

Wongillo



MAUI
COMMUNITY
COLLEGE

UNIVERSITY OF HAWAII

General Catalog

1975 - 1977

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:
 - C. Applied Arts and Sciences
 - D. Business
 - E. Liberal Arts
 - F. Sciences
- School Functions:
 - G. Occupational Education
 - H. Transfer Education
 - I. General Education
 - J. Guidance
- SPECIAL UNITS:
 - K. Evening School
 - L. Community Services
- M. The high forehead is a symbol of academic exercise and excellence.
- N. Furrows-Effort
- O. Large eyes-careful observation and attention to detail.
- P. Open mouth-articulation and communication.
- Q. Beads - while the present general meaning is likely to be connected with "hippie" it must be remembered that beads have long been a symbol of friendship and understanding.
 - Coeeducational:
 - R-1 boys
 - R-2 girls
- Five senses:
 - S-1, S-2, S-3, S-4, S-5
- T. Clasp 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 1975 - 1977

COMMUNITY COLLEGE SYSTEM
UNIVERSITY OF HAWAII

University of Hawaii
Community College System

BOARD OF REGENTS

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ACADEMIC CALENDAR

AUGUST

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Fall 1975

- August 11 Orientation for new students
August 12-22 Pre-registration and testing for new students
August 20 Deadline for application submissions. Students applying after this date will not be processed until September 2 (late registration period)
August 27, 28 Final registration and payment of fees
September 1 Holiday (Labor Day)
September 2 First day of instruction
September 9 Registration for Senior Citizens
September 9 Last day to register for semester length courses (Registration for mini-courses through the semester)
October 13 Holiday (Discoverers Day)
October 14 Last day to make up incompletes for Spring 1975
October 15 Last day for fall graduation applications
October 27 Holiday (Veterans Day)
November 10-14 Pre-registration appointments for the Spring Semester 1976
Nov. 17-Dec. 12 Pre-registration and testing for the Spring Semester, 1976
Nov. 27, 28 Holiday (Thanksgiving)
Dec. 19 Last day of instruction

Spring 1976

- December 31 Deadline for application submissions
January 5-8 Pre-registration and testing
January 7-8 Final registration and payment of fees
January 12 First day of instruction
January 12 Registration for Senior Citizens
January 19 Last day to register for semester length courses (Registration for mini-courses continues through the semester)
February 16 Holiday (Presidents Day)
February 23 Last day to make up incompletes for Fall 1975
March 1 Last day for graduation application
March 22-25 Pre-registration appointments
March 26 Holiday (Kuhio Day)
March 29- April 23 Pre-registration for all continuing students for Fall 1976
April 12-16 Holiday (Easter Vacation)
May 4 Last day of instruction
May 8 Commencement
SUMMER SESSION 1976
June 10 Registration and payment of fees
June 11 Holiday (Kamehameha Day)
June 14 First day of instruction
June 16 Last day to register for classes
July 5 Holiday (Independence Day)
July 26 Last day of instruction

AUGUST

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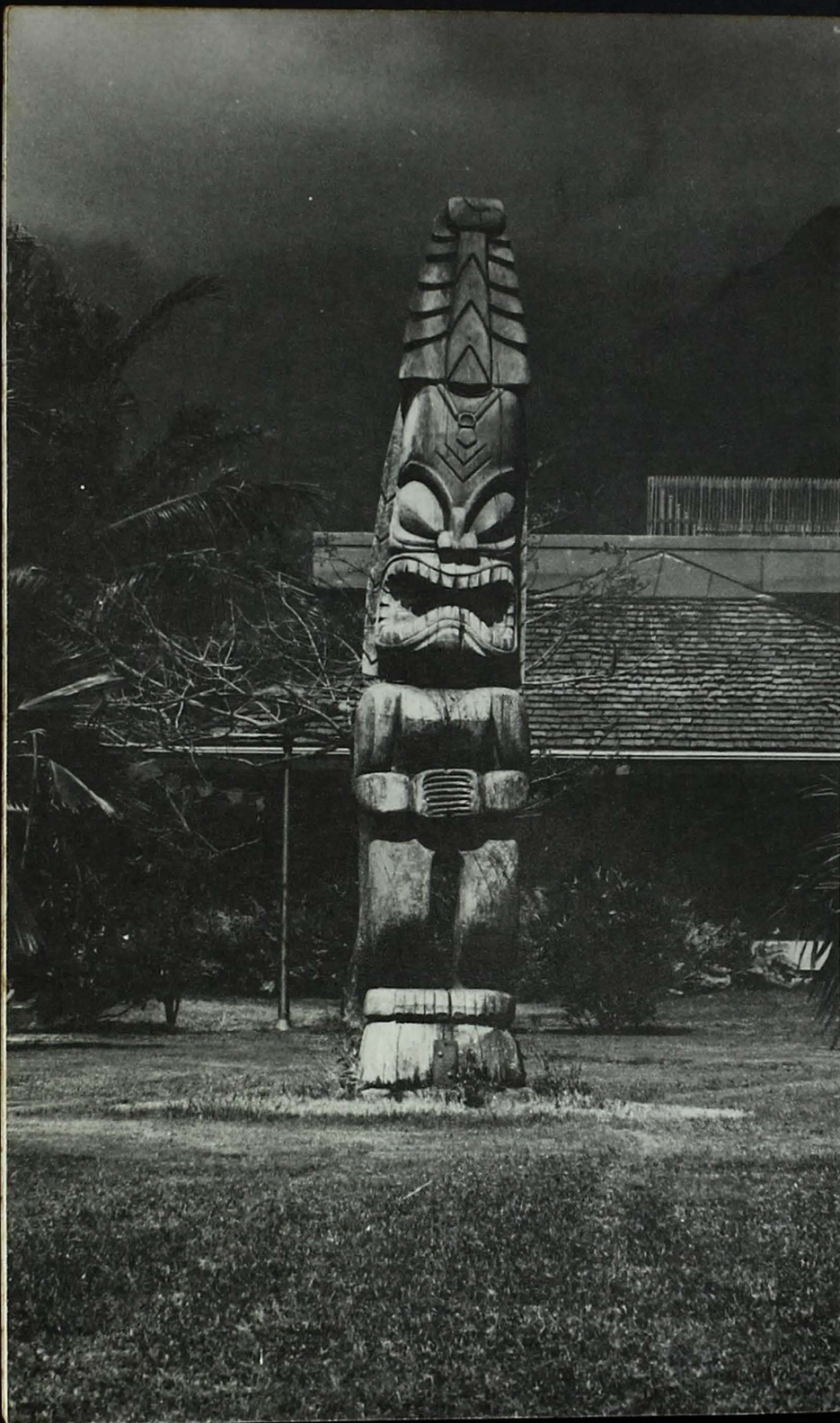
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JUNE

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FALL 1976

- August 2 Orientation for new students
August 3-13 Pre-registration and testing for new students. Deadline for application submissions. Students applying after this date will not be processed until August 25 (late registration period)
August 19-20 Final registration and payment of fees
August 25 First day of instruction
August 25 Registration for Senior Citizens
September 1 Last day to register for Semester length courses. (Registration for min-courses continues through the semester)
September 2 First day of instruction
September 2 Registration for Senior Citizens
September 6 Holiday (Labor Day)
October 6 Last day to make up incompletes for Spring 1976
October 11 Holiday (Discoverers Day)
October 15 Last day for graduation applications
October 25 Holiday (Veterans Day)
November 2 Holiday (General Election)
November 8-12 Pre-registration appointments for the Spring Semester, 1976
Nov. 15-Dec. 10 Pre-registration and testing for the Spring Semester, 1976
Nov. 25-26 Holiday (Thanksgiving)
December 16 Last day of instruction
SPRING 1977
December 31 Deadline for application submissions
January 3-7 Pre-registration and testing
January 6 & 7 Final registration and payment of fees
January 12 First day of instruction
January 12 Registration for Senior Citizens
January 19 Last day to register for semester length courses (Registration for mini-courses continues through the semester)
February 21 Holiday (Presidents Day)
February 24 Last day to make up incompletes for Fall 1976
March 1 Last day for spring graduation applications
March 28- April 1 Pre-registration appointments
March 25 Holiday (Kuhio Day)
April 11-29 Pre-registration for all continuing students for Fall 1977
April 4-8 Holiday (Easter Vacation)
May 5 Last day of instruction
May 7 Commencement
SUMMER SESSION 1977
June 9 Registration and payment of fees
June 10 Holiday (Kamehameha Day)
June 13 First day of instruction
June 15 Last day to register for classes
July 4 Holiday (Independence Day)
July 25 Last day of instruction



General Information

General Information

History of Maui Community College

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

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

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

A counseling center-office building, classrooms and a science laboratory lecture hall complex were completed during 1967-68. A modern three-story library building was completed in 1969. A 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 1300.

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

Equal Opportunity

The University of Hawaii subscribes to and complies with all State and Federal statutes, rules, and regulations and any amendments thereto, promulgated from time to time, which prohibit discrimination in its policies and practices applicable to its campuses, programs, and activities.

PURPOSES, PHILOSOPHY AND PROGRAMS

Purpose

Act 39, Session Laws of Hawaii 1964, provided 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 each individual as a citizen of his community, his nation, and the world, and as an enthusiastic and competent participant in his civilization and culture.

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

1. All citizens should have education available to them to whatever level they desire, and are able, to 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 has developed several educational programs:

1) Occupational Education

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

2) Transfer Education

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. In addition, lower division requirements for many arts and science majors are offered, as well as pre-professional requirements.

Students whose high school experience does not satisfy four-year college and university entrance requirements have the opportunity to remove deficiencies and thus gain entrance with advanced standing.

3) General Education

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

4) Developmental Education

Students whose educational attainment has been defective are offered an opportunity to set and attain educational and vocational goals which are realistic for them.

5) Guidance and Counseling

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

6) Community Services

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

Accreditation

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

Evening College

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

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

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

Extension

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 more equal opportunity for 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 needed are recommended by community advisory committees. The program was started during 1970-71 school year and the island of Molokai was the first area to be served.

Summer Session

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

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

Organization of the Instructional Program

The organizational plan of Maui Community College places the instructional areas into five divisions. Within each division are grouped those subject areas with common objectives and similar subject matter. The divisions are:

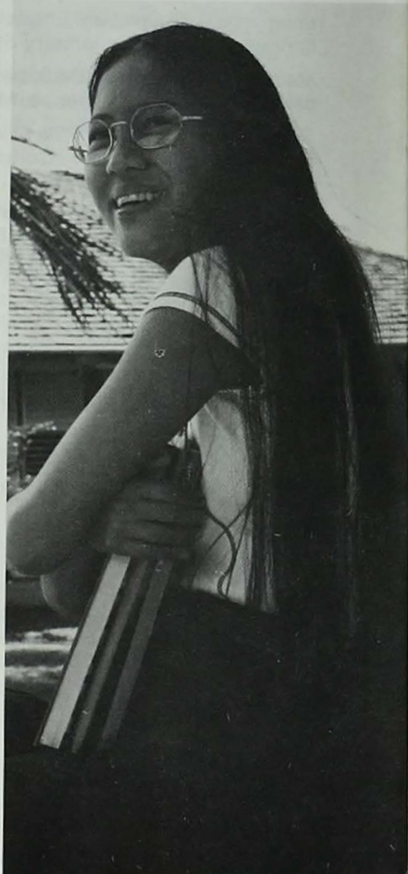
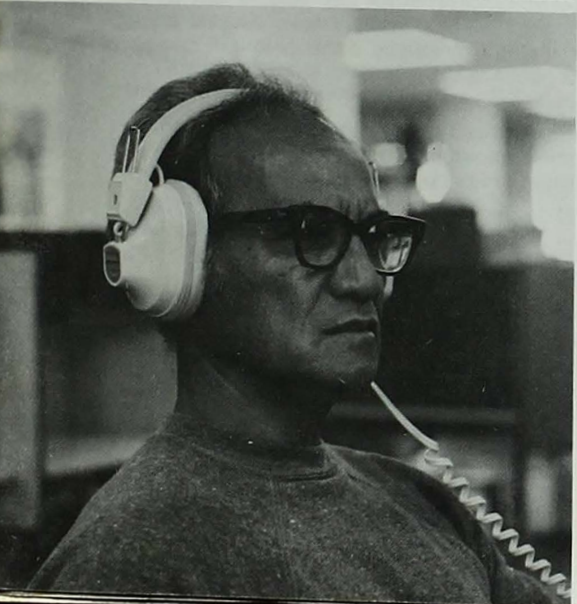
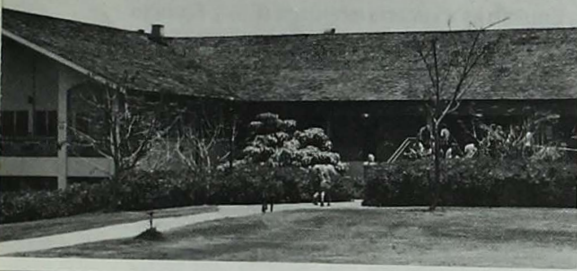
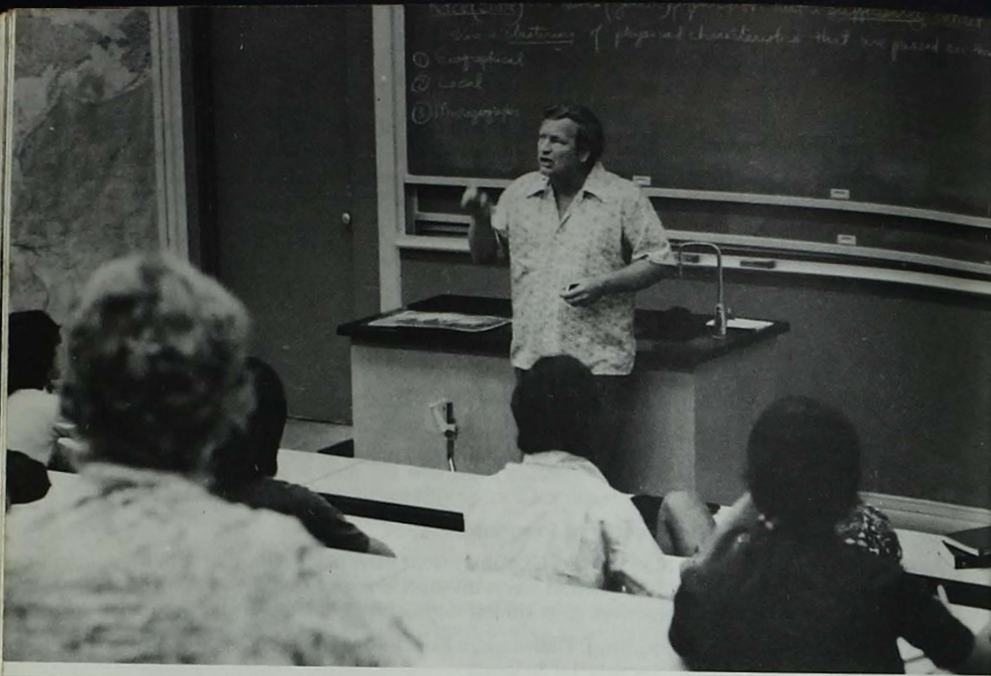
Business Division: Accounting, Distributive Education, General Office Training, Hotel Operations, Secretarial Science.

Language Arts Division: English, English as a second language (ESL), Foreign Languages, Interdisciplinary Studies, Journalism, Speech Communication.

Mathematics/Science Division: Biology, Chemistry, General Science, Physical Geography, Geoscience, Mathematics, Nursing, Oceanography, Physics.

Social Science/Humanities Division: Anthropology, Art, Drama and Theater, Economics, Geography (Cultural), History, Music, Philosophy, Political Science, Psychology, Recreation, Religion, Social Science, Sociology.

Applied Arts and Sciences Division: Apparel Design and Construction, Architectural Drafting, Automotive Technology, Building Maintenance, Carpentry, Human Services, Industrial Maintenance, Machine Technology, Police Science, Sheet Metal, Welding.



STUDENT SERVICES

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.

Cafeteria

The college cafeteria serves beverages, sandwiches and luncheon plates at reasonable prices.

Bookstore

The College operates a bookstore for the convenience of students to purchase required textbooks and incidental supplies.

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 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 Applied Arts and Sciences 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 and determined by each campus.

B. Grants

1) *Educational Opportunity Grant*

Assistance grants under the 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*

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

1) National Direct Student Loan

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 and interest charges begin 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 campus 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.

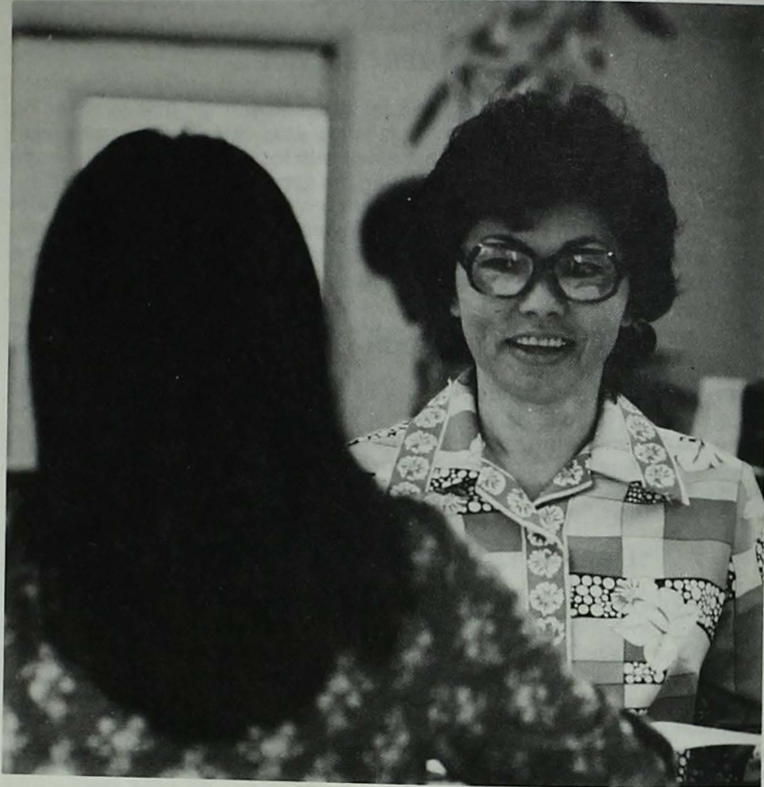
LIBRARY LEARNING RESOURCE CENTER

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 27,000 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 more than 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 audio-visual 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

Various student activities are sponsored throughout the year, mainly by the Student Government. Activities such as intra-mural sports, on-campus dances, movies, and guest speakers are arranged. Also, low cost educational travel is available during the summer vacation periods; students, faculty and staff are encouraged to participate.



Admission and Registration

ADMISSION REQUIREMENTS

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

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.

REGISTRATION PROCEDURES

1) Application for Admission

Early applications for admission are encouraged. Students, particularly non-residents, are advised to have their applications on file by July 15 for fall semester and December 1 for spring semester.

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

a. Application for Admission

A new student or a student returning after an absence of one or more semesters must file an application for admission. Applications may be obtained from:

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

b. Official Transcripts

Applicants seeking a certificate or degree must have forwarded an official transcript of all high school work and previous college credits. Transcripts must be mailed directly to the Office of Admissions.

c. Residency Affidavit

For purpose of tuition, each applicant must complete and submit a residency affidavit provided by the College.

d. Tuberculosis Clearance Requirement

State of Hawaii Public Health Regulations require that persons over compulsory school attendance age 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.

2) Pre-registration Advising

Program planning for students is done on an individual basis. Each applicant will be notified of his appointment by the Student Services office when he is notified of acceptance to the College.

3) Final Registration

Final registration takes place immediately prior to the first day of classes. There is no deferred tuition. Students should come prepared to pay all 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.

FOREIGN STUDENT ADMISSION POLICY

English Proficiency Examination:

Students from non-English speaking countries will be required to take the Test of English as a Foreign Language (TOEFL), developed and administered by the Educational Testing Service and achieve a minimum score of 450. This test is given at testing centers throughout the world. The Educational Testing Service must receive the application with \$15 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.

Sponsorship and Financial Support:

The student must show satisfactory evidence of financial support while studying in the United States.

Health Examination:

The student will be required to submit a Foreign Student Health Certificate as a prerequisite for admission.

Other Admission Requirements

The student's secondary education must be equal to at least the 12th grade (year) of a Hawaii high school. The student must submit a complete and certi-

fied English translation of his secondary school record, showing passing and maximum grades. The transcript must be received by the College directly from the high school or college prior to completion of the registration. Transcripts which are hand-carried by the student cannot be accepted.

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

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.

Health Insurance

Health insurance will be required for all foreign students. The average cost is \$50 per school year. Insurance coverage must be effective prior to completion of registration. More information may be obtained from Student Services Office.

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 prerequisites. The specific course to be taken depends upon the student's ultimate college plans. Enrollment in college courses by high school students is on a space available basis. Written consent of the high school principal or counselor is a prerequisite.

ADVANCED PLACEMENT

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

Foreign Languages:

Students placed in the 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 on 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 on page 25.

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 of submitting an application for graduation.

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.

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.

Refund Policy

1. 80% of tuition paid shall be refunded if a student withdraws from college within the first two weeks of a semester.

2. 40% of tuition paid shall be refunded if a student withdraws from college during the third or fourth week of a semester.

3. For summer sessions and short term credit courses, 80% of the tuition paid shall be refunded if the student withdraws within the first week of instruction and 40% during the second.

Special Costs

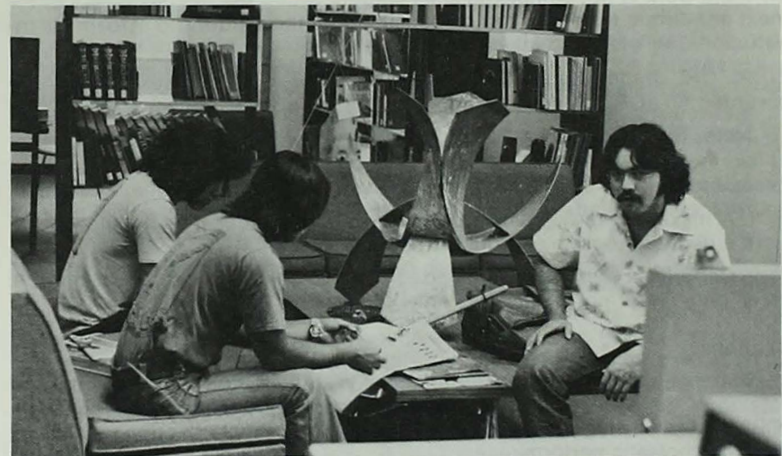
Book Cost

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 \$250 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, and to observe College and community standards of conduct. Misconduct or excessive absence may be grounds for dismissal.

Grading System

The system of grades and grade points is described below:

	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 under 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 condition 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 "D" 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.
2. Certain courses are designated as "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. Furthermore, scholarships are often contingent upon successful graded scholastic performance.

Orientation Requirement

Orientation 20 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-four semester hours of credit are freshmen.

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

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

Withdrawal

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

Students may withdraw from a course with a "W" up to the day of final examination. (A \$1.00 course change fee will be assessed.)

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

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

A student enrolled in a course who shows evidence to the instructor that through experience or training he has had the equivalent of the course but has not received college credit for it may apply for credit by examination. To receive credit by exam in courses which have prerequisites, students must challenge the course at the beginning of the semester. Application will be made to the appropriate instructor and division chairperson for approval to take the exam. If approval is granted, the test shall be administered and graded by the instructor. An examination may be taken only once for any one course. No special fee shall be charged.

Credit by Examination may also be earned for courses 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 skills 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.)

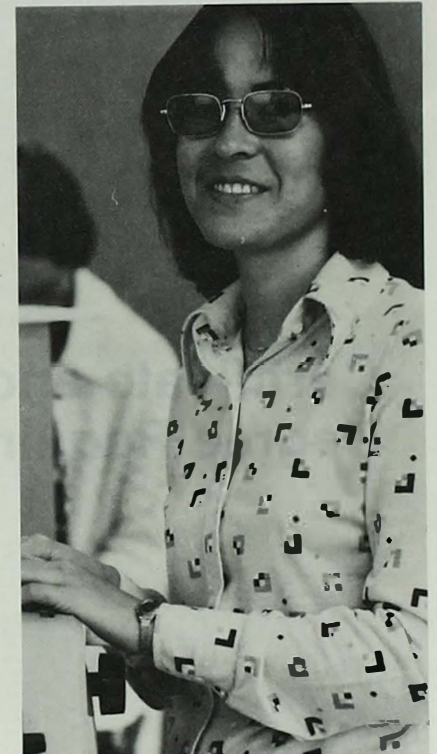
SCHOLASTIC HONORS

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.



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. Apparel Design and Construction
 - c. Architectural Drafting
 - d. Auto Body Repair and Painting
 - e. Auto Mechanics
 - f. Building Maintenance
 - g. Carpentry Technology
 - h. Distributive Education
 - i. General Office Training
 - j. Hotel Operations
 - k. Human Services
 - l. Industrial Maintenance
 - m. Machine Technology
 - n. Police Science
 - o. Secretarial Science
 - p. Sheet Metal
 - q. Welding Technology
2. General Education:
 - a. English (3 credits)
 - b. Mathematics (3 credits—except Hotel Operations)
3. A grade point average of 2.0 (C) or better.
4. 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: 6 credits in courses numbered 40 or higher. 3 credits must be in English or Journalism 100. 3 credits may be in Speech Communication (51 or 100)

2b. Courses numbered 10 or higher from the following list:

BUSINESS/APPLIED ARTS AND SCIENCE:

Accounting
Apparel Design & Construction
Architectural Drafting
Automotive Technology
Blueprint
Building Trades
Business
Carpentry Technology
Hotel Operations
Industrial Technology
Oceanography (52)
Police Science
Secretarial Science
Shorthand
Typewriting
Welding Technology

HUMANITIES: (9 credits minimum)

Art
Drama
Foreign Language
History
Interdisciplinary Studies (IS 131, 155, 156)
Japanese (272)
Journalism
Literature
Music
Philosophy
Religion
Spanish (251, 252)
Speech Communication

NATURAL SCIENCE: (12 credits minimum)

Biology
Chemistry
Geography (101)
Geoscience
General Science
Mathematics (50 or higher)
Oceanography
Physics

SOCIAL SCIENCE: (12 credits minimum)

Anthropology
Economics
Geography (except 101)
Political Science
Psychology
Social Science
Sociology

3. Minimum of 60 credits. A maximum of 3 credits in 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. At least 12 credits toward the degree must be taken at Maui Community College. Degree candidates must be registered and in attendance during the term that the degree is awarded. The Dean of Instruction may modify this requirement, in exceptional cases, by granting a leave of absence.

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 35-57.

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

2a. ENGLISH COMMUNICATIONS: 6 credits in courses numbered 40 or higher. 3 credits may be in English or Journalism 100. 3 credits may be in Speech Communication (51 or 151).

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

HUMANITIES

English (53)

Humanities (51)

NATURAL SCIENCE

General Science (51)

Oceanography (51)

Physics (50)

Mathematics (50 or higher)

SOCIAL SCIENCE

Anthropology (51)

Economics (51)

Psychology (51, 52)

Geography (51)

Social Science (51)

Sociology (51)

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 30-31 of catalog for course assignments within the three areas.

3. Minimum of 60 credits. A maximum of 3 credits in 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. At least 12 credits toward the degree must be taken at Maui Community College. Degree candidates must be registered and in attendance during the term that the degree is awarded. The Dean of Instruction may modify this requirement, in exceptional cases, by granting a leave of absence.

OCCUPATIONAL CURRICULA

Occupational education is a major purpose of Maui Community College. The Applied Arts and Sciences 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
Apparel Design and Construction
Architectural Drafting
Auto Body Repair and Painting
Auto Mechanics
Building Maintenance
Carpentry Technology
Distributive Education
General Office Training
Hotel Operations
Human Services
Industrial Maintenance
Machine Technology
Nursing
Police Science
Secretarial Science
Sheet Metal
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 where 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 75 for further information on Cooperative Training.

CERTIFICATES AND DEGREES

Certificate of Achievement:

In any of the occupational curricula except Nursing, the student may earn a Certificate of Achievement. This requires the completion of specialized courses in his major and related subjects, including communications and (except for Hotel Operations) 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).

NOTE: A journeyman carpenter who completed the carpentry apprenticeship program in the spring of 1972 or thereafter may apply his apprenticeship training toward a Certificate of Achievement or an A.S. degree. He need only complete the Communications and Mathematics requirements for the Certificate or these plus 18 credits of general education for the A.S. degree.

OCCUPATIONAL PROGRAMS (Refer to pgs. 35-57)

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



ACCOUNTING

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: 31 CREDITS

Accounting: 21(2); 22(2); 23(2);
24(2); 25(2); 26(2); 44(3)
Business: 23(3); 24(1); 25(1); 26(1);
27(1)
Communications: English (3)
Speech (3)
Typewriting: (3)

REQUIREMENTS FOR A.S. DEGREE: 62 CREDITS

All certificate courses, plus:
Business: Electives (19)
Gen. Ed. Electives: (12) [See page 32]

FIRST YEAR

Fall		Spring	
TYPW 23 or 24	Typewriting	3	BUS 24, 25, 26, 27
			Business Machines 4
COMMUNICA-TIONS	English	3	COMMUNICA-TIONS
			English or Speech 3
BUS ELECTIVE		6	BUS 23
G.E. ELECTIVE		4	G.E. ELECTIVES
			Business Math 3
			2
			BUS ELECTIVE 3
		16	15

SECOND YEAR

Fall		Spring	
ACCTG 21	Principles of Acctg	2	ACCTG 24
ACCTG 22	Principles of Acctg	2	ACCTG 25
ACCTG 23	Principles of Acctg	2	ACCTG 26
BUS ELECTIVES		4	ACCTG 44
G.E. ELECTIVES		6	Income Tax
			Procedures 3
			BUS ELECTIVES 6
		16	15

APPAREL DESIGN AND CONSTRUCTION

Hawaii's apparel industry has had annual sales totaling twenty-five million dollars and employed over 3,500 workers. Tourism, Hawaii's major industry, acts as a barometer of growth for the garment industry. A critical shortage of trained employees is predicted.

The program at Maui Community College prepares the student for employment and advancement in this rapidly expanding industry. Students desiring training in specialty areas should confer with the instructor. (The courses leading to the Certificate can be completed in two semesters.)

REQUIREMENTS FOR CERTIFICATE: 36 CREDITS

AD&C 20(2); 21(3); 23(3); 25(2); 26(3);
111(3); 113(3); 213(3); 214(3); 220(3)
Communications: English (3)
Electives: (1)
Mathematics: 6(1); 10(2); 12(1)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses plus;
Communications: English or Speech
Comm. (3)
Gen. Ed. Electives: (12) [See page 32]
Business: 23(3); 47(3); 48(2)
Orientation: Orient 40 (1)

ONE YEAR CERTIFICATE

Fall		
AD&C 20	Introduction to Power Sewing and Specialty Machines	2
AD&C 21	Single Needle Machine Operation and Specialty Machine Operation	3
AD&C 25	Basic Pattern Drafting	2
AD&C 26	Basic Pattern Drafting and Clothing Construction	3
AD&C 113	Basic Clothing Construction	3
Math 6	Percents	1
Math 10	Elementary Measurement	2
Math 12	Metric Measurement	1
		<hr/> 17
Spring		
AD&C 23	Clothing Construction	3
AD&C 111	Esthetics of Clothing	3
AD&C 213	Advanced Pattern Making & Clothing Construction	3
AD&C 214	Advanced Pattern Making	3
AD&C 220	Textiles	3
COMMUNICA- TIONS	English	3
ELECTIVE		1
		<hr/> 19

Suggested electives:

Cooperative Training 93V or Orientation 40—second semester.

ARCHITECTURAL DRAFTING

Architectural drafting is a highly rated technical occupation. Opportunities for employment exist for well-trained draftsmen. In addition to employment offered by architectural firms, opportunities are available with contractors, engineers, and with city, county, state and federal civil service agencies.

REQUIREMENTS FOR CERTIFICATE: 32 CREDITS

Arch Draft: 20(3); 21(3); 22(3); 23(5);
43(5); 44(5)
Carp Tech: 42(1)
Communications: English (3)
Mathematics: 40(3)
Orientation: 40(1)

REQUIREMENTS FOR A.S. DEGREE: 61 CREDITS

All certificate courses, plus:
Arch Draft: 24(2); 41(3); 42(3)
Communications: English or Speech (3)
Gen. Ed. Electives: (8) [See page 32]
Mathematics: 52(4); 53b (2)
Physics: 50(4)

FIRST YEAR

	Fall	Credits		Spring	Credits
ADT 19	Intro. to Drafting	4	ADT 22	Architectural	3
ADT 21	Architectural Materials	3	ADT 23	Architectural Drafting	5
MATH 52	Intermediate Algebra	4			
ADT 20	Architectural Graphics	3	MATH 53b	Applied Trigonometry	2
COMMUNICA- TIONS	English	3	COMMUNICA- TIONS	English or Speech	3
			ADT 24	Descriptive Geometry	2
		<hr/> 17			<hr/> 15

SECOND YEAR

	Fall	Credits		Spring	Credits
ADT 43	Architectural Drafting	5	ADT 44	Architectural Drafting	5
ADT 41	Architectural History	3	ADT 42	Architectural History	3
PHYSICS 50	Technical Physics	4	G.E. ELECTIVE		6
MATH 40	Architectural Mathematics	3	ORIENT 40		1
CARP TECH 42	Building Codes	1			
G.E. ELECTIVE		2			
		<hr/> 18			<hr/> 15

AUTO BODY REPAIR AND PAINTING

Skilled auto body and painting craftsmen are in great demand wherever automobiles are operated. In this program, students learn the basic methods and techniques of repairing damage resulting from collisions or deterioration from natural causes. Students may elect to specialize their training in one of several aspects of the trade, or to gain background for damage estimation and adjustment.

REQUIREMENTS FOR CERTIFICATE: 30 CREDITS

ABRP: 60b(7); 61b(7)
ITECH: 24(3)
Communications: English (3)
Mathematics: 10(2), 14(1)
Orientation: 40(1)
Electives: 6-7 (Suggested
ABRP 60c, 61c)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses, plus:
ABRP: 65b(7), 66b(5)
Business: 49(3)
Communications: English or Speech (3)
Physics: 50(4)
General Education Requirements: (8)
[See page 32]
Electives: Coop 93V (Upon advice of instructor)

FIRST YEAR

	Fall	Credits		Spring	Credits
ABRP 60b	Basic Auto Body	7	ABRP 61b	Chassis Sheet Metal 7 and Frame	
ITECH 24	Gas and Arc Welding	3	MATH 10	Elementary Measurement	2
COMMUNICATIONS	English or Speech	3	ORIENTATION 40	Orientation to Employment	1
*ELECTIVE		3	*ELECTIVES		6
		16			16

SECOND YEAR

	Fall	Credits		Spring	Credits
ABRP 65b	Auto Body Refinishing and Painting	7	ABRP 66b	Auto Body Operations	5
COMMUNICATIONS	English or Speech	3	BUSINESS 49	Supervision and Human Relations in Business	3
ELECTIVES		6	MATH 14	Ratio and Proportion	1
		16	ELECTIVES		3
					12

*Suggested Electives:

Coop 93V (3), ABRP 60c, 61c, 65c, 66c (with consent of instructor).

AUTO MECHANICS

The auto mechanics curriculum is a comprehensive program designed to train the student for employment in the automotive service and repair field. The laboratory phase will consist of 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 the automotive systems and components, demonstration of repair techniques, text-book assignments and quizzes.

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

The auto mechanics curriculum is offered in modules of instruction to permit students to enter the program at various times during the year. Courses do not have to be taken in any particular sequence. Consult the Schedule of Classes for courses to be offered and beginning dates.

REQUIREMENTS FOR CERTIFICATE: 37-38 CREDITS

Option A: (No Previous Training)
38 Credits
Auto Tech: 49(4); 50(4); 51(4); 52(4); 54(4); 55B(1); 55C(7); 56(3)
Communications: English (3)
Mathematics: 10(2); 14(1); 15(1)
Orientation: 40(1)

Option B (With Previous Training)
37 Credits
Auto Tech: 50(4); 51(4); 52(4); 53(3); 54(4); 55B(1); 55C(7); 56(3)
Communications: English (3)
Mathematics: 10(2); 14(1)
Orientation: 40(1)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

Option A (No Previous Training)
All certificate courses, plus:
Communications: English or Speech Comm. (3)
Physics: 50(4)
Gen. Ed. Electives: (8) [See page 32]
Industrial Tech: 24(3)
Business: 49(3)
Electives: (1)

Option B (With Previous Training)
All certificate courses, plus:
Communications: English or Speech Comm. (3)
Physics: 50(4)
Gen. Ed. Electives (8) [See page 32]
Industrial Tech: 24(3)
Business: 49(3)
Electives: (2)

NOTE: Students should confer with auto instructor to arrange program sequence.

BUILDING MAINTENANCE

This one-year certificate program is multi-purpose. It prepares the student in general building maintenance of large or small structures. It serves to acquaint the student with various building trades should he desire to explore the different trades prior to selecting a specialization. It also serves the community in that any course can be taken with no pre-requisite.

REQUIREMENTS FOR CERTIFICATE: 35 CREDITS

Building Trades: 20(1); 21(1); 22(1), 23(1);
24(3); 25(2); 26(2); 27(2); 28(2); 30(2); 31(2)
Safety: 20(1); 21(1)
Itech: 24(3)
Mathematics: 10(2); 11(1); 12(1)
Communications: English (3)
Electives: (3)
Orientation: 40(1)

ONE YEAR CERTIFICATE

Fall		
Safety 20	Safety	1
Safety 21	Safety	1
*Bldg Trd 20(a)	Hand Tools	1
*Bldg Trd 21(a)	Power Tools	1
*Bldg Trd 22(a)	Layout Equipment	1
**Bldg Trd 23(b)	Materials & Fasteners	1
***Bldg Trd 24(c)	Blueprint Read & Sketching	3
Bldg Trd 25	Masonry	2
Itech 24	Gas & Arc Welding	3
Math 10	Elementary Measurement	2
Math 11	Angular Measurement	1
Math 12	Metric System	1
		<hr/> 18
Spring		
Bldg Trd 26	Painting & Decorating	2
Bldg Trd 27	Plumbing	2
Bldg Trd 28	Basic Building Maintenance	2
Bldg Trd 30	Basic Electricity	2
Bldg Trd 31	Electrical Wiring	2
Orient 40	Orient to Employment	1
Communications	English	3
Elective		3
		<hr/> 17

Suggested Elective: COOP TR 93V

- *(a) Carp 21 may be substituted for Bldg Trd 20, 21, 22
 **(b) Carp 22 may be substituted for Bldg Trd 23
 ***(c) Blueprint 21 may be substituted for Bldg Trd 24

CARPENTRY TECHNOLOGY

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

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

REQUIREMENTS FOR CERTIFICATE: 45 CREDITS

Blueprint: 21(3); 22(3)
 Carpentry: 20(1); 21(3); 22(1); 23(4)
 24(1); 30(4); 40(4); 41(4)
 42(1); 50(4); 51(4)
 Communications: English (3)
 Mathematics: 10(2); 12(1); 13(1)
 Orientation: 40(1)

REQUIREMENTS FOR A.S. DEGREE: 64 CREDITS

All certificate courses, plus:
 Communications: English or Speech (3)
 Gen. Ed. Electives: (8) [See page 32]
 Physics: 50(4)

FIRST YEAR

	Fall	Credits		Spring	Credits
CARP TECH 20	Introduction to Carpentry	1	BLUEPRINT 22	Residential & Commercial Blueprint Reading	3
CARP TECH 21	Hand & Power Tools	3	CARP TECH 30	Advanced Concrete & Layout	4
CARP TECH 22	Building Materials	1	COMMUNICATIONS	English or Speech	3
CARP TECH 23	Concrete Form Construction & Layout	4	MATH 10	Elementary Measurement	2
CARP TECH 24	Safety & First Aid	1	MATH 12	Metric Measurement	1
BLUEPRINT 21	Blueprint Reading & Sketching	3	MATH 13	Signed Numbers	1
COMMUNICATIONS	English	3	G.E. ELECTIVE		4
		<hr/> 16			<hr/> 18

SECOND YEAR

	Fall	Credits		Spring	Credits
CARP TECH 40	Rough Framing	4	CARP TECH 50	Advanced Blueprint Reading & Estimating	4
CARP TECH 41	Exterior Finish	4	CARP TECH 51	Interior Finish	4
CARP TECH 42	Building Codes	1	CARP TECH 52	Cabinet Making and Millwork	4
PHYSICS 50	Technical Physics	4	ORIENT 40	Orientation to Employment	1
G.E. ELECTIVE		2	G.E. ELECTIVE		6
		<hr/> 15			<hr/> 15

DISTRIBUTIVE EDUCATION (Sales, Marketing & Merchandising)

Employment in distributive occupations on Maui is projected to increase by 25% over the next two years. Trained personnel in sales, marketing, and merchandising will 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: 26 CREDITS

Communications: English (3)
Bus: 20(3); 23(3); 40(3); 44(3); 46(3)
47(3)
Acctg: 20¹(2)
Coop. Trng: 93V(3)

REQUIREMENTS FOR A.S. DEGREE: 61 CREDITS

All certificate courses plus:
Communications: English or Speech (3)
General Ed. Electives: (12) [See page 32]
Business Electives: (9)²
Acctg: 21³(2); 22(2); 23(2)
Business: 45(2); 49(3)

FIRST YEAR

	Fall	Credits		Spring	Credits
COMMUNICA- TIONS	English	3	COMMUNICA- TIONS	English or Speech	3
BUS 20	Intro. to Business	3	BUS 46	Advertising	3
BUS 44	Marketing	3	ACCTG 20 ¹	Bookkeeping	2
BUS 23	Business Math	3	BUS 47	Retail Store	3
G.E. ELECTIVE		3		Management	
			G.E. ELECTIVE		2
			COOP 93V	On-the-job Training	3
		<u>15</u>			<u>16</u>

SECOND YEAR

	Fall	Credits		Spring	Credits
ACCTG 21 ¹	Principles of Acctg	2	BUS 49	Supervision & Hu- man Relations in Business	3
ACCTG 22	Principles of Acctg	2			
ACCTG 23	Principles of Acctg	2			
BUS 200	Business Law	3	BUS 45	Marketing Research	2
BUS ELECTIVE ²		3	BUS ELECTIVE		6
G.E. ELECTIVE		3	G.E. ELECTIVE		4
		<u>15</u>			<u>15</u>

¹ Students pursuing an A.S. Degree program should substitute a business elective for ACCTG 20 and take ACCTG 21, 22, and 23 during their third semester.

² Courses in Typewriting or Accounting may be counted as Business Electives.

³ ACCTG 201 may be substituted for ACCTG 21, 22, 23, thus freeing three credits for Gen. Ed. or Business Electives.

GENERAL OFFICE TRAINING

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

REQUIREMENTS FOR CERTIFICATE: 25 CREDITS

Business: 23(3); 24(1); 25(1); 26(1);
27(1); 41(3)
Communications: English (3)
Secretarial Science: 20(3)
Typewriting: 23(3); 24(3); 43(3); or
24(3); 43(3); Bus. Elective (3)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses, plus:
Business Electives: (20)
Communications: English or Speech (3)
Gen. Ed. Electives: (12) [See page 32]

FIRST YEAR

	Fall	Credits		Spring	Credits
TYPW 23 or 24	Typewriting	3	TYPW 24 or 43	Typewriting	3
COMMUNICA- TIONS	English	3	BUS 23	Business Math	3
BUS ELECTIVES		5	COMMUNICA- TIONS	English or Speech	3
G.E. ELECTIVES		4	SEC SCI 20	Business Writing	3
			G.E. ELECTIVE		2
		<u>15</u>			<u>14</u>

SECOND YEAR

	Fall	Credits		Spring	Credits
TYPW 43	Typewriting or Business Elective	3	BUS 41	Office Practice	3
BUS 24, 25, 26, 27	Business Machines	4	G.E. ELECTIVES		2
BUS ELECTIVES		6	BUS ELECTIVES		9
G.E. ELECTIVES		4			
		<u>17</u>			<u>14</u>

HOTEL OPERATIONS

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

Hotel	Credits	Food Service	Credits
Speech or English	3	English or Speech	3
Business 23	3	Business 23	3
*Coop. Trng. 93	3	Hoper 21	3
Hoper 20	3	Hoper 22	7
Hoper 21	3	Hoper 24	3
Hoper 22	7	Hoper 50	2
Hoper 23	3	Hoper 51	3
Hoper 24	3	Hoper 52	7
Hoper 41	4	Hoper 53	4
Hoper 42	3	Hoper 54	3
Hoper 43	3		
	<u>38</u>		<u>38</u>

REQUIREMENTS FOR A.S. DEGREE

Hotel Option—64 credits

All certificate courses plus:
 Hoper 44(3); English or
 Speech (3); Sec Sci 20 or
 Bus. 100(3); IS 155 or 156(3)
 Gen. Ed. electives (9), Psychology (2)
 Business Electives (3)

Food Service Option—61 credits

All certificate courses plus:
 Hoper 20(3), 23(3), English or
 Speech (3), Psychology (2-3),
 Gen. Ed. electives (9)
 Business Electives (3)

FIRST YEAR

Fall

		Credits
HOPER 20	Orientation to Hotel	3
HOPER 21	Purchasing and Food Control	3
HOPER 24	Safety & Sanitation	3
BUS 23	Math	3
	English or Speech (51 or above)	<u>3</u>
		15

Spring

HOPER 22	Fundamentals of Cookery	7
HOPER 23	Hotel Community Relations and Current Issues	3
	Communications English	3
	Social Science Psychology	<u>2-3</u>
		15-16

SECOND YEAR

Hotel Option

HOPER 41	Hotel Accounting	4
HOPER 42	Hotel Housekeeping	3
HOPER 43	Front Office Procedures	3
HOPER 44	Basic Principles of Hotel Management	3
SEC SCI 20 or BUS 100		3
IS 155 or 156	Hawaiian Studies	3
	General Education Electives	9
	Business Electives (typ. rec.)	3
*COOP. TRNG.	May be taken during the summer	<u>3</u>
		34

Food Service Option

HOPER 50	Menu Planning and Nutrition	2
HOPER 51	Buffet Preparation	3
HOPER 52	Advanced Cookery	7
HOPER 53	Principles of Baking	4
HOPER 54	Food and Beverage Control	3
	General Education Electives	9
	Business Electives	<u>3</u>
		31



HUMAN SERVICES

In the coming years, job opportunities in health, education, 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.

The programs of study can be tailored to meet the needs of individuals.

Educational Assistant

REQUIREMENTS FOR CERTIFICATE: 32 CREDITS

Business: 41(3)
Communications: English (3)
Coop. Trng.: (6)
Education: 23(3); 24(2); 26(2)
Safety 21(1)
Mathematics: (3) or more, as needed
Orientation: 40(1)
Psychology: 51(2); 52(3)
Typewriting: (3)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses, plus:
Communications: English or Speech (3)
Coop. Trng.: (6)
Electives: (11)
G.E. Electives* (8) [See page 32]

FIRST YEAR

Fall			Spring		
	Credits			Credits	
(Common Core for all Majors)					
COMMUNICA-TIONS	English	3	EDUC 23	Education Today	3
SAFETY 21	First Aid	1	PSYCH 52	Child Development	3
PSYCH 51	Human Relations	2	COMMUNICA-TIONS	English or Speech	3
COOP. TRNG. 93V		3	MATHEMATICS		3
ELECTIVES		5	COOP. TRNG. 93V		3
		14			15

SECOND YEAR

Fall			Spring		
	Credits			Credits	
EDUC 26	Audio-Visual Media & Techniques	2	BUS 41	Office Practice	3
TYPW 24 or 43	Typewriting	3	COOP. TRNG. 51		3
EDUC 24	Games & Playground Supervision	2	*ORIENT 40	Orientation to Employment	1
COOP. TRNG. 93V		3	G.E. ELECTIVE		4
G.E. ELECTIVES		4	ELECTIVES		6
		14			17

*Orient 40 not required for inservice personnel.

Educational Assistant—Pre-School

REQUIREMENTS FOR CERTIFICATE: 38 CREDITS

Communications: English (3)
Coop. Trng.: (12)
Education: 24(2); 26(2); 229(3); 235(3); 267(3)
Safety 21(1)
Mathematics: (3) or more, as needed
Orientation: 40(1)
Psychology: 51(2); 52(3)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses, plus:
Communications: English or Speech (3)
Gen. Ed. Electives: (8) [See page 32]
Electives: (11)

FIRST YEAR

Fall			Spring		
	Credits			Credits	
(Common Core for all Majors)					
COMMUNICA-TIONS	English	3	EDUC 229	Child Management	3
SAFETY 21	First Aid	1	PSYCH 52	Child Development	3
PSYCH 51	Human Relations	2	MATHEMATICS		3
COOP. TRNG. 93V		3	COOP. TRNG. 93V		3
ELECTIVES		5	COMMUNICA-TIONS	English or Speech	3
		14			15

SECOND YEAR

Fall			Spring		
	Credits			Credits	
EDUC 26	Audio-Visual Media & Techniques	2	EDUC 267	Curriculum Development & Program Planning in Pre-School	3
EDUC 235	Work with Parents	3	COOP. TRNG. 93V		3
EDUC 24	Games & Playground Supervision	2	*ORIENT 40	Orientation to Employment	1
COOP. TRNG. 93V		3	G.E. ELECTIVE		4
G.E. ELECTIVE		4	ELECTIVE		4
ELECTIVE		2			16

*Orient 40 not required for inservice personnel.

Health Aide

**REQUIREMENTS FOR CERTIFICATE:
38 CREDITS**

Communications: English (3)
Coop. Trng.: (12)
Health: 22(2); 23(3)
Mathematics: (3) or more, as needed
Orientation: 40(1)
Psychology: 51(2); 52(3)
Sociology: 23(3)
Secretarial Science: 25(2)
Typewriting: (3)
Safety 21(1)

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

All certificate courses, plus:
Communications: English or Speech (3)
Gen. Ed. Electives: (7) [See page 32]
Electives: (11)

FIRST YEAR

(Common Core for all Majors)			
Fall	Credits	Spring	Credits
COMMUNICA- TIONS	English	3	
SAFETY 21	First Aid	1	
PSYCH 51	Human Relations	2	
COOP. TRNG. 93V		3	
ELECTIVES		5	
		<hr/>	<hr/>
		14	14

SECOND YEAR

Fall	Credits	Spring	Credits
HEALTH 23	Personal & Com- munity Health	3	
SOCIOLOGY 23	Interviewing in Human Services	3	
COOP. TRNG. 93V		3	
G.E. ELECTIVE		4	
ELECTIVE		3	
		<hr/>	<hr/>
		16	16

*Orient 40 not required for inservice personnel.

Social Services Aide

**REQUIREMENTS FOR CERTIFICATE:
33 CREDITS**

Communications: English (3)
Coop. Trng: (12)
Economics: 51(2)
Safety 21(1)
Mathematics: (3) or more, as needed
Orientation: 40(1)
Psychology: 51(2)
Sociology: 20(3); 23(3)
Typewriting: (3)

**REQUIREMENTS FOR A.S. DEGREE:
62 CREDITS**

All certificate courses, plus:
Communications: English or Speech (3)
Electives: (15)
Gen. Ed. Electives: (8) [See page 32]

FIRST YEAR

(Common Core for all Majors)			
Fall	Credits	Spring	Credits
COMMUNICA- TIONS	English	3	
SAFETY 21	First Aid	1	
PSYCH 51	Human Relations	2	
COOP. TRNG. 93V		3	
ELECTIVES		5	
		<hr/>	<hr/>
		14	14

SOCIOLOGY 20	Introduction to Social Services	3	
ECONOMICS 51	Consumer Econo- mics	2	
MATHEMATICS		3	
COOP. TRNG. 93V		3	
COMMUNICA- TIONS	English or Speech	3	
		<hr/>	<hr/>
		14	14

SECOND YEAR

Fall	Credits	Spring	Credits
SOCIOLOGY 23	Interviewing in Human Services	3	
TYPEWRITING		3	
COOP. TRNG. 93V		3	
G.E. ELECTIVES		4	
ELECTIVES		4	
		<hr/>	<hr/>
		17	15

*Orient 40 not required for inservice personnel.

INDUSTRIAL MAINTENANCE

This one-year certificate program serves a dual purpose. It prepares the student to enter employment in general industrial maintenance. It also serves to acquaint the student with the mechanical, electrical and metal trades to assist him in career selection.

REQUIREMENTS FOR CERTIFICATE: 31 CREDITS

IND Tech: 21(2); 22(3); 23(3); 24(3)
41(3); 42(3) 43(3)
Math: 10(2); 11(1); 12(1)
Orientation: 40(1)
Communications: English or Speech(3)
Elective: (3)

ONE YEAR CERTIFICATE

Fall		Credits	Spring		Credits
IND TECH 21	Technical Drawing	2	IND TECH 41	Auto Sheet Metal	3
IND TECH 22	Machine Shop	3	IND TECH 42	Practical Electricity	3
IND TECH 23	Sheet Metal	3	IND TECH 43	Small Engine	3
IND TECH 24	Gas & Arc Welding	3		Repair	
MATH 10	Elementary Measurement	2	ORIENT 40	Orientation to Employment	1
MATH 11	Angular Measurement	1	COMMUNICATIONS	English	3
MATH 12	Metric Measurement	1	ELECTIVE		3
		<hr/>			<hr/>
		15			16

Suggested Elective—COOP. TRNG. 93V
NOTE: MOST COURSES NOT OFFERED

MACHINE TECHNOLOGY*

This one-year certificate program prepares the student for entry into the machinist trade or may serve as general interest program for anyone desiring a knowledge of and skills in the machinist trade.

REQUIREMENTS FOR CERTIFICATE: 29 CREDITS

Communications: English (3)
Industrial Tech: 21(2); 24(3)
Machine Tech: 21(1); 22(5); 23(3)
24(3); 25(4)
Mathematics: 10(2); 11(1); 12(1)
Orientation: 40(1)

ONE YEAR CERTIFICATE

Fall		Credits	Spring		Credits
MACH TECH 21	Measuring Tools	1	MACH TECH 24	Shaper	3
MACH TECH 22	Engine Lathe	5	MACH TECH 25	Milling Machines	4
MACH TECH 23	Bench & Drill Press	3	IND TECH 24	Gas and Arc	3
IND TECH 21	Technical Drawing	2		Welding	
COMMUNICATIONS	English	3	ORIENT 40	Orientation to Employment	1
			MATH 10	Elementary Measurement	2
			MATH 11	Angular Measurement	1
			MATH 12	Metric Measurement	1
		<hr/>			<hr/>
		14			15

*Machine Technology courses not offered until further notice.

NURSING (Practical; Associate Degree)

The career ladder program in nursing 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 covers four academic semesters 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.

NURSING CURRICULA

Minimum grades of C are required for practical nursing. A.D. nursing students must attain minimum grades of C in general education and B in nursing courses. Students in nursing must take all courses for letter grades. Admission to nursing is limited. Applications must be received by March 31 for fall admission.

REQUIREMENTS FOR PRACTICAL NURSING

FIRST YEAR					
	Fall	Credits		Spring	Credits
*BIOL 130	Intro to Human Anatomy & Physiology	4	NURS 55	Issues in Practical Nursing	2
*NURS 153	Fundamentals of Nursing	8	*NURS 154	Family Nursing	10
*PSYCH 120	Developmental Psychology	3	*PSYCH 110	Psychology of Adjustment	3
		<hr/> 15			<hr/> 15
			Summer	Credits	
*core courses.		NURS 56	General Nursing, Practical	5	

REQUIREMENTS FOR ASSOCIATE DEGREE NURSING

FIRST YEAR					
	Fall	Credits		Spring	Credits
*BIOL 130	Intro to Human Anatomy & Physiology	4	BIOL 131	Microbiology	4
*NURS 153	Fundamentals of Nursing	8	*NURS 154	Family Nursing	10
*PSYCH 120	Developmental Psychology	3	*PSYCH 110	Psychology of Adjustment	3
		<hr/> 15			<hr/> 17
*Core Courses					
SECOND YEAR					
	Fall	Credits		Spring	Credits
NURS 255	General Nursing I	9	NURS 256	General Nursing II	9
SOC 100	Survey of General Sociology	3	COMMUNICA-TIONS	English or Speech	3
ENG 100	Expository Writing	3	ELECTIVE		3
ELECTIVE	Humanities	<hr/> 3			<hr/> 15
		18			

POLICE SCIENCE

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

REQUIREMENTS FOR CERTIFICATE: 20 CREDITS

Communications: English (3)
Mathematics: (3)
Police Science 121(3); 122(3); 123(3);
125(3); 246(2)

REQUIREMENTS FOR A.S. DEGREE: 60 CREDITS

All certificate courses, plus:
Communications: English or Speech (3)
Gen. Ed. Electives: (12) [See page 32]
Electives: (7)
Police Science: 124(3); 126(3); 241(3);
242(3); 244(3); 245(3)

FIRST YEAR

	Fall	Credits		Spring	Credits
PS 121	Intro to Law Enforcement	3	PS 124	Investigation (Intro. to Criminalistics)	3
PS 122	Patrol	3	PS 125	Traffic	3
PS 123	Investigation	3	PS 126	Juvenile Procedures	3
COMMUNICATIONS	English	3	COMMUNICATIONS	English or Speech	3
G.E. ELECTIVE		3	MATHEMATICS		<u>3</u>
		<u>15</u>			15

SECOND YEAR

	Fall	Credits		Spring	Credits
PS 241	Criminal Evidence	3	PS 245	Organization and Administration	3
PS 242	Criminal Law	3	PS 246	Community Relations	2
PS 244	Administration of Justice	3	G.E. ELECTIVE		6
G.E. ELECTIVE		3	ELECTIVES		<u>4</u>
		<u>15</u>			15

SECRETARIAL SCIENCE

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: 30 CREDITS

Business: 23(3); 41(3)
Business Electives: (3-4)
Communications: English (3)
Secretarial Science: 20(3)
Shorthand: 21(5); 22(4); or 22(4); 41(4)
Typewriting: 23(3); 24(3); or 24(3);
43(3)

REQUIREMENTS FOR A.S. DEGREE 60 CREDITS

All certificate courses, plus:
Business Electives: (15)
Communications: English or Speech (3)
General Ed. Electives (12)

Typewriting 43 and Shorthand 41 are required as part of A.S. degree business electives (15) if these courses were not taken to meet certificate requirements.

FIRST YEAR

	Fall	Credits		Spring	Credits
SHTHD 21	Shorthand	4-5	SHTHD 22	Shorthand	4
or 22			or 41		
TYPW 23	Typewriting	3	TYPW 24	Typewriting	3
or 24			or 43		
SEC SCI 20	Business Writing	3	BUS 23	Business Math	3
COMMUNICATIONS	English	3	COMMUNICATIONS	English or Speech	3
G.E. ELECTIVE		<u>2</u>	G.E. ELECTIVE		<u>2</u>
		15-16			15

SECOND YEAR

	Fall	Credits		Spring	Credits
SHTHD 41	Shorthand (or Business Elective)	4	BUS 41	Office Practice	3
G.E. ELECTIVES		4	G.E. ELECTIVE		4
BUS ELECTIVE		<u>7</u>	BUS ELECTIVES		7
		15			<u>14</u>

SHEET METAL*

The sheet metal program prepares the student for entry into the field by developing skills in pattern development and fabrication.

Following apprenticeship, the sheet metal journeyman can expect excellent working conditions and top pay.

REQUIREMENTS FOR CERTIFICATE: 43 CREDITS

Communications: English (3)
Industrial Tech: 24(3)
Mathematics: 10(2); 11(1); 12(1)
Orientation: 40(1)
Sheet Metal: 21(8); 22(8); 41(8); 42(8)

REQUIREMENTS FOR A S. DEGREE: 63 CREDITS

All certificate courses, plus:
Communications: English or Speech (3)
Electives: (3)
Gen. Ed. Electives: (6) [See page 32]
Physics: 50(4)
Industrial Tech: 21(2)

FIRST YEAR

	Fall	Credits		Spring	Credits
SHT MTL 21	Basic Sheet Metal	8	SHT MTL 22	Building Sheet Metal	8
COMMUNICA-TIONS	English	3	IND TECH 21	Technical Drawing	2
IND TECH 24	Welding	3	COMMUNICA-TIONS	English or Speech	3
MATH 10	Elementary Measurements	2	ELECTIVE		3
MATH 11	Angular Measurement	1			
MATH 12	Metric Measurement	1			
		<u>18</u>			<u>16</u>

SECOND YEAR

	Fall	Credits		Spring	Credits
SHT MTL 41	Duct Work	8	SHT MTL 42	Adv. Sheet Metal	8
PHYSICS 50	Technical Physics	4	G.E. ELECTIVE		4
G.E. ELECTIVE		4	ORIENT 40	Orientation to Employment	1
		<u>16</u>			<u>13</u>

*Sheet metal courses not offered until further notice.

WELDING TECHNOLOGY

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

REQUIREMENTS FOR CERTIFICATE: 31 CREDITS

Communications: English (3) ✓
Electives: (3) ✓
Industrial Tech: 21(2) ✓
Mathematics: 10(2); 11(1); 12(1)
Orientation: 40(1) ✓
Welding: 21(8); 22(8);
Safety 20(1); 21(1) ✓

ONE YEAR CERTIFICATE

	Fall	Credits		Spring	Credits
WELDING 21	Basic Combined Welding	8 ✓	MATH 11. 12	Angular Measurement	1
COMMUNICA-TIONS	English	3 ✓		Metric Measurement	
MATH 10	Elementary Measurement	2 ✓	WELDING 22	Adv. Combined Welding	8
SAFETY 20	O.S.H.A.	1 ✓	IND TECH 21	Technical Drawing	2
SAFETY 21	First Aid	1 ✓	ORIENT 40	Orientation to Employment	11
		<u>15</u>	*ELECTIVE		<u>3</u>
					<u>16</u>

*Suggested electives:

1. Cooperative Training 93V
2. Directed studies in 99V in major.

TRANSFER CURRICULA

General Information

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

It is recommended that the transfer student consult with a counselor as early as possible regarding the requirements of the college to which he intends to transfer.

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

1. completes as many as possible of the admitting institution's general education requirements.
2. completes as many as possible of the admitting institution's requirements for the major.
3. removes any high school subject or grade deficiencies if required by the institution to which he plans to transfer.
4. maintains a grade-point average acceptable to the institution to which he plans to transfer (generally a C or C+).

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

Special Requirements for Certain Programs

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

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

ARTS & SCIENCES

All prospective students of the College of Arts and Sciences are strongly advised to complete at least two years of college preparatory mathematics and two years of a foreign language or culture study.

Students who expect to select as their major areas of study mathematics, the natural, biological or physical sciences, and most social sciences, must have had plane geometry, two years of algebra, and trigonometry, or their equivalents. Solid geometry is also strongly recommended.

ENGINEERING

Prospective engineering students must have had plane geometry, two years of algebra, and trigonometry. It is recommended that they also take mechanical drawing, physics and solid geometry. Engineering students who have not completed trigonometry or mechanical drawing in high school should endeavor to take these subjects during the summer session preceding their freshman year.

BUSINESS ADMINISTRATION

Prospective students of the College of Business Administration should have completed two years of algebra and one year of plane geometry or their equivalents. Trigonometry is strongly recommended.



Courses of Instruction

Courses of Instruction

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

Credit

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

Hours of Lecture and Laboratory

The notation in parentheses following the course description indicates the number of hours of lecture, discussion, or laboratory per week, e.g. (3 hrs. lect.). Courses with flexible scheduling indicate "in-class" minimums, e.g. (15 hrs. lect.).

NUMBERING SYSTEM

Course
Numbers

Courses applicable toward an Associate Degree, or Certificate:

- A. Courses applicable toward a Certificate. (Generally developmental in nature.)..... 1-9
- B. Courses generally not transferable 10-99
- C. Transfer level courses normally taken by freshmen..... 100-199
- D. Transfer level courses normally taken by sophomores, open to qualified freshmen..... 200-299

ACCOUNTING

- 20 **FUNDAMENTALS OF BOOKKEEPING (2)**
A beginning course in practical bookkeeping and accounting as applied to retail stores, professional individuals and firms, and to personal service operations. Students become familiar with accounting forms and practical accounting procedures. (2 hrs. lect.)
- 21 **PRINCIPLES OF ACCOUNTING (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.)
- 22 **PRINCIPLES OF ACCOUNTING (2)**
Prerequisite: Accounting 21, 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.)
- 23 **PRINCIPLES OF ACCOUNTING (2)**
Prerequisite: Accounting 21, 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.)
- 24 **PRINCIPLES OF ACCOUNTING (2)**
Prerequisite: Accounting 21, or consent of instructor.
Accounting principles and problems pertaining to incorporation. Recording sales and issuance 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.)
- 25 **PRINCIPLES OF ACCOUNTING (2)**
Prerequisite: Accounting 21, 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.)
- 26 **PRINCIPLES OF ACCOUNTING (2)**
Prerequisite: Accounting 21, 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.)

- 44 **INCOME TAX PROCEDURES (3)**
Prerequisite: Accounting 20 or 21
Principles and problems of federal and state taxes. Interpretation of income tax laws, rules, and regulations. (2 hrs. lect.)
- 201-202 **ELEMENTARY ACCOUNTING (3-3) Yr.**
Prerequisite: Sophomore standing.
Theory and practice in income determination and asset valuation. Preparation and analyses of statements; uses for decision making. Note: required for admission to the University of Hawaii's College of Business Administration. (2 hrs. lect., 2 hrs. lab)

ANTHROPOLOGY

- 51 **MAN'S HERITAGE (2)**
Principal concepts from social and cultural anthropology which help to explain the origins and functions of man's social organizations and cultural institutions. (2 hrs. lect.)
- 150 **INTRODUCTION TO ANTHROPOLOGY (3)**
Human evolution; prehistoric development of culture; recent and contemporary man, common features and principal variations in cultural behavior. (3 hrs. lect.)
- 200 **CULTURAL ANTHROPOLOGY (3)**
Nature of culture; basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. (3 hrs. lect.)

APPAREL DESIGN AND CONSTRUCTION

- 10 **BASIC SEWING TECHNIQUES (2)**
Introduction to tools and equipment, fundamentals of hand and machine sewing, selection and adjustment of basic commercial patterns. Construction and finishing of a variety of basic apparel. (1 hr. lect., 2 hrs. lab)
- 11 **ADVANCED SEWING TECHNIQUES (2)**
Prerequisite: AD&C 10
Construction and finishing of selected apparel to fit the individual. Students will use commercial patterns and develop casual apparel patterns. Factory and custom methods of finishing. (1 hr. lect., 2 hrs. lab)
- 20 **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.)

21 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., 2 hrs. lab)

23 CLOTHING CONSTRUCTION (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 113. 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)

25 BASIC PATTERN DRAFTING (2)

Development of a variety of women's apparel patterns with the quarter size sloper. (2 hrs. lect., 2 hrs. lab)

26 BASIC PATTERN DRAFTING AND CLOTHING CONSTRUCTION (3)

Prerequisite: Completion of or concurrent enrollment in AD&C 25. Designing of individual patterns and construction of the garment to fit the figure. Factory methods of finishing applied. (2 hrs. lect., 3 hrs. lab)

111 ESTHETICS OF CLOTHING (3)

Introduction to fashion, figure and color in fashion. Students will integrate lessons with other AD&C 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)

213 ADVANCED PATTERN MAKING AND CONSTRUCTION (3)

Concurrent enrollment in AD&C 214. 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)

214 ADVANCED PATTERN MAKING (3)

Drafting patterns for children and women's apparel, shirts and slacks. (2 hrs. lect., 3 hrs. lab)

220 TEXTILES (3)

Introduction to textiles, their source and construction, fabric construction, finishes and care. Consumer use and protection. (2 hrs. lect., 2 hrs. lab)

ARCHITECTURAL DRAFTING

19 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)

20 ARCHITECTURAL GRAPHICS (3)

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

21 ARCHITECTURAL MATERIALS (3)

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

22 ARCHITECTURAL MATERIALS (3)

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

23 ARCHITECTURAL DRAFTING (5)

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. (9 hrs. lect.—lab)

24 DESCRIPTIVE GEOMETRY (2)

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

41 ARCHITECTURAL HISTORY (3)

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

42 ARCHITECTURAL HISTORY (3)

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

43 ARCHITECTURAL DRAFTING (5)

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

44 ARCHITECTURAL DRAFTING (5)

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

ARCHITECTURAL MATHEMATICS (3)

(See Mathematics 40)

ART

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.) (2 hrs. lect., 4 hrs. lab)

- 107 INTRODUCTION TO 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. (1 hr. lect., 5 hrs. lab)
- 108 ELEMENTARY STUDIO: DRAWING AND PAINTING (3)
Studio experience mainly for non-majors. Lectures and projects. Credit not accepted toward the art major. (6 hrs. lect.—lab)
- 110 INTRODUCTION TO COLOR PHOTOGRAPHY (3)
An introduction to the color processes, films, cameras and photographic techniques. (3 hrs. lect., 1 hr. lab)
- 113 FOUNDATION STUDIO (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 (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)
- 115 FOUNDATION STUDIO (3)
Emphasis on basic two-dimensional design concepts, elements and principles of organization and their conscious control and manipulation in problematic situations. (6 hrs. lect.—lab)
- 243 CERAMICS A (3)
Introduction to ceramic forms with emphasis on wheel throwing techniques and the technology of ceramic glazes and kilns. (2 hrs. lect., 4 hrs. lab)

AUTOMOTIVE TECHNOLOGY

- 49 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. Prerequisite for auto mechanics majors who have NOT completed at least one college or two high school automotive courses. (3 hrs. lect./lab daily for 7½ weeks)
- 50 AUTO ELECTRICITY (4)
Principle of operation, diagnosis, service and repair of air conditioning and chassis electrical systems: battery, generator, alternator, voltage

regulator, starter, solenoid, relays, switches, horns, turn signals, headlights, air conditioning compressor, valves. Use of voltmeter, ammeter, alternator and diode tester, test light, ohmmeter, battery tester and charger, air conditioning gauges and vacuum pump. (3 hrs. lect./lab daily for 7½ weeks)

- 51 FUEL SYSTEM AND TUNE UP (4) 110 Hrs.
Prerequisite: AMT 50
Principle of engine operation, engine electrical circuits, ignition voltage, fuel system, carburetion. Use of engine electrical testing equipment, oscilloscope, compression tester, combustion analyzer, dwell meter, timing light. (3 hrs. lect./lab daily)
- 52 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. (3 hrs. lect./lab daily for 7½ weeks)
- 53 AUTOMOTIVE 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./lab daily for 7½ weeks)
- 54 AUTOMOTIVE POWER TRANSMISSION (4) 110 Hrs.
Principles of operation, diagnosis, service and repair of standard and automatic transmission, clutch, drive shaft, standard differential, limited slip differential, axle shaft. (3 hrs. lect./lab daily)
- 55B EMISSION CONTROL SYSTEMS (1)
Principle of operation, diagnosis, service and repair of American and foreign automotive emission control systems: fuel evaporative, crankcase, and exhaust emission control systems. Principle of operation and service of fuel, carburetion, and engine ignition systems of American and foreign automobiles. Use of engine oscilloscope and infra-red (exhaust emission) testers. (3 hrs. lect./lab daily for 2 weeks)
- 55C AUTOMOTIVE DIAGNOSIS AND SERVICE (7)
Prerequisite: AMT 49, 50, 51, 52, 53, 54, 55A, 56
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. (3 hrs. lect./lab daily for 13 weeks)
- 56 STEERING ALIGNMENT SUSPENSION (3) 75 Hrs.
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./lab daily)

60B BASIC AUTO BODY SHEET METAL (7)

Principles of metal bumping, roughing out, dinging, picking, filing, 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)

60C SPECIAL PROBLEMS IN AUTO BODY SHEET METAL (3)

(9 hrs. lab)

61B CHASSIS SHEET METAL AND FRAME (7)

Prerequisite: 60B

Principles of chassis construction; repair of body panels, doors, hood, deck lid, fender, inner panels; repair of frame, sub-frame, unitized body and chassis, glass hardware, door locks. Repair and adjustment of chassis electrical circuits: horn, headlights, park lights, tail and stop lights, turn signals. (4 hrs. lect., 8 hrs. lab)

61C SPECIAL PROBLEMS IN CHASSIS SHEET METAL AND FRAME (3)

(9 hrs. lab)

65B AUTO BODY REFINISHING AND PAINTING (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)

65C SPECIAL PROBLEMS IN AUTO BODY REFINISHING & PAINTING (3)

(9 hrs. lab)

66B AUTO BODY 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 managerial skills in working with other employees, employers, and the public.

66C SPECIAL PROBLEMS IN AUTO BODY OPERATIONS (3)

(9 hrs. lab)

BIOLOGY

General Information:

Students intending to major in zoology at the University of Hawaii should take Biology 132 (equivalent to Zoology 101) and Biology 120 (equivalent to Botany 101).

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 popu-

lations of organisms, the origins of endemic species, influences of the Hawaiians, and changes since Captain Cook are discussed. (3 hrs. lect., 2 hrs. lab)

112 HEREDITY, SEX, RACE, AND EVOLUTION (2)

Inheritance in animals, plants, and microorganisms. Genetics of humans stressed. Biological significance of sex. Genetic basis of races. Evolution of animals and man. (5 hrs. of lecture-lab per week for ½ semester.)

120 GENERAL BOTANY (4)

Growth, functions, and evolution of plants; their relations to the environment and particularly to man and his activities. (3 hrs. lect., 2 hrs. lab)

130 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (4)

Study of human anatomy and physiology. (3 hrs. lect., 1 hr. film, 2 hrs. lab)

131 MICROBIOLOGY (4)

Fundamentals of microbiology. The role of microorganisms and how they affect man and his possessions. Emphasis is on medical and public health aspects, bacterial and viral diseases, epidemiology. (3 hrs. lect., 3 hrs. lab)

132 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)

BLUEPRINT

21 BLUEPRINT READING AND SKETCHING (3)

Principles of pictorial and architectural drawings, interpretation of drafting practices, reading and interpreting working drawings and specifications. (3 hrs. lect.)

22 RESIDENTIAL AND COMMERCIAL BLUEPRINT READING (3)

Prerequisite: Blueprint 21
Blueprint reading of a residence and a commercial structure; specifications. (3 hrs. lect.)

BUILDING TRADES

20 HAND TOOLS (1)

Identification, care, and safe use of the hand tools used in building construction and maintenance.

21 POWER TOOLS (1)

Identification, care, and safe use of the portable power tools and stationary machines used in building construction and maintenance.

22 LAYOUT EQUIPMENT (1)

Identification, care, and safe use of the layout tools and equipment used in building construction and maintenance, to include the builders level and transit level.

23 MATERIALS AND FASTENERS (1)

Quality and use of materials, fasteners, and adhesives used in building construction and maintenance.

24 BLUEPRINT READING AND SKETCHING (3)

Principles of pictorial and architectural sketching. Interpretation of drafting principles, reading and interpreting working drawings and specifications.

25 MASONRY (2)

Materials and techniques used in installing and repairing concrete, brick, stone, and tile installations.

26 PAINTING AND DECORATING (2)

Materials and techniques used in painting, plastering, wallpapering, and maintaining installations. Correct procedures and materials.

27 PLUMBING (2)

Materials and techniques used to install and maintain plumbing lines, fixtures and controls.

28 BASIC BUILDING MAINTENANCE (2)

Materials and techniques used to install and maintain items of interior and exterior structure and finishes.

30 BASIC ELECTRICITY (2)

Fundamentals of electricity—their importance and application in electrical maintenance work; a foundation for electrical maintenance.

31 ELECTRICAL WIRING (2)

Principles of switching, circuits, code requirements, and appliances; including practical applications.

BUSINESS

20 INTRODUCTION TO BUSINESS (3)

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

23 BUSINESS MATHEMATICS (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: reconciliation of bank statement, inventories and turnover, aliquot parts, percentage, discounts, commission, mark-up, depreciation, interest, discounting commercial papers, payroll, etc. (3 hrs. lect.)

24 BUSINESS MACHINE—ELECTRONIC CALCULATOR (1)

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)

25 BUSINESS MACHINE—ROTARY CALCULATOR (1)

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)

26 BUSINESS MACHINE—TEN-KEY ADDING LISTING MACHINE (1)

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)

27 BUSINESS MACHINE—FULL-KEY ADDING LISTING MACHINE (1)

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)

41 OFFICE PRACTICE (3)

Prerequisite: 40 net words per minute typing speed.
Filing, preparing masters and stencils, duplicating methods, transcribing machines 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.)

43 SALESMANSHIP (2)

This is 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. (2 hrs. lect./disc.)

44 MARKETING (3)

An introduction to marketing principles including channels of distribution, pricing, government regulations, consumer behavior, marketing functions & organization, product analysis, & promotional activity. (3 hrs. lect./disc.)

45 MARKET RESEARCH (2)

Prerequisite: Business 44 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. (2 hrs. lect./disc.)

46 ADVERTISING (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. (3 hrs. lect./disc.)

47 STARTING A BUSINESS (3)

A study of small businesses dealing with the establishment and operating of a small business with emphasis on retailing, location, facilities management, layout, stock control, money management, and staffing. (3 hrs. lect./disc.)

48 BUYING, PRICING AND MERCHANDISE CONTROL (2)

Buying and the buyer's job, merchandise classification, pricing principles and policies, merchandising fashion lines, stock control and physical inventory. (2 hrs. lec./disc.)

49 SUPERVISION AND HUMAN RELATIONS IN BUSINESS (3)

How to deal more effectively with supervisory problems in areas such as motivation, communication skills, discipline, leadership, resistance to change, and labor relations. (3 hrs. lect.)

50 PRINCIPLES OF MANAGEMENT (3)

Prerequisite: Business 20, 6 credits in Business courses other than Business 20 including sophomore standing, or consent of instructor.

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./disc.)

51 PERSONNEL MANAGEMENT FOR SUPERVISORS (3)

Prerequisite: Business 50 or consent of instructor.

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.)

52 PRINCIPLES OF DISPLAY (2)

Principles of design and arrangement as they relate to building interior and exterior displays. Practical application of display of merchandise is emphasized. (1 hr. lect., 2 hrs. lab)

100 INTRODUCTION TO DATA PROCESSING (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.)

142 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.

200 PRINCIPLES OF BUSINESS LAW (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.

CARPENTRY TECHNOLOGY

10 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 (1)

Carpentry and apprenticeship makeup, ethics, and history of the trade. (1 hr. lect.)

21 HAND AND POWER TOOLS (3)

Nomenclature, care, safe use, and proper handling of hand tools, portable power tools, and stationary machines. Set up, care, and use of builders level and transit. (2 hrs. lect., 3 hrs. lab)

22 BUILDING MATERIALS (1)

Quality and use of materials, fasteners, and adhesives. (1 hr. lect.)

23 CONCRETE FORM CONSTRUCTION AND LAYOUT (4)

Materials and methods used in constructing concrete forms, and study of soil conditions. (2 hrs. lect., 6 hrs. lab)

24 SAFETY AND FIRST AID (1)

The development of safe work habits. Emergency treatment given to an ill or injured person prior to regular medical assistance. (1 hr. lect.)

30 ADVANCED CONCRETE AND LAYOUT (4)

Prerequisite: Carpentry 21, 22, 23, 24; Blueprint 21

The layout of property lines, stake out batter boards, and to erect concrete forms for foundations, walls, and stairs. (2 hrs. lect., 6 hrs. lab)

40 ROUGH FRAMING (4)

Prerequisite: Carpentry 21, 22, 24; Blueprint 21, 22
Layout building lines, erecting batter boards, foundation construction, framing, rafter and stair layout. (2 hrs. lect., 5 hrs. lab)

41 EXTERIOR FINISH (4)

Prerequisite: Credit or concurrent registration in Carpentry 40
Sheathing with different materials on walls and roof, application of various roofing materials, flashing, types of windows and exterior doors, garage doors, and types of exterior wall finish. (2 hrs. lect., 5 hrs. lab)

42 BUILDING CODES (1)

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

50 ADVANCED BLUEPRINT READING AND ESTIMATING (4)

Prerequisite: Carpentry 22, 23, 24, 30, 40, 41; Blueprint 21, 22; concurrent registration in Carpentry 51
Reading of blueprint, complete take off on labor and related work. (3 hrs. lect., 3 hrs. lab)

51 INTERIOR FINISH (4)

Prerequisite: Carpentry 21, 22, 24; Blueprint 21, 22
Finish material for walls, ceilings, and floorings; mill work, hanging doors and windows; cabinet making. (2 hrs. lect., 6 hrs. lab)

52 CABINET MAKING & MILLWORK (4)

Prerequisite: Carpentry 21
Fabrication and installation of cabinets and millwork. Custom and factory built. (2 hrs. lect., 5 hrs. lab)

CHEMISTRY

155 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. 156 as a two semester terminal sequence of study, or as preparation for Chem. 253 taught at Manoa. This course is also designed as preparation for Chem. 175. (6 hrs. lect./demo./lab.)

156 SURVEY OF ORGANIC AND BIO-ORGANIC CHEMISTRY (4)

Prerequisite: Chemistry 155 or Chemistry 175
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.)

175 GENERAL CHEMISTRY (4)

Prerequisite: High school algebra, high school chemistry or Chemistry 155

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

093b,cV, 193V, 293V (Training Area Determines Title) (2-3 credits)

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 093. Maximum of 9 credits in 193 and/or 293. (CR/NC only)

093(V) is for Occupational Curricula students. Generally not applicable for credit toward a baccalaureate degree.

193(V) is for Liberal Arts students generally involving career development emphasis on a career exploration level.

293(V) is for Liberal Arts students generally involving career development emphasis on the development of job competencies level.

DIRECTED STUDIES

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.

DRAMA AND THEATRE

- 160 INTRODUCTION TO DRAMA AND THEATRE (3)
Representative plays from Aeschylus' *Agamemnon* to Miller's *Death of a Salesman*, studied as illustrative of changing forms in the theatre and dramatic literature. (3 hrs. lect.)
- 260 DRAMATIC PRODUCTION (3)
Introduction to the process of converting the play to the performance. (3 hrs. lect.)
- 281/282 BEGINNING MODERN DANCE (3-3)
Introduction to basic technical skills and creative processes of dance. (4 hrs. lect./lab)

ECONOMICS

- 51 CONSUMER ECONOMICS (2)
Getting your money's worth; buying on credit; charge 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 general understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources and of policies designed to achieve national economic goals. (3 hrs. lect.)
- 150 PRINCIPLES OF ECONOMICS (3)
Analysis of functioning of economic systems with emphasis on forces determining levels and changes of national income, 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)
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

- 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 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./lab)
- 26 AUDIO-VISUAL MEDIA AND TECHNIQUES (2)
Designed to develop skills in the preparation, operation and usage of audio-visual materials, equipment and facilities. (1 hr. lect., 3 hrs. lab)
- 229 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.)
- 235 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.)
- 267 CURRICULUM DEVELOPMENT AND PROGRAM PLANNING IN PRE-SCHOOL (3)
The course deals with curriculum construction and daily program planning, use of materials and equipment, role of teacher and teacher's aide, techniques of classroom management, and meeting the needs of individual children in the group. (3 hrs. lect.)

ENGLISH

English as a Second Language (ESL)

- *ESL 40B
40C
40D
ORAL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (1, 1, 1)
Oral English for students whose customary language is not American English. Pronunciation, intonation, stress, idiom. Admission by practical pretest.
- *ESL 43B
43C
43D
DEVELOPMENTAL READING (1, 1, 1)
Reading program for speakers of other languages. Placement according to pretest scores on the California Reading Test and the CELT Listening Test. Similar to ENG 43 for native speakers.
- *ESL 45B
45C
45D
MECHANICS OF ENGLISH (1, 1, 1)
Practical review of English structure in preparation for writing. Primarily intended for students who plan to take 100 level courses requiring writing. Placement according to pretest scores on the California Language Test and the CELT Structure Test. Similar to ENG 45 for native speakers.

- *ESL 47B INTRODUCTION TO COMPOSITION WRITING (1, 1, 1)
47C Prerequisite: ESL 45
47D Introduction to composition writing including organization of the paragraph and development of the paragraphs into coherent wholes. Emphasis on exposition as necessary for liberal arts courses. Similar to ENG 47 for native speakers.

54V LEARNING SKILLS LABORATORY (1-3)

The Learning Skills Lab offers help to all students in reading, writing and study skills. Work completed in Learning Skills Lab fulfills non-transfer English Communications requirements. Placement in skills activities is usually made on the basis of diagnostic pretests in reading and writing, but students are urged to indicate to Learning Lab instructors what skills they feel they need to develop. Early testing and counseling prior to beginning of each semester will insure personal attention. Students are also urged to come into the Lab to confer about language problems on a drop-in, informal basis. With the consent of the Learning Lab staff, work and credits in skills may be increased to meet student needs. Successful completion of any Learning Skills contract will earn CR or A. The grade of CR is earned by the student who successfully completes all required skills lessons satisfactorily. The grade of A is reserved for the students whose performance on reading or writing post-tests indicates that he has achieved, for the first time, either a grade of 13+ on standardized reading test vocabulary and comprehension scores or that he can write an essay acceptable for entry into English 100. Copies of all Learning Skills contracts, as well as writing samples, are kept on file in the Lab so that students may become familiar with our offerings upon request.

Special emphasis in the following:

Phonics and Spelling (Learning to pronounce basic sounds making up English words. Learning basic spelling rules, their wide application to many commonly used English words; reviewing difficult spelling words.)

Dictionary Skills (Learning how to use a dictionary to locate a wide variety of kinds of information about words, phrases, abbreviations, statistical information.)

Developmental Reading (Improved reading rate and comprehension, word attack skills, study reading skills.)

Library Skills (How to use the card catalogue, Reader's Guide to Periodic Literature, encyclopedias, atlases, special reference sources for reading in occupations.)

Mechanics of English (Individualized review of punctuation, sentence structure, word forms, usage problems designed to improve every student's knowledge of what makes acceptable, educated writing practice in America today as represented by those who work primarily in communications fields.)

Report Writing (Writing for occupational purposes. Students selecting this course either need to be employed in occupations requiring that they write technical reports or be enrolled in courses at MCC requiring that they write specific, technical reports. Assign-

ments will be derived from required occupational writing needs.)

Introduction to Composition Writing (Suggested for all students desiring special help to prepare for English 100 writing needs. Practice in writing short papers of description, narration, exposition.)

Vocabulary Enrichment (Study of common prefixes, suffixes, Latin and Greek roots, words relating to occupations, general vocabulary, figurative and idiomatic uses of words. Learning the meanings of words in a wide variety of contexts.)

Study Skills (Improving listening habits, reading occupational materials, maps, charts, graphs, taking notes, budgeting time to get studying tasks accomplished, practice and help with textbook reading assignments in business, technical and liberal arts course work.)

Speed Reading (Learning to skim; increasing reading rate; using controlled reader; using reading rate pacer; taking timed readings; carrying on a guided independent reading program.)

Etymology (Study of how English grew from its earliest beginnings; English as a language rich in its borrowings from other languages; how to read and understand word origins to build vocabulary.)

51 READING SKILLS LABORATORY (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.

53 TWENTIETH-CENTURY LITERATURE (2)

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

100 EXPOSITORY WRITING (3)

Prerequisite: Satisfactory score on the English placement examination, 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. (3 hrs. lect./lab)

*Journalism 100 may be taken in place of English 100 to satisfy the English composition course requirement.

150 INTRODUCTION TO CREATIVE WRITING (3)

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

*Note: 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.)
- 260 WORLD REGIONAL LITERATURE
Prerequisite: English 100 or consent of instructor.
Important literary selections from a particular cultural area. Each 1 credit course may be taken simultaneously with its equivalent course in Geography 102 (See Geography 102B-K). By taking English 260 and Geography 102 at the same time, students will gain a more complete understanding of a particular culture. (15 hrs. lect. per credit)
- 260B Literature of India (1)
 - 260C Literature of China (1)
 - 260D Literature of Japan (1)
 - 260E Literature of Europe (1)
 - 260F Literature of Soviet Union (1)
 - 260G Literature of Africa (1)
 - 260H Literature of Philippines (1)
 - 260J Literature of North America (1)
 - 260K Literature of South America (1)

FOREIGN LANGUAGE

Up to date materials in French, Japanese, Portuguese, and Spanish are available to community for self-instruction in language laboratory. Apply to foreign language instructors.

- 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. Speaking, 102C listening, visual practice, culture, reading, writing. Film 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)

- 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)
- 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.
- 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.)
- 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)
- 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. Speaking, 102B reading, listening, visual practice, writing, culture. Film tape materials, taped programs for self-instruction at home. Language laboratory practice required. (4 hrs. per week)
- 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)

251 LATIN-AMERICAN STUDIES (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)

252 SPANISH & PORTUGUESE CULTURE (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. (3 hrs. per week)

GENERAL SCIENCE

General Information: For purposes of general education, any two of the General Science 122 series of courses will constitute an equivalent to one semester course in the physical sciences.

Courses may be taken in any sequence.

Students interested in majoring in the sciences should take laboratory science courses rather than these.

51 MAN AND ENVIRONMENT (2)

A series of special topics covering man's environment; the effects of man on his environment and effects of environmental changes on man. (2 hrs. lect.)

122B INTRODUCTION TO PHYSICAL SCIENCE—CHEMISTRY (2)

An introduction to chemistry, covering such basic concepts as the nature of the atom and the chemical bond. Basic organic and biological chemistry is also covered. (15 two-hour classes.)

122C INTRODUCTION TO PHYSICAL SCIENCE—PHYSICS (2)

An introduction to physics, covering laws of motion, energy, electricity, magnetism, sound and light, x-rays and radioactivity. (15 two-hour classes.)

122D INTRODUCTION TO PHYSICAL SCIENCE—GEOLOGY (2)

An introduction to geology, covering the history of, present nature and dynamic processes occurring on this planet. (15 two-hour classes.)

122E INTRODUCTION TO PHYSICAL SCIENCE—METEOROLOGY (2)

An introduction to meteorology, covering the nature of the atmosphere and the dynamic processes occurring therein. (15 two-hour classes.)

122F INTRODUCTION TO PHYSICAL SCIENCE—ASTRONOMY (2)

An introduction to astronomy covering the solar system, the Milky Way, the Universe—origins, dynamic processes, possible futures. (15 two-hour classes.)

124 ECOLOGY AND MAN (4)

An introduction to the nature of interactions of organisms in their environment. Man is considered as part of his environment. The effects of human populations and human manipulation of the environment are stressed. (3 hrs. lect., 2 hrs. lab)

GEOGRAPHY

51 WORLD GEOGRAPHY (2)

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

101 MAN'S NATURAL ENVIRONMENT (3)

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soils, and landforms. Laboratory problems are devoted to air, land and sea environment analysis. (2 hrs. lect., 2 hrs. lab)

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 may be taken simultaneously with its equivalent course in English 260-270 series. (See English 260-279.) By taking Geography 102B-K and English 260-279 at the same time, students will gain a more complete understanding of a particular culture. (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 Soviet Union (1)
- 102G Geography of Africa (1)
- 102H Geography of Hawaii (1)
- 102J Geography of North America (1)
- 102K Geography of Maui (1)

GEOSCIENCE

101 GENERAL GEOLOGY AND GEOPHYSICS (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 HAWAII (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)

HEALTH

22 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.)

23 PERSONAL AND COMMUNITY HEALTH (3)

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. (3 hrs. lect.)

HISTORY

151 WORLD CIVILIZATION (3)

A survey of the spread of civilization from its Near Eastern origins, with special emphasis upon unique cultural contributions from Egypt, Mesopotamia, Greece, Rome, India, China, and Japan. (2 hrs. lect., 1 hr. disc.)

152 WORLD CIVILIZATION (3)

A survey of the development of civilization since 1500, with special emphasis upon political and economic revolutions in Europe and the expansion of European influence throughout the world. (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.)

242 CIVILIZATIONS OF ASIA (3)

Historical survey of the impact of Western civilization upon the major civilizations of Asia and Asian response. (3 hrs. lect.)

281 INTRODUCTION TO AMERICAN HISTORY (3)

Interpretative survey of United States history from the earliest settlements through the American Civil War. (3 hrs. lect.)

282 INTRODUCTION TO AMERICAN HISTORY (3)

Interpretative survey of United States history from Reconstruction to the present. (3 hrs. lect.)

AMERICAN ISSUES (3)
(See Social Science 51)

HOTEL AND RESTAURANT OPERATIONS

20 ORIENTATION TO HOTEL (3)

Introduction to the employment opportunities, specialization, and general requirements of employees in the hotel and food services industry. Organization of hotel and food operation. (3 hrs. lect.)

21 PURCHASING & FOOD CONTROL (3)

Purchasing policies; duties of the purchasing staff; organization of the purchasing department and its relationship to other departments and purveyors; marketing; comparative buying of meats, staples, canned foods, and vegetables. Principles of food control, its importance in various departments in hotels and restaurants, cost and sales analysis, daily food-cost system, mathematical problems relating to portion control, convenience foods, methods of food control, precost and precontrol methods. (3 hrs. lect.)

22 FUNDAMENTALS OF COOKERY (7)

Study and practice in the basic methods of dry and moist heat cookery; meat, fish and poultry analysis; pantry preparation techniques of using a standardized recipe; handling of commercial tools, equipment and materials. (3 hrs. lect., 22 hrs. lab)

23 HOTEL COMMUNITY RELATIONS AND CURRENT ISSUES (3)

Prerequisite: Hoper 20 or consent of instructor
The relationship 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. Fundamentals of taxes, leases and insurance as they apply to the hotel and restaurant industry. (3 hrs. lect.)

24 SAFETY AND SANITATION (3)

Discussion of all phases of food sanitation; public health laws, special problems in hotel and restaurant sanitation. (3 hrs. lect.)

41 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.)

42 HOTEL HOUSEKEEPING (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.)

43 FRONT OFFICE PROCEDURES (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.)

44 BASIC PRINCIPLES OF HOTEL MANAGEMENT (3)

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.)

50 MENU PLANNING & NUTRITION (2)

A study of the basic principles of menu making and nutrition. A consideration of menu pricing, merchandising, and control. Factors affecting menu planning; type of operation, season, clientele, equipment, personnel and principles of nutrition. Co-ordination of menus with the operation of the establishment. (2 hrs. lect.)

51 BUFFET PREPARATION (3)

Prerequisite: HOPER 22, or consent of instructor.
Preparation of buffet centerpieces and culinary showpieces, to include preparations of salads, canapes, hors d'oeuvres, chaud-froids, ice and vegetable carving. (6 hrs. lect./lab)

52 ADVANCED COOKERY (7)

Prerequisite: Successful completion of HOPER 22 or consent of instructor.
Instruction in the art of food preparation as related to food service in deluxe hotels, restaurants and dining rooms. Instruction in the processing of frozen and convenience foods. Personnel organization and supervision; menu planning and quantity food preparation. (3 hrs. lect., 22 hrs. lab)

53 PRINCIPLES OF BAKING (4)

Prerequisite: Successful completion of HOPER 22 and consent of instructor.
Handling of bakery tools, equipment and materials, experience in working in basic hotel and restaurant bakery stations; preparing bakery goods and desserts. (6 hrs. lect./lab)

54 FOOD AND BEVERAGE CONTROL (3)

Principles of food and beverage control; their importance in various food and beverage cost systems; mathematical problems related to portion control; convenience food and beverages; methods of food and beverage control; pre-costing and pre-control methods. (3 hrs. lect.)

HUMANITIES

51 POPULAR CULTURE (3)

Critical survey of mass media and popular arts, including television, recorded music, advertising, newspapers, magazines, radio, and movies. (3 hrs. lect.)

INDUSTRIAL TECHNOLOGY

21 TECHNICAL DRAWING (2)

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

22 MACHINE SHOP PRACTICE (3)

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

23 SHEET METAL FUNDAMENTALS (3)

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

24 GAS AND ARC WELDING (3)

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

41 AUTO SHEET METAL PRACTICES (3)

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

42 ELECTRICAL WIRING (3)

An introductory course with emphasis on practical applications for building maintenance personnel; includes National Electrical Code, materials, blueprint reading, and wiring methods and workmanship. (2 hrs. lect., 4 hrs. lab)

43 SMALL ENGINE REPAIR (3)

Theory and practice in the operation, repair and maintenance of small displacement internal combustion engines, to include both two-cycle and four-cycle types found in lawn mowers, power plants, chain saws, marine engines, motorcycles and other small vehicles. (2 hrs. lect., 4 hrs. lab)

45 INTRODUCTION TO DIESEL ENGINES (3)

A study of diesel engine principles, design and construction with emphasis on two cycle engine operation, diesel fuel injection system, turbo-charging and operation and maintenance. (2 hrs. lect., 4 hrs. lab)

INTER-DISCIPLINARY STUDIES (IS)

131 MAN AND THE ARTS (3)

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

155 HAWAIIAN STUDIES: INTRODUCTION TO HAWAIIAN CULTURE (3)

Cultural identity in the origins, lifestyle, material culture and arts of the Hawaiians and other ethnic groups indigenous to Hawaii. Emphasis on appreciation and creative activities. (3 hrs. lect./lab)

156 HAWAIIAN STUDIES: TRADITIONAL HAWAIIAN ORAL ARTS (3)

Prerequisite: IS 155 or equivalent.
Hawaiian culture revealed in traditional unwritten literature. (3 hrs. lect./lab)

JOURNALISM

100 WRITING FOR PUBLICATIONS (4)

News story, feature, column, editorial and headline writing, interviewing, editing, editorial responsibility. Individual style and creativity emphasis. (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 IN PUBLICATIONS (4)

Photography, typography, advertising display, tone and line drawings for reproduction (cartoons, comics), dummying, makeup. Also analysis of film and T.V. advertising. (3 hrs. lect., 3 hrs. lab)

MACHINE TECHNOLOGY

20 BASIC ENGINE LATHE (2)

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

21 MEASURING TOOLS (1)

Fundamentals of measurements using the steel rule, outside and inside calipers, dividers, hermaphrodites and micrometers. This is a prerequisite for any Mach-Tech course or may be taken concurrently. (1 hr. lect.)

22 ENGINE LATHE (5)

Prerequisite: Mach Tech 21
Elementary principles of operating an engine lathe. Straight and taper turning, drilling, knurling and screw thread cutting. (2 hrs. lect., 6 hrs. lab)

23 BENCH & DRILL PRESS (3)

Prerequisite: Mach Tech 21
Proper use of hand tools, power saws, layout tools and drill presses in laying out, drilling, reaming, tapping, filing, fitting, and assembling. (6 hrs. lect./lab)

24 SHAPER (3)

Prerequisite: Mach Tech 21
Setting up and cutting flat, square, angular and irregular shapes. (6 hrs. lect./lab)

25 MILLING MACHINE (4)

Prerequisite: Mach Tech 21
Training in the use of the milling machine and its attachments. Selection and mounting of cutters and calculating cutting speeds. (8 hrs. lect./lab)

MATHEMATICS

1 WHOLE NUMBERS (1)

Arithmetic of whole numbers. Course may be repeated for credit. 5 hrs. (CR/NC only)

2 FRACTIONS (1)

Arithmetic of rational numbers. Course may be repeated for credit. 5 hrs. (CR/NC only)

5 DECIMALS (1)

Arithmetic of decimal numbers. 3 hours. (CR/NC only)

6 PER CENTS (1)

Per cents and applications. 3 hrs. (CR/NC only)

10 ELEMENTARY MEASUREMENT (2)

Linear measurement and areas, units, dimensional analysis. 3 hours.

11 ANGULAR MEASUREMENT (1)

Measurement of angles and triangles, elementary trigonometry. 3 hours.

12 METRIC MEASUREMENT (1)

Metric system, conversion of units. 3 hours.

13 SIGNED NUMBERS (1)

Arithmetic of signed numbers. 3 hours.

14 RATIO AND PROPORTION (1)

Formula algebra, ratios, proportions, and applications. 3 hours.

15 ELEMENTARY SLIDE RULE (1)

Using slide rule for multiplication, division, ratio and proportion, squares, cubes and roots. 3 hours.

- 40 ARCHITECTURAL MATHEMATICS (3)
Principles of architectural engineering, calculation of reactions, shear and moment of beams, and determination of beam, joist, and column sizes. (3 hrs. lect.)
- 50 ELEMENTARY ALGEBRA (3)
Equivalent to first-year high school algebra. Rational numbers, integers, fundamental algebraic operations, factoring, linear and quadratic equations, the quadratic formula. (3 hrs.)
- 52 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.)
- 53B TRIGONOMETRY (2)
Prerequisite: Math 52 or equivalent
Trigonometric functions of angles, solutions of triangles, radian measure, polar coordinates, and practical applications. (30 lecture hours)
- 53C TRIGONOMETRY (1)
Prerequisite: Math 53B
A continuation of Math 53B for students planning on taking more mathematics. Trigonometric identities, equations, inequalities, and complex numbers. (15 lecture hours)
- 100 SURVEY OF MATHEMATICS (3)
Prerequisite: Math 50 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)
Study of concepts and properties of number systems. (3 hrs. lect.)
- 125 COLLEGE ALGEBRA AND ANALYTIC GEOMETRY (3)
Prerequisite: Math 52; or 2 years of high school algebra; consent of instructor.
Systems of equations and inequalities; complex numbers, theory of equations, binomial theorem, math induction, matrices, determinants, and vectors; lines and conic sections; translation and rotation of axes. (3 hrs. lect.)
- 126 ELEMENTARY FUNCTIONS (3)
Prerequisite: Math 52, or at least 2 years of high school algebra. If student has not taken trigonometry, then Math 53B and 53C must be taken concurrently.
Study of trigonometric, logarithmic, exponential, polynomial, rational, recursive and other functions including their graphs; inverses and composites of functions; trigonometric identities; polar coordinates and parametric equations. (3 hrs. lect.)

- 205 CALCULUS I (3)
Basic concepts; differentiation and integration of algebraic functions with applications. Prerequisite: Math 125 and 126 or equivalent. (3 hrs. lect.)
- 206 CALCULUS II (3)
Derivatives and integrals of trigonometric, exponential, logarithmic and hyperbolic functions; techniques of integration; infinite series. Prerequisite: C in 205 or equivalent. (3 hrs. lect.)
- 231 CALCULUS III (3)
Power series; vector-oriented study of functions of several variables; partial differentiation and line integrals. Pre: C in 206 or equivalent. (3 hrs. lect.)

MUSIC

- 102 COLLEGE CHORUS (1)
Open to all students interested in college singing experience. Prerequisite training not necessary. Besides singing fine choral literature includes: basic music theory for singers, vocal training, music fundamentals, listening experience, and public performances. (2 hrs. lab.) (Course may be repeated for credit.)
- 120 MUSIC SKILLS (1)
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

- 55 ISSUES OF PRACTICAL NURSING (2)
Prerequisite: Nursing 153 with a grade of C or better.
Focuses on transition from student to graduate; role of the Licensed Practical Nurse as a member of the nursing/health team; issues and legal aspects of practice, and community health resources. Content will be 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. (3 hr. 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 NURSING (10)

Prerequisite: Nursing 153 with a grade of C or better.

Beginning the care of patients of all ages who are in physical and mental crises, including labor and delivery and postpartum care; emphasis on practice in identifying and solving nursing care problems. (4 hrs. focused discussion, 18 hrs. lab)

255 GENERAL NURSING I (9)

Prerequisite: Nursing 154 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 GENERAL NURSING 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

51 THE SEA (2)

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

52 BOAT HANDLING AND PILOTING (3)

Introduction to the basic skills and equipment necessary for operating a small vessel. (2 hrs. lect., 2 hrs. lab plus field trip to be arranged.)

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 man's understanding of the oceans. (3 hrs. lect.)

ORIENTATION

20 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. (1 hr. lect.) (CR-NC only)

PHILOSOPHY

100 INTRODUCTION TO PHILOSOPHY (3)

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

PHYSICS

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)

POLICE SCIENCE

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 (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 INVESTIGATION (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 INVESTIGATION (Introduction to Criminalistics) (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 (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 (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 (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.)

242 CRIMINAL LAW (3)

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

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 ORGANIZATION AND ADMINISTRATION (3)

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

246 COMMUNITY RELATIONS (2)

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

POLITICAL SCIENCE

110V AMERICAN GOVERNMENT (1-3)

Political institutions, processes, behavior and issues in the United States. Three separate units of 5 weeks each—one on Hawaiian politics and two on national politics—with one credit for each unit completed. (15 hrs. lect., disc. per credit.)

220 INTERNATIONAL POLITICS (3)

Study of selected current topics in international politics and the process of foreign policy making in the United States. (3 hrs. lect.)

PSYCHOLOGY

51 HUMAN RELATIONS (2)

Fundamentals of human behavior and psychological principles affecting personal relationships and adjustments. (2 hrs. lect./disc.)

52 CHILD DEVELOPMENT (3)

Study of the child's growth and development from infancy to adulthood. (3 hrs. lect.)

100 SURVEY OF PSYCHOLOGY (3)

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

110 PSYCHOLOGY OF ADJUSTMENT (3)

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

120 DEVELOPMENTAL PSYCHOLOGY (3)

Introduction to developmental psychology covering infancy to adulthood. Principles of developmental growth patterns. (3 hrs. lect.)

RECREATION

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.

NOTE: For purposes of course designation similarity within the University of Hawaii, recreation courses are preceded by HPE in the schedule of classes.

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. Separate sections for men and women. (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.)
- 105 BASIC SKIN AND SCUBA DIVING (1)
A basic course in skin and scuba diving designed to provide the student with the theoretical and practical knowledge to be a safe and competent diver. Student must provide or rent his own equipment. (40 hrs. per semester.)
- 107 TENNIS: Beginning (1)
Rules, etiquette, grip, forehand and backhand strokes, serving, volleying; singles and doubles play. (30 hrs. per semester.)
- 110 GOLF: Beginning (1)
Rules, etiquette, grip, stance, drive, normal iron shots, approach shots, putting. (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.)
- 125 CULTURAL DANCES (1)
History and execution of dances from various cultures. The cultural dances to be studied each semester will be indicated in the schedule of classes; consequently the class may be repeated several times. (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.)
- 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 Chuan. (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.)
- 180 SURFING (1)
Prerequisite: Consent of instructor.
Water safety, study of waves, paddling and riding a surf board. Each student will have to provide his own board. (30 hrs. per semester.)

RELIGION

- 150 INTRODUCTION TO THE STUDY OF RELIGION (3)
Introduction to the world's living religions—Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity and Islam. (3 hrs. lect.)

SAFETY

- 20 O.S.H.A. (1)
A course in familiarization with and practical applications of the William-Steiger Occupational Safety and Health Act of 1970 USDL. (1 hr. lect.)
- 21 FIRST AID (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 hr. lect.)

SECRETARIAL SCIENCE

20 BUSINESS WRITING (3)

Application of the basic skills of English to the needs of the business student. Includes: word usage, spelling, capitalization, punctuation, syllabication, sentence structure. Business letter writing: letters of inquiry, orders, sales, credit, collection, claims and employment. Use of dictating/transcribing machine. (3 hrs. lect.)

25 FILING AND RECORDS CONTROL (2)

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

SHEET METAL

*21 BASIC SHEET METAL (8)

Introduction to the materials, supplies, tools, machines, and processes of sheet metal. Elementary pattern development. (3 hrs. lect., 12 hrs. lab)

*22 BUILDING SHEET METAL (8)

Development of patterns for gutters, rectangular dischargers, exhaust hoods. Range canopy. (3 hrs. lect., 12 hrs. lab)

*41 DUCT WORK (8)

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

*42 ADVANCED SHEET METAL (8)

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

GAS AND ARC WELDING (3)

See Industrial Technology 24.

*NOT OFFERED UNTIL FURTHER NOTICE

SHORTHAND

21 BEGINNING SHORTHAND (5)

Learning to read and write Diamond Jubilee Shorthand theory and transcribing on the typewriter from one's own shorthand notes. (6 hrs. lect./lab)

22 INTERMEDIATE SHORTHAND (4)

Prerequisite: Beginning Shorthand or two semesters of high school shorthand or consent of instructor.

Development of speed in writing shorthand and transcribing letters in mailable form. Mastery of Brief forms and phrases. (5 hrs. lect./lab)

23 SHORTHAND REFRESHER (2)

Prerequisite: Knowledge of Gregg 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. (3 hrs. lect./lab).

41 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 SCIENCE

51 AMERICAN ISSUES (3)

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

100 INTRODUCTION TO THE SOCIAL SCIENCES (3)

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

110 CONTEMPORARY SOCIAL PROBLEMS (3)

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

SOCIOLOGY

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.)

23 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.)

51 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.)

SPEECH COMMUNICATION

51 IMPROVING SPEECH COMMUNICATION (3)

Prerequisite: Consent of instructor.
Programmed instruction and guided practice in effective face-to-face communication. (3 hrs. disc., lab. CR/NC only; outside lab practice may be required.)

100 INTRODUCTION TO SPEECH COMMUNICATION (3)

Practical, fundamental course in oral communication. (3 hrs. lect./disc.)

145 INTERPERSONAL COMMUNICATION (3)

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

231 INTERPRETATIVE READING (3)

Prerequisite: Speech Communication 100 or equivalent.
Principles and practices in the art and skill of reading aloud. (3 hrs. lect./disc.)

TYPEWRITING

23 BEGINNING TYPEWRITING (3)

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

24 INTERMEDIATE TYPEWRITING (3)

Prerequisite: Beginning Typewriting or two semesters of high school typewriting or equivalent. Typing speed of 40 w.p.m.
Review of fundamental habits, development of sustained speed and accuracy. Advanced correspondence, tabulation, manuscript writing, outlines, and business forms. (5 hrs. lect./lab)

43 ADVANCED TYPEWRITING (3)

Prerequisite: Intermediate Typewriting or four semesters of high school typewriting or equivalent. Typing speed, 50 w.p.m.
Typing business forms, letters, memoranda, tables, accounting reports, legal papers, and duplication. Emphasis on the importance of increasing production through efficient methods and proper organization. (5 hrs. lect./lab)

WELDING

20 BASIC GAS & ARC WELDING (2)

A condensed course of electric and oxy-acetylene welding tailored to meet the needs of the carpentry program. (45 hrs. lect./lab)

21 BASIC COMBINED WELDING (8)

A basic course in gas and arc welding of ferrous and non-ferrous metals. (3 hrs. lect., 12 hrs. lab)

22 ADVANCED COMBINED WELDING (8)

Prerequisite: Welding 21 or consent of instructor.
An advanced course in gas and arc welding of ferrous and non-ferrous metals with an introduction to the MIG and TIG welding processes. (3 hrs. lect., 12 hrs. lab)

WORK PRACTICUM

151V WORK PRACTICUM (1-3)

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)

Maui Community College

ADMINISTRATIVE OFFICERS AND FACULTY

AINSWORTH, DONALD 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)

CANHA, GILBERTA B.A., Mt. Angel College; Fifth Year Diploma, Oregon College of Education (English)

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)

COAD, KERMIT B.A., M.A., San Francisco State College

DANIELS, RONALD A.A. and Certificate of Proficiency, San Francisco City College; B.Ed., University of Hawaii (Hotel Operations)

DRAYSON, BERTHA B.Ed., 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)

FREDERICKSON, 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)

GIBBS, DANIEL B.A., University of California at Los Angeles, M.A., San Francisco State College (English)

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)

KAMEDA, STEPHEN B.A., Michigan State University; Additional Work, University of Hawaii (Registrar)

KAUMEHEIWA, THELMA Special Training Program

KAWAHARA, KAZUTO A.B., Grinnell College, Iowa; M.S.W., University of Hawaii (Coordinator, Cooperative Education)

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

KIM, BOMANI B.Ed., University of Hawaii

KONG, JOSEPH B.Ed., M.Ed., University of Hawaii (Business)

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

LAI, WALTER B.S., University of California at Berkeley; M.A., San Francisco State College; Additional Work, University of Hawaii, University of California (Business)

LEESE, DAVID B.A., M.A., University of Hawaii (History)

LINDSTROM, BILL B.A. University of Maryland, MLS Rutgers—The State University, New Jersey, Additional Work, University of Hawaii (Head Librarian)

LYON, RALPH B.Ed., Colorado State University; Professional Technical Teaching Certificate, Hawaii (Ind. Tech.)

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

MAYER, DICK B.A., Brandeis University; M.A., University of Washington (Geography)

MILLER, BARBARA B.A., University of Washington; Additional Work, University of Hawaii (Art)

MITCHAM, GEORGE B.S., University of Wyoming; M.Ed., Colorado State University (Distributive Education)

MITCHELL, TED
 B.A., M.A., Washington University, St. Louis; Additional Work, University of Washington (Psychology)

MOIKEHA, SANAE
 B.S., M.S., Ph.D., University of Hawaii (Provost)

NAKASONE, ELLEN
 B.Ed., M.Ed., University of Hawaii (Business)

QISHI, ROBERT
 Honolulu Business College, Honolulu Vocational School (Auto Body Repair and Painting)

OLSON, HARRY
 B. or Arch., University of Southern California; Vocational Teaching Certificate, California (Architectural Drafting)

OUYE, WALTER
 B.A., M.A., Colorado State College, Additional Work, University of Hawaii (Director of Community Services)

PALMER, BRUCE
 A.S., Shasta Junior College, California; A.B., University of California at Berkeley; M.A., Humbolt State College, California; Additional Work, University of Oregon (Science)

PELLEGRINO, VICTOR
 B.S., M.S., State University of New York; Additional Work, St. Bonaventure University, Marquette University, University of Hawaii, Church College of Hawaii (English)

RISING, JANE
 B.S., University of Hawaii (Apparel Design & Construction)

REZENTS, ERNEST
 B.Ed., Fifth Year Diploma, University of Hawaii; M.S., University of Oregon (Science)

SAKAMOTO, CLYDE
 B.A., M.Ed., University of Hawaii (Dean of Students)

SANO, EVELYN
 B.Ed., Wisconsin State University; M.Ed., University of Hawaii (Business)

SANO, GEORGE
 B.S., Bradley University; M.S., San Francisco State University (Carpentry)

SERIGUCHI, GEORGE
 B.S., M.Ed., Wayne State University (Auto Mechanics)

SHEPHERD, GLENN
 A.B., M.A., University of California at Los Angeles; Additional Work, University of Hawaii (Science)

SHIMADA, RICHARD
 B.S., Bradley University; M.A., University of Northern Colorado; Additional Work, University of Illinois; University of Hawaii (Business)

SIMPKINS, ARDITH
 3 yr. Diploma, Englewood Hospital School of Nursing, B.S.N., Southern Illinois University; M.S.N., University of Illinois (Nursing)

SPARKS, ALLAN
 B.S., Oregon State University; M.A., University of Washington (Political Science)

SWAN, JAKE
 Graphics Artist, Master Printer, Author (Journalism/Publications)

TAM, AMY
 B.Ed., Illinois State University; Fifth Year Diploma, University of Hawaii; Additional Work, University of Minnesota, University of Hawaii (English)

TAVARES, FRANK
 B.M., University of Kansas; M.F.A., Ohio University; Additional Work, Dartmouth College (Drama, Music)

TEXEIRA, RAYMOND
 Certificate, Maui Vocational School; Hobart Welding School (Welding)

UEOKA, GERTRUDE
 B.S., University of Hawaii, M.S., U.C. Medical Center, San Francisco (Nursing)

WAITE, ELIZABETH
 B.S., Marymount College (Nursing)

WOLF, ALFRED
 B.A., University of Colorado; M.A., University of Washington (Mathematics)

WRIGHT, JEANNE PHYLLIS
 A.B., Wheaton College; M.S., South Dakota State University; Additional Work, University of Hawaii; (Speech-Communication)

YOKOTSUKA, MACHIKO
 B.A., Aoyama Gakuin University; M.A., University of Hawaii (Japanese)

YOUNG, ETHEL
 B.S., Brigham Young University, M.A., University of Michigan (Counselor)

YOUNG, LAFAYETTE
 B.A., San Diego State College; M.A., University of Southern California (Audio-Visual Coordinator)

STAFF

AKI, HAREKO I. *Library Technician*
ALBORANO, MARY-DOREEN *Secretary to Provost*
DACANAY, VAN NESS *Clerk-Typist*
HIGASHI, MIRIAM F. *Bookstore Manager*
JIO, RACHAEL M. *Library Assistant*
KALIHAO, MATTHEW JR. *Custodian*
KUWAE, MASAKO. *Custodian*
MAHI, LINDA *Account Clerk*
NAGANO, CAROL E. *Stenographer*
OKUMURA, TOSHIE. *Custodian*
OKUMURA, UME *Custodian*
ROSADO, LOUIS G. *Groundskeeper*
SAKAGAWA, JUNE *Stenographer*
SAKAGAWA, WILLIAM *Groundskeeper*
SEVILLA, FRANCES A. *Custodian*
SUGIMOTO, LILLIAN. *Custodian*
TAKUSHI, TOSHIKO Y. *Office Manager*
TAMURA, MERVLYN O. *Account Clerk*
TAVARES, HOWARD P. *Groundskeeper*
TEIXEIRA, COLLEEN D. *Stenographer*
YAMASHITA, NANCY H. *Stenographer*
YOSHIOKA, MARIAN T. *Stenographer*
YOSHITAKE, DORIS M. *Stenographer*

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