 hrs. lect./lab)
- 260 DRAMATIC PRODUCTION (3)
Introduction to the process of converting the play to the performance. (3 hrs. lect.)

EAST ASIAN LANGUAGE (EALA)

- 272 SURVEY OF JAPANESE LANGUAGE AND CULTURE (3)
Brief survey of the language and discussion of various aspects of Japanese culture in connection with geography, anthropology, sociology, and history. Conducted in English. Objective is to introduce background of the Japanese language to students, either beginners or otherwise. Fulfills part of the second year Japanese language requirement at Manoa. (3 hrs. lect.)

ECONOMICS (ECON)

- 18 CONSUMER ECONOMICS (2)
Getting your money's worth; buying on credit; charge account; borrowing money; mortgages; insurance, taxes; providing for old age; investments. (2 hrs. lect.)
- 120 INTRODUCTION TO ECONOMICS (3)
One-semester course for non-majors. Provides understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources and of policies designed to achieve national economic goals. (3 hrs. lect.)
- 150 PRINCIPLES OF ECONOMICS (3)
Analysis of functioning of economic systems with emphasis on forces determining levels and changes of national income, employment and price levels. Describes basic economic institutions, e.g., markets, money, banks, labor organizations, corporations. Credit not given for both this course and 120. (3 hrs. lect.)
- 151 PRINCIPLES OF ECONOMICS (3)
Prerequisite: ECON 150 or consent of instructor
Analysis of how commodity and factor prices are determined. Discusses policies for efficient allocation of scarce resources. Required of all economics majors. (3 hrs. lect.)

EDUCATION (ED)

- 23 EDUCATION TODAY (3)
A study of the present educational system in Hawaii; its structure, philosophy and development. A look at the future of education in Hawaii through examination of the new and experimental approaches in use. Visits to the many different types of learning environments of both public and private schools will be made. (3 hrs. lect./disc.)
- 24 AUDIOVISUAL SERVICES (3)
Nature and use of educational media as they relate to pupil needs in classroom learning situations. Development of skills in preparation and operation of effective audio-visual materials and equipment. (2 hrs. lect./2 hrs. lab)
- 44 GAMES AND PLAYGROUND SUPERVISION (2)
Study of group playground physical activities, games, equipment, and teaching methods at the early elementary and pre-school levels. (2 hrs. lect.)
- 167 INTRODUCTION TO EARLY CHILDHOOD CURRICULUM (3)
The course deals with curriculum construction and daily program planning, use of materials and equipment, role of teacher teacher's aide, techniques of classroom management, and meeting the needs of individual children in the group. (3 hrs. lect.)

ELECTRICITY (ELEC)

- 20 ELECTRICITY I (3)
Fundamentals of electricity-their importance and application in electrical maintenance work; a foundation for electrical maintenance. (3 hrs. lect.)
- 23 ELECTRICAL WIRING I (2)
Principles of switching, circuits, code requirements, and appliances; including practical applications. (3 hrs. lect. lab)

ENGLISH (ENG)

A Learning Skills Laboratory, located on the third floor, provides individualized instruction to upgrade communication skills in English. Through the use of Language Arts Division test results, students are counseled into appropriate English courses. The program provides specialized and paraprofessional staff to aid and assist student to attain their vocational and academic goals. Students, tutors, teaching assistants, and instructors provide tutoring services to students who desire or need assistance in English.

- 1 BASIC READING I (3)
Instruction and practice in developing reading skills and overall reading comprehension. Placement according to CRT and ETB. Language Lab is required at least one hour per week. (Lect./lab)
- 2 BASIC WRITING I (3)
A practical review of English structure in preparation for writing. Primarily intended for students who plan to take higher level courses that require writing. Placement according to ETB. (Lect./lab)
- 4 BASIC WRITING II: GUIDED AND FREE WRITING (3)
Introduction to writing, and techniques of writing using guided and free writing methods. Emphasis placed on learning how to go about getting ready for writing, grammar review, sentence combining and preparation for work in sentence and paragraph writing. (3 hrs. lect./1 hr. lab)
- 6 BASIC WRITING III: SENTENCE MAINTENANCE AND REPAIR (3)
Prerequisite: Completion of ENG 4, or consent of instructor.
A second course in developmental writing, concentrating on techniques of sentence improvement and combining. Additional individualized practice in selecting appropriate word forms, vocabulary development. Learning techniques of fluent sentence construction, understanding phrase and clause structures, sentence patterns. (3 hrs. lect.)
- 8 BASIC WRITING IV: FROM SENTENCE TO PARAGRAPH (3)
Prerequisite: Completion of ENG 6, or consent of instructor.
Continued practice in sentence building with emphasis upon learning to differentiate between main idea sentences and support sentences within paragraphs. Practice writing assignments to get down clearly one's ideas and feelings. Writing letters, memos, reports, directions, definitions. Journal-keeping, description, narration. (3 hrs. lect.)
- 21 INTERMEDIATE READING (3)
Prerequisite: Recommendation of counselor, or consent of instructor.
Practice in reading skills. Reading to find the main idea and specific details, to draw inferences, and to develop critical judgment. Practice reading in a variety of controlled situations to improve eye habits, reading rate, and concentration. Independent reading. Practice in, and review of, standard English grammar and usage.
- 21B INTERMEDIATE READING (3)
Prerequisite: Minimum of 8th-grade reading level on CRT and consent of instructor or recommendation of counselor.
Improvement of reading rate and comprehension, word attack skills (including phonics), and study-reading skills. Reading to find main ideas, draw inferences, and develop critical judgment. After demonstrating proficiency in basic skills, students may work on speed-reading techniques. (Lect./lab)

- 22 INTRODUCTION TO EXPOSITORY WRITING
Prerequisite: Completion of ENG 8, or consent of instructor.
Concentration on developing the three-part essay: introduction, body, conclusion. Strategies of brainstorming, then organizing ideas into papers of 500 word length. Writing papers of description, narration, exposition. Recommended for all student who do not satisfactorily complete EQE. (2 hrs. lect./1 hr. lab)
- 55 BUSINESS COMMUNICATION (3)
Application of the basic skills of English to the needs of the business student. Includes: word usage, spelling, capitalization, punctuation, syllabication, sentence structure. Business letter writing: letters of inquiry, orders, sales, credit, collection, claims and employment. (3 hrs. lect.)
- 100 EXPOSITORY WRITING (3)
Prerequisite: Satisfactory completion of English Qualifying Exam or consent of instructor.
Discovering and applying the concepts of purpose, audience, and tone in writing. Emphasis on interpreting and evaluating essays; writing expository pieces, interpretive reflections, and essays arguing for action or solutions to problems. (lect./lab)
* Journalism 100 may be taken in place of English 100 to satisfy the English composition course requirement.
- 102 COLLEGE READING SKILLS (3)
Intended for students who are reading at or above their grade level and who wish to improve their skills of comprehension and critical thinking. Aims to develop higher power of comprehension, recall, interpretation, perception, and appreciation. Emphasizes improved study skills and depth, efficiency, and discrimination in reading. Develops flexibility and speed adjusted to the material and purpose of reading. Develops the interest and power to plan a self-improvement program for continued growth in reading at mature levels. (3 hrs. lect.)
- 104 INTRODUCTION TO CREATIVE WRITING (3)
Prerequisite: Consent of instructor
Instruction in, discussion and writing of short fiction and poetry. Provides an opportunity for interested students to have their work appear in a literary publication. (3 hrs. lect./disc.)
- 106 TECHNICAL WRITING (3)
Prerequisite: English 100 or consent of instructor
A course in the principles of communication studied through practice in organization of factual material and objective writing correlated with analysis of formal reports and technical articles. The course is designed to develop student ability in writing clear, accurate, concise technical material. (3 hrs. lect.)
- 210 WRITING TERM PAPERS (3)
Prerequisite: English 100 or consent of instructor
Practical application of the techniques and conventions of research. Instruction in the availability, organization and use of library resources. Students will complete a major paper in an area of study and interest mutually agreed upon by the individual student and instructor. (2 hrs. lect./2 hrs. lab)
- 245 WOMEN IN LITERATURE (3)
Prerequisite: English 100 or consent of instructor
An introduction to literature based on a cross-cultural survey of representative literature by and or about women. A thematic study of

women in literature about the nature and the traditional roles of women. An examination of famous women writers and their techniques. An examination of possible contemporary alternatives to traditional myths concerning women.

* NOTE: Six credits in any of the following courses, 251-256, satisfies the requirement for sophomore literature at the University of Hawaii. Six credits of sophomore literature are prerequisite for upper-division English courses at the University of Hawaii.

251-252 MAJOR WORKS OF BRITISH AND AMERICAN LITERATURE (3-3) Yr.

Prerequisite: English 100 or consent of instructor

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

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

Prerequisite: English 100 or consent of instructor

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

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

Prerequisite: English 100 or consent of instructor

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

257 THEMES IN LITERATURE (1 cr. for each mini-course)

Prerequisite: English 100 or consent of instructor

Selected themes in major literary works of various types, cultures, and periods. Each one credit course will represent literature from a major culture of the world. (Suggestion: Each student will gain a more complete understanding of a particular culture by simultaneously enrolling in English 257 B-G and Geography 102 B-G.) (15 hrs lecture per credit.)

- 257B India (1)
- 257C China (1)
- 257D Japan (1)
- 257E Europe (1)
- 257F USSR (1)
- 257G Africa (1)
- 257H Philippines (1)
- 257J North America (1)
- 257K South America (1)

257, 257X, 257Y THEMES IN LITERATURE (3-3-3)

Prerequisite: English 100 or consent of instructor

Selected themes in major literary works of various types, cultures, and periods. The literature from three major world cultures will be treated each semester. 1) India, China, Japan; 2) Europe, USSR, Africa; or 3) Philippines, North America, South America. (3 hrs. lect.)

EUROPEAN LANGUAGES (EL)

261 HISPANIC CIVILIZATION (Spain and Portugal) (3)
Cultural, geographical, historical briefings, in English on Portugal, Spain, the Madeiras, the Azores; Portuguese and Spanish food and drink, handicrafts, music, art, geography and history for travel purposes. Literature, politics, social customs. Individual research project required.

262 HISPANIC CIVILIZATION (Latin America) (3)
Cultural, geographical, historical briefings in English for Mexico, Central America, the Caribbean islands, and countries of South America where Portuguese and Spanish are spoken. Individual research project required. Music, literature, art, politics, social life, cooking and beverages. (3 hrs. per week)

FASHION DESIGNING & MERCHANDISING (FDM)

111 ESTHETICS OF CLOTHING (3)
Introduction to fashion, figure and color in fashion. Students will integrate lessons with other ADC classes. (3 hrs. lect.)

113 BASIC CLOTHING CONSTRUCTION (3)
Introduction to sewing tools and equipment. Selecting and adjusting basic commercial patterns and construction of apparel to fit the figure. (2 hrs. lect./3 hrs. lab)

216 FASHION DESIGN & SKETCHING (3)
Introduction to drawing the fashion figure, and sketching the design. (3 hrs. lect./lab)

FOOD AND NUTRITIONAL SCIENCE (FNS)

19 INTRODUCTION TO NUTRITION (2)
A basic study of the nutrient elements in foods and their utilization in body metabolism. Consideration of nutrient requirements of the individuals as they affect health and the prevention and treatment of disease from infancy to old age. (2 hrs. lect.)

FOOD SERVICE (FSER)

20 INTRODUCTION TO FOOD SERVICE (2)
An introductory course in commercial food service including discussion of career opportunities, types and kinds of commercial operations, menu and recipe terminology, tools, and equipment identification and usage, nutrition, safety, sanitation, and good work habits. (2 hrs. lect.)

23 MENU PLANNING (2)
A study of the basic principles of menu planning including cost and pricing, equipment and personnel, design and format, the market and merchandising. (2 hrs. lect.)

34 PURCHASING AND CONTROL (4)
An analysis of purchasing and food control systems in commercial food service operations. Discussion and practice in cost and sales analysis, comparative buying and inventory control. (3 hrs. lect. 3 hrs. lab)

- 40 **DINING ROOM SERVICE (6)**
Study and practice in various types of table service with proper serving etiquette with respect to customer relations, including experience in a public dining room. (3 hrs. lect./9 hrs. lab)
- 44 **BAR OPERATIONS (3)**
A study of hotel and restaurant beverages including wines, liquors, beers and Tropical drinks. Instruction in the principles of setting up and operational bar including cost and quality controls. Bar cost and sales analysis will also be conducted to provide the student with total operational capabilities. (2 hrs. lect./3 hrs. lab)
- 50 **FUNDAMENTALS OF COOKERY (3)**
Prerequisite: FSER 20
Principles and practice in using recipes, tools and equipment, soups, stocks and sauces, methods of cookery, meat, fish and poultry analysis. (8 week module, 3 hrs. lect./9 hrs. lab)
- 52 **SHORT ORDER/COOKERY (3)**
Theory and practice in producing fast foods as found in coffee shop, drive-ins, snack-bars. Discussion of quality controls, breakfast cookery, work area and job planning as essential to fast food operations. (8 week module, 2 hrs. lect./12 hrs. lab)
- 54 **COLD FOOD PANTRY (4)**
Prerequisite: FSER 20
Analysis and practice in the preparation of appetizer, accompaniment, main course and dessert salads including gelating molds and desserts, cold and carved sandwiches, quality control and merchandising. (8 week module, 3 hrs. lect./15 hrs. lab)
- 60 **INTERMEDIATE COOKERY (4)**
Prerequisite: FSER 50
Principles and practice in recipe usage and conversions, tools and equipment usage, methods of quantity cookery in food service operations. The class is responsible for planning production and serving luncheon entrees. (8 week module, 3 hrs. lect./15 hrs. lab)
- 70 **ADVANCED COOKERY (6)**
Prerequisite: FSER 60
Introduction and practice in the art of quantity production as found in quality hotels and specialty restaurants. Discussion of classical, international and traditional recipes and foods. Practice in taste, appearance and texture analysis, recipe writing and usage. (3 hrs. lect./9 hrs. lab)
- 72 **BUFFET PREPARATION (4)**
Prerequisite: FSER 70, or consent of instructor
Instruction and demonstration in the preparation of hot and cold hor d'oeuvres, canapes, aspics, chaud-feoids, mousses, pates and terrines, buffet center pieces, vegetable and ice carving. Discussion of buffet catering, set-up, and menu planning. (2 hrs. lect./6 hrs. lab)
- 93V **COOPERATIVE EDUCATION IN FOOD SERVICE (3)**
Supervised on-the-job food service experience. Regular evaluation.

FRENCH (FR)

- 101B **ELEMENTARY FRENCH (2-2,2-2)**
101C A two-semester sequence in beginning French. Credit given upon completion of any half-semester. No prerequisite for French 101B.
102B Speaking, listening, visual practice, culture, reading, writing. Film
102C
80

- tape materials, taped programs for self-instruction at home. Language laboratory practice required. (4 hrs. per week)
- 201-202 **INTERMEDIATE FRENCH (3-3)**
Prerequisite: French 102B or consent of instructor
Two one-semester courses. Intermediate level. Builds upon previously acquired base in French. Student urged to consult instructor regarding advanced placement. Residence in French-speaking country or proficiency acquired in high school may qualify for entrance. Exchange of cassette letters in English and French with counterparts in French-speaking countries. Film tapes. (3 hrs. per week)

GEOLOGY AND GEOPHYSICS (GG)

- 101 **INTRODUCTION TO GEOLOGY (4)**
Principles of physical geology, origin and evolution of the earth, its structure and materials, and the agents and processes affecting the earth's crust such as weathering, gravity, wind, running water, waves, underground water, glaciers, earthquakes and deformation, intrusions, volcanism, and contemporary ideas of sea-floor spreading and continental drift. (3 hrs. lect./3 hrs. lab, 1 all day field trip)
- 200 **GEOLOGY OF THE HAWAIIAN ISLANDS (3)**
Survey of Hawaiian volcanism, rock types, development of landforms, groundwater systems, marine geology, geologic processes, resource and engineering materials. (3 hrs. lect., field trips)

GEOGRAPHY (GEOG)

- 101 **MAN'S NATURAL ENVIRONMENT (3)**
Survey of the natural environment; distribution and interrelationships of climates, vegetation, soils, and landforms with special emphasis on Hawaii. (3 hrs. lect.)
- 101L **MAN'S NATURAL ENVIRONMENT LABORATORY (1)**
Prerequisite: Credit or concurrent enrollment in GEOG 101
Analysis of the natural environment through the use of maps, air photos and field and laboratory observation and experimentation. Special emphasis on Hawaii and upon human modification of the environment. (2 hrs. lab)
- 102 **WORLD REGIONAL GEOGRAPHY (3)**
Geography of world's major cultural region; emphasis on geographic aspects of contemporary economic, social, political conditions. (3 hrs. lect.)
- 102 **WORLD REGIONAL GEOGRAPHY (1 credit each mini-course)**
Geography of a particular cultural area; emphasis on geographic aspects of contemporary economic, social, and political conditions. Each one credit course will represent a major region of the world. (Suggestion: Each student will gain a more complete understanding of a particular culture by simultaneously enrolling in Geography 102B-G and English 257 B-G). (15 hrs. lect. per credit)

- 102B Geography of India (1)
- 102C Geography of China (1)
- 102D Geography of Japan (1)
- 102E Geography of Europe (1)
- 102F Geography of USSR (1)
- 102G Geography of Africa (1)
- 102H Geography of Hawaii (1)
- 102J Geography of North America (1)
- 102K Geography of Maui (1)

GRAPHIC ARTS (GRAPH)

- 20 GRAPHIC ARTS AND PUBLICATION (4)
Typography, newspaper page makeup, layout designing, composer operation, copy camera line and half-tone photography, use of screen tints, color techniques, masking, platemaking, and sheet-fed photo-offset press operation. (Cross-listed as JOURN 101) (3 hrs. lect. / 3 hrs. lab)

HAWAIIAN (HAW)

- 101-102 ELEMENTARY HAWAIIAN (3-3)
Elementary practice in beginning Hawaiian, learning to speak, read, write, and understand simple patterns through practice in a social group as well as in the language laboratory with recorded material (5 hrs. weekly)
- 201-202 INTERMEDIATE HAWAIIAN (4-4) Yr.
Prerequisite: 102 or consent of instructor
A continuation of Hawaiian 102. Use of more advanced Hawaiian grammatical structure with emphasis on spoken Hawaiian. Translation material taken from classical Hawaiian literature. Lab attendance required of all students. (4 hrs. lect./lab determined by need)

HAWAIIAN STUDIES (HAWNA)

- 231 HAWAIIAN CULTURE (3)
Cultural identity in the origins, migrations, traditions, old life, material culture and arts of the Hawaiian. Emphasis on appreciation and creative activities. (3 hrs. lect.)
- 232 ORAL ARTS AND TRADITIONS (3)
Oral arts represented in chants, mele hula, and myth. Ancient traditions in Hawaiian culture revealed in unwritten literature. (3 hrs. lect.)

HEALTH (HLTH)

- 31 FIRST AID AND SAFETY (1)
Training in standard first aid procedures. Persons passing the course will be issued a card certificate of completion of the standard course of instruction in First Aid to the Injured by the American National Red Cross. (1 hrs. lect.)

HEALTH, PHYSICAL EDUCATION & RECREATION (HPER)

Maui Community College offers introductory recreation courses in several areas. The courses include a wide range of activities commonly thought of as leisure time pursuits. The goal is to introduce the student to as many activities as possible. Exposure to and appreciation of the activity is the intent of each course. Students should consult the schedule of classes for each semester to determine which courses are being offered that semester.

MEDICAL CLEARANCE REQUIREMENT:

To register for the following courses, a student is required to present medical clearance issued by his private physician. Students without medical clearance will not be allowed to register for these courses. Health forms may be obtained from Student Services.

The following courses may be repeated provided:

- 1) non-repeaters have first priority.
- 2) the instructor consents to work with various skills levels.

- 101 PHYSICAL FITNESS (1)
Conditioning exercises and activities to develop and maintain physical efficiency. Motor fitness tests administered to measure status and progress. (30 hrs. per semester.)
- 103 SWIMMING: Beginning (1)
Adjusting to and immersing in water, floating, sculling, correct arm stroke, leg kick, breathing techniques and their coordination. (30 hrs. per semester.)
- 107 TENNIS: Beginning (1)
Rules, etiquette, grip, forehand and backhand strokes, serving, volleying; singles and doubles play. (30 hrs. per semester.)
- 108 TENNIS: Advanced (1)
Emphasis on improving the serve, forehand and backhand strokes, volleying, chop shot, competitive strategy and problems in rules. (30 hrs. per semester)
- 110 GOLF: Beginning (1)
Rules, etiquette, arm swing, approach, execution, scoring, spare pick-ups. Students pay charge for use of alley. (30 hrs. per semester.)
- 115 BOWLING (1)
Rules, etiquette, arm swing, approach, execution, scoring, spare pick-ups. Students pay charge for use of alley. (30 hrs. per semester)
- 135 VOLLEYBALL (1)
Rules, serving, passing, setting-up, spiking, blocking, offensive and defensive team play strategy. (30 hrs per semester.)
- 137 BASKETBALL (1)
Rules, passing, shooting, dribbling, rebounding, individual defensive and offensive maneuvers, two and three-man plays; team offense and defense. Separate sections for men and women. (30 hrs. per semester.)
- 152 PHYSICAL CONDITIONING WEIGHT TRAINING (1)
Various types of exercises and methods of training with resistance are presented. Methods of stretching and warming-up the muscles are stressed, and special emphasis is placed on coordination and breathing development. (30 hrs. per semester.)

- 161 **AIKIDO (1)**
Rules, etiquette, basic rolls, simple holds, and the breaking of such holds, specific physical conditioning exercises. (Student must provide own gi.) (30 hrs. per semester.)
- 162 **KARATE (1)**
Rules, etiquette, basic stances, blocks, thrusts, kicks, ippon kumite, and selected kata. (Student must provide gi.) (30 hrs. per semester.)
- 163 **TAI CHI CH'UAN (1)**
The analysis and practice of forms of the ancient Chinese martial art and physical exercises called Tai Chi Ch'uan. (30 hrs. per semester.)
- 166 **INTERMEDIATE KARATE (1)**
Intermediate techniques in Karate, including advanced kata, ippon ken, and special sparring training and practice. (Student must provide gi.) (30 hrs. per semester.)
- 170 **YOGA (1)**
The practice of a series of exercises designed to promote good health, vitality, mental alertness and long life. (30 hrs. per semester.)
- 195 **MODERN HEALTH: PERSONAL AND COMMUNITY HEALTH (2)**
A study of the significance of physical, mental and social health as related to the individual and to society. Community health programs are considered and discussed. (2 hrs. lect.)

HISTORY (HIST)

- 151 **WORLD CIVILIZATION (3)**
A survey of the spread of civilization from its Near Eastern origins, with emphasis upon the cultural contributions from Egypt, Mesopotamia, India, China, Japan, Greece, Rome, and Post-Roman Europe up to 1650. (3 hrs. lect.)
- 152 **WORLD CIVILIZATION (3)**
A survey of the development of civilization since 1650 with emphasis upon the expansion of Western influence throughout the world, and upon the political, economic, and cultural revolutions in the North Atlantic Community, Africa, and Asia. (2 hrs. lect./1 hr. lab)
- 224 **HISTORY OF HAWAII (3)**
A general survey of the economic, political, and social history of Hawaii from earliest times to the present. Emphasis will be placed on Hawaii's history since the time of European contact. (3 hrs. lect.)
- 241 **CIVILIZATIONS OF ASIA (3)**
Interpretative and comparative survey of the development and interaction of the political, economic, and cultural elements in the major civilizations of Asia from earliest times to contact with the West. (3 hrs. lect.)
- 281 **CIVILIZATIONS OF ASIA (3)**
Historical survey of the impact of Western civilization upon the major civilizations of Asia and Asian response. (3 hrs. lect.)
- 242 **INTRODUCTION TO AMERICAN HISTORY (3)**
Prerequisite: Competency in English to 12th grade level, or consent of instructor.
Development of an understanding of the progress of American Culture up to the Civil War, an insight into America's heritage, and a sensitivity to its ideals and realities. (3 hrs. lect.)

- 282 **INTRODUCTION TO AMERICAN HISTORY (3)**
Prerequisite: Competency in English to 12th grade level, or consent of instructor.
Development of an understanding of the progress of American Culture since the Civil War, an insight into America's heritage, and sensitivity to its ideals and realities. (3 hrs. lect.)

HOTEL OPERATIONS (HOPER)

- 15 **TOURIST INDUSTRY WORD PRONUNCIATION (1)**
A course of common hotel, restaurant, food and beverage terms, their pronunciation and spelling (**valet, maitre d'hotel, consommé, Cabernet Sauvignon**). One-half of class session devoted to individual self-instruction, utilizing library system of cassettes in FL lab, instructor-monitored and tutored.
- 19 **HOTEL AND RESTAURANT BEVERAGES (2)**
An introductory course in beverages served in hotels and restaurants; and in the home: wine (type, variety, origin, label, food affinity, storage, service, vintage); distilled spirits (history, health, definition, law, mixed drinks).
- 20 **ORIENTATION TO HOTEL (3)**
Introduction to the employment opportunities, specialization, and general requirements of employees in the hotel industry. Study of safety and sanitation pertaining to hotel operation. Organization of hotel operation. (3 hrs. lect.)
- 42 **HOUSEKEEPING PROCEDURES (3)**
Prerequisite: Hoper 20 or consent of instructor
Organization and function of the housekeeping department. Purchasing guides, care of furnishings and supplies; general maintenance procedures. (3 hrs. lect.)
- 44 **BASIC PRINCIPLES OF HOTEL OPERATIONS (3)**
Prerequisite: Hoper 20 or consent of instructor
Discussion of the physical aspects of operation, including development classification, and organization. Procedures for emergencies, check cashing, use of credit cards, collection of accounts receivable. Protection of property against damage and theft. Fundamentals of taxes, leases, and insurance as they apply to the business operation. (3 hrs. lect.)
- 45 **FRONT DESK OPERATIONS (3)**
Prerequisite: Hoper 20 or consent of instructor
Study of the important human and public relations responsibilities of the front office staff; and phases of front office operation. Practice in registering and assigning rooms to guests; handling mail, messages, complaints and inquiries; documenting records and procedures relating to guest transactions; use of posting machine and telephone switchboard. (3 hrs. lect.)
- 47 **HOTEL COMMUNITY RELATIONS AND CURRENT ISSUES (3)**
Prerequisite: Hoper 20 or consent of instructor.
The relation of the industry to the community through community services, business promotion and advertising. Procedures for emergencies, check cashing, use of credit cards, collection of accounts receivable. Protection of hotel property against damage and theft by guests. (3 hrs. lect.)
- 93V **COOPERATIVE EDUCATION IN HOTEL OPERATIONS (3)**
Supervised on-the-job work experience.

HUMAN DEVELOPMENT (HD)

- 21 CHILD DEVELOPMENT (3)
Study of the child's growth and development from infancy to adulthood. (3 hrs. lect.)
- 130 CHILD MANAGEMENT (3)
Parental attitudes and accepted practices of child rearing and their effect upon children are included. Films are used and opportunities are arranged to observe children at different stages of their development and to learn appropriate ways of working with them. (3 hrs. lect.)

HUMAN SERVICES (HSERV)

- 60 WORK WITH PARENTS (3)
A lecture and discussion class in interviewing techniques emphasizing the development of competency and skill in parent contacts. Skills to involve the parent in understanding the child's home and school environment will be developed. The effectiveness of basic public relation techniques and the use of community resources and referral agencies will also be explored. (3 hrs. lect./disc.)

HUMANITIES (HUM)

- 23 THE LITERARY ARTS (3)
A general education course that creates for each student a direct experience of the written word. Students will examine literature as a tool (a medium of communication) and enjoy it as an instrument of pleasure and self-discovery. Special attention is given to the new forms that have appeared in print media during the twentieth century; Science fiction, journalism, fantasy, detective thriller, etc. Students will experiment in producing their own forms of literary expression. (3 hrs. lect./lab)
- 27 POPULAR CULTURE (3)
Critical survey of mass media and popular arts, including television, recorded music, advertising, newspapers, magazines, radio, and movies. (3 hrs. lect.)
- 100 THEMES IN HUMANITIES (3)
This course is intended to give the student a start toward viewing the arts as an expression of the meaning of life. Interpretations of history and a variety of works of poetry, drama, novel, painting, sculpture, music, and philosophy are interwoven in order to illustrate Western man's changing awareness of self and environment. Prerequisite: English 100 or consent of instructor. (3 hrs. lect.)

INFORMATION & COMPUTER SCIENCE (ICS)

- 100 THE COMPUTER AND ITS ROLE IN SOCIETY (3)
Fundamentals of data processing vocabulary, basic descriptions and uses of hardware, a history of hardware applications, and a survey of the functions of software. Attention is given to the implications of future computer technology and the relationship of the computer to society. (3 hrs. lect.)
- 112 CONVERSATIONS WITH THE COMPUTER (3)
A course in learning to program a computer using an interactive computer language. Each student will use the computer as a tool in problem solving. A first course in programming designed for students who have not previously studied computer language. (3 hrs. lect./disc.)
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JAPANESE (JPNSE)

- 101-102 ELEMENTARY JAPANESE (4-4) Yr.
Beginning standard Japanese; oral, aural, visual presentation. Development of listening, speaking, reading, and writing skills. Meets 4 hours weekly. Daily lab practice. Japanese 101 or consent of instructor is required for Japanese 102.
- 201-202 INTERMEDIATE JAPANESE (4-4) Yr.
Prerequisite: Japanese 102 or consent of instructor
Continuation of Japanese 101-102. After completion, student should be proficient in using major sentence patterns. Meets 4 hours weekly. Daily lab practice.

JOURNALISM (JOURN)

- 51 FUNDAMENTALS OF JOURNALISTIC WRITING (3)
Introduction to news and ad copy writing with emphasis on newspaper and other print media. Includes television and radio. (3 hrs. lect./lab)
- 100 WRITING FOR PUBLICATION (4)
Prerequisite: English Qualifying Exam
News story, feature, sport, editorial, headline and photo outline writing, interviewing, stylebook, ethics and legal responsibilities. (3 hrs. lect./3 hrs. lab) NOTE: Journalism 100 may be taken in place of English 100 to satisfy the English composition requirement.
- 101 GRAPHIC ARTS AND PUBLICATION (4)
Typography, newspaper page makeup, layout designing, composer operation, copy camera line and half-tone photography, use of screen tints, color techniques, masking, platemaking, and sheet-fed photo-offset press operation. (Cross-listed as GRAPH 20) (3 hrs. lect./3 hrs. lab)

LAW (LAW)

- 40 THE HAWAII LEGAL SYSTEM (3)
This course is designed to provide a general perspective of the legal system and a specific knowledge of the present and potential role of the legal paraprofessional within that system. Students will be exposed to the operations and structures of court system, administrative agencies, private law firms, public sector law offices, legal clinics, and prepaid legal plans. Significant consideration will be given to legal ethics in evaluating what tasks, skills, and role is now and may in the future be fulfilled by the legal paraprofessional in each legal area. (3 hrs. lect.)
- 41 LEGAL RESEARCH
This course is designed to provide the student with a working knowledge of the major techniques of legal research and writing. Students will complete assigned problems in legal research and will prepare office memoranda. (3 hrs. lect.)
- 200 LEGAL ENVIRONMENT OF BUSINESS (3)
Introduction to legal environment in which business operates with particular attention to principles of law relating to contracts, agency, commercial paper, partnerships, corporations and government regulation. (3 hrs. lect.)

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

LEARNING SKILLS (LSK)

- 5 **LISTENING COMPREHENSION I (3)**
Intensive work with listening comprehension skills with special emphasis on understanding lectures, active recall, taking notes, and writing examinations. Practice in study skills. Language Lab work required. Placement according to ETB. (Lect./lab)
- 6 **LISTENING COMPREHENSION II (3)**
Prerequisite: English 40. Consent of instructor or Dean of Students
Advanced work in listening comprehension with special emphasis on understanding class lectures, taking notes, and preparing for examinations. Placement according to ETB. Language Lab work required. (Lect./lab)
- 30 **COLLEGE STUDY SKILLS (3)**
Prerequisite: Minimum of 8th-grade reading level on CRT and consent of instructor or recommendation of counselor.
Practical exposure to the uses of the dictionary. Vocabulary enrichment through exposure to and study of common word roots and affixes, words relevant to occupational concentration, and general words in a variety of contexts. Practice in reading textbook assignments and study skills in business, technical, and liberal arts course work. Note-taking, time-budgeting, listening skills. (Lect./lab)

MAINTENANCE (MAINT)

- 30 **MASONRY (2)**
Materials and techniques used in installing and repairing concrete, brick, stone, and tile installation. (3 hrs. lect./lab)
- 40 **PAINTING AND DECORATING (2)**
Materials and techniques used in painting, plastering, wallpapering, and maintaining installations. Correct procedures and materials. (3 hrs. lect./lab)
- 50 **PLUMBING (2)**
Materials and techniques used to install and maintain plumbing lines, fixtures and controls. (3 hrs. lect./lab)
- 60 **BASIC BUILDING MAINTENANCE (2)**
Materials and techniques used to install and maintain items of interior and exterior structure and finishes. (3 hrs. lect./lab)

MANAGEMENT (MGT)

- 20 **INTRODUCTION TO MANAGEMENT (3)**
A study of the use and coordination of the 5 M's of management: money, men, methods, materials and managerial talent, to attain stated objectives. The elements of managerial action will include planning, organizing, directing, and controlling. (3 hrs. lect.)

- 22 **HUMAN RELATIONS IN BUSINESS (3)**
The study and investigation of the behavioral problems that often disturb a business enterprise. The course deals with communication, perception, leadership, motivation, group interaction, overcoming resistance to change and organizational structure. The case study discussion method is stressed. (3 hrs. lect.)
- 24 **PERSONNEL MANAGEMENT RELATIONS (3)**
A study of personnel techniques for which the supervisor is responsible including recruitment, interviewing, selection, testing, placement, orientation, training, rating, promotion, transfer, separation and grievance handling. Also studied are the supervisor's responsibilities for good labor-management relations. (3 hrs. lect.)

MARINE TECHNOLOGY (MAR)

- 31 **BOAT HANDLING AND PILOTING (3)**
Introduction to the basic skills and equipment necessary for operating a small vessel at sea. Emphasis will be upon navigation, both offshore and celestial. (Cross-listed as OCEAN 101) (2 hrs. lect./2 hrs. lab)

MATHEMATICS (MATH)

General Information: No course Math 10 or below counts toward a degree but may be applied toward a certificate. Math 001B, C, D, E meet at the specified hours per week until the course is finished.

- 001B **WHOLE NUMBERS (1)**
Arithmetic of whole numbers. Course may be repeated for credit. 5 hrs. (CR/NC only)
- 001C **FRACTIONS (1)**
Arithmetic of rational numbers. Course may be repeated for credit. 5 hrs. (CR/NC only)
- 001D **DECIMALS (1)**
Arithmetic of decimal numbers. 3 hrs. (CR/NC only)
- 001E **PER CENTS (1)**
Per cents and applications. 3 hrs. (CR/NC only)
- 002 **ELEMENTARY MEASUREMENT (2)**
Measure of length, area and volume. (2 hrs. lect.)
- 002C **ANGULAR MEASUREMENT (1)**
Measurement of angles and triangles, elementary trigonometry (1 hr. lect.)
- 003B **SIGNED NUMBERS (1)**
Arithmetic of signed numbers. (1 hr. lect.)
- 003C **RATIO AND PROPORTION (1)**
Expressing ratios and solving for unknowns with proportions. (1 hr. lect.)
- 006 **METRIC MEASUREMENT (1)**
Metric measure of length, area, volume, capacity and weight.
- 007 **SLIDE RULE & ELECTRONIC HAND CALCULATOR (1)**
Using slide rule and/or electronic hand calculator for solving mathematical problems. (1 hr. lect.)
- 25 **ELEMENTARY ALGEBRA (3)**
Equivalent to first-year high school algebra. Rational numbers, integers, fundamental algebraic operations, factoring, linear and quadratic equations, the quadratic formula. (3 hrs.)

- 27 **INTERMEDIATE ALGEBRA (4)**
Prerequisite: Elementary Algebra
Fundamental laws, exponents, and radicals, equations in one variable (linear quadratic and some higher degree), systems of equations (linear and quadratic), complex numbers, graphic representations, the binomial theorem. (4 hrs.)
- 61 **ELEMENTARY TRIGONOMETRY (2)**
Prerequisite: MATH 003B or equivalent.
Trigonometric functions of angles, Law of Sines and Cosines, solutions of triangles, and practical applications. Intended primarily for Applied Arts and Science students. (2 hrs. lect.)
- 71 **ARCHITECTURAL MATHEMATICS (3)**
Principles of architectural engineering, calculation of reactions, shear and moment of beams, and determination of beam, joist, and column sizes. (3 hrs. lect.)
- 100 **SURVEY OF MATHEMATICS (3)**
Prerequisite: Math 23 or one year of high school algebra.
Selected topics designed to acquaint non-specialists with examples of mathematical reasoning. (3 hrs. lect.)
- 111 **INTRODUCTION TO MATHEMATICS (3)**
Prerequisite: Math 23 or one year of high school algebra.
Study of concepts and properties of number systems. (3 hrs. lect.)
- 112 **METRIC SYSTEM INTERNATIONAL (1)**
An introduction to and application of the System Internationale-The International System of Units. The modernized metric system of weights and measures using metres, litres, and grams. (1 hr. lect.)
- 120 **PRECALCULUS: COLLEGE ALGEBRA (3)**
Prerequisite: Math 27 or equivalent.
Solutions to polynomials, absolute value, and systems of equations and inequalities, complex numbers, series, math induction, binomial theorem, and probability. (3 hrs. lect.)
- 123 **PRECALCULUS: TRIGONOMETRY (2)**
Prerequisite: Math 27 or equivalent.
Basic trigonometry functions, their inverses, equations, and identities. Solutions to triangles and applications. (2 hrs. lect.)
- 127 **PRECALCULUS: FUNCTIONS (3)**
Prerequisite: Math 27 and 123 or equivalent. Math 123 may be taken at the same time as Math 127
Study of functions, their properties and graphs. Will include polynomial, rational, exponential logarithm, and trigonometric functions, and conic sections. (3 hrs. lect.)
- 205 **CALCULUS I (3)**
Prerequisite: Math 120 and 127 or equivalent.
Basic concepts; differentiation with applications. (3 hrs. lect.)
- 206 **CALCULUS II (3)**
Prerequisite: Math 205 or equivalent.
Integrals of functions; techniques of integration; applications; and infinite series. (3 hrs. lect.)
- 231 **CALCULUS III (3)**
Prerequisite: Math 206
Power series; vector-oriented study of functions of several variables; partial differentiation and line integrals. Prerequisite: C in 206 or equivalent. (3 hrs. lect.)

MERCHANDISING (MERCH)

- 20 **ADVERTISING AND DISPLAY (3)**
The principles of advertising methods and applications. The creation of advertising layout and copy. Management of media selection. Legal and social aspects of advertising. Development of an advertising campaign. Principles of design and arrangement as they relate to building interior and exterior displays. Practical application of display of merchandise is emphasized. (3 hrs. lect.)
- 30 **PRINCIPLES AND METHODS OF SALESMANSHIP (3)**
This selling in action. The following topics will be covered: Organizing the sales presentation, making the approach, conducting the presentation, turning objections into sales, closing the sale and suggestion selling. (3 hrs. lect.)
- 40 **PRINCIPLES OF MARKETING (3)**
An introduction to marketing principles including channels of distribution, pricing, government regulations, consumer behavior, marketing functions & organization, product analysis, and promotional activity. (3 hrs. lect./disc.)
- 45 **PRINCIPLES OF RETAILING (3)**
Prerequisite: Business 55 or consent of instructor
Buying and the buyer's job, merchandise classification, pricing principles and policies, merchandising fashion lines, stock control and physical inventory. (3 hrs. lect.)
- 52 **RESEARCH AND DESIGN MAKING FOR MARKETING AND MANAGEMENT (3)**
Prerequisite: Merchandising 40 or consent of instructor.
A basic introduction to the How and Why of marketing research. Customer buying motives, how customers buy, and product planning and the influence of fashion on customers will be explored. Involves collecting primary and secondary data and preparation of a research report. (3 hrs. lect./disc.)

MICROBIOLOGY (MICRO)

- 130 **GENERAL MICROBIOLOGY (3)**
Prerequisite: Competency in English equivalent to 13th-grade level, or consent of instructor.
Fundamentals of microbiology. The role of microorganisms and how they affect humans. Emphasis is on medical and public health aspects, bacterial and viral diseases, and epidemiology. Laboratory required. (3 hrs. lect.)
- 130L **GENERAL MICROBIOLOGY LABORATORY (1)**
Prerequisite: Credit or registration in MICRO 130. (3 hrs. lab)

MUSIC (MUS)

- 120 **MUSIC SKILLS (1)**
Basic sight reading, ear training and notation. Students may directly apply basic reading and harmony skills to piano, voice, ukulele and guitar. (2 hrs. lect./lab)
- 160 **INTRODUCTION TO MUSIC LITERATURE (3)**
Styles and forms of Western music from their early development to the present. (3 hrs. lect., outside listening required.)

NURSING (NURS)

- 28 PERSONAL VOCATIONAL RELATIONSHIPS (2)
Prerequisite: Nursing 153 with a grade of C or better
Focuses on history, legal aspects and issues of practical nursing practice; role of the Licensed Practical Nurse as a member of the nursing health team; nursing organization and community health resources, and transition from student to graduate. Content is explored through use of individualized instruction modules. (2 hrs. independent study modules)
- 56 GENERAL NURSING, PRACTICAL (5)
Prerequisite: Nursing 154 with a grade of C or better
Focuses on adult and pediatric medical-surgical patient care in the hospital nursing care home setting. Emphasis is on developing direct nursing care skills with large groups of patients. (3 hrs. focused discussion/21 hrs. lab)
- 153 FUNDAMENTALS OF NURSING (8)
Prerequisite: Admission to the Nursing Program
Introduction to concepts, skills and attitudes of safety for the nurse and patient; communication and mental health; observation; asepsis; nutrition and fluids; medication; growth and development; maternal health and medical terminology. Content is learned through the use of individual study guides, multi-media aids, reading assignments and faculty guidance. Skills are mastered in the on-campus laboratory prior to moving into the clinical areas to care for selected patients. (5 hrs. focused discussion/9 hrs. lab)
- 154 FAMILY HEALTH NURSING (5)
Prerequisite: Nursing 153 with a grade of C or better.
Beginning the care of patients during labor, delivery, and postpartum period. Emphasis on the family unit and community resources. (4 hrs. focussed discussion/18 hrs. lab for 8 weeks)
- 155 PSYCHIATRIC MENTAL HEALTH NURSING (5)
Prerequisite: Nursing 153 with a grade of C or better.
Beginning the care of patients of all ages who are in mental and physical crises. Emphasis on mental health principles. (4 hrs. focused discussion/18 hrs. lab for 8 weeks)
- 255 NURSING CARE OF CHILDREN AND ADULTS I (9)
Prerequisite: Nursing 56 with a grade of B or better.
Continuing the care of the patient of all ages who are physically or mentally ill; emphasis on decision making. (4 hrs. focused discussion, 15 hrs. lab)
- 256 NURSING CARE OF CHILDREN AND ADULTS II (9)
Prerequisite: Nursing 255 with a grade of B or better.
Focuses on transition from student to graduate; historical, legal and ethical components of nursing practice; community health; emphasis on patients requiring more complex care and leadership skills. (4 hrs. focused discussion/15 hrs. lab)

OCEANOGRAPHY (OCEAN)

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

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- 101 BOAT HANDLING, PILOTING AND CELESTIAL NAVIGATION (3)
Introduction to the basic skills and equipment necessary for operating a small vessel at sea. Emphasis will be upon navigation, both offshore and celestial. (Cross-listed as MAR 31) (2 hrs. lect./2 hrs. lab)
- 201 SCIENCE OF THE SEA (3)
A descriptive survey of biological, geological, chemical and physical aspects of oceanography. Interrelations and dependencies of oceanographic studies will be keyed to the global scheme and knowledge to date about the oceans. (3 hrs. lect)

OCCUPATIONAL SAFETY AND HEALTH (OSH)

- 20 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH I (1)
A course in familiarization with and practical applications of the William-Steiger Occupational Safety and Health Act of 1970 USDL. (1 hr. lect.)

OFFICE PROCEDURES (OFPRO)

- 20B FILING (2)
20C RECORD MANAGEMENT (1)
Principles and procedures of filing including the managerial aspects of records maintenance. Courses include: principles of filing, filing system and records management. (3 hrs. lect.)
- 40 CLERICAL OFFICE PRACTICE (3)
Prerequisite: 40 net words per minute typing speed.
Filing, preparing masters and stencils, duplicating methods, transcribing machings and typewriting on electric machines. Typical office procedures and responsibilities. **Recommended to be taken during student's last semester of certificate or degree program.** (3 hrs. lect.)

PHILOSOPHY (PHIL)

- 100 INTRODUCTION TO PHILOSOPHY (3)
Problems, methods, and fields of philosophy. (3 hrs. lect.)

PHYSICS (PHYS)

- 50 TECHNICAL PHYSICS (4)
Mechanics, properties of matter, heat, magnetism and electricity; emphasis on practical applications in industry. (3 hrs. lect./3 hrs. lab)
- 151-152 COLLEGE PHYSICS (3-3)
Prerequisite: Math 125 and credit or concurrent registration in Math 126
Fundamental principles, theories, and experimental methods. 151: Mechanics, Sound and Heat. 152: Electricity and Magnetism, Light, and Modern Physics. Credit or registration in 151L for 151, and 152L for 152 required. (3 hrs. lect.)
- 151L COLLEGE PHYSICS LABORATORY (1)
Prerequisite: Credit or registration in Physics 151 (3 hrs. lab)
- 152L COLLEGE PHYSICS LABORATORY (1)
Prerequisite: Credit or registration in Physics 152 (3 hrs. lab)

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POLICE SCIENCE (PS)

- 121 **INTRODUCTION TO LAW ENFORCEMENT (3)**
Introduction to the historical and philosophical background of law enforcement. The purpose of law enforcement; the position of law enforcement agencies at the local, state, and federal level. The English influence upon the American police agencies. Employment opportunities. This course is required for all Police Science majors. (3 hrs. lect.)
- 122 **PATROL ADMINISTRATION AND PROCEDURES (3)**
Functions of the patrol division, the objectives, activities, and methods. The relationship of the patrol division to other divisions; purpose of the twenty-four hour patrol, manpower, distribution and beat layout. May be taken concurrently with PS 121, or as scheduled. (3 hrs. lect.)
- 123 **CRIMINAL INVESTIGATION I (3)**
Prerequisite: PS 121 or consent of instructor
Introduction to criminal investigation procedures, including the theory of investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.
- 124 **CRIMINAL INVESTIGATION II (3)**
Prerequisite: PS 123 or consent of instructor.
Case preparation; collection and preservation of physical evidence, crime scene search; use of fingerprints, casts, photographs, laboratory assistance and scientific equipment available to assist the investigator. (3 hrs. lect.)
- 125 **TRAFFIC ADMINISTRATION AND PROCEDURES (3)**
Reasons for traffic enforcement, traffic accident investigation, engineering problems in traffic control and administration. Public support and involvement in the traffic problem, traffic statistics, their meaning, use, and source. Educational aspects of the overall traffic problem. (3 hrs. lect.)
- 126 **JUVENILE PROCEDURES AND THE POLICE (3)**
Etiology of delinquent activities; factors such as age, sex, race, and the home environment are explored. The methods and agencies handling juvenile offenders from violation to disposition. Some theories regarding the behavior of the youthful offender. (3 hrs. lect.)
- 241 **CRIMINAL EVIDENCE I (3)**
Evidence defined; rules of evidence, where they originate, how they are interpreted and what effect they have on law enforcement. Major emphasis is placed on the courtroom use of evidence, and courtroom demeanor. (3 hrs. lect.)
- 244 **ADMINISTRATION OF JUSTICE (3)**
The history of our judicial (court) system; the various courts and their respective areas of jurisdiction; procedures from the time of arrest through the sentencing of the individual or whatever disposition the court feels necessary. (3 hrs. lect.)
- 245 **POLICE ORGANIZATION AND MANAGEMENT (3)**
Principles of organization and administration in law enforcement; operations and activities of various divisions, bureaus or details; training, recruitment, planning, research, policy, inspection and control. (3 hrs. lect.)

- 246 **POLICE AND COMMUNITY RELATIONS (3)**
The role of the police department in local government; the importance of a good community relations program; what constitutes a community relations program. Race attitude toward police; its causes and prevention. Factors to be considered when organizing a community relations detail or program. (3 hrs. lect.)

POLITICAL SCIENCE (POLSC)

- 110 **INTRODUCTION TO POLITICAL SCIENCE (3)**
Study of political institutions, systems, behavior, and issues. Emphasis on American national government, including study of presidency, Congress, courts, interest groups, political parties, elections and general theories of the American political system. (3 hrs. lect.)
- 180 **INTRODUCTION TO HAWAIIAN POLITICS (3)**
Study of contemporary Hawaiian political institutions, processes, issues and personalities at the State and County levels. Particular emphasis on citizen roles and responsibilities in local politics. (3 hrs. lect.)
- 220 **INTRODUCTION TO WORLD POLITICS (3)**
Study of selected current topics in international politics and the process of foreign policy making in the United States. (3 hrs. lect.)

PORTUGUESE (PORT)

- 101B **ELEMENTARY PORTUGUESE (2-2, 2-2)**
101C A two-semester sequence in beginning, spoken Portuguese. Credit given upon completion of any half-semester. No prerequisite for Portuguese 101B. Maui Portuguese background may qualify student for entry into 102B. Newest film and sound presentation. Taped materials for home or language laboratory study. Language lab practice required. (4 hrs. per week)
- 102B
102C

PSYCHOLOGY (PSY)

- 51 **HUMAN RELATIONS (3)**
Fundamentals of human behavior and psychological principles affecting personal relationships and adjustments. (3 hrs. lect./disc.)
- 100 **SURVEY OF PSYCHOLOGY (3)**
Principles of human behavior. Individual differences, motivation, emotion, perception, learning, etc. (3 hrs. lect.)
- 110 **PSYCHOLOGY OF ADJUSTMENT (3)**
Understanding and improving adjustment. Needs, frustrations, conflicts, anxiety, patterns of adjustment. Concepts of mental health. (3 hrs. lect.)
- 220 **DEVELOPMENTAL PSYCHOLOGY (3)**
Introduction to developmental psychology covering infancy to adulthood. Principles of developmental growth patterns. (3 hrs. lect.)

RELIGION (REL)

- 150 **INTRODUCTION TO THE WORLD'S MAJOR RELIGIONS (3)**
Introduction to the world's living religions-Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity and Islam. (3 hrs. lect.)

SCIENCE (SCI)

- 20 MAN AND ENVIRONMENT (2)
A series of special topics covering the environment of human populations, their effects on their environment and effects of environmental changes on them. (2 hrs. lect.)
- 121 INTRODUCTION TO SCIENCE: BIOLOGICAL SCIENCE (4)
Characteristics of science and interactions of society with science, illustrated by topics from biological science. (3 hrs. lect./2 hrs. lab)
- 122 INTRODUCTION TO SCIENCE: PHYSICAL SCIENCE (4)
Characteristics of science and interaction of society with science illustrated by topics from a survey of Chemistry, Physics, Geology, Meteorology, and Astronomy. (3 hrs. lect./2 hrs. lab)
- 124 ECOLOGY AND MAN (4)
An introduction to the nature of interactions of organisms in their environment. Human populations are considered as part of their environment. The effects of human populations and human manipulation of the environment are stressed. (3 hrs. lect./2 hrs. lab)

SHORTHAND (SHTHD)

- 20B,C BEGINNING THEORY/DICTATION/TRANSCRIPTION, II (2-2)
Learning to read and write shorthand theory and transcribing from one's own shorthand notes. (3 hrs. lect./lab)
- 23 MACHINE SHORTHAND AND TRANSCRIPTION I (4)
A beginning course in the theory of machine shorthand using the systems approach. Transcribing from student's own notes begins immediately. (5 hrs. lect./lab)
- 26V SHORTHAND REFRESHER (1-2)
Prerequisite: Knowledge of shorthand
Review of basic theory principles, phrases, brief forms, practice in writing shorthand that can easily be read (fluency and proportion), and taking dictation at a minimum rate of 60 words a minute. Preparation for Civil Service Shorthand examination. (19 hrs. lect./lab per credit)
- 30B,C INTERMEDIATE SHORTHAND, II (2-2)
Prerequisite: Beginning Shorthand or two semesters of high school shorthand or consent of instructor
Development of speed in writing shorthand and transcribing letters in available form. Mastery of Brief forms and phrases. (5 hrs. lect./lab)
- 40 ADVANCED SHORTHAND (4)
Prerequisite: Intermediate Shorthand or consent of instructor
Increased speed in taking dictation and transcribing from one's own notes; practice in writing medical and legal words and phrases. (5 hrs. lect./lab)

SOCIAL SERVICES (SOSER)

- 20 INTRODUCTION TO SOCIAL SERVICES (3)
Introduction to the nature of social service programs. A study of federal, state, and local social service responsibilities. (3 hrs. lect.)

SOCIAL SCIENCE (SSCI)

- 150 CONTEMPORARY SOCIAL PROBLEMS (3)
Exploration of a number of contemporary social problems from the different perspectives of the various social science disciplines. Each area will be investigated through the approach of social science techniques. (3 hrs. lect.)

SOCIOLOGY (SOC)

- 22 MARRIAGE AND THE FAMILY (3)
An exploration of the function of the family in modern society. Biological, historical, and cross-cultural materials presented. Topics include courtship, mate selection and marriage; role behavior with the family; economic planning; dissolution of the family (divorce and death); and changing patterns. (3 hrs. lect.)
- 100 SURVEY OF GENERAL SOCIOLOGY (3)
Basic social relationships, norms, social structures and processes affecting social change. (3 hrs. lect.)

SPANISH (SPAN)

- 101B ELEMENTARY SPANISH (2-2, 2-2)
- 101C A two-semester sequence in beginning Spanish. Credit given upon completion of any half semester. No prerequisite for Spanish 101B.
- 102B Speaking, reading, listening, visual practice, writing, culture. Film tape materials, taped programs for self instruction at home. Language laboratory practice required. (4 hrs. per week)
- 102C
- 201-202 INTERMEDIATE SPANISH (3-3)
Prerequisite: Spanish 102B or consent of instructor.
Two one-semester courses, intermediate level Spanish, building upon a previously acquired base. Student urged to seek advice of instructor regarding advanced placement. Residence in Spanish-speaking country or proficiency acquired in high school may qualify for entrance. Exchange of cassettes and letters in English and Spanish with counterparts in Spanish-speaking countries. Films and taped materials. (3 hrs. per week)

SPEECH (SP)

- 20 SPEECH COMMUNICATION (3)
Individualized instruction to help students attain conversational proficiency. Includes practice in overcoming speech problems related to pronunciation and articulation: rhythm, intonation, quality, clarity and projection. At the discretion of the instructor, the course may be completed in less than one semester with full credit. (3 hrs. lect.)
- 25 ENGLISH IN 3 ACTS (3)
Prerequisite: English 40 course offerings and or consent of instructor
An expressive communication skills course designed to assist students in the uses of non-academic English. Acting, stage direction, set and costume design, and drama presentations will be the major classroom instructional materials and vehicle by which students will express themselves. At the end of the semester all students will be involved with the presentation of either 1 full play, or several plays chosen by or written by the class at large. (Lect./lab)

- 151 **PERSONAL AND PUBLIC SPEECH (3)**
Introduction to major elements of speech. Activities for students to acquire competence in two-person, small group, and public situations. Practice in basic speech forms and techniques. Models and concepts to explain the speech act.
- 231 **INTERPRETIVE READING (3)**
Prerequisite: Speech Communication 100 or equivalent.
Principles and practices in the art and skill of reading aloud (3 hrs. lect./disc)

TYPEWRITING (TYPW)

- 20B,C,D,E **BEGINNING TYPEWRITING I, II, III, IV (1-1-1-1)**
Mastery of the keyboard, machine parts and their uses, knowledge of correct typing techniques, care of the typewriter, timed writings. Instruction in how to type, manipulation of the typewriter, composing, typing tasks-typing business and personal letters, memorandums, tabulations, manuscripts, envelopes, outlines, from handwritten, typed or rough draft copy; proofreading final copy, erasing and correcting errors. (18 hrs. lect./lab per credit)
- 25V **SKILL-DEVELOPMENT TYPEWRITING (1-2)**
Intensive drills in the development of speed and accuracy. Review in typing memoranda, manuscripts, business letters, envelopes, and tabulation. Preparation for Civil Service typing performance examination. (19 hrs. lect./lab per credit)
- 30B,C,D,E **INTERMEDIATE TYPEWRITING I, II, III, IV (1-1-1-1)**
Prerequisite: TYPW 20 or one year of high school typing or consent of instructor. Typing speed of 35 gwam.
Review of mechanics of typing, machine parts, and correct typing techniques. Development of sustained speed and accuracy. Advanced correspondence, tabulation, manuscript writing, business forms, and composing at the typewriter. (18 hrs. lect./lab per credit)
- 35B,C,D **MACHINE TRANSCRIPTION I, II, III (1-1-1)**
This course develops communication skills needed for entry level jobs calling for transcribing from electronic machines. Modern business procedures and terminology are emphasized. (4 hrs. lect./lab; 20 hrs. per credit)
- 40B,C,D,E **ADVANCED TYPEWRITING I, II, III, IV (1-1-1-1)**
Prerequisite: Intermediate Typewriting or consent of instructor. Typing speed of 50 gwam.
Typing business forms, letters, memoranda, timed writings, statistical tables, accounting reports, legal papers, medical forms and duplication. Emphasis on the importance of increasing production through efficient methods and proper organization. (18 hrs. lect./lab per credit)

VOCATIONAL (VOC)

- 50C **INTERVIEWING IN HUMAN SERVICES (3)**
This course covers the interview, the meaning of representing a government agency, human relations in interviewing, confidentiality, beginning the interview, giving information and explanation, handling complaints and criticism, ending the interview, recording the interview. (3 hrs. lect.)

- 55D **SMALL GROUP COUNSELING (1)**
The class format differs for each individual according to his own educational, vocational and personal needs. Class meets for two sessions during scheduled time. The remaining class time is devoted to individual counseling sessions and small groups which are scheduled at the convenience of students. The groups vary according to the assessed needs of students. Some groups conducted are: Psychology of the Self, Psychology of Career Choice, and College Survival Skills. (CR/NC only)
- 40 **ORIENTATION TO EMPLOYMENT (1)**
Applications and references; personal interviews. Legal requirements; state and Federal laws affecting employment. (15 hrs. per semester) (CR/NC only)
- 42 **TAKING THE CIVIL SERVICE EXAM (1)**
Practice in applying for and taking Civil Service and pre-employment exams, with emphasis on reviewing arithmetic, verbal skills, interviewing skills, and such other skills as are necessary to prepare for Civil Service exams. (15 hrs. per semester)
- 46 **WORKING IN AN ORGANIZATION (1)**
Case study approach to operating effectively in a government or company bureaucracy. Some of the topics to be considered are "red tape," cliques, impersonality, frustrations, etc. (15 hrs. per semester)

WELDING (WELD)

- 19 **WELDING FOR TRADES AND INDUSTRY (3)**
Theory and practice of gas and arc welding of ferrous and non-ferrous materials. Procedures in flat, horizontal and overhead work. Brazing, silver soldering, flame cutting, welding of aluminum, stainless steel, and other metals. (2 hrs. lect./4 hrs. lab)
- 20 **INTRODUCTION TO WELDING (8)**
A basic course in gas and arc welding of ferrous and non-ferrous metals. (3 hrs. lect./12 hrs. lab)
- 30 **INTERMEDIATE WELDING AND FABRICATION (8)**
Prerequisite: Welding 21 or consent of instructor
An advanced course in gas and arc welding of ferrous and non-ferrous metals with an introduction to the MIG and TIG welding processes. (3 hrs. lect./12 hrs. lab)

WOMEN'S STUDIES (WS)

- 120B **THE HISTORY OF WOMEN (1)**
The history of women in general, as well as notable women with a consideration of various social and racial groups in America, including changes of attitudes toward and of women. How and why historians and society viewed women in America. (15 hrs. per semester)
- 120C **SOCIOLOGY OF WOMEN (1)**
Examination of the roles and status of women in the world today with emphasis on the United States. Cultural change as it is modifying traditional conceptions will be discussed. (15 hrs. per semester)

- 120D PSYCHOLOGY OF WOMEN (1)
Examination of past and current theories of female behavior and illustration of methods of nonsexist living and child raising. (15 hrs. per semester)
- 120E WOMEN AND ECONOMICS (1)
Examination of women's economic role at home and in the work force including an analysis of the role of education, marriage, divorce, and fertility in a woman's economic life. Employment discrimination will be discussed. (15 hrs. per semester)
- 120F WOMEN AND THE LAW (1)
Women and the Law will deal with the law as it relates to women and will examine the relationship between cultural myth and the law. (15 hrs. per semester)
- 120G WOMEN'S HEALTH (1)
Today's issues in women's health care including an analysis of health care services and the health care industry. Information about personal health care. (15 hrs. per semester)

ZOOLOGY (ZOO)

- 101 PRINCIPLES OF ZOOLOGY (4)
General introduction to Zoology. All major animal groups are considered. Primary emphasis is placed on evolution, anatomy and physiology, ecology and behavior. (3 hrs. lect./2 hrs. lab)
- 200 MARINE BIOLOGY (3)
Physical, biological and morphological characteristics of the marine environment; introduction to the flora and fauna; estuaries, coral reefs, the deep sea, fisheries, aquaculture, pollution and marine resources. Field trips scheduled within laboratory class times. (2 hrs. lect./3 hrs. lab)

STAFF

AKI, HAREKO I	Library Technician
ALBORANO, MARY-DOREEN	Secretary to Provost
HIGASHI, MIRIAM F	Bookstore Manager
IWAMASA, SHIGETO	Building Maintenance man
JIO, RACHAEL M	Library Assistant
KALANI, CHARLOTTE	Vista, Outreach Aide
KALIIHOU, MATTHEW	Custodian
KANAHA, JUANITA H	Cafeteria Helper
KAUMEHEIWA, THELMA	Vista, Learning Lab Assistant
KUWAE, MASAKO	Custodian
LIBRES, ROSE	Vista, Outreach Aide
MAHI, LINDA L	Account Clerk
NAGANO, CAROL E	Secretary to Student Services
OKUMURA, TOSHIE	Custodian
ROSADO, LOUIS G	Groundskeeper
SAKAGAWA, JUNE	Secretary to Dir. Community Servs.
SAKAGAWA, WILLIAM	Groundskeeper
SEVILLA, FRANCES A	Custodian
SOMBELON, MARGARET S	Cafeteria Helper
SUGIMOTO, LILLIAN	Custodian
TAKUSHI, TOSHIKO Y	Office Manager
TAMURA, MERVLYN O	Account Clerk
TAVARES, HOWARD P	Groundskeeper
TEIXEIRA, COLLEEN D	Stenographer, Media Center
YAMASHITA, NANCY H	Stenographer, Student Services
YOSHIOKA, MARIAN T	Stenographer, Business Office
YOSHITAKE, DORIS M	Secretary to Dean of Instruction

ADMINISTRATIVE OFFICERS AND FACULTY

AINSWORTH, DONALD Sabbatical Leave 1977-78	B.Ed., Colorado State University; Additional work, Colorado State University (Building Trades)
BARTHOLOMEW, GAIL	B.A., Bowling Green State University; M.L.S., University of Hawaii (Assistant Librarian)
BLANTON, MARIAN	A.B., University of Pittsburgh; M.A. San Fernando Valley State College; Additional work, University of Southern California, University of California at Los Angeles (English)
BRUNISH, ROBERT	B.S., University of California, Los Angeles; Ph.D., Stanford University (Science)
CAROLAN, PATRICIA	A.A., Riverside City College (Cal.), B.S. Loma Linda University, M.N., U.C.L.A. (Nursing)
CHEREDNIK, J. ROSS	B.S., M.S., University of Washington (Mathematics)
CHUNG, COLIN	B.B.A., Travel Industry Management, University of Hawaii (Food Service)
COAD, KERMIT	B.A., M.A., San Francisco State College (English)
COHEN, JUDITH	B.A., University of California at Berkeley Additional work, San Francisco State (Distributive Education)
DANIELS, RONALD	A.A. and Certificate of Proficiency, San Francisco City College; B.Ed., University of Hawaii (Hotel Operations)
DRAYSON, BERTHA	B.Ed., Fifth Year Certificate; M.Ed., University of Hawaii (Business)
ENOKI, GARY	B.B.A., University of Hawaii (Accounting)
ENOMOTO, GULSTAN "DUKE"	A.A., Solano Junior College; B.A., Golden Gate College (Director of Administrative Services)
FIELD, DOUGLAS	A.B., University of California at Los Angeles; M.A., University of California at Santa Barbara; (Spanish; French; Portuguese)
FRANCIS, STEPHEN M.	B.A., M.Ed., University of Washington (Counselor)
FREDERICKSEN, DEMARIS L.	B.A., University of Kansas, M.A., Danish Graduate School for Foreign Students; Additional Work, University of Oregon (Anthropology, Sociology)
FREDERICKSEN, WALTER M. JR.	B.A., University of Kansas; Additional Work, University of Copenhagen, University of Oregon (Anthropology, Ocean Science)

GOODNESS, FRANCIS B.A., M.A., University of Hawaii (Coordinator, Special Program) (Cooperative Education)

GRIFFIS, WILLIAM B.A., University of Alabama; M.A., University of Hawaii (Philosophy, Religion)

HUGHES, ARLEIGH BRUCE B.A., M.A.: University of Texas; Ph.D., Texas Agricultural & Mechanical University (Science)

JOHNSON, KATHLEEN 3 year Diploma, St. Mary's School of Nursing; B.S.N., Catholic University of America; M.N., University of Washington (Nursing)

KAMEDA, STEPHEN B.S., Michigan State University; Additional work, University of Hawaii (Registrar)

KIKUCHI, BERT B.A., University of Hawaii; 2 M.A., University of Oregon; Additional work, University of Hawaii (History Asian Studies)

KIM, BOMANI B.Ed., University of Hawaii; Additional work, Stanford University: General Contractor's License (Carpentry Technology)

KOBAYASHI, LILLIAN B.A., Fifth Year Certificate in Social Work, University of Hawaii (Counselor)

KONG, JOSEPH B.Ed., Fifth Year Diploma, University of Hawaii (Business)

KRAWTZ, MICHAEL B.V.E., California State University, Long Beach; Vocational Teaching Certificate, University of Pittsburgh (Mathematics)

LAI, WALTER B.S., University of California at Berkeley

LEESE, DAVID M.A., San Francisco State College; Additional Work, University of Hawaii, University of California (Business)

LINARES, VINCENT B.A., University of New York; M.A., University of Hawaii; Additional work, University of New York and Oslo University (History)

LINDSTROM, BILL B.A., Bellarmine College; M.A. University of Hawaii (English)

On Leave B.A., University of Maryland, M.L.S., Rutgers-The State University, New Jersey. Additional work, University of Hawaii (Head Librarian)

1977-78

LYON, RALPH B.Ed., Colorado State University; Professional Technical Teaching Certificate, Hawaii; M.Ed., Colorado State University (Industrial Technology)

MATSUDA, WALLACE B.Ed., University of Hawaii (Carpentry Technology)

MAYER, DICK B.A., Brandeis University; M.A., University of Washington; Additional work, University of California at Berkeley; Bowling Green University; University of Hawaii (Geography, Economics)

MILLER, BARBARA B.A., University of Washington; M.Ed., University of Hawaii (Art)

MIURA, THOMAS B.S., University of Hawaii (Agriculture)

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