Chancellor's Welcome Letter

Aloha!

On behalf of our college, I am pleased to welcome you to Hawai'i Community College where E 'Imi Pono, Seeking Excellence, rings true within our learning community.

This academic year marks the 75th anniversary of Hawai'i Community College. From its start in 1941 as the Hawai'i Vocational School, the College has provided access to higher education opportunities, trained a skilled workforce, and supported economic development of the County. As a two-year institution in the University of Hawai'i System, Hawai'i Community College prides itself in how we prepare our students to be lifelong learners and contributors through our 25 program offerings.

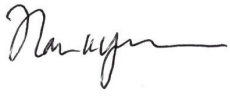
Since 1996, Hawai'i Community College has administered the programs and facilities at the University of Hawai'i Center, West Hawai'i in Kealakekua where students can earn Certificates, Associate, Bachelor, and graduate-level degrees. Currently under construction in North Kona, a brand new state-of-the-art higher education facility will open its doors in Fall 2015 providing the island community with a permanent location for higher education. As a branch campus of HawCC, the Center will be now be called Hawai'i Community College-Pālamanui.

Embracing the concept of Kauhale-the 'ohana of faculty, staff, students, their families, and the Hawai'i Island community-we recognize and celebrate the individual skills, knowledge, and experiences that we bring together to provide high quality learning environments dedicated to student success. Together, our Kauhale promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of "E 'Imi Pono", and to serve our island community and state as a model indigenous-serving institution.

In this spirit we are very proud of the quality learning and grooming that takes place within our students under the direction of our committed, dedicated, and passionate faculty and staff. Our students' high quality experiential learning projects and achievements are evidenced through these various community outreach projects.

I invite you to join us in pursuing your intellectual, civic, and personal endeavors through Hawai'i Community College. It is at Hawai'i Community College where you can join a rich learning community in which you can grow and learn the values and skills necessary in creating and leaving a legacy that our communities can truly appreciate.

E 'Imi Pono.



Noreen Yamane, M.Ed.
Chancellor
Hawai'i Community College

UNIVERSITY of HAWAI'I®

HAWAI'I COMMUNITY COLLEGE

2015-2016 Catalog

HAWAI'I COMMUNITY COLLEGE

200 West Kāwili Street
Hilo, HI 96720-4091

www.hawaii.hawaii.edu

INFORMATION CENTER

Building 378, Manono Campus
Phone: (808) 934-2500
Fax: (808) 934-2501
hawccinf@hawaii.edu

ADMISSIONS AND RECORDS OFFICE

Building 378, Manono Campus
Phone: (808) 934-2710
Fax: (808) 934-2501
hawccar@hawaii.edu

HAWAI'I COMMUNITY COLLEGE - PĀLAMANUI

(Formerly University of Hawai'i Center, West Hawai'i)

73-1025 Kaiminani Dr.
Kailua-Kona, HI 96740
Phone: (808) 969-8800
v/t: (808) 969-8816

www.hawaii.hawaii.edu/ucwh

Disclaimer

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

Academic Calendar 2015-2016

Fall 2015 Semester Calendar

May 31 (U)	Last day for International Students (living abroad) to submit complete Fall 2015 application
July 24 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Aug 1 (S)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2015 application
Aug 1 (S)	Last day to submit completed applications for Fall 2015 Semester
Aug 18-19 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 21 (F)	*Admission Day (Holiday)*
Aug 24 (M)	First day of Instruction
	NOTE: A $30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Aug 24-28 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Aug 28 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡
	NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Aug 28 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 7 (M)	*Labor Day (Holiday)*
Sep 14 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Sep 14 (M)	Last day to Withdraw from semester-length classes without a "W" † ‡
Sep 14 (M)	Financial Aid enrollment status determination date
Oct 2 (F)	"I" removal deadline: Student to Instructor
Oct 9 (F)	Last day to apply for Credit by Exam for Fall Semester
Oct 16 (F)	Last day to submit Credit by Exam results to ARO/WHSS Office
Oct 30 (F)	Last day to Withdraw from semester-length classes with a "W" † ‡
Oct 30 (F)	"I" removal deadline: Instructor to ARO/WHSS Office
Oct 30 (F)	Last day to submit application to Audit classes
Oct 30 (F)	Last day to exercise the Credit/No Credit option (CR/NC)
Oct 30 (F)	Last day to "opt-out" of Summer 2015/Fall 2015 degree conferral
Oct 30 (F)	Last day for International Students (living abroad) to submit complete Spring 2016 application
Nov 2 (M)	Spring 2016 Early Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Nov 11 (W)	*Veterans' Day (Holiday)*
Nov 26 (R)	*Thanksgiving (Holiday)*
Nov 27 (F)	*Non-Instructional Day*
Dec 1 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2016 application
Dec 10 (R)	Last day of Instruction
Dec 10 (R)	Last day to order diploma/certificate from ARO
Dec 11 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Dec 11 (F)	Writing Assessment Day for English Department
Dec 11(F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 14-17 (M-R)	Final Examinations
Dec 21 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 25 (F)	*Christmas Day (Holiday)*
Jan 1, 2016 (F)	*NewYear's Day (Holiday)*
Jan 11, 2016 (M)	First Day of Spring 2016 Semester

† Deadlines for part-term classes vary. Click the "Check Class Availability" link at www.hawaii.hawaii.edu then choose "Fall", an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the ARO/WHSS Office for processing. Refund deadlines apply.

NOTES: 'A&R' denotes Admissions & Records Office (Hilo)
'WHSS' denotes West Hawai'i Student Services Office (WH)

Academic Calendar subject to change.

Academic Calendar 2015-2016

Spring 2016 Semester Calendar

Oct 31 (S)	Last day for International Students (living abroad) to submit complete Spring 2016 application
Dec 1 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2016 application
Dec 1 (T)	Last day to submit completed applications for Spring 2016 Semester
Dec 11 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Jan 1 (F)	*New Year's Day (Holiday)*
Jan 5-6 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 11 (M)	First day of Instruction NOTE: A $30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Jan 11-15 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Jan 15 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡ NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Jan 15 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 18 (M)	*Martin Luther King, Jr. Day (Holiday)*
Feb 1 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Feb 1 (M)	Last day to Withdraw from classes <u>without</u> a "W" † ‡
Feb 1 (M)	Financial Aid enrollment status determination date
Feb 15 (M)	*Presidents' Day (Holiday)*
Mar 4 (F)	*Non-Instructional Day*
Mar 8 (T)	"I" removal deadline: Student to Instructor
Mar 18 (F)	Last day to apply for Credit by Exam for Spring Semester
Mar 21-25 (M-F)	*Spring Recess (No School)*
Mar 25 (F)	*Kūhiō Day (Holiday)*
Mar 25 (F)	*Good Friday (Holiday)*
Mar 29 (T)	Last day to Withdraw from semester-length classes <u>with</u> a "W" † ‡
Mar 29 (T)	"I" removal deadline: Instructor to ARO/WHSS Office
Mar 29 (T)	Last day to submit application to Audit classes
Mar 29 (T)	Last day to exercise the Credit/No Credit option (CR/NC)
Mar 29 (T)	Last day to "opt-out" of Spring 2016 degree conferral
Mar 29 (T)	Last day to submit Intent to Graduate form
Apr 4 (M)	Last day to submit Credit by Exam results to ARO/WHSS Office
Apr 11 (M)	Fall 2016 Early Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Apr 15 (F)	Last day for International Students (living abroad) to submit complete Fall 2016 application
May 4 (W)	Last day of Instruction
May 4 (W)	Last day to order diploma/certificate from ARO
May 5 (R)	Writing Assessment Day for English Department
May 6 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 9-12 (M-R)	Final Examinations
May 13 (F)	Hawai'i Community College Commencement - Hilo
May 14 (S)	Hawai'i Community College Commencement - West Hawai'i
May 16 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 31 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2016 application

† Deadlines for part-term classes vary. Click the "Check Class Availability" link at <u>www.hawaii.hawaii.edu</u> then choose "Spring", an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the ARO/WHSS Office for processing. Refund deadlines apply.

NOTES: 'A&R' denotes Admissions & Records Office (Hilo)
'WHSS' denotes West Hawai'i Student Services Office (WH)

Academic Calendar subject to change.

Table of Contents

Academic Calendar 2015-2016 2
- Fall 2015 Semester Calendar 2
- Spring 2016 Semester Calendar 3

General Information 6
- Kauhale 6
- Mission 6
- Vision 6
- Institutional Learning Outcomes 6
- Ke Ala Nu'ukia 6
- Ka 'Ōlelo Nu'ukia 6
- Nā Hō'ike Hopena A'o 6
- General Education Philosophy 7
- General Education Learning Outcomes (GELOs) 7
- A Rich Legacy 7
- Accreditation 7
- Community Involvement 8
- The Hawai'i Community College Learning Experience 8
- Campus Governance 8
- Ho'olulu Council 9
- Chaminade University of Honolulu 9
- Oregon State University 9
- University of Hawai'i at Hilo - Degree Pathways Partnership Program 9
- University of Hawai'i at Hilo - College of Business and Economics 9
- University of Hawai'i at Hilo - AS in Natural Science Degree 9
- Construction Academy 10
- Distance Education at Hawai'i Community College 10
- Facilities 11
- Hawai'i Community College-Pālamanui 11
- Academic Support Services 12
- Office of Continuing Education and Training 13
- Student Organizations 14
- Alpha Psi Epsilon Chapter of Phi Theta Kappa 14
- Emergency Response and Evacuation Plan 15
- UH Alert Emergency Notification System 15
- Average Graduation and Persistence Rates 15

Admission and Registration 16
- Admission of Students 16
- Acceptance to Hawai'i Community College 16
- Residency Regulations for Tuition Purposes 17
- Nonresident Students 18
- International Students 18
- Veterans and Dependents 19
- Transfer Students 20
- Transferring Credits from External Institutions to HawCC 20
- Auditors 20
- Returnees 20
- Unclassified Nondegree Students 20
- Early Admission Program 21
- Health Requirements for Registration 21
- Student Health Insurance 21
- Placement Testing 21
- Student Orientation, Advising and Registration (S.O.A.R) 22
- Credits 22
- Registration, Withdrawals, and Other Changes 23
- Tuition and Fees 2015-2016 23
- Bookstore 25
- Parking on Campus 25
- Child Care 25
- Housing 25

Academic and Other Policies 28
- Independent Studies/Directed Studies 28
- Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission 28
- Academic Renewal Policy 29
- Grades 30
- Repeating Courses 31
- Courses Fulfilling Two Different Area Requirements 31
- Cross-listed Courses 31
- Final Examinations 31
- eCAFE Student Evaluation of Instructors 31
- Credit by Examination 31
- Academic Waivers and Substitutions 32
- Classification of Students 32
- Change of Major/Classified Status 33
- Time Limits on Credits Earned 33
- Multiple/Duplicate/Second Degree Policy 33
- Graduation Information 33
- Academic Honors 34
- HawCC Transcripts 34

Counseling and Support Services 35
- STAR Advising Tool 37
- Transferring from HawCC to Another Community College in the UH System 37
- Transferring from HawCC to a Baccalaureate Program within the UH System 37
- Transferring from HawCC to a Non-UH Campus 38

General Policies 39
- Family Educational Rights and Privacy Act (FERPA) 39
- Academic Freedom 40
- Statement on Professional Ethics 41
- Academic Grievances 41
- Policy of Nondiscrimination, Affirmative Action, and Filing Complaints 41
- Policy of Sexual Harassment and Sexual Assault 42
- Electronic Communication Policy 43
- Student Conduct Code 43
- Disruptive Students 47
- Children of HawCC Students 48

Pets on Campus 49
Smoking on Campus 49
Death of a HawCC Student 49
Workplace Non-Violence 50
Campus Safety and Security 50

Financial Aid 51
Types of Financial Aid 52

HawCC Degrees & Certificates 56
General Education 57

Curricula and Programs 58
Associate in Arts (A.A.) Degree 58
Associate in Applied Science (A.A.S.) Degree 60
Associate in Science (A.S.) Degree 61
Associate in Technical Studies (A.T.S.) Degree 61
Certificate of Achievement (C.A.) 61
Certificate of Competence (C.O.) 61
Academic Subject Certificate (A.S.C.) 61
Residency Requirement for Graduation 62
Assessment 62
Course Review Policy 62

Program Descriptions 62
Accounting (ACC) 62
Administration of Justice (AJ) 63
Agriculture (AGR) 64
Architectural, Engineering and CAD Technologies (AEC) 65
Auto Body Repair and Painting (ABRP) 66
Automotive Mechanics Technology (AMT) 67
Business Technology (BTEC) 68
Carpentry (CARP) 69
Cisco Networking Academy (CNA) 70
Cooperative Vocational Education (CVE) 70
Culinary Arts (CULN) 70
Diesel Mechanics (DISL) 71
Digital Media Arts (DMA) 71
Early Childhood Education (ECED) 72
Electrical Installation and Maintenance Technology (EIMT) 73
Electronics Technology (ET) 74
Environmental Studies Academic Subject Certificate (ASC-ENVS) 75
Fire Science (FS) 75
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS) 77
Hawai'i Life Styles, Hula Track (HLS-HULA) 77
Hawai'i Life Styles, Lawai'a Track (HLS-LAWA) 77
Hawai'i Life Styles, Mahi'ai Track (HLS-MAHI) 77
Hawaiian Studies (AA-HWST) Associate in Arts Degree 77
Hospitality and Tourism (HOST) 79
Human Services (HSER) 80
Information Technology (IT) 80
Liberal Arts (AA-LBRT) Associate in Arts Degree 81
Liberal Arts/Associate in Arts with a Business Emphasis (LBRT) 83
Machine, Welding and Industrial Mechanics Technologies (MWIM) 84
Marketing (MKT) 84
Natural Science (NSCI) 85
Nursing and Allied Health Programs 86
Nursing, Associate in Science Degree in Nursing (NURS) 88
Nursing, Practical (PRCN) 89
Nursing, Adult Residential Care Home Operator 90
Substance Abuse Counseling (SUBS) 91
Tropical Forest Ecosystem and Agroforestry Management (TEAM) 91
Program Advisory Councils 93

Non-Credit Course Listings 97
Intensive English Program (IEP) 97
How to Read the Non-Credit Course Listings 97

Credit Course Listings 98
Cooperative Vocational Education 98
Independent Studies/Directed Studies 98
Learning Communities 98
How to Read the Course Listings 98
Which English Course Should I Take? 126
Which Math Course Should I Take? 141

Faculty and Staff 153

Administration 162
University of Hawai'i Board of Regents 162
Hawai'i Community College Administration 162
University Of Hawai'i System President and Administrative Team 162
Hawai'i Community College Instructional Units 162

College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For the most recent information concerning core courses, students should check with their advisor.

General Information

Kauhale

Hawai‘i Community College embraces the concept of *Kauhale* that traditionally means the Hawaiian village. *Kauhale* is an *‘ohana* of administrators, faculty, staff, students, their families, and the Hawai‘i Island community that contributes measurably to the success of our college’s mission and outcomes. *Kauhale* maximizes the “community” in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. *Kauhale* enables all members of the college *‘ohana* to recognize and celebrate our own individual skills, knowledge, and experiences as well as the skills, knowledge, and experiences of others. *Kauhale* unites all components of Hawai‘i Community College into an “academic village without walls” for the overall success of our learners, the learners’ communities and their families, in the spirit of *E ‘Imi Pono* (seeking excellence).

Mālama Ke Kula Kaiaulu o Hawai‘i i Kauhale, he ‘ike ku‘una Hawai‘i ia no ke kaiaulu. ‘O Kauhale ke ka‘ā e pa‘a ai kākou, nā luna ho‘oponopono, nā pū‘ulu kumu kula, nā limahana, nā haumāna, ka ‘ohana, a me ko ka Moku o Keawe kaiaulu i ‘ohana ho‘okahi. A e ho‘olako a e ho‘onui launa ‘ole Kauhale i ka holopono ‘ana o ko kākou ala nu‘ukia a me ko ke kula kaiaulu nei mau hopena a‘o. Na Kauhale e ho‘omāhuahua ana i ko kākou nu‘ukia ma o ke kūkākūkā ‘ana, ka ho‘olālā ‘ana, ka ‘imi mau ‘ana o ka ‘oi loa a‘e, a me nā loiloi holomua ‘ana ma waho a‘e o ka mokuna kālai‘ike a me nā ke‘ena kāko‘o ma‘amau o ke ku‘una kula kaiaulu e kū nei. Na Kauhale e ho‘omana i nā lālā a pau o ko kēia kula kaiaulu nei ‘ohana e mea e ‘ike a hō‘ike a‘e ai i ko kākou mau mākau iho, ko kākou na‘auao iho, a me ko kākou ‘ike iho a hāpai pū ma ke ākea. ‘O Kauhale ke ka‘ā e ho‘opili ana i nā mahele like ‘ole o kēia kula kaiaulu nei i kaiaulu kālai‘ike me nā paia ‘ole no ka holopono ‘ana o nā kānaka ‘imi na‘auao, no ka honua ‘imi na‘auao a no ko lākou mau ‘ohana ma o ka mana‘o ‘o “E ‘Imi Pono.”

Mission

Hawai‘i Community College (HawCC) promotes student learning by embracing our unique Hawai‘i Island culture and inspiring growth in the spirit of *“E ‘Imi Pono.”* Aligned with the UH Community Colleges system’s mission, we are committed to serving all segments of our Hawai‘i Island community.

Ke Ala Nu‘ukia

Ho‘opai Ke Kula Kaiaulu O Hawai‘i i ka ‘imi na‘auao o ka haumāna ma ka mālama ‘ana i ka ‘ike o ko ka Moku o Keawe mo‘omeheu laha‘ole a ho‘oulu pū‘ia ka mākaukau ma loko o ka ‘imi pono‘ana. Ma ka hana alu like pū‘ia e kō ai ke Ala Nu‘ukia o Ke Kula Kaiaulu nei me ka ‘Ōnaehana Kula Kaiaulu o Hawai‘i a he kūpa‘a nō ho‘i ma ka lawelawe ‘ana aku i kēlā me kēia ‘āpana o ko ka Moku o Keawe kaiaulu.

Vision

To promote student learning, Hawai‘i Community College will emphasize the knowledge and experience necessary for students to pursue academic achievement. As lifelong learners, the students will become productive and engaged citizens capable of meeting the complex challenges of a global community.

Ka ‘Ōlelo Nu‘ukia

‘O ka ho‘olako‘ia aku o nā ‘ano pō‘aiapili ho‘onui‘ike like‘ole o ka mākaukau e ke Kula Kaiaulu o Hawai‘i ka mea e paipai ai ka haumāna e pi‘i a‘e i ka pae kālai‘ike ‘oi kelakela. Ma ka nohona ‘imi na‘auao e ho‘okele ana ka haumāna i ka wā ‘ālo‘alo‘a o ke ao holo‘oko‘a ma kona ‘ano he kanaka e papau ai kona no‘ono‘o i ka hana.

Institutional Learning Outcomes

- Our graduates will be able to communicate effectively in a variety of situations.
- Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
- Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

Nā Hō‘ike Hopena A‘o

- E hiki ana ko ke Kaiaulu nei haumāna puka e ho‘oka‘a‘ike me ka poeko ma nā ‘ano pō‘aiapili like ‘ole.
- E hiki ana ko ke Kaiaulu nei haumāna puka e hō‘ili‘ili, e ana, a e no‘ono‘o loi i nā mana‘o e lanakila ai ma luna o ka mea pa‘akikī a pohihihi, ma ka ho‘oponopono pilikia, a ma ka ho‘oholo mana‘o.
- E ho‘omōhala ko ke Kaiaulu nei haumāna puka i ka ‘ike ku‘una me ka loina Hawai‘i a me nā mākau e kōkua aku ai i ke kaiaulu me ka mahalo mau i ka mo‘omeheu ‘ōiwi o Hawai‘i a me ka nohona o kēlā ‘ano kēia ‘ano.

General Education Philosophy

For the learner, general education at Hawai'i Community College fosters self awareness; broadens the understanding of an individual's roles within communities and environments; supports cultural understanding; emphasizes the breadth and interconnectedness of knowledge; and creates a foundation for continued personal, intellectual and professional development.

General Education Learning Outcomes (GELOs)

- GELO 1: Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- GELO 2: Critical Reading - Read critically to synthesize information to gain understanding.
- GELO 3: Critical Thinking - Make informed decisions through analyzing and evaluating information.
- GELO 4: Information Competency - Retrieve, evaluate, and utilize information.
- GELO 5: Technological Literacy - Employ computer technology to perform academic and professional tasks.
- GELO 6: Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- GELO 7: Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- GELO 8: Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- GELO 9: Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- GELO 10: Ethics - Articulate and demonstrate knowledge of ethical behavior and the process of ethical decision-making.

A Rich Legacy

Hawai'i Community College will celebrate its 75th anniversary during the 2015-2016 academic year. From its start in 1941 as the Hawai'i Vocational School, the College has provided access to higher education opportunities, trained a skilled workforce and supported economic development of the County. With the advancement in technology and expansion of educational opportunities into broader fields of technical training, the institution was renamed the Hawai'i Technical School in 1956.

In May 1970, the institution joined the University of Hawai'i as a comprehensive community college with the name Hawai'i Community College. Other significant developments for the College were the offering of college degree classes in Kona beginning in 1982, and the establishment of the continuing education programs throughout the island of Hawai'i in 1992. July 1, 1997, Hawai'i Community College assumed administration of the University of Hawai'i Center, West Hawai'i located in Kealakekua. In Fall 2015, the University of Hawai'i Center, West Hawai'i will move to a brand new location at Pālamanui in North Kona that will serve the West Hawai'i community. This new branch campus of Hawai'i Community College will be called Hawai'i Community College-Pālamanui.

Hawai'i Community College-Pālamanui will deliver two-year Associate degrees through a rich array of classes in Culinary Arts, Nursing, Hawaiian Culture, Science, Liberal Arts, and more. The campus will also deliver Bachelor's and graduate-level degrees from other campuses in the UH System, such as UH Hilo, UH Mānoa, and UH West O'ahu. HawCC-Pālamanui will be a vibrant and essential resource for those who call West Hawai'i home. The new classrooms, science laboratories, learning kitchens, and learning resource center will be state-of-the-art, LEED Platinum Certified facilities designed for 21st century learning.

Accreditation

Hawai'i Community College is fully accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. A comprehensive review is conducted every six years, with the most recent review being completed in Academic Year 2012-2013. The reviewers commended the faculty and staff for their dedication, and noted that they go beyond their normal roles in trying to make Hawai'i Community College viable and responsive to the students and the community.

In addition to the College's overall accreditation, there are other specialty accreditations for certain programs:

Program	Accrediting Organization
Culinary Arts	• American Culinary Federation Foundation, Inc Accrediting Commission (ACFFAC)
ECE/Children's Center	• National Association for the Education of Young Children (NAEYC)
Intensive English	• Commission on English Language Program Accreditation (CEA)
A.S. in Nursing	• National League for Nursing Accrediting Commission, Inc. (NLNAC)

Community Involvement

Community partnerships and collaboration are central to the mission of the College. To keep curricula and requirements current and relevant, the College has invited community leaders in business, industry, and the professions to serve as advisers to provide guidance regarding course content, selection of training equipment, employment needs, and the effectiveness of different programs.

Program advisory councils are formed for each degree program. In addition, the Chancellor of the campus seeks advice from community and business leaders on ways the College can assist in development for the community. Members of these advisory groups are listed throughout the catalog.

The Hawai‘i Community College Learning Experience

The uniqueness of the Hawai‘i CC experience is the focus on four complementary elements that frame the learning climate: Community work-based learning; using and learning Technology; perpetuation of Hawaiian culture; and caring for the Environment.

The College has a rich history of work-based learning, from the Model Home project where the construction trades programs design and build a house, to working on customer jobs, and including a wide range of internships, service learning and volunteer work. Students in every discipline have opportunities to apply what they have learned in the classroom, and give back to the community.

Technology is interwoven into nearly every aspect of the College and is used to support distance learning utilizing the Internet or videoconferencing. Technology supports classroom instruction such as the use of global positioning systems (GPS) in Agroforestry, computer assisted design (CAD) in the Architectural/Engineering/CAD Technologies Program, and in certificate and degree programs such as Information Technology and CISCO networking.

The College has made a commitment to become the center for the study of Hawaiian culture, with an emphasis on the practice, perpetuation, and evolution of the culture. This includes an Academic Subject Certificate in Hawai‘i Life Styles, and an Associate in Applied Science degree which is being delivered island-wide.

An Associate in Science Degree and certificate program in Tropical Ecosystem and Agroforestry Management is a key component of our focus on caring for the Environment. The College also supports an Academic Subject Certificate in Environmental Studies and has numerous projects which reflect our commitment to the natural environment.

Learning by doing through community work-based learning and expanding the classroom through the use of technology, spiced with the unique Hawai‘i Island environment and the spirit of Kauhale, equals the Hawai‘i Community College learning experience.

Campus Governance

The interests of faculty, staff, and students are represented by three separate and equally important bodies:

- Academic Senate
- Associated Students of the University of Hawai‘i - Hawai‘i Community College
- College Council

In order to ensure the integrity and effectiveness of the College’s governance and decision-making processes, roles of governance groups, such as College Council and Academic Senate, are regularly evaluated and results communicated with college constituent groups. (Policy Haw 3.303)

Academic Senate

The Academic Senate of Hawai‘i Community College convenes as an organization to maintain and strengthen academic decision-making at the College and system-wide levels. The purpose of the Academic Senate is to ensure academic integrity of the College. The Senate functions as a recommending and governing body. Senate responsibilities include but are not limited to the development, modification, initiation, and review of academic policies and issues in consultation with the Chancellor and others as needed. Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7 who have their primary assignment with HawCC. Members of the Academic Senate are referred to as Senators. All Senators have the rights of voice and vote.

Associated Students of the University of Hawai‘i - Hawai‘i Community College

The Associated Students of the University of Hawai‘i - Hawai‘i Community College (ASUH-HawCC) is a chartered student organization (CSO) established to carry out functions or operations on behalf of the University for the purpose of serving the entire Student Body of HawCC. The ASUH-HawCC pledges to build a community which is student oriented and establishes a democratic system of government committed to fellowship and service.

Membership consists of students whose home campus is HawCC and who are enrolled in at least one (1) credit offered by HawCC.

College Council

The College Council of Hawai‘i Community College convenes as the Chancellor’s means to maintain and strengthen communication. The purpose of the Council is to serve as a college-wide organization with representatives from all major campus constituencies and ex-officio members. The Council’s primary purpose is to serve as the Chancellor’s forum to facilitate a dialog on college-wide issues. The Council advises the Chancellor on issues that affect the entire college and that are not exclusively

governed by another body, such as the Academic Senate and/or ASUH-HawCC. Ex-officio members and representatives must be full-time administrators, BOR-appointed faculty, or APT and clerical regular hires. Constituencies to be represented and ex-officio members are determined by the Chancellor and the Administration in consultation with the Council. Ex-officio members and constituencies for Council representation are determined by the most current Organizational Chart to ensure college-wide participation. (Policy Haw 3.303)

Hoʻolulu Council

The Hoʻolulu Council's mission is to honor, empower, and advance Native Hawaiian people, culture, and language through excellence in higher education. The Council serves as an advisory body to the Chancellor of Hawai'i Community College. The Council is also responsible for the development of the college's Hawai'i Papa O Ke Ao plan to indigenize the institution. The Hoʻolulu Council is a member of the University of Hawai'i's Pūkoʻa Council which serves as an advisor to the UH President on issues that have particular relevance for Ka Pae ʻĀina o Hawai'i and Native Hawaiians.

Chaminade University of Honolulu

Hawai'i Community College entered into a program transfer articulation agreement with Chaminade University of Honolulu's Adult, Evening and Online program (CUH-AEOP) to allow HawCC students who have achieved an Associate of Science degree in Early Childhood Education (AS-ECED) to apply toward meeting degree requirements in the Education Division of CUH-AEOP. It establishes an agreement for the transfer of students and the transfer of academic credit from HawCC to CUH-AEOP. For more information, contact Mai Wong at (808) 934-2637.

Oregon State University

Hawai'i Community College entered into an articulation agreement with Oregon State University (OSU) to promote educational opportunities for students to earn a Bachelor's Degree. HawCC students can be jointly admitted and concurrently enrolled at OSU. Upon earning an Associate Degree from HawCC, students can transfer to OSU with junior standing and with lower division general education requirements completed. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

University of Hawai'i at Hilo - Degree Pathways Partnership Program

A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (HawCC) to cooperatively promote successful undergraduate educational experiences for students who attend both institutions through curricular and advising pathways. The Degree Pathways Partnership facilitates the completion of baccalaureate degrees at UH Hilo by students who begin their post-secondary education at HawCC.

This partnership supports student access, success, and 4-year degree completion by improving academic program articulation; offering students the opportunity to be admitted to, and receive advising from, the 4-year program while they are completing their HawCC program; and fostering better alignment between learning goals at each institution. This agreement benefits students and programs on both campuses.

University of Hawai'i at Hilo - College of Business and Economics

A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo - College of Business and Economics (COBE) and Hawai'i Community College (HawCC) to allow students who have earned the Associate in Arts Degree with a Business emphasis to transfer to COBE to earn a baccalaureate degree in Business.

University of Hawai'i at Hilo - AS in Natural Science Degree

A transfer agreement exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College allowing HawCC graduates with an Associate of Science degree in Natural Science degree (AS-NSCI) who transfer into UH Hilo to receive automatic admission as juniors. This program is designed to fulfill most of the UH Hilo core requirements, and most of the entry-level STEM requirements for Life Sciences at UH Hilo. This state-wide program also allows students to transfer easily to any of the Community College campuses in the UH System. For more information, contact Laura Brezinsky at (808) 934-2618.

Construction Academy

In 2006, the Hawai'i State Legislature passed a bill establishing Construction Academy programs at select University of Hawai'i Community College campuses with a goal of preparing high school students with the technical, academic, and employability skills necessary to pursue a career in the construction industry. Hawai'i Community College has since established Construction Academy programs at Waiākea, Hilo, Kohala, Konawaena, Ka'ū, Pāhoa, and Kea'au High Schools, placing community college faculty at the high schools to teach courses, giving students the opportunity to earn community college credits while satisfying high school graduation requirements. For more information, contact Joel Tanabe at (808)934-2669, or visit www.hawaii.hawaii.edu/ca

Distance Education at Hawai'i Community College

Distance Education (DE) classes provide students the flexibility to complete coursework outside of the traditional classroom setting. Hawai'i Community College (HawCC) has partnered with other University of Hawai'i Community Colleges to offer a variety of DE classes to meet the needs of students. In addition to the courses offered at HawCC, HawCC students are able to enroll in DE classes from all other UH Community Colleges (UHCC).

DE Classes are Offered in a Variety of Formats

Online Classes

Online classes offer flexibility for students with challenging schedules. Online classes require minimal requirements for students to come to campus. While classes have deadlines that need to be met, students taking online classes have the ability to access their classes via the Internet and study at times and places that best fit their schedules. Students must have access to a computer with reliable Internet connection.

See www.hawaii.edu/dl/onlinelearning for more information.

Cable Television Classes

Cable television classes are delivered over public access television channels throughout the State of Hawai'i. To receive cable classes, students must have access to Oceanic Time Warner Cable.

See www.hawaii.edu/dl/cable for more information.

Interactive Television (ITV) Classes

Using video conferencing technology, ITV courses meet at a designated time and location although the instructor and students are in different locations. They can see and hear each other, creating a traditional classroom-like environment. ITV classes may also include an online component for additional instruction and materials. Students must be able to meet at the designated time and location to attend class.

See www.hawaii.edu/dl/interactivevideo for more information.

Student Success in DE classes

There are no special requirements to take an online class, as long as all prerequisites for the course are met. However, each student learns differently. Some students may be more successful in a regular classroom, while others may be more successful in a DE class.

Generally, successful DE students are:

- comfortable learning without seeing the instructor or classmates in person.
- comfortable learning on a computer or a TV.
- comfortable with using computers and other technology.
- self-disciplined, organized, and can independently follow lessons and complete coursework.
- able to create and stick to a schedule for his/her own learning.

Other considerations:

- DE classes take as much time as regular classes.
- DE classes require a substantial amount of reading and writing.
- DE classes require students to be organized to keep track of dates and assignments.
- DE classes may require a limited number of on-campus activities such as orientations, meetings, review sessions, and/or exams.

Equipment and Skill Requirements

Access to a computer with reliable Internet access is required, especially for online classes. Visit the UH Information Technology Services Web site at www.hawaii.edu/askus/585 for information on computer hardware recommendations.

Most DE classes will also require use of common word processing and presentation software (e.g., Word, PowerPoint), e-mail, and the Internet to communicate and to complete and submit course assignments.

Classes Available via DE

Students can register for a DE class offered through their home campus, or through any of the other UHCC campuses, as long as the course and program requirements for that class are met. Students should check with a counselor or the Admissions and Records Office if there are questions or special circumstances (e.g. taking only DE classes or if there are questions about credit transferability).

Visit www.hawaii.edu/dl/courses/?vw_campus_id=CC to view the list of DE classes at all UH Community Colleges. Before registering for a DE class, students should check all course information and notes listed for any specific requirements the class might have.

NOTE: All international students with an F-1 visa should check with a counselor for further information before registering for a DE class.

Financial Aid Information

Financial aid may be applied toward a DE class. Students eligible for financial aid should check with the Financial Aid Office for additional information and requirements before registering for the class.

Laulima

The most important tool needed for a DE course is Laulima. Laulima is the University of Hawai'i's official online course management tool. Students should log in to Laulima using their UH username and password. The address is https://laulima.hawaii.edu

Facilities

In East Hawai'i, HawCC shares a campus with University of Hawai'i at Hilo (UHH) which consists of a 115-acre Main Campus and a 21-acre campus on Manono Street. To serve HawCC and the University, there are 51 major buildings and 36 portables, including classroom buildings, special facilities for student laboratories, a library and media center, numerous well-equipped shops for use in trade and industrial courses, faculty offices, administration building, student services offices, a learning center with satellites, a campus center for student activities, an athletic complex, tennis courts, and playing field. The 110-acre University Agricultural Farm Laboratory is located in the Pana'ewa Agricultural Park.

For information about West Hawai'i, see the following section.

Hawai'i Community College-Pālamanui

73-1025 Kaiminani Drive
Kailua-Kona, HI 96740
Kenneth M. Fletcher, Director
Ph: (808) 969-8800
v/t: (808) 969-8816

The College serves West Hawai'i in Kailua-Kona at the new Hawai'i Community College-Pālamanui campus, where many classes and associate degree programs are available. Pālamanui houses classrooms, vocational labs, a computer lab, and a library/learning center. The student support office provides access to Hawai'i Community College counseling, financial aid assistance, registration information and special student success programs. Students attending HawCC-Pālamanui have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes, online classes available via the Internet, and hybrid classes that utilize a combination of technologies and/or face-to face participation.

University Center, West Hawai'i at Pālamanui
Carrie Kuwada Phipps, Educational Specialist
Ph: (808) 969-8808

Hawai'i Community College-Pālamanui also hosts the University of Hawai'i Center, West Hawai'i. It is one of three University Centers that were established by the Board of Regents (BOR) in June 1996. The primary purpose of a University Center is to provide distance learning with local support for the many degrees and certificates offered by the University of Hawai'i colleges and universities. Call for more information on current courses of study available through the Center.

For a complete listing of distance programs available through the University of Hawai'i Centers visit www.hawaii.edu/dl

Academic Support Services

Hawai'i Community College shares the library and computer services with the University of Hawai'i at Hilo. Access to library and computer services for students attending classes in Kailua-Kona are provided by Hawai'i Community College-Pālamanui.

The Edwin H. Mookini Library
Circulation Desk: (808) 932-7286
Information Desk: (808) 932-7296
http://library.uhh.hawaii.edu

Helen M. Rogers, Interim University Librarian/Director
Ph: (808) 932-7315

Lari-Anne Au, Public Services Librarian
Ph: (808) 932-7510

The Edwin H. Mookini Library, completed in 1981, is located in the center of the Main Campus. The Edwin H. Mookini Library serves the University of Hawai'i at Hilo (UHH) and Hawai'i Community College (HawCC). Its primary mission is to support the academic programs of both institutions, under the supervision of the University of Hawai'i at Hilo University Librarian/Director.

Mookini Library provides access to books and periodicals in print, DVDs, videocassettes, compact disks, and microforms. Students can locate these resources through the library's catalog, Hawai'i Voyager. The library also provides access to online resources, including e-books, full-text electronic periodicals, and streaming educational videos. The Hawaiian Collection houses the library's extensive Hawaiiana holdings. To ensure student proficiency in the use of these collections, the staff provides reference assistance in-person at the Information desk, by phone, or through email. The library also offers a comprehensive program of library instruction.

The Edwin H. Mookini Library provides other services and facilities that further the academic mission of the College. Students may utilize the audiovisual area with playback equipment. Students may also confer in the library's group study rooms located throughout the building. PCs located on all three floors provide access to web browsing, word processing, spreadsheets, and other software to support coursework. Interlibrary loan services are available to assist students and faculty in obtaining research materials from other university libraries.

The Learning Center (TLC)
Hilo (Upper Campus, Library, lower level)
Gwen Kimura, Interim Coordinator
Ph: (808) 934-2530
fax: (808) 974-7785

The mission of The Learning Center (TLC) is to help students be successful in their college experience. Its objective is to provide students with guidance and support to assist them in becoming active independent learners, taking responsibility for their own learning. TLC introduces students to new educational technology and old-fashioned one-on-one tutoring including study strategies and techniques. Its primary services incorporate:

1. Free academic tutoring (one-on-one and group) available to all currently enrolled students in reading, writing, math, study skills, English as a Second Language, and content-area courses as available (history, computer science, philosophy, etc.)
2. Computer assisted instructional programs (including getting started with Laulima classes)
3. Instruction utilizing self-paced Computer Assisted Instruction and printed material
4. Internet and e-mail assistance
5. Employment opportunities for students who enjoy helping other students and have developed mastery in one or more courses

Hale Kea Advancement and Testing Center (HKATC)
Building 387 (Manono Campus), Hilo
Lori Flores, Educational Specialist
(808) 934-2540
fax: (808) 934-2541

The Hale Kea Advancement and Testing Center (HKATC) provides computers, a study area, and free testing services (COMPASS placement testing, distance education testing, and make-up testing) for current and prospective Hawai'i Community College students.

Hawai'i Community College-Pālamanui,
Library and Learning Center
Laurel Gregory, Librarian
Karen Au, Educational Specialist
Alysia Downs, Academic Support Specialist
Ph: (808) 969-8830

The Library and Learning Center at Pālamanui houses a small on-site collection of books and DVDs, along with access to thousands of books and periodical articles in electronic format. The staff offers formal and informal computer literacy and research instruction, reference services, and help in obtaining research materials from other UH campus libraries. Free academic tutoring is available to UH and Hawai'i Community College students as well as test proctoring for UH system classes. COMPASS placement testing is offered year-round.

Academic Support for Distance Education Students

Students who claim HawCC as their home campus for distance education purposes will be provided appropriate access to the following services for HawCC courses in which they are currently enrolled:

- Tutoring
- Placement Testing
- Computers
- Mookini Library / Library & Learning Center in Kailua-Kona:
  - Reference assistance
  - Information literacy instruction
  - Intrasystem library loan
  - Reserves, print, and electronic collections

Test proctoring will be provided for UH distance education classes. (Policy Haw 5.200)

Remote access to library resources is authenticated by using a currently valid UH username and password.

I Ola Hāloa Center for Hawai'i Life Styles
Kekuhi Keali'ikanaka'oleohaililani, Assistant Professor/Program Coordinator
Bldg. 380 (Manono Campus), Room 34
Ph: (808) 934-2600
fax: (808) 934-2601
www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html

Paepae 'Ōhua Success Center
Melanie Marciel, Native Hawaiian Counselor
Monica Burnett, Student Success Support

Ha'akūmalae Protocols Program
Taupōuri Tangarō, Professor/Ha'akūmalae Protocols Coordinator/Kauhale Director
Jacqueline "Ulu" Van Blarcom, Ha'akūmalae Support

Hālaulani Transfer Success Center
Noe Noe Wong-Wilson, Hālaulani Transfer Success Assistant Professor/Coordinator
Bldg. 381 (Manono Campus), Room 16
Ph: (808) 934-2610
fax: (808) 934-2601

I Ola Hāloa Center for Hawai'i Life Styles offers full support for student success. Based on Native Hawaiian philosophy and foundation, I Ola Hāloa initiatives include:

- Paepae 'Ōhua Success Center where counseling, advising, tutoring, and peer mentors are offered,
- Hālaulani Transfer Success Center offers counseling, advising, and support programs for students who attend to transfer to a baccalaureate four-year institution, and
- Ha'akūmalae Hawaiian protocols and cultural bridging initiative for faculty, staff, and learners from HawCC and the University of Hawai'i at Hilo.

These initiatives are supported, in part, by three USDOE Title III Strengthening Native Hawaiian Institutions Grants.

Office of Continuing Education and Training

Deborah Shigehara, Interim Director
Bldg. 379A, Rooms 1,2,3 (Manono Campus)
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 934-2700
www.hawaii.hawaii.edu/ocet

The Office of Continuing Education and Training (OCET) was established in 1992 to deliver opportunities for continuing education and training for Hawai'i Island. The OCET unit delivers non-credit Workforce Development training; customized, contract training; career certificate programs; a variety of online classes; summer classes for K-12 students; and personal enrichment classes. Additionally, OCET provides testing ser-

vices, passport acceptance services, and workshop/conference coordination for the community. The Apprenticeship training and the Intensive English Program are housed under OCET.

Apprenticeship Training
Ph: (808) 934-2700 or (808) 934-2692

HawCC's Apprenticeship Training Program provides related classroom instruction for apprentices registered in various apprenticeship programs. Classes are offered in the evenings or on Saturdays, and are currently related to training programs specific to the following building trades: carpenter, electrician, plumber, refrigeration and air-conditioning, mason, tile setter, roofer, sheet metal worker, and ironworker. Class instruction supports requirements established by State Apprenticeship Law and makes it possible for apprentices to comply with related instructional requirements in conjunction with on-the-job training requirements of each program. In addition, journeyworker-upgrade training courses are also accommodated for journeyworkers seeking skill-upgrading or self-improvement in their respective trades.

It is important to note that HawCC is not involved with the recruitment and selection of apprentices. This recruitment process is administered by separate Sponsor organizations and enrollment into apprenticeship classes is limited to individuals registered with the respective Sponsor. All Sponsors have established and registered apprenticeship programs that meet guidelines established by the Department of Labor and Industrial Relations (DLIR) and the U.S. Bureau of Apprenticeship Training (USBAT).

Intensive English Program
Steven Clements, Interim Coordinator
Ph: (808) 934-2697
www.hawaii.hawaii.edu/iep

The Intensive English Program (IEP) provides intensive English language preparation for international students who wish to enter an American college or university as well as those who wish to improve their English skills for professional or personal reasons. The IEP is also for permanent residents and immigrants who are non-native speakers of English who need further development of their English language skills. Through academic advisement and assistance from faculty and staff, students are able to move quickly toward achieving their academic and professional goals.

Five 8-week sessions are offered each year beginning in January, March, June, August, and October. The IEP offers up to four proficiency levels. Students are placed in the level appropriate to their proficiency in English. A full-time coordinator and a student advisor is available to assist students with orientation, housing, immigration, and any other concerns.

Students attend classes in intensive English as well as have the opportunity to participate in numerous extra-curricular activities. Students may also take elective classes in TOEFL (Test of English as a Foreign Language) preparation. Students who have fulfilled class and attendance requirements receive a Certificate of Participation.

Students who complete the Intensive English Program are admitted to HawCC with no TOEFL.

The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA), and is a member of the American Association of Intensive English Programs (AAIEP). For more information, and to download application forms, visit the website above.

Student Organizations

Hawai'i Community College maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO).

Chartered Student Organizations: CSOs at HawCC are authorized by the University of Hawai'i Board of Regents (BOR) to carry out functions or operations on behalf of the University for the purpose of serving the entire student body. These organizations provide programming that is relevant to student body and is funded by the mandatory student fees collected from the student body.

Registered Independent Student Organizations: RISOs are student clubs. To register, clubs require at least 6 currently registered HawCC students, a faculty/staff advisor (non-temporary), and bylaws. More information is available online at: http://blog.hawaii.edu/riohawaiicc

Other chartered student organizations at UH Hilo include the Board of Student Publications (BOSP) which produces *Ke Kalahea*, a campus newspaper, and *Kanilehua*, a literary journal. The BOSP is also responsible for the student radio station http://radio.uhh.hawaii.edu

Alpha Psi Epsilon Chapter of Phi Theta Kappa

Phi Theta Kappa is the internationally recognized honor society for two-year colleges. Alpha Psi Epsilon, the HawCC chapter, was chartered in the Spring of 1993. The purpose of the honor society is to recognize educational achievement. The goals are to promote scholarship, leadership, service, and fellowship.

To become members, students must have at least a 3.5 cumulative GPA, must have earned at least 12 credits towards their Associate degree, and must be invited by the Vice Chancellor for Student Affairs of HawCC. New members are inducted each semester based on their academic status at the end of the previous semester. To remain in good standing, members must maintain a minimum 3.00 cumulative GPA. Membership is open to students at both the Hilo campus and at HawCC-Pālamanui.

Benefits of membership include eligibility for scholarships, scholarly workshops, officer and committee chair positions, participation in college and community service projects, and social support and networking.

Emergency Response and Evacuation Plan

The purpose of the Emergency Response and Evacuation Plan is to provide the necessary guidance to organize and direct operations in the event of an emergency and/or civil defense action. Although Hawai'i Community College and the University of Hawai'i at Hilo have independent emergency operation plans, because the campuses are shared, both institutions work together in the event of an emergency. The Emergency Response and Evacuation Plan is periodically reviewed and updated. The final Emergency Plan is reviewed and approved by the Director of the Hawai'i County Civil Defense. (Policy Haw 2.203)

UH Alert Emergency Notification System

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency.

Automated emergency messaging options

E-mail: The hawaii.edu e-mail address is automatically subscribed to UH Broadcast, which sends out e-mails for administrative as well as health and safety alerts. Unsubscribing from UH Alert will not affect e-mail sent from UH Broadcast.

SMS/text messages: Faculty, staff, and students may choose to be alerted via text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Alert system. Depending on the phone plan, some cell phone carriers may charge for this message. Due to limitations with public carrier networks, there is no guarantee an emergency message will be received.

Personal information will not be given, rented, or voluntarily supplied to any third party for any reason other than emergency notification. For more information and to sign up for the service, visit www.hawaii.edu/alert

Return to the above page at any time to update information or to unsubscribe. If the relationship with the University is terminated and the UH Username is deprovisioned, the subscription to UH Alert will terminate automatically.

University of Hawai'i System Average Graduation and Persistence Rates

This information shows the average percentage of full-time, first-time, certificate- or degree-seeking undergraduates entering in Fall semesters who have graduated or are still enrolled. This information should not be used to infer or predict individual behavior.

Rates are 6 years after entry for UH-Mānoa and UH-Hilo, and 3 years after entry for the UH-Community Colleges (150% of normal time to completion).

	Graduated	Still Enrolled	Transferred Out
Six years after entry:			
UH at Mānoa	56%	7%	n/a
UH at Hilo	38%	5%	n/a
Three years after entry:			
Hawai'i CC	21%	15%	13%
Honolulu CC	15%	16%	21%
Kapi'olani CC	20%	22%	17%
Kaua'i CC	18%	17%	14%
Leeward CC	14%	22%	18%
Maui CC	17%	22%	10%
Windward CC	13%	16%	17%

	UHCC Average	HawCC
Gender		
Men	16%	24%
Women	18%	18%
IPEDS Race/Ethnicity		
Nonresident alien	30%	#
Hispanic/Latino	13%	15%
American Indian/Alaska Native	#	#
Asian	22%	38%
Black or African American	3%	#
Native Hawaiian/Pacific Islander	11%	18%
White	18%	16%
Two or more races	15%	19%
Unknown	9%	#
Federal Grant/Loan Recipient		
Federal Pell Grant	16%	21%
Subsidized Stafford Loan (no Pell Grant)	16%	#
Neither Pell Grant nor Stafford Loan	18%	22%

# denotes any cohort/subcohort with fewer than 10 students

This information is provided in compliance with the Student Right-to-Know Act, Public Law 101-542. Institutions are required by Sec. 668.41 of the law to disclose and disseminate this information through appropriate publications and mailings to all currently enrolled and prospective students.

Source: Institutional Research and Analysis Office, University of Hawai'i, Feb 2015. For current rates: www.hawaii.edu/irao/srtk

Did You Know?

We used to have May Day programs!

Notes

Admission and Registration

Mailing address for Student Services units:
Admissions and Records Office
Financial Aid Office
Counseling and Support Services
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091

Office of Student Housing
University of Hawai'i at Hilo
200 W. Kāwili Street
Hilo, HI 96720-4091

Admission of Students

HawCC is open to any high school graduate or person 18 years of age or older who can benefit from the instruction offered. Additional admission criteria may be imposed for individual community college programs.

Online applications and admission information may be obtained from high school counselors in Hawai'i or from the Admissions and Records Office (ARO), Manono Campus, Bldg. 378, or Hawai'i Community College-Pālamanui, Student Services (WHSS) Office in Kailua-Kona, or online at

www.hawaii.edu/admissions

Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 1 for the Spring semester, and three (3) working days prior to the start of a class for the Summer session. Nonresident applicants are assessed a $25.00 application fee.

International students requiring a student visa must submit all documents (see page 18) by May 31 for the Fall semester and October 31 for the Spring semester.

Successful applicants are reminded that acceptance *does not* imply that on-campus housing and/or financial aid is available. While the College will make every effort to assist, students must arrange for their own financial aid and housing.

Admission Procedures

1. Submit a completed application for admissions by the published deadline.
   The Nursing program may have earlier admission deadlines. Admittance to the College is not acceptance into the Nursing program. Consult the program section of this catalog for further information.
2. Request and file a financial aid application before April 1 if seeking financial assistance. Applications received after April 1 will be processed, but awards will be made to eligible students only if funds are available. Application forms are available at the HawCC Financial Aid Office, Bldg. 379A (Manono campus), phone: (808) 934-2712. See separate section on Financial Aid.
3. Request and file an official application for on-campus housing by March 31 if seeking on-campus housing. Contact the Office of Student Housing (808) 932-7403. Acceptance to the College does not guarantee on-campus housing.

Acceptance to Hawai'i Community College

Students are accepted into the College with a "classified" status by declaring a designated program or major of their choice. However, in a few cases the student may not be able to enroll in the beginning courses in the program because:

1. Certain prerequisites for the courses have not been met.
2. The program may be filled.
3. The beginning courses are not offered that semester.

Applicants will be notified by mail or e-mail of their acceptance and given information regarding registration. Prior to registration for courses, the student is expected to:

1. Submit a negative tuberculin test or chest x-ray report (valid if taken within one year of the first day of instruction) and proof of immunity to measles (rubeola), mumps, and rubella (MMR) directly to the ARO/WHSS Office.
   Note: Chest x-ray reports must be accompanied by proof of a positive skin test which includes the date placed, the date read, and induration. Proof of MMR immunity must be signed by a licensed practitioner or stamped by a clinic.
2. Arrange to take placement tests. Placement testing is required prior to registering for English, Math, and certain other courses. Tests are administered according to established TLC policies and procedures. Call The Hale Kea Advancement and Testing Center at (808) 934-2540 or the WHSS Office at (808) 969-8830 for information and appointments. Accommodations for students with disabilities can be arranged, call (808) 934-2800 [TTY].
3. Attend a scheduled Student Orientation, Advising and Registration (S.O.A.R.) session. For details on time and place: in Hilo call (808) 934-2720, in West Hawai'i call (808) 969-8816.

After registration for courses, the student is expected to:

1. Pay for all tuition and fees by the published deadline.
2. Attend classes regularly.

Some programs accept students only in the Fall semester. If the program is filled, students are unable to enroll in courses for their program. They will be advised to take other related courses. After one semester, the student usually will be able to take beginning courses in the program; however, in a few

programs the waiting period may extend to a full academic year or more. Continuing students will be given priority in Fall semesters to enter the programs when space becomes available.

The following programs accept all students who apply: Administration of Justice; Business; Early Childhood Education; Hawaiian Life Styles; Hotel Operations; Human Services; Information Technology; Liberal Arts; and Tropical Forest Ecosystem and Agroforestry Management.

The following Applied Technical Education programs will accept students on a first-come, first-served basis: Agriculture; Architectural/Engineering/CAD Technologies; Auto Body Repair and Painting; Auto Mechanics; Carpentry; Culinary Arts; Diesel Mechanics; Electrical Installation and Maintenance; Electronics Technology; and Machine, Welding, and Industrial Mechanics.

Admission into the Nursing programs is on a selective basis. Refer to the Curricula and Programs section of this catalog for more detailed information.

Counselors and support program coordinators are available to provide information about the College and its programs and to assist each applicant in choosing a program that offers the maximum opportunity for self-development. Information is also provided to students via e-mail through their hawaii.edu account.

Change of Home Institution

Students wanting to change their home institution from another UH campus must submit a University of Hawai'i Change of Home Institution form. The form is treated as an application and application deadlines apply.

Residency Regulations for Tuition Purposes

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

Definition of Hawai'i Residency: A student is deemed a resident of the State of Hawai'i for *tuition purposes* if the student (18 or older) or, in the case of a minor student, his/her parent or legal guardian has:

1. Demonstrated intent to reside permanently in Hawai'i;
2. Been *continuously physically present* in Hawai'i for the 12 consecutive months *prior* to the first day of instruction; and
3. Has *not* been claimed as a dependent (whether adult or minor) for tax purposes by his/her parents or legal guardians who are *not* legal residents of Hawai'i.

The following evidences of a person's intent to establish domicile in Hawai'i shall be considered:

1. Voting/registering to vote in the State of Hawai'i
2. Filing Hawai'i State Resident Personal Income Tax Return

Other information such as employment, carrying on of a business, ownership of residential property or continuous rental of a dwelling on a lease basis in Hawai'i, or the presence of immediate family members in Hawai'i may be considered. No single act is sufficient to establish residency in the State of Hawai'i.

The following rules of residency determination shall be applied in all cases:

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see above) is taken to make Hawai'i the permanent residence.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 or more credits during any term within the previous 12-month period shall be presumed to be in Hawai'i primarily to attend an institution of higher learning. Such periods of enrollment shall not be applied toward the physical presence requirement.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect determination of residency. For more information, visit www.hawaii.hawaii.edu/future-students/residency.php or contact the Residency Officer at HawCC's Admissions and Records Office (ARO) (808) 934-2710.

Nonresident Students

Candidates for admission from outside the State of Hawai'i must meet all the requirements noted for Hawai'i applicants. Admission is also contingent upon the College's nonresident student enrollment quota. Therefore, out-of-state candidates should await written notice of acceptance before coming to Hawai'i. No special consideration can be given to students whose applications have not been accepted.

Once classified as a nonresident, a student continues in this status at HawCC until submitting satisfactory evidence that changes the residency status.

The maximum number of nonresident students that can be accepted by HawCC is limited by the Board of Regents policy. Students classified as nonresidents are required to pay nonresident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

1. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty
2. Members of the Hawai'i National Guard and Hawai'i-based Reserves
3. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning may be eligible for a tuition exemption which allows them to pay 150% of the resident tuition
4. Employees of the University of Hawai'i System and their spouses and legal dependents
5. Hawaiians: descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778
6. Veterans or individuals eligible to use transferred Post 9/11 GI Bill (Chapter 33) or Montgomery GI Bill active duty (Chapter 30) educational benefits, who live in Hawai'i, and enroll at the University within 3 years of discharge from a period of active duty service of 90 days or more.

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

Appeal Process: Residency decisions may be appealed by submitting an appeal application to the Residency Officer at HawCC's ARO. Contact the Residency Officer at (808) 934-2710 for more information prior to the start of the applicable semester. Appeal applications will not be accepted after the deadline established each semester by the University of Hawai'i System Office of the Associate Vice President of Student Affairs.

Conversion Process: A student who is a non-resident for tuition purposes and wishes to convert his/her residency status to resident may submit an Application to Convert Residency Status. The Application to Convert Residency Status must be submitted to the Residency Officer **prior** to the first day of instruction of the semester for which the student wishes to convert his/her residency. For more information and to obtain the Application to Convert Residency Status, contact the Residency Officer at (808) 934-2710.

International Students

Counseling, Advising and Support Services Center
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 934-2720
www.hawaii.hawaii.edu/international

International applicants must comply with all regulations of the United States Citizenship and Immigration Service (USCIS) as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of HawCC. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. HawCC is authorized under Federal Law to enroll non-immigrant students.

International students requiring an I-20 for application for an F1 visa must submit the following:

- UH System Application Form
- $25 Application Processing fee
- Supplementary Information Form for Undergraduate International Applicants (FSS). To download this form, visit www.hawaii.edu/admissions
- A current (within 90 days from date of application) original bank statement from sponsor(s) signing the FSS Form - Section C Part II. The statement must indicate at least $25,602 (US dollars) in available funds.
- Test of English as a Foreign Language (TOEFL) for international candidates whose native language is not English. A minimum TOEFL score of 61 on the Internet Based Test (iBT), or 500 (paper-based test) is required. Scores must be less than two years old and must be sent directly to Hawai'i Community College (code #4322) from ETS. For information about TOEFL, visit the website at www.toefl.com

  A score of 5.5 on the International English Language Testing System (IELTS) is also accepted. For information about IELTS, visit the website at www.ielts.org

  International students who do not have the TOEFL or IELTS score to enter HawCC's credit classes can take the Intensive English Program (IEP). After successfully completing this program, students may enter HawCC credit classes without a TOEFL or IELTS score. Please see the section titled Intensive English Program for more information. (Policy Haw 7.220)

All application materials must be received by the deadlines listed in the academic calendar.

All nonresident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and immunized against measles (rubeola), mumps, and rubella prior to enrollment.

Once admitted, the nonresident international student with a valid student F-1 visa must maintain a minimum course load of 12 credits each consecutive Fall/Spring semester in order to remain in status with the USCIS.

HawCC complies with all applicable requirements of other federal and state entities as may be required by law or by rules and regulations.

Veterans and Dependents

HawCC is an approved educational institution for education and training under the Veterans' Educational Assistance Act (GI Bill) and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. For more information, call 1-888-442-4551 or visit the website at www.gibill.va.gov

Veterans who are registered for the first time under the GI Bill must present a copy of Form 22-1990 (Application for Education Benefits) to the ARO. Dependents of disabled veterans and survivors of veterans whose cause of death was service-related, who register for the first time under any provision of the Federal Veterans' Bill, must complete and present VA Form 22-5490 to the HawCC ARO, Manono Campus. For more information call the VA Representative at (808) 934-2710.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at (808) 934-2725 [v/t].

Veteran's Information: The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. Visit the U.S. Department of Veterans Affairs website www.gibill.va.gov for more information. The VA pays for classes applicable to declared majors only. Students must submit all necessary documents to the HawCC ARO, must participate in a Veteran's Orientation session, and must meet with an advisor/counselor ***before registering***.

Each Veteran's Affairs School Certifying Official (SCO) is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at hawccds@hawaii.edu

Post 9/11 GI Bill (Chapter 33): Chapter 33 payments for tuition and fees are paid directly to the College approximately six weeks after receiving certification from the campus VA Certifying Official. Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the VA. If funds are returned to the VA because the student did not officially withdraw from the College, those students will be responsible for all tuition and fee charges incurred.

Hawai'i Community College participates in the Yellow Ribbon Program. For more information call (808) 934-2710.

Military Spouse Career Advancement Accounts MyCAA: Payments are paid directly to the College. Students must bring or send a copy of their approved Financial Assistance Form to HawCC's Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes into which they are registered. An updated approval form is required each semester.

If the MyCAA program does not make a payment for tuition for any reason after being billed by the College, the student will be responsible for paying any unpaid balances.

Transfer Students

Transfer students are those who were previously enrolled at a college or university other than HawCC. Students who are transferring to HawCC from a non-UH institution must arrange for their official transcripts, printed in English, to be sent to the ARO **directly** from institution(s) previously attended. If a course is not in the UH System articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for transfer. All materials submitted become the property of HawCC.

A course will be processed for possible transfer credits if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS, and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor Grade Point Averages (GPA) earned at other institutions are used in the computation of the HawCC cumulative GPA. (Policy Haw 7.208)

Transferring Credits from External Institutions to HawCC

Credits earned from postsecondary institutions may be transferred to HawCC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by HawCC.
2. The transcript is in English or translated into English by a certified translator.
3. The earned grade for the course is at least a "D" (not "D-").

Credits earned concurrently from other institutions within the UH system will be transferred to HawCC at the close of the semester if the course is already in the HawCC articulation database. If credits are not transferred, the student should submit the "Authorization Form to Access UH System Credits per Campus" to the HawCC ARO.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) **sent directly** from the transferring institution to the HawCC ARO. The ARO will transfer courses which are already in the UH articulation database. If a course is not in the UH articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for articulation and transfer.

Acceptance of external credit(s) is at the sole discretion of the receiving campus. Coursework/credits already taken at HawCC can not be replaced by any transfer coursework. The higher grade for an external course cannot replace the lower grade for the same course taken at HawCC. HawCC coursework, including HawCC in-progress course(s), override any external transfer coursework. The ratio for converting quarter-system credits to semester-system credits is 3:2. Transfer courses with a "D" (not "D-") or higher grade may be accepted for transfer. Grades for transferred courses are not computed in the HawCC cumulative Grade Point Average (GPA). The student's GPA is not transferrable from one campus to another. This is to ensure that students meet the appropriate HawCC graduation standards.

Transcripts received by HawCC become the property of HawCC, and the original(s) will not be forwarded to other institutions nor returned to the student. Transfer credit may be awarded for upper-division courses numbered 300 or higher. (Policy Haw 7.209)

To verify that credits have been transferred, students may check their STAR report. At the end of each academic year, students with no academic history with HawCC will have all transfer credits removed.

Auditors

Auditors must fulfill all requirements for regular admission. Persons wishing to participate in courses as auditors may apply for the privilege by completing and submitting the Auditor's Form no earlier than the first day of instruction. Permission of the instructor is required. Tuition is charged for the audited course(s). (Policy Haw 7.207)

Returnees

Any student who terminates his/her enrollment at HawCC during the semester and returns the following semester is considered a continuing student. A student who terminates his/her enrollment and is gone for one complete semester or more will be required to reapply for admission. A student whose enrollment is interrupted for two or more consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. (Policy Haw 5.702) If the student attended another institution of higher learning in the interim, he/she must reapply as a transfer student.

Unclassified Nondegree Students

A person who wishes to take courses at HawCC, but does not wish, or does not qualify, to enroll in a degree program, may apply for admission as an unclassified student. Most types of financial aid programs or campus student employment are not available to unclassified students. International visa students are not eligible for unclassified nondegree status. An unclassified student may declare a major and become a classified student by completing the Change of Major Form at the ARO/WHSS Office.

Early Admission Program

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school students to advance in their schooling by supplementing their regular high school work with selected college courses. Interested applicants must comply with the regular admissions application procedure including application deadlines and completion of the Early Admit Application. After consultation with their high school counselor and the College Admissions staff, qualified candidates may be admitted on a part-time, nondegree status. Continuation in the Early Admission Program depends upon the maintenance of a 2.0 grade point average (GPA) and approval of the College in consultation with the high school counselor.

A student seeking early admission should contact a HawCC counselor for guidance and explanation of the application process.

Interested high school students should first contact their high school counselor for program information, forms, and consultation. Students in the Early Admission Program do not qualify to receive veteran's benefits.

Health Requirements for Registration

State of Hawai'i Department of Health regulations require students to submit proof of health clearance for Tuberculosis (TB), measles (Rubeola), mumps, and rubella PRIOR to registration for classes. Health clearances must be signed by the administering practitioner or stamped by the administering clinic.

Tuberculosis (TB) Clearance: The student must present to the Admissions and Registration Office a Mantoux tuberculin skin test result of the diameter issued within 12 months before first attendance. If the diameter of induration is 10mm or more then a negative chest x-ray is also required. The certificate of TB examination (PPD) and chest x-ray must be issued by a US practitioner.

Measles (Rubeola), Mumps, Rubella Immunization (MMR): All students born after 1956 must present proof of immunity to MMR. A student is considered immune to MMR by submitting documented proof, signed or stamped by a licensed practitioner, of:

- having received two (2) doses of the MMR vaccine at least one month apart, on or after the first birthday; or
- having received one (1) dose of the MMR vaccine and one (1) dose of the measles (rubeola) vaccine at least one month apart; or
- laboratory (blood test) evidence of MMR immunity.

A student enrolled at another college in the State of Hawai'i is presumed to have met the health requirements for registration as long as the student can provide a copy of the required health documents that were presented to the original college.

Student Health Insurance

Supplemental health and accident insurance is strongly recommended. The UH Medical Plan is designed for students and is generally less expensive than most other health insurance plans. Applications can be obtained from the Nurse-Educator located at the Campus Center on the Upper Campus, or from the Information Center in Building 378 on the Manono Campus.

Health requirements for registration: All nonresident F1 Visa international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

Placement Testing

Contact for appointments:

Hale Kea Advancement and Testing Center
Bldg. 387 (Manono Campus), Hilo
Lori Flores, Educational Specialist
Ph: (808) 934-2540
fax: (808) 934-2541

Hawai'i Community College-Pālamanui
Karen Au, Educational Specialist
Ph: (808) 969-8830

COMPASS Placement Testing in mathematics, reading, writing, and ESL is required at HawCC for all entering students except those listed below. Without placement test scores, registration into English, math and other courses is restricted.

Students with a disability requiring accommodations to take the placement test should contact Hale Kea in advance for assistance.

Students who have active COMPASS test scores in the student information system will be charged a $25 fee for each retesting session, regardless of how many tests they retake during any one session.

All test scores are valid for two years. Once scores are archived, retesting must be done prior to enrollment into any reading, writing, or math course.

Exceptions (Policy Haw 5.501)

1. Unclassified students who enroll in no more than one course per semester and do not enroll in any course that requires a minimum placement test score as a prerequisite.
2. Transfer students who have taken the COMPASS Test for placement in reading, writing, and mathematics can use their scores at HawCC.
3. Transfer students who have completed college courses in reading, writing, or mathematics.
4. Transfer students who have earned an Associate in Arts degree or higher.

5. Placement Rules for Entering Students with Prior Degrees:
   a) Students with an AA/AS degree place into Eng 102 and 100 and Math 24.
   b) Students with a BA/BS degree place into Eng 102 and 100 and Math 100, 27, 115.
   c) This is for placement purposes only to assist students with registration and meeting of course prerequisites for all HawCC courses. This placement should be entered as a Human Evaluation preliminary to entry of the student's transfer credit evaluation. Unofficial transcripts can be used for placement purposes only.
   d) Official transcripts must be used to grant transfer credit for courses completed to meet HawCC program and graduation requirements.
   e) Concurrent UHH classified majors (without HawCC placement scores) place into Eng 102, Eng 100 and Math 24. UHH ESL students are placed into HawCC ESL courses based on a combination of their COMPASS ESL placement scores and collaboration between UHH ELI faculty, UHH English Department faculty, and HawCC ESL faculty.

SAT/ACT Scores: Students who meet one of the following criteria will be placed into:

Eng 100:

- A score of 510 or higher on the Critical Reading section AND a score of 510 or higher on the Writing section of the SAT test
- A score of 22 or higher on the English section of the ACT test and a score of 22 or higher on the Reading section of the ACT test

Math 27/100/110/115:

- A score of 510 or higher on the Math section of the SAT test
- A score of 22 or higher on the Math section of the ACT test

Student Orientation, Advising and Registration (S.O.A.R)

Counseling, Advising and Support Services Center
Bldg. 379, Manono campus
Ph: (808) 934-2720

Hawai'i Community College-Pālamanui
Ph: (808) 969-8816

Students (new, returning and transfer) will receive a notice to attend a mandatory, in-person orientation. To attend a student orientation, students must have been accepted to Hawai'i Community College, have taken the COMPASS placement tests, and submitted valid TB and MMR health clearances. At the orientation session, students will:

- learn about on-campus student resources,
- become familiar with college terminology and online tools used to track their progress towards graduation, and
- meet fellow students and supportive faculty and staff.

All students transitioning to HawCC must attend a mandatory in-person orientation prior to registering. There is a web-based option for students who do not reside on the Island of Hawai'i.

To assist in the registration process, it is important that new students bring certain personal documents to campus:

- Driver's license (or other photo ID)
- Letter of acceptance to HawCC
- Placement test scores, and
- Copies of transcripts (if classes were taken outside of the University of Hawai'i System)

Transfer students must request their official academic transcripts, printed in English, be sent to the HawCC Admissions and Records Office. Catalogs with course descriptions from other colleges attended may be requested to help determine equivalencies of courses taken. It is strongly recommended that a copy of the college transcripts be brought to advising since official evaluation is not completed until after a student's first semester at HawCC begins. A copy of the transcript will facilitate the advising and registration process.

International students from other countries should also bring:

- Passport
- Visa
- Immigration papers
- Health insurance documents and related medical papers

For students who early register, see the Academic Calendar for payment deadline. For students who register after the payment deadline, payment of tuition is expected at the time of registration. If an outside agency is paying tuition, the student must notify the Financial Aid Office and the Business Office that he/she has tuition assistance in order to secure registration.

Non-payment of tuition and fees may result in cancellation of registration and the registration process will need to be repeated during Regular Registration.

All students should have adequate funds for books, supplies, and housing to ensure their smooth adjustment to college. Some classes may also have lab fees and additional costs for tools.

Credits

Courses are assigned semester credit values determined by the number of hours of study per week required of the student in and outside of the classroom or laboratory. Although semester credit hours normally are fixed, some variable credit courses are offered. The amount of credit given for a variable credit course must be approved by the instructor.

Registration, Withdrawals, and Other Changes

PLEASE NOTE:

Students who register and decide later to not attend must officially withdraw by the published deadline. Students still enrolled after the withdrawal deadline will have appropriate tuition and fees posted to their account even if they have stopped attending classes. Students with unpaid balances will be obligated to pay. Failure to pay will create a hold on the account affecting other transactions with the college such as: future registration, transcript requests, and receipt of a diploma/certificate.

Registration

Registration dates and deadlines are listed in the HawCC Academic Calendar at the front of this catalog.

Concurrent Registration

HawCC students may register concurrently for classes offered by the other community colleges in Hawai'i, provided prerequisites and requirements for each class are met. Students should contact the institution offering the class for assistance with registration.

All mandatory fees at HawCC and the other institution(s) will be charged as applicable.

If you are receiving financial aid from HawCC and are taking classes at other colleges in the UH System, your enrollment is not automatically protected from disenrollment due to nonpayment. Check with the other college(s) concerning their enrollment protection policies and procedures.

Policies on Adding and Withdrawing from Classes

Current practices will reflect procedures in place by the computer registration system. Information is subject to change.

To Add a Class: For semester-length classes, classes may be added online up to the end of the first week of instruction. After the first week of instruction, classes may be added in-person at the ARO with instructor's signature on an Add form.

For classes that are less than the full semester in length, classes may be added up to and including the day prior to the start date of the class.

Students must meet any prerequisite and corequisite requirements. (Policy Haw 7.330)

To Drop/Withdraw from Classes: Classes may be dropped online until the withdrawal deadline provided the class being dropped is not the student's last class at his/her home institution. Financial Aid recipients should consult with the Financial Aid Office regarding possible repercussions resulting from registration changes. (Policy Haw 7.330)

Information regarding registration deadlines may be obtained through the students' MyUH portal. Students who fail to withdraw officially may receive an "F".

Refer to the HawCC Academic Calendar at the front of this catalog for published deadlines.

Complete Withdrawal

As of the first day of instruction students may not withdraw online from the last class at their home institution. Students must submit a completed Complete Withdrawal Form.

Tuition and Fees 2015-2016

Tuition is charged according to the number of semester hours carried by the student. Classified students, unclassified students, and auditors pay the same tuition.

Per Credit

Resident	$ 120
Nonresident	328

	Hilo and Non-Hilo Classes
Student Activity Fee: for all students	
10 or more semester hours	15.00
9 or fewer (per semester hour)	1.50
Student Government Fee: for all students	
10 or more semester hours	10.00
9 or fewer (per semester hour)	1.00
Publications Fee: for all students	5.00
Late Registration Fee	30.00
Add/Drop Fee	
online	free
in-person	5.00
Special Fees and Charges:	
Nonresident Application Fee	25.00
Nursing Professional Fee (per semester)	200.00
Diploma/Certificate Fee	15.00
Transcript of Record	5.00
Rush	15.00
Replacement of laboratory equipment (items broken or lost)	Cost of Item
Check tendered to the College or any department therein and returned for any cause	25.00
(NOTE: After 3 returned checks, the University will not accept another check as a form of payment.)	
Payment Plan Fee (per semester per plan)	30.00

Tuition disclaimer statement: All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawai'i Board of Regents or Administration.

All tuition and fees are to be paid at the time of registration. For a full refund and/or cancellation of charges, students must

officially withdraw from classes by the end of the late registration period. After this deadline, students with unpaid balances **will be obligated** to pay.

Tuition Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A non-refundable plan fee will be charged per student per semester to participate. More information is available at https://myuh.hawaii.edu

Tuition Refund Policy

Any refund can be directly deposited into a savings or checking account. To do so, students must first sign up for eRefund through the MyUH Portal at https://myuh.hawaii.edu

Semester-length classes

1. 100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction.
2. 100% refund for change in status or tuition rate if made before the first day of instruction, unless otherwise stipulated by Federal regulations.
3. 50% refund for withdrawals if made after the first week of instruction but on or before the end of the refund period, unless otherwise stipulated by Federal regulations.
4. 0% refund if withdrawals or change in status or tuition rate is made after the 50% refund deadline, unless otherwise stipulated by Federal regulations.

Part-term classes

Students enrolled in classes that do not run the entire semester should consult with the Business Office (808) 934-2740 because different dates apply.

Fees

100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction. No fees refund after this date.

Financial aid recipients may be subject to a federal refund policy as required by federal regulations. Financial aid recipients may have all or part of their tuition refund returned to Title IV program(s). Contact the Financial Aid Office for more information.

Reminder: See the HawCC Academic Calendar in the front of this catalog for Registration and Refund dates and deadlines.

Education Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997 and the American Recovery and Reinvestment Act (ARRA) of 2009. More information about these tax credits as well as other education-related tax credits is available on the Internal Revenue Service (IRS) website at www.irs.ustreas.gov/individuals/article/0%2C%2Cid=96341%2C00.html or review the IRS Publication 970 online at www.irs.gov/pub/irs-pdf/p970.pdf

With the exception of nonresident aliens, all students who are charged qualified tuition and related expenses from January 1st to December 31st of a given tax year will receive a 1098-T Tuition Statement. This form reflects amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the calendar year. Any registration charges for a Spring semester posted to a student's account on or before December 31st of the previous year will be reflected in the following calendar year's 1098-T form and not during the calendar year when that Spring semester occurs. Students may view their 1098-T at the University of Hawai'i's webpage https://www.hawaii.edu/1098T or on their MyUH portal.

Nonresident alien students are generally not eligible to claim education tax credits. However, under certain conditions, some nonresident alien students may be eligible to claim tax credits. Nonresident alien students who feel they are eligible to claim the tax credit and can provide documentation of their status, should contact the Business Office at (808) 934-2746.

Important note about Social Security Numbers (SSN)

Students must provide the University of Hawai'i with a Social Security Number. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers (SSNs) or Individual Taxpayer Identification Numbers (ITINs) to report annually to the IRS any qualified and related expenses billed to students, as well as any scholarship and grant payments made to students. If the University does not have a valid SSN on file, students will be asked to submit a Form W9-S. Forms are available in PDF format at the IRS website at www.irs.gov/pub/irs-pdf/fw9s.pdf

Bookstore

Textbooks, other educational materials and equipment, software and computer related items, convenience and personal items, gifts, and clothing are sold at the University of Hawai'i at Hilo Bookstore. Personal and Traveler's checks, money orders, VISA, MasterCard, and Discover are accepted.

The Bookstore is located in Hilo adjacent to the UH Campus Center Dining room on the first floor. The phone number is (808) 932-7394.

Textbooks can also be ordered online from the UH Hilo Bookstore. Visit www.bookstore.hawaii.edu/hilo

Bookstore Hours:

Regular semester hours Mon-Fri:	8:00am - 4:30pm
Summer hours Mon-Fri:	8:00am - 3:30pm
Saturday before classes start:	8:00am - 12 noon
First two days of classes:	8:00am - 6:00pm
Sat, Sun, and Holidays:	closed

Parking on Campus

Parking Office
Auxiliary Services Building
Manono 389, Room 7A
Ph: (808) 934-2752

In Hilo, the Manono (Lower) Campus does not require a permit. Parking is open except in labeled/reserved stalls; all vehicles must park in appropriately marked spaces.

Parking permits are required to park a vehicle in all lots on the Upper Campus between 6:00am and 4:00pm (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the Fall and Spring semesters. Daily passes are available or permits can be bought for the semester/academic year on a first-come, first-served basis. Parking applications for the different zones are available at the Parking Office on the Upper Campus, and online at www.uhh.hawaii.edu/auxsvc/parking. The following items are required to purchase a parking permit:

- completed parking application
- current driver's license
- valid motor vehicle registration certificate
- owner's waiver (if vehicle is not operated by registered owner)
- verification of enrollment (proof of payment done online or in-person, or a financial aid award letter).

At HawCC-Pālamanui, all parking is open except in designated and marked stalls.

Child Care

The Hawai'i Community College Children's Center in Hilo provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from HawCC and UHH. The program is accredited by the National Association for the Education of Young Children and the staff has specialized training in early childhood.

The Center offers a high quality developmental approach to early education and serves as a training site for Early Childhood Education students. There is a fee for service with student assistance available. Call (808) 934-2624 for more information.

Housing

University Housing Office
University of Hawai'i at Hilo
PB-11, Room 1
200 W. Kāwili St.
Ph: (808) 932-7403
fax: (808) 932-7402
e-mail: uhhhouse@hawaii.edu
www.hilo.hawaii.edu/housing
www.facebook.com/uhhhouse

On-Campus Housing

In its residence hall operation, the University Housing Program is committed to providing an atmosphere where personal growth can occur in an environment that complements the educational objectives of the University. Residents, student staff, and professional staff carry out this commitment by adhering to concepts of responsible freedom, which encourage active participation in the residence hall community. Numerous opportunities for self and group development are available to the residents through participation in the areas of educational, recreational and social programming, community government, and the development of residence hall policies and procedures.

Residence Halls

University Housing has a variety of room types to meet the needs of most single students, married students, and disabled students. On-campus residence halls currently house 922 students in five residence halls. Rooms are furnished with twin-size extra long beds (except for Hale Kauanoe which has standard size twin beds), chest of drawers, chairs, bookshelves, and desks. All other furnishings, including linens, must be supplied by the residents. All halls have recreation lounges, a television room, and laundry facilities. All halls follow the University policy on tobacco products: no smoking is allowed in any rooms or walkways of residence halls. Three halls (Hale Kauanoe, Hale Kanilehua and Hale Kehau) are alcohol-free and substance-free

halls). Residents in the traditional-style halls and suites are required to participate in one of a variety of on-campus meal plan options.

Hale Kanilehua is a 60 bed traditional styled hall that is open to select students wanting to participate in a living learning community (LLC). The LLC focus is on providing additional learning opportunities outside of the classroom. The goal of the LLC is to integrate curricular and co-curricular experiences.
Hale Kauanoe is a traditional style residence hall that accommodates 136 resident students in shared rooms. Men and women are housed in separate wings. Students share a common bath and restroom on each floor of the wing. Lounge, recreation area, community kitchen and computer lab are available.

Hale Kehau is a 236-bed, semi-suite-style coed hall. Each two rooms share a connecting bathroom. All rooms are fully carpeted. Six units are designed to meet the needs of students with disabilities. Hale Kehau houses 3 LLCs.

Hale Ikena, an apartment-style facility, provides accommodations for 196 students. Students applying to Hale Ikena must be 21 years of age or have completed 30 college credits. The majority of apartments in this facility are two-bedroom units with accommodations for four students in each unit. A limited number of one-bedroom apartment units accommodate two students. All apartment units are fully furnished with private bathroom, living room, and kitchen. Residents must provide their own linens and cooking and eating utensils.

Hale ʻAlahonua is a two-bed room semi-suite style facility that features single person bedrooms. This hall is open to sophomores and above. The hall includes a large student life area that includes lounges, kitchen, private study rooms, computer lab and laundry.

Married Students

Married students may reside in student housing provided that at least one spouse per married couple is a full-time student who qualifies under the geographical area provisions of the Board's applicable priority system, the other spouse being a full-time or part-time student.

Students with Disabilities

Three apartments at Hale Ikena and six units at Hale Kehau and 8 units in Hale ʻAlahonua have been designed to meet the needs of students with disabilities who are capable of living independently. In addition, 17 units at Hale Ikena and 8 units at Hale Kauanoe are equipped with audible and visual alarms. Applicants for these accommodations should indicate on their application the nature of their need. Applicants requesting housing accommodations will be referred to the University Disabilities Services Office for determination of eligibility. Reasonable accommodations will be provided to qualified persons with disabilities. Students must apply by regular deadlines. Applications are available in alternate format upon request.

Application Procedures

Applications for on-campus housing may be obtained directly from the University Housing Office or downloaded from the University Housing Office website.

Assignments are made according to the date of receipt of application, non-refundable application fee, Board of Regents assignment priority, acceptance to a classified University Program, and hall preference. BOR policy gives priority to all traditional freshmen. For priority considerations, application must be received by the University Housing Office by March 1st.

All on-campus housing applicants must be accepted into a classified program of study before being eligible for housing placement. Assignments are for the semester or remaining portion. Applications for the upcoming academic year are available early January and should be submitted as early as possible.

Admission to the University does not assure students of on-campus housing. Receipt of a housing application and application fee by the University Housing Office does not guarantee on-campus housing.

Rates

For current rates, go to the University Housing website.
www.hilo.hawaii.edu/housing

Board Program

The meal program is administered by Sodexo Campus Services. Residents can eat their meals at any one of the many campus food outlets. These include the Residence Hall Dining Room serving dinner nightly and brunch on weekends and holidays; Campus Center Dining Room serving 7am to 3pm weekdays; Deja Brew (located on the Library Lanai); and Da Cube (located on the Upper Campus between buildings 346 and PB-9). The snack bar "Munchies" (located at the Hale Kehau Resident Dining Room) is open in the evening to serve those with late-hour appetites.

All residents, except for those that reside at Hale Ikena, are required to be on a meal plan. Residents of Hale Ikena may purchase a meal plan at the same rates. For more information, go to the Sodexo website at
www.uhhcampusdining.com/index.html

Did You Know?

We used to have a basketball team!

Independent Studies/Directed Studies

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Forms are available online at www.hawaii.hawaii.edu/records/forms.php

The form must be completed prior to registration. Independent/Directed Studies require:

1) sponsorship of the appropriate instructor;
2) a description of the work to be undertaken;
3) approval of the appropriate division chairperson; and
4) permission of the Vice Chancellor for Academic Affairs.

A description of the work to be undertaken must contain: an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs. (Policy Haw 5.602)

Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission

Students who are 'at-risk' or in academic difficulty are encouraged to contact the Counseling, Advising and Support Services Center at 934-2720. Students can monitor their academic status by using the STAR Advising Tool. See section about STAR.

Class Attendance, Disappearer, No Show Policies

Class Attendance: Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. (Policy Haw 7.505)

Disappearer: Instructors may set their own attendance policies; depending on an instructor's attendance policy, non-attending students, i.e., "disappearers" may receive an "F" grade if the class is not officially dropped by the student by the withdraw deadline. It is the student's responsibility to be aware of his/her instructor's attendance policies and the consequences of non-attendance. (Policy Haw 7.505)

Face-to-face, HITS, VidCon, and off-site courses: Students who have ceased to attend or have never attended class and have not officially dropped the class may be considered "disappearers" by their instructors.

Online courses: Students registered in online courses who have ceased to communicate or have never communicated with their instructor and have not officially dropped the class may be considered "disappearers" by their instructors. Any of the following will be accepted to determine a student's last date of attendance in a completely online course. The date a student:

1. Turns in an assignment.
2. Takes an exam.
3. Participates in tutorial instruction.
4. Participates in computer-assisted instruction.
5. Participates in a course-related discussion.

The following will not be accepted to determine a student's last date of attendance in a completely online course. The date a student:

1. Logs into an online course without any other participation.
2. Participates in advising or counseling on non-course related subjects. (Policy Haw 5.505)

No Show: A student is responsible for attending class, otherwise he/she may be dropped by the instructor. Part-of-term (modular) courses are excluded from the No Show Policy. (Policy Haw 7.505)

Semester-length face-to-face, HITS, VidCon, and off-site courses: For classes meeting once a week, a student is responsible for attending the first class session of the semester. For classes meeting two or more times a week, a student is responsible for attending one of the first two class sessions of the semester. If a student fails to meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

Semester-length online courses: Students registered in online courses must communicate with the instructor by the end of the second day of the semester; otherwise, they may be dropped by the instructor.

Warning: There are financial aid implications for students who are dropped from a course by an instructor. For tuition refunds, students are responsible for filing official forms. Refer to Tuition Refund and Drop/Withdrawal Policies. (Policy Haw 7.505)

Students dropped from a class by the instructor will be notified by the ARO. Students may add back a dropped class dur-

ing the Add/Drop period if space is available. If unable to add, students may seek reinstatement from the instructor. If refused, the notification letter explains appeal procedures.

Satisfactory Academic Progress

Satisfactory academic progress is defined by the College as maintaining a cumulative GPA of at least 2.0. Note: Federally-sponsored financial aid programs also define satisfactory academic progress in terms of a minimum number of credits completed each semester. Consult the Financial Aid Office if there is any doubt. (Policy Haw 7.520)

Academic Warning

A student whose semester GPA is less than 2.0, but cumulative GPA is 2.0 or higher, will be placed on academic warning, will be notified, and is encouraged to seek academic counseling. (Policy Haw 7.520)

Academic Probation

A student whose cumulative GPA is less than 2.0 will be placed on academic probation. (Policy Haw 7.520)

Continued Academic Probation

Following a semester on academic probation, a student will be placed on continued academic probation if the GPA for the semester just completed was 2.0 or higher, but the cumulative GPA remains less than 2.0. (Policy Haw 7.520)

Academic Dismissal

A student whose semester and cumulative GPA is below 2.0 at the end of a semester of academic probation or continued academic probation will be dismissed from the College. He/she may appeal the academic dismissal in writing to the Vice Chancellor for Student Affairs within ten (10) working days of receiving the notification of academic dismissal. (Policy Haw 7.520)

Readmission

A student, who has been dismissed from the College for academic reasons and who did not appeal or whose appeal was not granted, may apply for readmission one year after the date of academic dismissal. (Policy Haw 7.520)

Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student and HawCC, the Vice Chancellor for Student Affairs will, on professional advice, recommend proper action to the Vice Chancellor for Academic Affairs (VCAA) or Chancellor. The VCAA or Chancellor may then request that the student be withdrawn officially, without prejudice or academic penalty. (Policy Haw 7.520)

Academic Renewal Policy

Students may apply for Academic Renewal for one semester or one summer session of their academic career at HawCC. The student's HawCC GPA will be recalculated to exclude all grades and credits from the renewal semester. However, this information will appear on the transcript with an Academic Renewal notation. Academic Renewal may not be applied to courses that have already been used to meet requirements for a previously earned degree or certificate. Academic Renewal at HawCC does not guarantee that other institutions will approve such action. Academic Renewal does not change the Financial Aid Satisfactory Academic Progress calculation. Please consult with the Financial Aid Office as appropriate.

Students who are interested in Academic Renewal must meet the following conditions:

- The student must complete the Academic Renewal Request Form. It must be signed by a counselor or academic advisor. The completed form must be submitted to the Vice Chancellor for Academic Affairs.
- The student must have a declared major and must be seeking a degree or certificate.
- The student must ensure that all non-academic holds are cleared prior to submitting the Academic Renewal Request Form.
- If a student has been placed on Academic Dismissal, the student may request Academic Renewal one year after the date of dismissal.
- The student must complete the Academic Renewal process prior to submitting an application for graduation. (Policy Haw 7.521)

Grades

Students receive one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester hour of credit, as shown in the table below:

Grade	Significance	Grade Points Per Semester Hour of Credit
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
I	Incomplete	-
W	Withdrawal	-
CR	Credit	-
CE	Credit by Exam	-
NC	No Credit	-
N	Work in Progress (Selected Courses Only)	-
P	Pass (Intensive English Program Only)	-
NP	No Pass (Intensive English Program Only)	-

Grade Points are given for all courses in which grades are reported. They are computed as follows:

For each semester hour of a course, 4 grade points are granted if the grade is "A," 3 if "B," 2 if "C," and 1 if "D."

Grade-Point Averages (GPA) are determined by dividing the total number of grade points by the total number of credits for which a student has received letter grades (excluding I, CR, NC, W, or N). The semester GPA is calculated using any one semester's credits and grade points. The cumulative GPA is calculated using all credits attempted and grade points earned at HawCC. (Policy Haw 5.301)

Incomplete Grade (I): A grade of "I" may be given for a course in which a student has failed to complete a small but important part of a semester's work, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. Each student who receives an "I" should consult with the instructor prior to the end of the semester to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the HawCC Academic Calendar, the instructor will report a change of the incomplete grade, taking the completed work into consideration.

If the work is not completed by the deadline, the "I" grade will become a grade as determined by the instructor. The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment. (Policy Haw 5.303)

Once the "I" deadline has passed, additional course work can not be submitted.

Work in Progress Grade (N): The "N" grade is only used in ESL courses and in entry-level math and English skills courses. The "N" grade indicates that the student has worked conscientiously but is not yet prepared to succeed at the next level. "N" grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

Students are cautioned that courses in which an "N" grade is awarded might not be counted towards "satisfactory academic progress" under certain federally supported financial aid programs. Students are advised to check with the Financial Aid Office. (Policy Haw 5.302)

Withdrawal Grade (W): A grade of "W" will be assigned for a course in which a student has withdrawn after the "Withdraw Without a W" deadline has passed. Refer to the HawCC Academic Calendar at the front of this catalog for published deadlines. The "W" grade will appear on the student's transcript. Courses with a "W" grade are not calculated into the GPA.

Credit/No Credit (CR/NC): The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point average.

Course credit is awarded for courses completed at HawCC with certain restrictions:

1. No grade points are given for courses taken under this grading option.
2. Students may take a maximum of two (2) courses per semester on a "Credit/No Credit" basis provided that they are not on academic probation. A maximum of 12 credits from courses taken with the CR/NC option can be applied toward satisfying the requirements for graduation.
3. Students majoring in a vocational/technical program are not permitted to take a major required course for CR/NC, except when the only grading option offered is CR/NC.
4. Liberal Arts (AA Degree) majors may utilize the CR/NC option to satisfy area and elective requirements.
5. To qualify for credit, the work of the student must be at least at the "C" grade level.
6. The CR/NC option must be exercised by the date designated for this purpose in the HawCC Academic Calendar.
7. Please note that some colleges, graduate schools, professional-awarding agencies and employers may not allow this option and/or may recalculate the earned credit as a "C" grade and the earned "NC" grade as an "F" grade.

If in doubt, it is best to take a course for a regular letter grade, not for Credit/No Credit. (Policy Haw 5.503)

Change of Grade: A student who believes an error has been made in the assignment of a grade must initiate contact with the faculty member involved or, if the faculty member is unavailable, the Department Chairperson, Division Chairperson, Deans, or Vice Chancellor for Academic Affairs, by the last instructional day of the next regular semester. Incomplete grades cannot be changed after the deadline has passed, unless there has been an instructor error. Grades cannot be changed once classes in the following semester have ended.

Repeating Courses

Students can repeat courses once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students must register during late registration on a space-available basis with instructor approval. All entries remain a part of the student's permanent academic record.

Repeating courses for a higher grade: If a student is repeating a course for a higher grade, credit is allowed only once. The GPA is calculated by using the highest of the grades received with the following exception for a grade of "C" or higher in a Writing Intensive (WI) course. In the event that a student completes a WI course with a "C" or higher, and previously completed or repeats the course without the WI designation, the grade for the WI course will be used to calculate the GPA If the WI course is not completed with a "C" or higher, and the student previously completed or repeats the course without the WI designation, the higher grade will be used to calculate the GPA. (Policy Haw 5.304) Transfer courses do not apply.

Repeating courses for a higher Writing Intensive (WI) grade: If a student is repeating a WI course for a higher WI grade in the same course, then the higher WI grade is kept and the WI requirement is met. (Policy Haw 5.304)

Repeating courses for additional credit: Certain courses may be designated as repeatable for credit and are identified in the catalog. The course may only be used once as an area requirement towards the Liberal Arts (AA) degree. When repeated, the course will count as a general elective. Cross-listed courses may be repeated for credit under one alpha only. (Policy Haw 5.304)

Courses Fulfilling Two Different Area Requirements

In a few instances, a single course has been approved as satisfying more than one of the area requirements for the Liberal Arts (AA) degree. However, students completing such a course may only receive credit toward one area requirement. They will be offered their choice of which requirement is satisfied and will be expected to fulfill the other requirement(s) with other courses. (Policy Haw 5.607)

Cross-listed Courses

A cross-listed course is one that has the same course title, description and number, but listed under two alphas. To qualify as a cross-list, the course content is made up of approximately 50% of material from each discipline. A cross-listed course will only count once toward graduation. (Policy Haw 5.305)

Final Examinations

Final examinations normally are required in all courses. All such examinations are to be conducted during the final examination period specified in the HawCC Academic Calendar and Schedule of Classes or, in the case of modular classes only, on the last day of class. The academic discipline may determine to establish a student's course grade based on the semester's work and may elect not to give final examinations. Students are advised to consult with their instructor and check their course syllabus.

No comprehensive examinations are allowed in the two weeks preceding the final examination period. (Policy Haw 5.504)

eCAFE Student Evaluation of Instructors

Students are given the opportunity to evaluate their courses and instructors using eCAFE, the online UH-administered Course and Faculty Evaluation survey. Timelines and announcements are prescribed by the UH Information Technology Services (ITS) and administered by the HawCC eCAFE Campus Contact. Evaluations are conducted near the end of each term.

It is mandatory for probationary and non-probationary instructors and all lecturers to use eCAFE as the instrument to gather student evaluations. Tenured instructors are encouraged to participate in eCAFE. Instructors and lecturers must not be present during student use of eCAFE. (Policy Haw 9.204)

Credit by Examination

Students at the College are eligible for three forms of credit by examination, credit for previous non-English language study, and credit for military service.

Advanced Placement Examination Program (AP)

Credit for comparable HawCC courses, as well as advanced standing, may be granted to students who complete Advanced Placement Tests offered by the College Entrance Examination Board. Advanced placement credit decisions are made by the faculty of the appropriate HawCC academic discipline. The English Department allows students who score a 4 or 5 on the AP English Language and Composition test to be given 3 credits for Eng 100. Students should consult individual Division/Department Chairs for advanced placement policies. (Policy Haw 5.603)

College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination in areas approved by the disciplines. Regular students may take CLEP tests to demonstrate

college level competency no matter when, where, or how this knowledge has been acquired: through formal study, private reading, employment experiences, non-credit courses, military/industrial/business training, or advanced work in regular high school courses. This program gives individuals the opportunity to validate and receive credit for college-level knowledge they already possess.

Criteria for passing the CLEP general and subject examinations are determined by the appropriate academic discipline. A score of 50 on these examinations may yield course credit. Students should consult individual Division/Department Chairs for CLEP policies. The essay portion of the CLEP subject examination may be required by the academic discipline.

No student is eligible to take CLEP general examinations for HawCC credit after reaching sophomore standing (i.e., the student must have completed not more than 24 semester hours of college work). (Policy Haw 5.606)

Credit for Previous Non-English Language Study

Students who have learned non-English languages outside of the University of Hawai'i may earn credit for their language in one of three ways:

1. by satisfactory completion (a grade of "C" or better) of a more advanced course in the language sequence (e.g., completion of Japanese 201 also gives credit for Japanese 101-102);
2. through credit by institutional examination, if the language is taught at the College; or
3. through the Advanced Placement Examination Program.

For more detailed information on options 1 and 2 above, students should consult with the Vice Chancellor for Academic Affairs.

Speakers of a non-English language may receive credit for language courses in their own language. (Policy Haw 5.604)

Credit for Education Received While in Military Service

Upon submission of official service documents and certificates, the Admissions and Records Office will consider and evaluate all educational experiences undertaken during military service in accordance with the credit recommendations of the Commission on Accreditation of Service Experiences and the Guide to Evaluation of Educational Experiences in Armed Forces. The Admissions and Records Office will transmit its evaluation and recommendations to the relevant discipline for action as to the amount and kind of credits, if any, which are to be accepted. College courses satisfactorily completed through the Defense Activity for Nontraditional Educational Support (DANTES) may be accepted for advanced standing upon the recommendation of the Admissions and Records Office and approval by appropriate faculty members. (Policy Haw 5.605)

Credit by Institutional Examination (CBIE)

Most HawCC courses require hands-on, time-on-task practice, and day-to-day attendance for students to receive the full benefit of the educational experience; such courses are NOT appropriate or available for Credit by Institutional Exam (CBIE). CBIE is available only in a limited number of courses determined to be appropriate by the faculty members and Division Chair of the discipline involved. (Policy Haw 5.601)

To be eligible to earn credit by examination, the student must be officially enrolled at HawCC.

The student should:

1. contact the appropriate Division Chair to determine if credit by examination is available in the particular course the student wishes to challenge
2. obtain the request form from the Division Office
3. present the form to the Division Chair for approval. If approval is granted, the division chairperson shall arrange for such an examination.
4. register for the course
5. show proof of paid registration in the course to the division chairperson
6. take the examination as arranged

The examination shall be as comprehensive as the usual "final examination" and must be designed to serve as the scholastic equivalent of the course.

Upon completion of the examination, the examiner reports the result to the Registrar on the appropriate form. Credits awarded are recorded on the student's record and designated as credits earned through examination with a "CE" grade or "NCE" grade as appropriate. Report results are final.

Academic Waivers and Substitutions

Any student may petition the Vice Chancellor for Academic Affairs for a waiver or a substitution of any academic policy or regulation. The petition should include clear and convincing justification for the action requested.

Classification of Students

Full-time or Part-time Students:

During Spring and Fall semesters, students registered for:

- A minimum of 12 semester hours are full-time.
- Fewer than 12 semester hours are part-time.

During the Summer, students registered for a minimum of 6 semester hours are full-time. NOTE: Due to Federal regulations, Financial Aid recipients are considered full-time during Summer only if registered for 12 or more semester hours.

Classified Students: Classified students are candidates for:

- Certificate of Competence
- Certificate of Achievement
- Associate in Arts
- Associate in Science
- Associate in Applied Science, or
- Associate in Technical Studies Degree

Students are further identified by credits achieved:

Freshmen	0-29.99 semester hours completed;
Sophomores	30 or more semester hours completed.

Unclassified Students: All students who are not candidates for a certificate or a degree are "unclassified students." Unclassified students do not qualify for financial aid or campus student employment.

Change of Major/Classified Status

Classified students who wish to change their major should consult with their counselor or faculty advisor before completing a Change of Major Request Form. A change of major may impact:

- financial aid
- graduation date
- veteran's benefits, and/or
- graduation requirements.

Veterans must notify the Registrar prior to changing their major. This form is available in the ARO/WHSS Office.

Time Limits on Credits Earned

At HawCC, certificate and associate degree students shall have as much time as necessary to complete their curriculum requirements. However, any credits they earned more than ten years before graduation in courses which have materially changed in content or standards may not be applied toward the certificate or associate degree. Acceptability will be determined by the Vice Chancellor for Academic Affairs and the appropriate division chairperson.

Please note that the Satisfactory Academic Progress Policy for financial aid has a maximum time frame for financial aid eligibility while a student completes degree/certificate requirements. (Policy Haw 5.650)

Multiple/Duplicate/Second Degree Policy

Students may earn, concurrently or sequentially, more than one degree at the College under the following conditions:

1. Earn a minimum of 15 semester hours towards a second degree, beyond the hours required for the first degree.
2. Satisfy the requirements for the majors of both degrees. The major in the first degree must be different from the major in the second degree.
3. Satisfy all other requirements for both degrees.
4. Financial Aid recipients are advised to earn multiple degrees sequentially, not concurrently. The latter may result in exhaustion of financial aid eligibility before completing any degree. (Policy Haw 5.850)

Graduation Information

The College will verify that students have successfully met or will meet program requirements for an academic credential in one of the following three ways.

1. Student is currently attending a UH campus and subsequently meets the associate of arts program requirements at Hawai'i Community College (Reverse Transfer)
2. While pursuing a declared program of study, the student completed associated certificate(s) (e.g. completed CA requirements while pursuing AAS or completed CO requirements while pursuing CA)
3. Currently enrolled student will meet program requirements for an academic credential pending successful completion of courses taken that semester.

Students will be notified that based on successful completion of program requirements or that upon successful completion of courses taken that semester the academic credential will be

noted on their academic record, unless requested not to do so (opt-out). After the semester has ended, the credential(s) will be noted on the student's academic record (unless the student has opted-out) at no cost to the student.

A student who does not want the credential noted on his/her transcript must notify the college of his/her request by the published deadline. The student must

1. Contact the college or program counselor to discuss the request.
2. If receiving financial aid, get additional approval from the financial aid office.
3. If receiving Veterans Administration benefits or enrolled on an international student visa, get additional approval from the program.

The student may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma or certificate identifying the academic credential. If applicable, the student will pay a fee as established by the college and abide by college deadlines. (UHCCP #5.205)

A student who wishes to opt-out of having his/her degree or certificate noted on his/her transcript must submit a complete Request to Opt-Out of Notation of Credential form to the ARO/WHSS Office by the published deadline.

A student who wishes to order a diploma or certificate identifying the academic credential(s) may do so by submitting the Diploma/Certificate Order Form by the published deadline. The student may choose to have his/her diploma printed in English or Hawaiian. Each diploma or certificate costs $15.00. Payment is made at the time of order and is non-refundable. If the student does not meet the requirements for the semester, the payment may be transferred to a future semester to order the same degree. If there is an increase in the cost of the diploma, the student will be charged the difference.

Graduation ceremonies are conducted following the Spring semester. Graduates from the previous Summer session and Fall semester are invited to participate in the ceremonies. Students should be aware that course grades are finalized after the graduation ceremonies. Therefore, participation in the ceremonies does not guarantee a student has officially completed his/her program requirements. (Policy Haw 5.701).

Academic Honors

Student academic achievement shall be recognized each semester via the Dean's List, and at the time of graduation via Graduation with Honors.

Dean's List: Students who complete 12 or more credits for a letter grade and who achieve a GPA of at least 3.5 for that semester will have their names included on the Dean's List. Names of students on the Dean's List will be compiled and posted at the end of each semester.

Graduation With Honors: The designation of Honors at Hawai'i Community College is determined at the time of graduation and is based upon the cumulative GPA for credit earned while at this college. The Honors designation shall be determined in the following manner:

Honors	GPA of 3.50 to 3.69
High Honors	GPA of 3.70 to 3.84
Highest Honors	GPA of 3.85 to 4.00

Only students who earned at least 30 credits at HawCC, of which at least 27 credits were taken for letter grade, are eligible for graduation with Honors. (Policy Haw 7.510)

HawCC Transcripts

A student may obtain an official transcript of his/her HawCC academic record by filing a Request for Transcript form at the ARO/WHSS Office or online via the National Student Clearinghouse. For more information, contact the ARO Office at (808) 934-2710.

The following fees apply:

- $5 is charged for standard processing (mailed or available for pick-up within 3-5 business days after payment is made).
- $15 is charged for processing within 24 hours after payment is made and the request form is received by the ARO.
- No fee is charged if transcript is to be sent to another UH System Admissions Office. However, rush fees will apply to requests requiring processing within 24 hours.

All transcripts released to students are stamped "ISSUED TO STUDENT." These transcripts are official documents as they bear the Hawai'i Community College seal and Registrar's signature. The stamp "ISSUED TO STUDENT" makes it clear to a third party that the student once possessed the transcript.

Counseling and Support Services

Counseling, Advising, and Support Services Center
Building 379 (Manono Campus), Hilo
Karen Crowell, Counselor
Kenoalani Dela Cruz, Counselor
Robert Duley, Counselor
Grace Funai, Counselor
Glenn-Dee Kuwaye, Student Services Specialist
Karaline Naegele, Student Services Specialist
Christine Quintana, Counselor
Kaleopono Quintana, Counselor
Ph: (808) 934-2720
hawccssc@hawaii.edu

Hawai'i Community College-Pālamanui
Pearla Haalilio, Student Services Specialist
Raynette Haleamau-Kam, Counselor
Cameron Hee, Student Services Specialist
Carrie Kuwada Phipps, Educational Specialist
Kawehi Nguyen, Student Services Specialist
Ph: (808) 969-8816

Counseling and support services are designed to help all students develop the academic and personal skills needed to succeed in college. Support services are available for students who are low income, academically under prepared, displaced homemakers, and/or returning older nontraditional students. Individual and/or group counseling is provided by appointment or walk-in in the following areas:

1. Admissions: to assist prospective students with admissions procedures.
2. Academic: to help students be successful in their coursework through awareness of learning and study strategies, academic rules and regulations, educational options, and transfer procedures.
3. Financial Aid: to assist students in the application process for financial aid and scholarships and to counsel students on financial aid probation, suspension, or termination.
4. Personal: to help students achieve positive relationships with self and others to facilitate the advancement of educational and career goals.

In addition to responding to student requests for assistance, the Counseling and Support Services staff reach out to students with special needs through a cooperative arrangement with faculty. For example, students who are observed early in the semester to be having difficulty in a course may be referred to Counseling and Support Services for counseling.

Also, students on academic warning, probation, or readmission after academic dismissal receive letters encouraging them to seek counseling assistance in order to identify and correct problem areas to promote college success.

The Career and Job Development Center
Bldg. 379, Rm 1A, Manono Campus
Helen Nishimoto, Career & Job Development Counselor
Ph: (808) 934-2731

The Career and Job Development Center offers free resources and assistance to students who want to choose a career or major or prepare for employment. Assessment questionnaires and computerized inventories are available to help students clarify their interests, favorite skills, and value preferences. This knowledge of interests, skills and values, together with career counseling can link students with compatible careers and majors. The center offers numerous resources that detail information about Hawai'i Community College majors, job titles, job duties, wages, future outlook, and the college classes/majors required to pursue them.

Students will learn to navigate the channels needed to gain meaningful employment in their chosen fields. The center provides on and off campus employment assistance to students and graduates. The center's employment preparation services include: assistance with conducting a job search, listings of current job openings and internships, assistance with resume and cover letter writing, and preparation for job interviews. The coordinator also works with employers to obtain job referrals.

In addition, the center offers numerous workshops and class presentations on career exploration, effective job search strategies, resume writing, and interview preparation. Services are provided through workshops and individual appointments and students must schedule an appointment for assistance.

Hā'awi Kōkua Program
Services for Students with Disabilities
Bldg. 388 Rm 104, Manono Campus
Mari Giel, Counselor
Randiann Tokeshi, Student Services Specialist
Ph: (808) 934-2825
www.hawaii.hawaii.edu/disability-services
hawccds@hawaii.edu

Hawai'i Community College-Pālamanui
Cameron Hee, Student Services Specialist
Ph: (808) 969-8816

Hawai'i Community College is committed to a barrier-free campus and provides accommodations to ensure students with disabilities have equal access to education. The Hā'awi Kōkua Program provides assistance to a student who self identifies as having a documented physical, learning, psychological, or sen-

sory disability (either permanent or temporary) which limits the ability to fully participate in course study and campus activities at HawCC.

Under the Americans with Disabilities Act (Title II) and the Rehabilitation Act of 1973 (Section 504) individuals with disabilities have protections against discrimination and are assured access to programs, services, and activities. 'No qualified individual with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.'

Students who can provide documentation that indicates the existence of a disability as well as its substantial impact in limiting one or more major life activities, including learning, are eligible for services. The documentation should indicate whether the absence of special accommodations would limit or deny equal access and, thus, result in discrimination.

Students with documented disabilities should contact the campus Counselor for students with disabilities. Call to make an appointment and complete an intake application for services. Students must bring documentation of the disability. Services and accommodations may include:

General Disability Services

- Community agencies liaison and referral
- Notetakers, readers, or scribes
- American Sign Language Interpreters
- ECHO transcriptions
- Alternate text formats
- Specilized testing accommodations

Kōkua Assistive Technology Lab - Multi-Media Stations

- Sorenson Video Phone
- Interpretype communication device
- Digital Recorders (loan basis)
- Introduction and training to Assistive Technology
- Kurzweil 3000 - Screen Reader software
- Dragon Dictate - Voice Activated software
- Computer monitor screen enlarger
- Zoom text screen enlarger
- Speech recognition software
- Caption Maker captioning software
- Adobe Acrobat XI Pro
- Keyguard Viziflex
- ClaroRead - Word prediction

Students in need of disability-related accommodations are advised to contact the Hā'awi Kōkua Program Coordinator as early as possible so that services may be arranged in a timely manner.

Student Services Support for Distance Education Students

Bldg. 379, Manono Campus
Ph: (808) 934-2720

Students who claim HawCC as their home campus for distance education purposes, have access to services for admissions and records, orientation, financial aid, registration, counseling, and advisement.

Students with disabilities who claim HawCC as their home campus for distance education purposes must self disclose to the HawCC Disability Service Provider and provide accommodation documentation to the Distance Education (DE) instructor.

The coordination of access to services and accommodations will be provided by HawCC in consultation with the campus delivering the course and receiving tuition, according to the system-wide guidelines. (Policy Haw 5.200)

Students with disabilities, who have identified with their home campus disabilities office, need to notify their home campus disability office of any DE courses taken at another campus. The disability services counselor of the home campus will notify the disability counselor of the campus where the DE course is offered. Documentation can be kept at the student's home campus. The accommodation letter is generated by the disability counselor of the campus where the DE course is offered. Students with disabilities are responsible for self-identifying in a timely manner and obtain their accommodation letter from the campus disability counselor where the DE course is offered.

Student Life Program and the Kau Wa'a Center

Bldg. 379, Manono Campus
Larissa Leslie, Student Life Advisor
Ph: (808) 934-2733

The mission of the Student Life Program is to facilitate and encourage student involvement in co-curricular learning opportunities, contributing to the development of the life-long learner by providing access to positive, culturally-relevant programs for students. Student involvement will empower students to achieve success by learning and developing ethical leadership skills, participating in collaborative activities, and practicing social responsibility.

The Student Life Program is responsible for managing the Kau Wa'a Student Center, registering student clubs, and advising the chartered student organizations. Some of the services provided by Student Life include sitting areas, lockers, copy machine, and student workshops. For more information, visit www.hawaii.hawaii.edu/student-life

International Students
Counseling, Advising and Support Services Center
Bldg. 379, Manono Campus
Christine Quintana, Counselor
Ph: (808) 934-2720

Hawai'i Community College welcomes international students. The Counseling, Advising and Support Services Center assists international students with achieving their academic and personal goals while complying with the regulations pertaining to their immigration status. The Center provides new student orientation, advising on immigration regulations which includes on and off campus employment while going to school and after graduation, and endorses international student travel outside of the United States. The Center also provides academic, financial, and personal counseling.

STAR Advising Tool

STAR is an online information and advising tool that enables students to view: courses needed for graduation in the chosen major, grades, transfer credits, academic holds, etc.

Access to STAR is available through the MyUH Portal at http://myuh.hawaii.edu or at www.star.hawaii.edu

Information contained in STAR is intended for reference and advising purposes only. Students are highly encouraged to check their academic progress in STAR regularly. If there are any questions or discrepancies with information noted in STAR, seek counseling by contacting the Counseling Office at (808) 934-2720. For technical information or assistance with STAR navigation, contact the Admissions and Records Office at (808) 934-2705.

Transferring from HawCC to Another Community College in the UH System

The student should determine if the program he/she wishes to pursue is offered by that community college. If it is, the next step would be to complete the Change of Home Institution form and submit it by that campus' application deadline. Because each institution has different procedures, students should contact the other campus to verify how and when to request a transfer credit evaluation of courses taken at HawCC. Students wishing to apply for financial aid should contact that campus' Financial Aid Office to obtain any supplemental forms needed besides the Free Application for Federal Student Aid (FAFSA).

Transferring from HawCC to a Baccalaureate Program within the UH System

A HawCC student can transfer to UH Mānoa, UH Hilo, or UH West O'ahu to pursue a bachelor's degree. A student interested in transferring to one of these campuses should refer to that institution's college catalog or website to check on the requirements for transfer students.

In general, a student will need at least 24 transfer level college credits and have at least a 2.0 GPA (resident) or 2.5 GPA (non-resident). Some majors will require a higher GPA. The GPA is used for admissions purposes, but is not transferable.

If a student has less than 24 transfer level credits, the high school record will be used for determining admission. This will include the high school GPA, SAT or ACT scores, and college prep courses taken.

A student who has earned an articulated Associated in Arts (A.A.) degree from a UH Community College shall be accepted as having fulfilled the general education core requirements at all other UH campuses. However, in addition, a student must also complete any specialized lower-division, major, college and degree/graduation requirements, such as writing-intensive or foreign language requirements. Some of these additional requirements may be completed within the AA degree.

Students should develop an academic plan which anticipates transferring to a specific four-year campus. A student planning to transfer either before or after completing the AA degree is advised to see a HawCC counselor for assistance in selecting AA degree courses, which also will meet requirements of the campus and the program to which the student will be transferring.

The student must submit a UH System Application by the deadline and also request an official copy of his/her HawCC transcript to be submitted with their application and another transcript to be sent *when the final grades are entered* and *after the degree is conferred*. The latter should be requested if applicable.

Automatic Admissions

Students graduating from any of the University of Hawai'i's seven Community Colleges with an A.A. degree or selected A.S. degrees will be notified that they may be eligible for automatic admission to UH Mānoa, UH Hilo, or UH West O'ahu. Under automatic admission, the application fee is waived, priority registration provided, and student transcripts analyzed to help identify likely majors. Qualified students will receive an admission letter via their UH e-mail account informing them of their eligibility and must respond in order to take advantage of this opportunity.

Please contact the Hālaulani Transfer Success Center at (808) 934-2613 or HawCC Counseling, Advising and Support Services Center at (808) 934-2720 for more information.

Transferring from HawCC to a Non-UH Campus

A HawCC student who plans to transfer to another campus should obtain information regarding the following: majors offered, cost (including transportation), financial assistance available, size (student population and physical layout), housing, student services, academic support programs, extra-curricular activities, climate, urban/rural/suburban setting, and requirements for transfer students. This information is in the college catalog. Many colleges and universities now have their college catalog on the Internet.

A HawCC student who plans to transfer to a non-UH campus will need to obtain application information and the application forms, and request the necessary official transcripts from HawCC be sent to the campus to which the student will transfer. The student should also obtain any supplemental financial aid forms aside from the FAFSA if he/she plans to apply for financial aid.

Determining course equivalency is at the discretion of the receiving campus. Students are encouraged to contact an Academic Advisor at the transfer campus for assistance in selecting courses at HawCC that will transfer.

General Policies

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Ph: (202) 260-3887
fax: (202) 260-9001
e-mail: ferpa@ed.gov

The *Family Educational Rights and Privacy Act* (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days after the day Hawai'i Community College receives a request for access.
   Students should submit to the Registrar, Dean, head of Academic Department, or other appropriate official written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Students who wish to amend records should write to the Registrar or other appropriate official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student in writing of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent to disclosures of Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The college discloses education records, without prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interest. A college official is a person employed by Hawai'i Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of Hawai'i Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for Hawai'i Community College.
4. Parents and/or spouses of students are advised that information contained in education records, with the exception of Directory Information, will not be disclosed without the prior written consent of the student.
5. Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, or may be viewed online at www.hawaii.edu/policy by typing 7.022 in the Keyword Search box at the bottom of the page.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai'i Community College to comply with FERPA requirements. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave. SW
   Washington, DC 20202

7. **Directory Information:** The University has designated the following information from a student's education record "directory information":
   - Name of student
   - Major field of study
   - Class (i.e. Freshman, Sophomore, etc.)
   - Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance)
   - Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance)
   - Weight and height of members of athletic teams
   - Dates of attendance
   - Previous institution(s) attended
   - Enrollment status (full-time or part-time)
   - Degree(s) conferred (including dates)
   - Honors and awards (including Dean's list)
8. At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he/she does not want any or all of those types of information about him/herself designated as directory information. The procedures for an individual student to "opt out" of disclosure is set forth in UH administrative policy A7.022.

   Note: Submission of this FERPA non-disclosure of directory information request does not automatically remove students from the UH online directory of e-mail addresses, which is accessible only to those with a valid UH e-mail address.

   To remove one's name from the UH Online Directory:
   - Log in to MyUH
   - Select the "My Profile" tab
   - At the bottom, look for "UH Online Directory, Options for Students" and select "Opt-out"

   Lists of directory information will not be made publicly available to third parties. The college may provide the UH Foundation with lists of students with the following information: name, school/college/division/department, degree, major and minor fields of study, UH e-mail address, home address, and telephone number for the purpose of University and alumni relations.
9. FERPA Annual Notice Addendum: As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and PII contained in such records (including Social Security Number, grades, or other private information) may be accessed without consent for Federal or State authorities to evaluate federal- or state-supported education programs, or to perform certain types of studies or research.

By notifying the HawCC ARO in person and in writing no earlier than the first day of instruction and no later than fourteen calendar days from the first day of instruction for the academic term or semester (or the fourth day of summer session), a student may prohibit disclosure of directory information, with the exception of conditions and parties listed above. However, opting out from directory information does not include a right to be anonymous in the classroom or to impede routine classroom communication and interactions.

A non-disclosure request of a former student will be honored even when the student leaves the institution.

To view Policy 7.022 online, visit www.hawaii.edu/policy and type FERPA into the "Keyword Search:" box at the bottom.

Academic Freedom

The Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i states in Article IX A that "Faculty Members are entitled to freedom in the classroom in discussing subjects of expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research." It also states in Article IV A that "Faculty Members are responsible for maintaining high professional standards of scholarship and instruction in their field of special competence. In giving instruction upon controversial matters, Faculty Members are expected to set forth justly and without suppression the differing opinions of other investigators, and in their conclusions provide factual or other scholarly sources for such conclusions. Faculty members should be careful not to introduce into their teaching controversial matters that have no relation to their subject."This Article also states that "When speaking and acting as citizens, Faculty Members shall take suitable precaution to assure that personal utterances or actions are not construed as representing the University."

Statement on Professional Ethics

The following are excerpts from the Statement on Professional Ethics (Faculty) policy. The complete policy is available online www.hawaii.edu/offices/cc/docs/policies/5.211.pdf

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They protect their academic freedom.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. Faculty members show due respect for the opinions of others. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of other citizens. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (Policy UHCCP 5.211)

Academic Grievances

A student who believes that a faculty member has failed to meet reasonable standards of academic propriety may register a grievance. The Student Academic Grievance Policy has been established to provide guidelines and processes governing academic grievances. The student should first attempt to resolve the grievance on an informal basis with the faculty member. Should the grievance not be resolved at this level the student should discuss it with the division chairperson. (Policy Haw 5.101)

Copies of the Student Academic Grievance Policy are available in the offices of the Vice Chancellor for Academic Affairs, Dean of Student Services, and Director of Hawai'i Community College-Pālamanui. The policy is also available on the HawCC website at:
www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw5.php

Policy of Nondiscrimination, Affirmative Action, and Filing Complaints

Hawai'i Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, status as a covered veteran, national guard, victims of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, and income assignment. This policy covers admission and access to, and participation, treatment, and employment in HawCC's programs, activities, and services. With regard to employment, the HawCC is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai'i policy.

Hawai'i Community College strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the HawCC is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

Resources and Filing Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing

allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Ave., Room 3310, Seattle, WA 98174-1099, phone: (206) 607-1600, or fax: (206) 607-1601, or TDD: (800) 877-8339.

For more information on equal opportunity polices, complaint procedures, and available avenues of recourse for Hawai'i Community College:

Students should contact:

Jason Cifra
Vice Chancellor for Student Affairs,
Section 504 Coordinator and Title IX Deputy
Phone: (808) 934-2510

Student with Disabilities should contact:

Mari Giel,
Disability Service Provider
Phone:(808) 934-2725

Employees should contact:

Mari Chang
Human Resources Manager,
EEO/AA Coordinator and Title IX Deputy
Phone: (808) 934-2526

James Yoshida
Vice Chancellor for Administrative Affairs, and
Title IX Coordinator
Phone: (808) 934-2508

Mary Perreira
Director of EEO/AA
UH Community Colleges
Phone: (808) 956-4650

Policy of Sexual Harassment and Sexual Assault

Mari Chang, EEO/AA Coordinator
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 934-2526

The University of Hawai'i is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person's civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on or off campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Safe Zone Program

The University of Hawai'i is committed to a policy of non-discrimination in all of its programs, policies, procedures and/or practices. This policy covers admission and access to, participation, treatment, and employment in University programs and activities. The UH Safe Zone Symbol is meant to convey a positive message to the entire University of Hawai'i community—particularly to Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA) people. This symbol identifies people who are understanding and supportive at UH. People in offices displaying this symbol have undergone training approved by the UH Systemwide Commission on LGBTQIA to provide a foundation of knowledge needed to be an effective ally to LGBTQIA students and those questioning their sexuality. Anyone seeing this symbol should know that here, at least, is a "Safe Zone." This campaign is an extension of the University's commitment to providing a safe and supportive environment for all students, faculty, and staff.

Electronic Communication Policy

The College has the right to send communications to students via email and to expect that those communications will be received and read in a timely fashion. The College is responsible of ensuring that such communications are timely, accurate, and appropriate. Students must establish a UH Username when admitted to the College. Students are responsible for frequently checking their email accounts and managing their mailboxes so that mail can be delivered. Students may redirect their mail at their own risk. Students with disabilities have the right to receive communications in an accessible format. (E2.213)

Student Conduct Code

HawCC has a Student Conduct Code which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Student Conduct Code, since upon enrollment at HawCC, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. Disciplinary procedures have been identified in the policy and are designed to afford certain procedural protection to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The Committee has developed procedures for hearing allegations of misconduct. (Policy Haw 7.101)

The following are excerpts from the Student Conduct Code. Copies of the complete Student Conduct Code are available at the Offices of the Vice Chancellor for Student Affairs and the Director of Hawai'i Community College-Pālamanui. The policy is also available on HawCC's website: www.hawaii.hawaii.edu

Categories of Impermissible Behavior

The following categories and specific examples of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the University and its constituent campuses. While these impermissible behaviors are described as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation on the University's special interests will necessarily involve the institution applying some degree of judgment to the facts and circumstances as they are presented.

Category 1: Interference with the Rights of Others

A student may not behave towards another member of the University community, even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.

Interference with Freedom of Speech and the Right to Peaceful Assembly

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. *Demonstrations*: Demonstrations which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Similarly, authorized speakers and approved public demonstrations may not be disrupted by hostile audiences or speakers.
2. *Interference with Campus Operations*: Conduct which disrupts the holding of classes, the carrying out of University business, the holding of campus events, or any other normal functioning of the University, including the discharge of responsibility by any University officer, employee, or student, is not permitted. Demonstrations may not physically obstruct access to university facilities nor may they engage in obstructive noise.
3. *Noncompliance with campus behavioral restrictions on demonstrations*: Persons engaging in disruptive behavior or in demonstrations which coerce individuals or advocate the use of force will be requested to cease by University authorities. In the event the alleged disruptive behavior or demonstration does not end within a reasonable length of time, temporary sanctions, as described in the Code, may be imposed by the Chancellor or his/her designee. If the use of discussion methods of temporary sanctions are not effective in ending the disruption or demonstration, or when alleged violators are not members of the University community, or when the gravity of the situation requires it, the Chancellor or his/her designee may resort to calling in law-enforcement authorities.

Category 2: Interference with University Processes

Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, and administration, or those processes or conditions furthering or facilitating these activities.

False or Fraudulent Information

1. Furnishing false information or academic credentials with the intent to deceive or mislead when applying for admission to any campus of the University or for any of its programs and services.
2. Forging, altering, misrepresenting, or misusing any University or campus document, record, or instrument of identification.
3. Failing to provide required and legally appropriate information to University officials.
4. Misrepresenting facts in connection with any request for

any University programs or services or for an exception to any official campus policy or regulation.
5. Assisting anyone in the commission of any acts in this section.

Personal Misconduct

1. Intentionally, recklessly, or negligently causing physical harm to any person on University premises or at University sponsored activities. This includes engaging in any form of fighting.
2. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental, or physical well-being. Reports of sexual harassment will be investigated and addressed under complaint procedures that are separately established by each unit of the University.
3. Criminal sexual behavior including, but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
4. Theft of or willful damage to any property of the University or of any person on the campus.
5. The unauthorized occupation, use of, or entry into any University facility, including both indoor and outdoor facilities.
6. Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.
7. Use or possession of weapons on University premises or at University sponsored events, unless expressly authorized by the University. "Weapon" includes, but is not limited to, all firearms, ammunition, dangerous knives, explosive fuels, dangerous chemicals, and billy clubs.
8. Use or possession on campus or at campus events, of bombs, explosives, incendiary devices, or fireworks.
9. Activating a fire alarm without a cause; damaging or misusing fire safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on University premises; or setting any fire on University property.
10. Intentionally obstructing or delaying a police officer, fire fighter, security officer, or University official in the performance of his/her duty.
11. Failure to comply with the directions of University officials including, but not limited to campus security, residence hall staff, faculty or administrators acting in the performance of their duties; failure to present identification upon request to University personnel in the performance of their duties.
12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

Theft or Mutilation of College Property

1. Possessing or having under one's control any materials or property belonging to the University without proper authorization.
2. Mutilating or vandalizing University property.
3. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this Student Conduct Code or other regulations established by the University or campus related to student use of specific facilities or equipment e.g., computers, dormitory rooms.

Disruption or Disturbances

1. Creating noise or other disturbance on campus or in student life areas including, but not limited to, Campus Center buildings sufficient to disrupt the normal functioning of campus activities, including classroom instruction or University sponsored events.
2. Violation of published University policies, rules or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement, and amplification and loud speaker use.

Abuse of Controlled Substances

1. *Alcohol/Intoxicants*: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by State law. Students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.
2. *Drugs*: Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. College knowledge of possession or use of illegal drugs on campus may subject the students involved to investigation.

Off-Campus Behavior

A student's off-campus behavior must comply with applicable Federal and State laws. Off-campus behavior shall not be subject to the University's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the University community.

In addition, off-campus behavior that is violative of professional standards of conduct which are an integral part of professional discipline may be subject to formal hearing procedures and sanctions. Academic or professional programs that require

students to abide by such professional standards shall secure the endorsement of the appropriate Chancellor and shall clearly set forth this requirement to all affected students. Off-campus behavior charged as violative of such standards shall be adjudged pursuant to hearing procedures to be established by the program and approved by the appropriate Chancellor. The hearing process afforded by student so charged must be consistent with the procedural requirements provided herein.

Academic Dishonesty

Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. *Cheating* includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.
2. *Plagiarism* includes, but is not limited to, submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the students language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.
3. In cases of suspected or admitted dishonesty, the instructor shall attempt to discuss the matter with the student. If appropriate, the instructor may bring it to the attention of the department chairperson and the student's advisor. Additionally, an instructor may refer such case of academic dishonesty to the Vice Chancellor for Student Affairs for action under this Code.

Violations of Other Existing College Regulations

Violations of other existing College regulations or policies may subject the affected student to disciplinary actions under this Code. The decision as to whether such action will be initiated will be made by the Vice Chancellor for Student Affairs after a preliminary investigation and after a determination as to whether probable cause exists to establish that there was a repeated or serious violation of College regulations or policies.

Sanctions

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this Code.

1. *Warning*: Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. *Probation*: A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case.
3. *Restitution*: Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or of other forms of indirect compensation.
4. *Temporary Suspension*: In an emergency, the Chancellor or his/her designee is authorized to alter or suspend the rights of a student to be present on campus or to attend class for an interim period prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter.
5. *Suspension*: Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time.
6. *Expulsion*: Termination of student status for an indefinite period of time.
7. *Rescission of Grades or Degree*: The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty of the discovery of a material misrepresentation relating to the completion of course or degree requirements.

Disciplinary Procedures

The following procedures are designed to afford certain procedural protection to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters.

For the purpose of these procedures, the term "Vice Chancellor for Student Affairs" shall mean the Vice Chancellor or the Vice Chancellor's designated representative.

Temporary Suspension in Emergency Situations

In an emergency, the Chancellor is authorized to suspend a student prior to a hearing, provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when a student poses a danger of inflicting bodily harm on himself/herself or others, of inflicting serious emotional distress on others or creat-

ing a substantial disruption of normal campus activities including classroom instruction. If, after a Student Conduct Committee hearing, it is determined that the student did not violate this Student Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

Pre-disciplinary Hearing Stage

1. *Reporting of Infractions:* Infraction of the Student Conduct Code should be reported to the Vice Chancellor for Student Affairs. Reports of infractions must be submitted in writing and signed by the complainant. No matter except temporary suspensions in emergency situation will proceed without such written reports. The reports must state information including the specific names(s) (if known), date, and description of the alleged misconduct in sufficient detail to allow the Vice Chancellor for Student Affairs to determine whether further fact-finding is necessary and if sufficient evidence exists for acting on the allegation(s).
2. *Preliminary Investigation:* Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Vice Chancellor for Student Affairs shall promptly initiate an investigation. Within five (5) school days of receiving a written report, the Vice Chancellor for Student Affairs shall contact the student or group named in the complaint, and request that they appear before the Vice Chancellor to discuss the alleged misconduct and possible charges. Failure to respond to a written allegation of charges will result in a hold being placed on the student's registration for subsequent terms.

Initiation of Charges and Their Disposition

If the Vice Chancellor for Student Affairs determines that there is reasonable cause to believe that the student or students committed the violation and in his/her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Vice Chancellor for Student Affairs that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

1. *Administrative Disposition:* The Vice Chancellor for Student Affairs after investigating the charges, shall have the authority, when accepted by the student in writing, to settle matters in lieu of proceeding with a formal disciplinary hearing. In this instance, the Vice Chancellor for Student Affairs may impose only the sanctions of warning or probation. A student shall have five (5) school days within which to accept or reject in writing any proposed administrative disposition.
2. *Student Conduct Committee Disposition*: Failing to secure an administrative disposition of any alleged violation of this Code, the Vice Chancellor for Student Affairs may refer the case to the Student Conduct Committee for a hearing. The Vice Chancellor for Student Affairs may also refer cases to the Student Conduct Committee without first offering an administrative disposition.
3. Student Conduct Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the Student Conduct Code or special Committee hearings may be arranged.

Student Conduct Committee

There shall be a Student Conduct Committee. It shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Vice Chancellor for Student Affairs involving behavior which is alleged to be violative of this Student Conduct Code.

1. The Student Conduct Committee shall consist of seven (7) voting members and shall be constituted as follows:
   a. Three (3) students selected by the Associated Students of Hawai'i Community College.
   b. Three (3) faculty members selected by the Faculty Senate.
   c. A chairperson selected by the Chancellor.
2. A recording device shall be made available to the committee by the Vice Chancellor for Student Affairs.
3. Four (4) members of the Student Conduct Committee shall constitute a quorum.
4. If any member of the committee feels that his/her relationship with either the case of the individuals involved would affect his/her ability to render an impartial judgment, the committee member shall disqualify himself/herself.

Disciplinary Hearing Stage

1. *Notice*: A student shall be given written notice of a hearing by registered or certified mail with return receipt requested, at least fifteen (15) calendar days prior to the date of the hearing. If service by registered or certified mail is not made because of the refusal to accept service or if the Vice Chancellor for Student Affairs has been unable to ascertain the address of the student after reasonable and diligent efforts, a hearing notice may be given to the student by publication at least once in each of two successive weeks in a newspaper of general circulation. Published notices shall include the date, time, place, and nature of the hearing, and shall invite the student to contact the Vice Chancellor for Student Affairs regarding the charges and other relevant issues and facts. The last published notice shall appear at least fifteen (15) calendar days prior to the date of the hearing.
2. *Hearing Procedures*: Hearings held pursuant to this Student Conduct Code shall be conducted in such a manner as to assure equity for all parties. Having determined through a preliminary investigation that there is reasonable cause to

believe that the student has committed a violation of this Code, the Vice Chancellor for Student Affairs or his/her representative shall present the case against the student. The student and his/her counsel and the Vice Chancellor for Student Affairs or his/her representative shall be afforded the opportunity to present evidence and argument on all issues involved.

3. *Records*: For the purpose of determining Committee findings and recommendations, a record of all hearings shall be maintained.
   a. The record shall include the following:
      - All pleading, motions, and intermediate rulings
      - All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed
      - Offers of proof and rulings thereon
      - Proposed findings and exceptions
      - The report of the Committee chairperson
   b. The Committee may preserve a record of its hearings through recordings. This record shall be retained by the Office of the Vice Chancellor for Student Affairs for a minimum of five (5) years from the date of last attendance by the student.
   c. It shall not be necessary to transcribe any recordings unless requested for purpose of rehearing or judicial review. The cost of such transcription shall be paid by the party requesting or appealing to a court.
4. *Committee Findings and Recommendations*: After hearing a case, the Committee will decide if the College has reasonable cause to take disciplinary action against the student. No matters outside the record shall be considered by the Committee in making its determination. Accordingly, the Committee may decide as follows:
   a. No Cause for Disciplinary Action
   b. Cause for Disciplinary Action
5. Within ten (10) school days after the hearing, the Committee shall transmit its findings and decision as to cause and recommendation in writing to the Chancellor. Simultaneously, a certified copy of the Committee's findings, decision as to cause, and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.
   a. The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.
   b. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

Review by the Chancellor

No Committee determination adverse to a student shall be finalized by the Chancellor until the student has been afforded an opportunity to request that the Chancellor review the Committee's findings, decision as to cause, and recommendations. The student shall have five (5) school days after the receipt of the Committee's findings, decision as to cause, and recommendations to request in writing a review by the Chancellor. The request should be sent by registered mail to the Office of the Chancellor.

The Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered. The decision of the Chancellor shall be final within the College.

Final Decision and Orders by the Chancellor

Within thirty (30) calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified or registered mail with return receipt requested, the student/student's attorney of the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Vice Chancellor for Student Affairs for a minimum period of five (5) years after the date of last attendance by the student.

In cases of an alleged sex offense or other "crime of violence" the victim and the accused shall be informed of the outcome of any institutional disciplinary proceedings.

Judicial Review

Any student who feels that his/her rights have been infringed upon by any final decision issued in accordance with this Student Conduct Code, may seek judicial review as provided for in law.

Severability

If any provision of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.

Disruptive Students

These guidelines are based on ensuring personal safety and are consistent with the HawCC Student Conduct Code. These guidelines are to be used with said code of conduct. The following are excerpts from the Policy on Disruptive Students. Copies of the complete policy are available at the Offices of the Vice Chancellor for Student Affairs and the Director of Hawai'i Community College-Pālamanui.

Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the HawCC website. The instructor may include additional expectations of class interaction and decorum in the course syllabus (i.e., respecting students' expectation to learn in a safe and non-disruptive environment) which is distributed on the student's first day in class and acknowledged by the student on a sign-in sheet.
2. *Non-physically distracting and disruptive student in the class.* Examples: coming to class late, sleeping, annoying finger-tapping, talking out of turn, using rude language, inappropriate postings or e-mails in Internet classes. The instructor asks

the student to stop, takes the student aside if in a classroom, and reminds the student of the established expectations for class conduct. If the student does not stop, the teacher asks the student to leave in a face-to-face class. If the student does not leave, the instructor should enlist the support of other college personnel (faculty members, administrators, campus security guards, etc.) The instructor must judge, based on the nature of the disruption, whether the class period can continue once the offending student leaves. If the student is prohibited from participating in the next class, the VCAA will notify the student that participation is prohibited until further notice. The incident is reported in writing by the instructor and by the campus security guard, if involved, to the Vice Chancellor for Student Affairs. The instructor may consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.

3. *Non-physically threatening and disruptive student in a non-classroom setting (*i.e., division offices, student services offices, library or learning/testing centers, or outside). Examples: being noisy, using rude language, not following guidelines for the use of the non-classroom setting. The staff reports disruptive student to the supervisor. The supervisor takes the student aside and reminds the student that the behavior is not appropriate. If the behavior persists, the supervisor calls the campus security guard to have the student escorted off the campus. The incident is reported in writing by the supervisor to the Vice Chancellor for Student Affairs. The supervisor can consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.
4. *Student whose behavior is imminently physically threatening or harmful to himself/herself or others.* Examples: threatening to jump from a building, using a weapon to threaten safety, holding hostages. The UH Administrative Policy for Workplace Non-Violence Campus Procedures requires all four initial tasks:
   a. Call the police at 911
   b. Call campus security at sites where security is available
   c. Call the Vice Chancellor for Administrative Affairs (or the closest administrator) and decide whether to continue operations or evacuate the area
   d. Call medical emergency service.

   The Chancellor or his designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. The CCMT handles situation through counseling or student conduct code.
5. If there is a shooting incident, seek cover for protection in a secure place. Do not run outside. If doors can be locked from the inside, lock doors if the shooter is outside. Stay low below windows, out of sight. Call the police at 911 immediately to report the shooting and request medical emergency assistance. Remain in a secure place until "All Clear" announcement is given. The Chancellor or designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. (Policy Haw 7.102)

Children of HawCC Students

In general, the campus and classroom are not appropriate places for non-student minor children to be present on a frequent or continuing basis. Occasionally, family needs and responsibilities may require students to bring a child on campus for a limited period of time. A student who decides to bring a child to campus is expected to be respectful of the needs of others for a professional educational and work environment. These guidelines are intended to promote respect for the needs of all parties impacted by the presence of minor children as well as to protect the health and safety of the child and the college community. A parent/guardian must provide adult supervision at all times. (Policy Haw 7.103)

In the Classroom and Other Rooms

1. For health and safety reasons children will not be allowed to enter high risk areas such as shops, science labs, mechanical rooms, garages, or areas where heavy equipment or power tools are in use.
2. Only under occasional extenuating circumstances may a child be in a classroom while class is in session. Children may be allowed in the classroom under the supervision of the parent/guardian in the following circumstance:
   a. Alternate arrangements for childcare are impractical or impossible; and
   b. The faculty member or lecturer responsible for the classroom has granted permission. If the child is disruptive or interferes with instruction and/or testing, the faculty member may require the student and child to leave. The student will be responsible for the day's material on his/her own.
3. Because the Learning Center and the Testing Center are expected to be free of disruption, children are specifically prohibited.
4. The UHH Library allows minor children, but they and the parent/guardian will be asked to leave if disruptive behavior occurs.
5. Children are not to be brought to campus if the parent/guardian knows they are ill with a contagious disease.

Outside of Rooms on Campus

1. If a supervisory adult cannot be located, minor children between the ages of 13 and 17, who are engaging in disruptive or dangerous behavior, will be asked to leave the campus. (This will also apply to children of parents/guardians who are not HawCC students.)
2. In the interest of the children's safety, minor children below age 13 will be reported to the Campus Security Officer and to the Police when a supervisory adult cannot be located. (This will also apply to children of parent/guardians who are not HawCC students.)
3. For the children's safety, they are prohibited from playing on roof tops, in stairwells, in doorways, on roadways, and in parking areas.
4. Skateboarding and rollerblading are prohibited on campus and this is not limited to minors.

Field Trips

Non-student, minor children are not allowed on field trips related to college class.

Extra Curricular Activities

During any college inter-generational activity, minor children are the responsibility of the parent/guardian or a supervisory adult designated by the parent/guardian who is expected to ensure the health and safety of the children and prevent disruptive and dangerous behavior.

Injuries or Damages Caused by Minor Children

Parents/guardians are responsible and liable for all injuries or damages caused by their children. (Haw.Rev.Stat. §577-3). Parents/guardians, who are HawCC students, are responsible for any injuries or damages caused by their child while on campus and are subject to the HawCC Student Conduct Code, and if applicable, the State or Federal judicial system.

Pets on Campus

No pets, except service dogs, are allowed on the Manono Campus. (Policy Haw 2.100)

A service dog is individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Smoking on Campus

Effective January 2003, the University of Hawai'i system implemented a Tobacco Products policy in an effort to improve the working and learning environment of the university, and protect faculty, staff, students, and visitors from secondhand smoke exposure while on University of Hawai'i campuses. (E10.102)

According to the policy, smoking is prohibited in the following areas:

a. All interior space owned, rented, or leased by the university;
b. In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
c. Within 25 feet of building entrances and exits
d. Within 25 feet of air intake ducts and vents, and of operable windows of buildings;
e. Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
f. Within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and
g. Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

In addition,

- All university residences became smoke-free by the start of the 2004-2005 academic year.
- All advertising and sales of tobacco products on university campuses are prohibited (except for the sale or free distribution of non-university supported magazines and newspapers that incidentally contain tobacco product advertising).
- The distribution of samples of tobacco products or coupons redeemable for tobacco products on university campuses is prohibited.
- The sponsorship of campus events or campus organizations by tobacco industry or tobacco promoting organizations is prohibited.
- On-site tobacco product cessation guidance will be made available to assist and encourage individuals who wish to quit. Supervisors may authorize employees who wish to avail themselves of such on-campus programs to do so without any loss in pay.

This policy applies to the entire university community, including faculty, staff, students, and visitors. The Office of the Vice President for Administration and Chief Financial Officer is responsible for policy implementation and compliance in collaboration with heads of all UH campuses. Questions, comments, or complaints relating to this policy should contact the Chancellor of the College. Detailed information is available at: http://www.hawaii.edu/smokingpolicy

Death of a HawCC Student

The purpose of this procedure is to ensure that in the event of a death of a student, the College provides compassionate attention to the family of the deceased while processing the necessary documents relating to the student's records in a timely and professional manner. (Policy Haw 7.901)

Workplace Non-Violence

The University of Hawai'i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts include physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive or unwanted phone calls, notes, or e-mails, etc.

All administrators, faculty, staff, and students are responsible for maintaining a University campus environment that ensures that all members are treated with civility and respect to fulfill the University's missions and goals. The University fully supports the efforts of the State of Hawai'i and is committed to a workplace that is free of violence.

Weapons: The possession or use of lethal weapons on University premises is strictly prohibited unless specifically authorized by the senior administrator. Lethal weapons include but are not limited to firearms, ammunition, spearguns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc. is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action may be taken. Disciplinary action shall be subject to the appropriate bargaining agreement. (Policy Haw 9.730)

Campus Safety and Security

Campus Security Officers and contracted Security Guards are committed to making Hawai'i Community College a safe and secure environment in which students, faculty, staff, and visitors feel at ease while they learn, work, and play.

Campus Security is dedicated to providing safety and security services by responding to emergencies and alarms; making emergency notifications; securing rooms, buildings, parking lots, and grounds; and checking exterior lighting, doors, and shrubbery for unsafe conditions. In addition, the Campus Security Office supports the education of faculty, staff, and students in safety issues and prevention measures.

Police, Fire, and/or Medical Response Emergencies:

Anyone on the Manono Campus, Upper Campus, or HawCC-Pālamanui campus, in a situation requiring police, fire, and/or medical assistance, should call 911 and provide the requested information. Follow up with a call to the respective security emergency number (below). Employees must also notify an immediate supervisor.

Other Incidents and Situations:

Manono Campus:	(808) 854-1420 emergencies
	(808) 934-2760 non-emergencies
Upper Campus:	(808) 974-7911
West Hawai'i:	(808) 854-7577

Skateboards, Rollerblades, and Bicycles:

Skateboarding and rollerblading are not allowed on campus. Do not ride bicycles on walkways and sidewalks.

Crime Statistics

	2011	2012	2013
Aggravated Assault	0	0	0
Arson	0	0	0
Auto Theft	1	1	1
Burglary	0	0	0
Drug Abuse: Arrests (Violations)	0(0)	0(0)	0(0)
Liquor Law: Arrests (Violations)	0(0)	0(0)	0(0)
Murder/Manslaughter	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Weapons Law: Arrests (Violations)	0(0)	0(0)	0(0)

The Hawai'i Community College Security Office prepares the Annual Disclosure of Crime Statistics Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime statistics can be obtained from the Campus Security Office, or can be viewed online at: www.hawaii.hawaii.edu/security

Financial Aid

Office of Financial Aid
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 934-2712
hawccfao@hawaii.edu

The Hawai'i Community College Financial Aid Office administers a variety of federal, state, and institutional financial aid programs. These financial aid programs are intended to assist students and their families pay for educational costs. Students may apply for financial aid at HawCC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA. Please call the Financial Aid Office for an appointment.

An academic year is defined as 24 credits and 30 weeks of instruction.

Eligibility: The majority of aid awarded by HawCC is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:

Applicant must:

- be a U.S. citizen or an eligible non-citizen
- be enrolled in an eligible certificate or degree program (classified student)
- be making satisfactory academic progress toward a certificate or degree
- not be in default on a loan or owe repayment on a federal grant
- have demonstrated financial need
- have obtained a high school diploma or GED
- be registered with Selective Service, if required.

Application Procedures: Students are required to file the Free Application for Federal Student Aid (FAFSA) with the Federal Processor and submit supporting documents as required by the HawCC Financial Aid Office in order to ascertain eligibility for Federal student aid. Students must apply and qualify annually on the basis of demonstrated financial need. The application priority date is March 1 each year (for aid the following academic year). Applications will be accepted on a first-in, first-served, funds-available basis. Application instructions and forms are available at the Financial Aid Office and online at: www.hawaii.hawaii.edu/financialaid

Awards: Completed applications (including all required supporting documents) are generally processed within one month. Students eligible for financial aid will be notified of the type and amount of the award as soon as possible after the College has received its state and federal allocations of financial aid funds. Normally, financial aid funds are disbursed once per semester. Please check the Financial Aid Office's website for exact dates.

Satisfactory Academic Progress Policy for Financial Aid

Federal regulations require that financial aid recipients maintain satisfactory academic progress toward the achievement of a degree or certificate. All attempted courses in any term at Hawai'i Community College will be counted regardless of whether or not the student was receiving financial aid at the time the courses were attempted.

Minimum Standards for Academic Progress: Satisfactory academic progress will be monitored at the end of each Spring term. Students whose academic program is less than one year (less than 24 credits) and students who do not earn any credits at the end of the Fall term will be evaluated after each term of enrollment, and may be placed on a financial aid suspension.

All Financial Aid recipients must:

1. maintain a minimum cumulative HawCC grade point average (GPA) of 2.0 (credits and grades excluded under the Academic Renewal Policy will be included in the calculation of the financial aid GPA and Credit Completion Rate (CCR));
2. successfully complete a minimum of 67% of all credits attempted at HawCC without exceeding the normal completion time (PACE).

Maintain Cumulative Grade Point Average (GPA): Students must maintain a minimum HawCC cumulative GPA of 2.0 in order to be eligible for financial aid.

1. The only grades that meet satisfactory academic progress standards are A, B, C, and D. An F grade is not a passing grade but will be averaged into the grade point average, and it will be counted in credits attempted.
2. A grade of N, NC, W, or I/F will not be calculated into the grade point average, but will be counted in the financial aid maximum time frame as credits attempted.
3. An I/F grade is calculated as no credit received until the grade is changed by the instructor and added to the student's academic record by the Admissions and Records Office. If the "I" grade should change to an A, B, C, or D, it is the student's responsibility to notify the Financial Aid Office so the financial aid GPA may be recalculated.
4. Non-credit courses are not eligible for federal financial aid and are not calculated in either the GPA or maximum time frame calculation.

Maximum Time Frame (Credit Hours) for Aid Eligibility: Students must complete their educational objectives within a reasonable period of time. Financial Aid may fund up to 150% of the number of credit hours required for the completion of the degree or certificate. A student who completes the academic requirements for a program degree or certificate, but has not applied for graduation or posting of credentials to transcripts, is not eligible for further federal aid for that program.

- Students who change their major, without completing their degree or certificate, will have all credits previously attempted counted toward their new maximum time frame.
- Financial Aid will fund one degree or certificate at a time. Students who seek a second degree or certificate must submit a Subsequent Degree form and a new time frame will be calculated.
- A student can only be awarded aid for courses that are applicable towards their degree or certificate.
- All semesters of previous enrollment at HawCC, regardless of aid status, will be counted toward the maximum time frame.
- All transfer credits accepted by HawCC will be counted toward the maximum time frame for completion of the degree or certificate.
- Students may receive payment once for repeating a course if credit was earned. Credits for each attempt will be counted towards the maximum time frame and may affect the Credit Completion Rate (CCR).
- A student is allowed thirty (30) remedial credits that are not counted toward the time frame. Remedial credits are program specific (e.g. ENG 21 is a remedial course for the LBRT AA). ESL courses do not count against the thirty (30) credit limits.

PACE Requirement: Students must maintain a minimum Credit Completion Rate (CCR) of 67% of all credits attempted at HawCC to finish a program within the established maximum time frame

Failure to Meet Financial Aid Satisfactory Academic Progress: Students who do not meet the cumulative 2.0 GPA and/or the minimum 67% completion rate and/or the completion of a degree or certificate within the maximum time frame will be suspended from financial aid eligibility. Financial aid suspension means that the student is ineligible to receive Federal Financial Aid until the satisfactory academic progress requirements are met. During the period of financial aid suspension, students may (unless placed on Academic Dismissal) attend Hawai'i Community College without financial aid. It will be the student's responsibility to secure other financial resources during this period.

Reinstatement: To regain financial aid eligibility, a student must earn sufficient grades and/or complete the necessary credits to meet the 2.0 GPA and/or the 67% completion rate and/or making PACE.

Appeal of Financial Aid Suspension/Termination: Students may appeal in writing for reinstatement of financial aid eligibility if they have experienced mitigating circumstances (beyond the students' control) that prevented them from meeting the minimum standards (accident, illness, death of immediate family member, etc.). Students must submit a signed Satisfactory Academic Progress (SAP) Appeal form to the Financial Aid Office. Forms can be found at www.hawaii.hawaii.edu/financialaid/Documents/SAP Appeal Form.pdf Students must also explain the mitigating circumstances, provide documentation to substantiate the statement, and submit an outline of what steps have been taken to ensure academic progress. The student will be informed by letter if the appeal is conditionally approved or denied. If an appeal is granted, the student will receive an Academic Plan outlining the conditions of the appeal which must be met in order to continue to receive financial aid.

Types of Financial Aid

Note that the financial aid programs are subject to change and additional criteria may apply.

Federal Government Grants

Federal Pell Grant: A Federal grant for a student who has not received a bachelor's degree. It does not need to be paid back. The award amount is based on the student's enrollment level and his or her Expected Family Contribution (EFC). Effective July 1, 2012, the duration of eligibility is equivalent to 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (SEOG): This grant is for students with exceptional financial need and who are eligible for the Federal Pell Grant. It does not need to be paid back. Requires at least half-time enrollment.

State Grant/Scholarship Programs

B+ Scholarship: The Hawai'i State B+ Scholarship is based on merit and financial need. It is awarded to incoming freshmen from a Hawai'i public high school. It may be renewed annually up to four years as long as the recipient maintains Satisfactory Academic Progress and continues to demonstrate financial need. Students who completed a rigorous high school academic program should submit a copy of their official high school transcript for review to the Financial Aid Office.

Hawai'i Community College Grants and Tuition Waivers (funded by HawCC)

Hawai'i Community College Opportunity Grant: A HawCC grant awarded based on financial need which requires at least half-time enrollment.

HawCC Achievement Grant: This scholarship is awarded to students who have demonstrated achievement or service to the College (e.g. Student Government officers).

Native Hawaiian Tuition Waiver: A HawCC tuition waiver based on financial need and Hawaiian ancestry (approximately 12 waivers awarded per academic year). This tuition waiver applies only to HawCC credits.

Centennial Scholarship: A University of Hawai'i Scholarship, funded by HawCC, based on academic achievement. This scholarship is awarded to incoming freshman and can be renewed annually.

Student Employment

Federal and state funds are provided for the employment of students who are enrolled at least half-time in a program of study leading to a degree or certificate and who are in good academic standing at HawCC. Students who hold a student employment position may not hold a UH appointed position at the same time.

Work hours will not exceed 20 hours per week during the academic year when classes are in session. Hourly wages are related to the type of work, required proficiency, and are based on current state/federal minimum wage laws and regulations.

For more information, or to view job vacancies, please go to the Student Employment web site:
www.hawaii.hawaii.edu/financialaid/StudentEmployment.php

Federal Work Study

The Federal Work Study (FWS) program provides funds for part-time on-campus job opportunities to help students earn money to pay for school costs while gaining valuable work experience. Campus employment is flexible and convenient. FWS is not pre-awarded. A student who is eligible to receive federal Financial Aid and who has remaining need is eligible to apply for any FWS position. An individual student's award is based upon his or her individual need and the availability of funds. This award requires at least half-time enrollment.

State Funded Employment: Student employment positions funded by general, special, Bridge to Hope, and other funds are also available.

Federal Loans

William D. Ford Direct Loans are provided by the federal government. There are three types:

Subsidized Federal Direct Loan: A loan which must be repaid and is based on demonstrated financial need. The interest rate for new loans is fixed. Repayment begins 6 months after a student ceases to be enrolled at least half-time. Students must be enrolled at least half-time to be eligible.

Unsubsidized Federal Direct Loan: A non-need based loan that must be repaid. The interest rate for new loans is fixed. Interest begins accruing upon disbursement of loan funds. Repayment begins 6 months after a student ceases to be enrolled at least half-time. Students must be enrolled at least half-time to be eligible.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS): This loan is for parents of dependent students who want to borrow to help pay for their child's college cost. Parents of dependent students may borrow up to the calculated Cost of Attendance (COA), minus other student aid, for their child. The interest rate for new loans is fixed. Interest begins accruing upon disbursement of the funds. Repayment begins 60 days after disbursement of funds. The student is required to be enrolled at least half-time.

Loan Grade Levels

First Year:	Earned 0 to 29.99 credits
Second Year:	Earned 30 or more credits

Refunds/Repayments

The HawCC Enrollment Status Determination Date is the same as the last day to withdraw from classes without a "W". All student budgets and awards will be adjusted to reflect the actual enrollment as of this date. Based on this revision, a student may be entitled to additional funds or owe a repayment of part or all or his/her award(s). Students must begin attendance to be eligible for any federal funding for each course.

Official and Unofficial Complete Withdrawal: The Official Withdrawal Process begins when the student submits the withdrawal form to the Financial Aid Office for signature. All refunds and repayments will be rounded to the nearest cent.

The Financial Aid office will perform a refund/repayment calculation, as specified by Federal regulations, for all students who are Title IV recipients and completely withdraw either officially or unofficially (student stops attending but does not officially withdraw).

Based on the federal calculation, a student who withdraws may be eligible for a post-withdrawal disbursement.

In cases in which the federal calculation requires funds to be returned, the school will reimburse the Title IV programs. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs.

Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs.

In addition, the student may be required to directly repay a portion of the Title IV funds that were received.

The Refund/Repayment Policy is available at the Financial Aid Office or on the financial aid web site:
www.hawaii.hawaii.edu/financialaid/policies.php

Students are encouraged to contact the Financial Aid Office at (808) 934-2712 prior to dropping credits or withdrawing.

Endowed and Other Scholarships (Privately Sponsored)

Financial Aid Office
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 934-2712

Hawai'i Community College offers a number of scholarships to incoming and currently enrolled students each year. The scholarship funds come from various sources such as private donors, foundations, professional associations, and state and local business firms. These scholarships may be awarded based on academic achievement, financial need, or both.

Internal Scholarships and privately donated scholarships are awarded through the Financial Aid Office. Some Endowed and other Privately Sponsored scholarships are administered by, or in conjunction with, various components of the University of Hawai'i. Information on endowed and other scholarships that are privately sponsored may be obtained by contacting the address above.

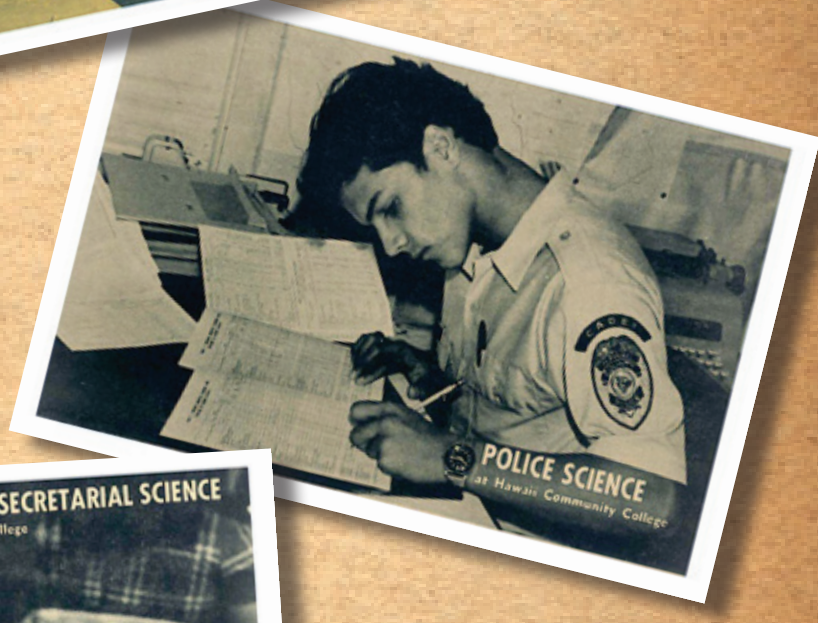
External Scholarships are awarded by individuals, companies, or organizations outside of the College. Some external scholarships include, Hawai'i Community Foundation, Ke Ali'i Pauahi Foundation/Kamehameha Schools Bishop Estate. Scholarships do not require repayment.

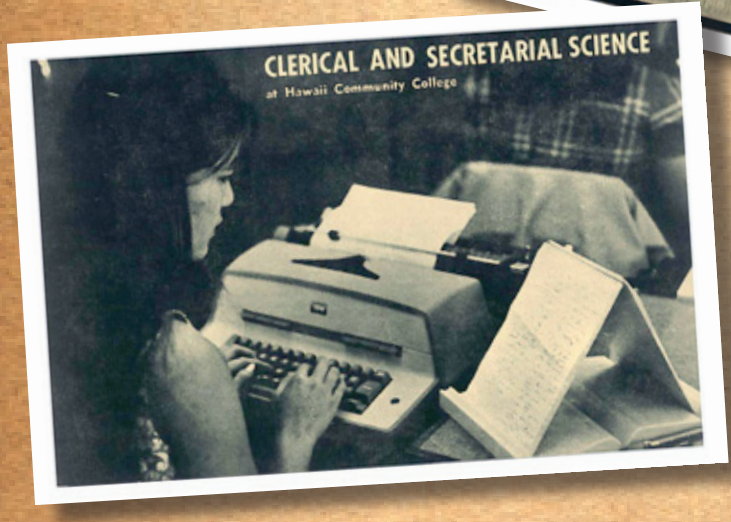
Scholarship information, as well as support for applying for scholarships, is available from the Financial Aid Office.

A Scholarship Guide, information, and links to a variety of scholarships and scholarship search engines can be found on the financial aid scholarship web site:
www.hawaii.hawaii.edu/financialaid/scholarships.php

Did You Know?

We used to offer these Programs!





HawCC Degrees & Certificates

To earn a Certificate of Competence, Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree, all curricular requirements must be met. A student may receive an A.S.C. without completing the A.A. degree but must have the appropriate Grade Point Average for all courses required.

	CO	CA	AAS	AS	ASC	AA
Accounting (ACC)	-	✓	✓	-	-	-
Administration of Justice (AJ)	-	-	-	✓	-	-
Homeland Security (AJ-HL)	✓*	-	-	-	-	-
Criminal Justice Addictions Professional (AJ-CJAP)	✓*	-	-	-	-	-
Agriculture (AGR)	-	✓	✓	-	-	-
Farm Worker (AGR-FMWK)	✓	-	-	-	-	-
Landscape Worker (AGR-LSWK)	✓*	-	-	-	-	-
Architectural, Engineering and CAD Technologies (AEC)	-	✓*	✓	-	-	-
Geomatics and GIS	-	✓*	-	-	-	-
Geospatial Technologies Certificate	✓*	-	-	-	-	-
Sustainable Lot Design and Site Prep	✓*	-	-	-	-	-
Auto Body Repair and Painting (ABRP)	-	✓	✓	-	-	-
Automotive Mechanics Technology (AMT)	-	✓	✓	-	-	-
Business Technology (BTEC)	✓*	✓	✓	-	-	-
Medical Office Assistant (BTEC-MOA)	✓*	-	-	-	-	-
Virtual Office Assistant (BTEC-VOA)	✓*	-	-	-	-	-
Carpentry (CARP)	-	✓	✓	-	-	-
Culinary Arts (CULN)	✓	✓	✓	-	-	-
Diesel Mechanics (DISL)	-	✓	✓	-	-	-
Digital Media Arts (DMA)	✓	-	-	-	-	-
Early Childhood Education (ECED)	✓	✓	-	✓	-	-
Electrical Installation and Maintenance Technology (EIMT)	-	✓	✓	-	-	-
Electronics Technology (ET)	-	✓*	✓	-	-	-
Optics Technology (ET-OT)	✓*	-	-	-	-	-
Network Technology (ET-NT)	✓*	-	-	-	-	-
Fire Science (FS)	-	✓*	-	✓	-	-
Hawai'i Life Styles (HLS)						
Hawaiian Studies, Hula Specialization (AA-HWST-HULA)	-	-	-	-	-	✓
Hawaiian Studies, Lawai'a Specialization (AA-HWST-LAWA)	-	-	-	-	-	✓
Hawaiian Studies, Mahi'ai Specialization (AA-HWST-MAHI)	-	-	-	-	-	✓
Hawaiian Studies, Kapuahi Foundations Specialization	-	-	-	-	-	✓
Hospitality and Tourism (HOST)	✓	✓	✓	-	-	-
Human Services (HSER)	✓	-	-	-	-	-
Information Technology (IT)	-	✓	-	✓	-	-
Computer Support (IT-ITCS)	✓*	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT)	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS)	-	-	-	-	✓*	-
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS)	-	-	-	-	✓*	-
Machine, Welding and Industrial Mechanics Technologies (MWIM)	✓	✓	✓	-	-	-
Marketing (MKT)	-	✓	✓	-	-	-
Business Essentials (MKT-BESS)	✓*	-	-	-	-	-
Business Foundations (MKT-BUSF)	✓*	-	-	-	-	-
Entrepreneurship (MKT-ENT)	✓*	-	-	-	-	-
Retail Foundations (MKT-RETF)	✓*	-	-	-	-	-

(continued on next page)

* Financial aid ineligible.

	CO	CA	AAS	AS	ASC	AA
Natural Science (NSCI)						
Biological Science (NSCI-BSC)	-	-	-	✓	-	-
Physical Science (NSCI-PSC)	-	-	-	✓	-	-
Nursing and Allied Health						
Associate of Science Degree (NURS)	-	-	-	✓	-	-
Practical Nursing (PRCN)	-	✓	-	-	-	-
Substance Abuse Counseling (SUBS)	✓	-	-	-	-	-
Prevention Specialist (SUBS-PVS)	✓	-	-	-	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM)	-	✓	-	✓	-	-

General Education

In Fall 2016, Hawai'i Community College will implement a reorganized General Education curriculum. All new students admitted to the College for Fall 2016 will need to take the required General Education courses as part of graduation requirements. As of the 2015-2016 Catalog, the following courses have been approved as part of the General Education curriculum. These courses have been determined to meet the following *Primary* designations.

GELO 1 - Communication

Writing

ENG 100

Speech

SPCO 151

GELO 2 - Critical Reading

ENG 102

GELO 3 - Critical Thinking

none at this time

GELO 4 - Information Compentency

ENG 102

GELO 5 - Technological Literacy

none at this time

GELO 6 - Quantitative Reasoning

MATH 115, MATH 135

GELO 7 - Areas of Knowledge

Humanities

ASAN 120, HIST 151, HIST 152, HUM 275, PHIL 100, PHIL 101, PHIL 102, PHIL 120

Natural Sciences

BIOL 101, BOT 101

Social Sciences

ANTH 150, ECED 131, FAMR 230, GEOG 102, PSY 100, PSY 170, PSY 275, SOC 100, SOC 218, SSCI 111

GELO 8 - Self and Community

HSER 110

GELO 9 - Cultural Diversity

PHIL 102

GELO 10 - Ethics

PHIL 101

Curricula and Programs

General and pre-professional students may earn the Associate in Arts (A.A.) degree. Students intending to transfer into STEM areas may wish to pursue an Associate in Science in Natural Science (A.S.N.S.) degree. Vocational-technical majors may earn an Associate in Science (A.S.), Associate in Applied Science (A.A.S.), or Associate in Technical Studies (A.T.S.) degree, a Certificate of Achievement (C.A.), or a Certificate of Competence (C.O.) in one of the 25 vocational programs.

Associate in Arts (A.A.) Degree

A general and pre-professional education degree consisting of at least 60 Baccalaureate-level semester credits at the 100 and 200 levels provides students with skills and competencies essential for successful completion of a Baccalaureate degree. The issuance of an A.A. degree requires that the student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. The A.A. degree is designed for students who are preparing themselves to transfer to a four-year college or university. (UHCCP #5.203)

Hawai'i Community College offers two Associate in Arts Degrees: one in Liberal Arts and one in Hawaiian Studies.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- Critical Reading - Read critically to synthesize information to gain understanding.
- Critical Thinking - Make informed decisions through analyzing and evaluating information.
- Information Competency - Retrieve, evaluate, and utilize information.
- Technological Literacy - Employ computer technology to perform academic and professional tasks.
- Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- Ethics - Articulate and demonstrate knowledge of ethical behavior and the process of ethical decision-making.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from HawCC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 12 credits must be completed at HawCC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 100 or higher or any Math course that meets GE Quantitative Reasoning

World Cultures (6 credits):

- Hist 151†
- Choose 1: Hist 152† or Anth 200† or Geog 102†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Asian/Pacific Culture:

- One three-credit course (see list of choices below)

Area Requirements (19 credits)

***Humanities*:** Six (6) credits in 2 different groups:

Asian/Pacific Culture (3 credits):

- Art 227
- Asan 120†, 121†, 122†
- Eng 257A
- Hist 153, 154, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Phil 102
- Rel 152
- SpCo 233

Humanities (3 credits):

- Art 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 212, 214, 217, 223, 225, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296

(continued on next page)

- Dnce 153, 185, 190V, 256† (see ECEd 256), 285, 290V
- ECEd 256† (see Dnce 256)
- Eng 103, 105, 204, 205†, (see Jour 205), 215, 255, 256, 257E
- Haw 101, 102, 201, 202
- Hist 120, 151†, 152†, 274, 281, 282
- Hum 100, 160† (see SSci 160), 275† (see Psy 275)
- Jour 205† (see Eng 205)
- Jpns 101, 102
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 120, 211, 213, 255
- Rel 150, 151, 153
- SpCo 231, 251†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

***Natural Science*:** Seven (7) credits: six (6) credits with one course from each of Groups 1 and 2. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: *Biological Sciences*
- Ag 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: *Physical Sciences*
- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

Group 3: *Other Sciences*
- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

***Social Sciences*:** Six (6) credits in 2 different alphas:
- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200†, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102†
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)

(continued on next column)

- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at HawCC or transferred in to HawCC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material, and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100. Completion of one WI course with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at HawCC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three Writing Intensive courses at HawCC.

Fulfillment of General Education Requirement: Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most if not all of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

Associate in Applied Science (A.A.S.) Degree

A career and technical education degree consisting of at least 60 semester credits provides students with skills and competencies for gainful employment in a career and/or technical education area. The A.A.S. degree is not intended nor designed for transfer directly to a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the A.A.S. must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an A.A.S. degree requires that the student's work has been evaluated and stated outcomes have been met. The student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. (UHCCP #5.203)

To earn the Associate in Applied Science degree at HawCC, it is the responsibility of the student to meet the program requirements. Those requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed communications and mathematics/thinking/reasoning courses
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment
4. Earn a cumulative GPA of at least 2.0 in HawCC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at HawCC

Associate in Science Degree and Associate in Applied Science General Education Electives: The following courses may satisfy the A.S. and A.A.S. degree general education electives: Humanities/Cultural Environment, Natural Sciences/Natural Environment, Social Sciences/Social Environment. Check with a program advisor for program requirements. NOTE: Students should see their academic advisor for the most recent listing of courses used as general education electives.

Cultural Environment:

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

- Art 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 211, 212, 214, 217, 223, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Asan 120†, 121†, 122†
- Dnce 153, 185, 190V, 256† (see ECEd 256), 285, 290V
- ECEd 256† (see Dnce 256)
- Eng 103, 105, 204, 205† (see Jour 205), 215, 255, 256, 257A, 257E

(continued on next column)

- Haw 101, 102, 201, 202
- Hist 120, 151, 152, 153, 154, 241, 242, 274, 281, 282, 284, 288
- Hum 100, 160† (see SSci 160), 275†
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201†, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Jour 205† (see Eng 205)
- Jpns 101, 102, 121, 122
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 102, 120, 211, 213, 255
- Psy 275
- Rel 150, 151, 152, 153
- SpCo 231, 251, 233

Natural Environment:

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Independent investigation in the laboratory provides an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

- Ag 122, 141, 175, 175L, 200, 250, 260[1]
- Astr 110, 281
- BioC 241
- Biol 100, 100L, 101, 101L, 141, 141L, 142, 142L, 156, 156L, 171, 171L, 172, 172L
- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Culn 185[1]
- FSHN 185
- Geog 101, 101L, 122, 170, 170L, 180, 180L
- GG 101, 101L
- Micr 130, 130L
- Ocn 201, 205
- Phrm 203
- Phys 100, 100L, 105
- Sci 124, 124L
- Zool 101, 101L

Social Environment:

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

- Ag 157, 230
- AJ 101, 180, 210, 256† (see HSer/WS 256), 280, 290B[1], 290C[1], 290D[1]

(continued on next page)

- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164[1]
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102
- HD 234
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- Mgt 124[1]
- PolS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 130[1], 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268, 270[1], 275[1], 280[1]
- WS 151, 256† (see HSer/WS 256)

[1] Marked courses satisfy requirements for the A.A.S. degree and certificates only.

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Associate in Science (A.S.) Degree

A degree designed to prepare students for employment in career and technical fields, and/or transfer to a Baccalaureate granting institution in a science, technology, engineering, mathematics, or other articulated Baccalaureate-level programs of study. This degree consists of at least 60 semester credits providing students with skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated Baccalaureate program of study.(UHCCP #5.203)

To earn the Associate in Science degree at HawCC, it is the responsibility of the student to meet the program requirements. The requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed mathematics, communications, and thinking/reasoning courses or pass proficiency examinations in these subjects
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Environment, Natural Environment, Social Environment
4. Earn a cumulative GPA of at least 2.0 in HawCC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at HawCC

Associate in Technical Studies (A.T.S.) Degree

A career and technical credential consisting of at least 60 semester credits provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined and recognized by business, industry, or employers who have needs for specialized training. This degree must have advanced approval and cannot be requested based upon previously completed coursework. This degree requires a GPA of 2.0 or better for all courses required. (UHCCP #5.203)

Certificate of Achievement (C.A.)

A college credential for students who have successfully completed designated medium-term career and technical education *credit* course sequences provides them with job upgrading or entry-level skills. Course sequences may not exceed 51 credit hours (unless external requirements exceed this number) and may not be less than 24 credit hours. The issuance of a Certificate of Achievement requires that the student must earn a cumulative GPA of 2.0 or better for all HawCC courses required in the certificate. The 12 semester hours of work must be completed at HawCC. (UHCCP #5.203)

Certificate of Competence (C.O.)

A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. The C.O. may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a C.O. requires that the student's work meets or exceeds competencies necessary for employment (e.g., courses resulting in a student's competence to be employed as an automotive "brake technician"). Course sequences shall be at least 4 and less than 24 credit hours and may include General Education courses appropriate to industry requirements. In a credit course sequence the student must earn a cumulative 2.0 GPA or better for all courses required in the certificate. (UHCCP #5.203)

Academic Subject Certificate (A.S.C.)

A supplemental college credential for students enrolled in an A.A. program, or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate. (UHCCP #5.203)

Residency Requirement for Graduation

To graduate with a degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. (UHCCP #5.208)

Assessment

Assessment is the process of gathering information/data on student learning and services for the purposes of evaluating and improving the learning environment. The purpose of this policy is to establish that assessment is the responsibility of everyone employed by Hawai'i Community College.

The Assessment Committee, formed in 2004, established a 5-year cycle to integrate biennium and supplemental budget planning with assessment through comprehensive program reviews. An annual program review process, required by the UH System, was also initiated and monitored by the committee. The following UH System policies determine program review:

- UHCCP #5.202 (October 2005)
  www.hawaii.edu/offices/cc/docs/policies/5.202.pdf
- Board of Regents Policy, Section 5-1.b
  www.hawaii.edu/offices/bor/policy/borpch5.pdf
- University of Hawai'i Systemwide Executive Policy, E5.202
  www.hawaii.edu/apis/ep/e5/e5202.pdf

In addition, standards and criteria from the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as accrediting bodies providing oversight for career and technical education programs, serve as the overall guidelines within which the college establishes and revises its assessment activities. (Policy Haw 5.202)

Course Review Policy

The University Council on Articulation (UCA) policy requires that all of Hawai'i Community College's previously articulated general education core courses be reviewed over a five-year period. HawCC has developed procedures to review 20% of all of its approved courses each year. Courses will be reviewed according to their approval date; the oldest will be reviewed first. The policy and procedures were developed by the Academic Senate in collaboration with the Dean of Instruction, and were approved by the Senate on January 26, 2001. (Policy Haw 5.250)

PROGRAM DESCRIPTIONS

Accounting (ACC)

Faculty: J. Peralto B. Sanders

The Accounting program prepares students for entry-level positions. Learning centers on the accounting equation and the accounting cycle, recording financial transactions, and preparing financial statements.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Perform basic accounting tasks and business math skills to maintain accurate accounting systems in for-profit organizations.
- Communicate with stake holders in a manner that reflects organizational culture and sensitivity to diverse customer and community needs.
- Perform basic office functions using standard and emerging technologies.
- Demonstrate, in a work environment, effective self-management through efficient use of time and personal commitments.
- Participate effectively in individual and group decision making.
- Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.

First Semester			CA	AAS
*	Acc 120	College Accounting I	3	3
	Busn 89	Electronic Calculating	1	1
	Busn 121	Introduction to Word Processing	3	3
	Busn 164	Career Success (or IS 101)	3	3
**	Busn 189	Business Mathematics	3	3
	Eng 55	Business Communications	3	3
		TOTAL	*16*	*16*

Second Semester			CA	AAS
*	Acc 124	Principles of Accounting I	3	3
*	Acc 134	Individual Income Tax Preparation (or Acc 130 or Acc 132 or Acc 193V or Busn 193V or Ent 120)	3	3
*	Acc 150	Using Computers in Accounting	3	3
*	Acc 155	Spreadsheets in Accounting	3	3
	Busn 150	Intro to Business Computing (or ICS 101)	3	3
		TOTAL	*15*	*15*

Third Semester			CA	AAS
*	Acc 132	Payroll and Hawai'i General Excise Tax (or Acc 130 or Acc 134 or Acc 193V or Busn 193V or Ent 120) (choose a course that was not taken previously)	-	3
*	Acc 201	Intro to Financial Accounting (or Acc 125)	-	3
**	Eng 100	Composition I	-	3
**	SpCo	SpCo 130 or 151 or 251	-	3
	Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	3
		TOTAL	-	*15*

Fourth Semester			CA	AAS
*	Acc 193B	Accounting Practicum II	-	3
*	Acc 202	Intro to Managerial Accounting (or Acc 126)	-	3
*	Acc 255	Using Spreadsheets in Accounting II	-	3
	Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	6
		TOTAL	-	*15*
		TOTAL	**31**	**61**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Administration of Justice (AJ)

Faculty: D. Kalei

This program provides students with a solid background in the field of Administration of Justice by offering a variety of courses designed to prepare students for careers within the criminal justice system. The program combines the scientific study of law enforcement, the court system and corrections, along with a focus on the administration of these systems. An important component of the program is the study of the causes and effects of crime and the ways in which society responds to such behavior.

This program is designed to prepare students to obtain a two-year degree with the knowledge and skills needed to enter a career upon graduation. It also academically prepares students who wish to continue their degree at a four-year institution.

A student who successfully completes 12 credits of AJ courses at HawCC may receive up to 6 additional AJ credits for completing basic police recruit training as required by government law enforcement agencies.

An internship program is also available to students who wish to earn college credit by working in the AJ field. Students can earn up to 6 credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Express a foundational understanding of the three components (law enforcement, courts, and corrections) of the Administration of Justice system and how they interrelate and affect individuals and society.
- Work independently and interdependently with diverse populations to produce personal, professional, and community outcomes.
- Use technology to access, synthesize, and communicate information effectively in written and oral reports.
- Develop and initiate career plans to obtain jobs or continue a degree in Administration of Justice or related fields.

Required Courses for the Associate in Science Degree in Administration of Justice

AJ 101	Introduction to Administration of Justice
AJ 131	Ethics in Public Services
AJ 210	Juvenile Justice
AJ 220	Constitutional Law
AJ 221	Criminal Law
AJ 280	Current Issues in the Administration of Justice
Eng 100	Composition I
Eng 102	College Reading Skills
Math	Math 100 or higher
or	
Phil 110	Introduction to Logic
SpCo 151	Intro to Speech and Communication

Additional Requirements

- 12 credits in AJ courses.
- 9 credits total by selecting one 3-credit general elective course from each area: Humanities, Natural Science, and Social Science. All courses must be numbered 100 or above and be an approved course from the designated area.
- A minimum total of 61 credits at 100-level or higher.
- Earn a "C" or better in all AJ courses.
- An overall GPA of 2.0 or better.
- 12 credits of General Electives.

First Semester			AS
AJ 101		Introduction to Administration of Justice	3
AJ or Subs		Elective (see below)	3
Eng 102		College Reading Skills	3
Electives ††		Cultural Env., Natural Env., Social Env.	6
		TOTAL	*15*

Second Semester		AS
AJ 131	Ethics in Public Services	1
AJ 210	Juvenile Justice	3
AJ 221	Criminal Law	3
AJ or Subs	Elective (see below)	3
** Eng 100	Composition I	3
SpCo 151	Intro to Speech & Comm	3
	TOTAL	*16*

Third Semester		AS
AJ 220	Constitutional Law	3
AJ 280	Current Issues in Administration of Justice	3
AJ or Subs	Electives (see below)	3
** Math 100	Survey of Mathematics or higher	3
or		
Phil 110	Introduction to Logic	(3)
Elective ††	Cultural Env., Natural Env., Social Env.	3
	TOTAL	*15*

Fourth Semester		AS
AJ or Subs	Electives (see below)	3
Electives	General	12
	TOTAL	*15*
	TOTAL	**61**

Homeland Security Certificate of Competence

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 180	Introduction to Homeland Security	3
AJ 181	Intelligence Analysis and Security Mgmt	3
AJ 182	Transportation and Border Security	3
	TOTAL	**13**

Criminal Justice Addictions Professional Certificate of Competence

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 150	The Correctional Process	3
Subs 132	STDs and Confidentiality	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 245	Group Counseling	3
Subs 268	Survey of Substance Abuse Problems	3
Subs 270	12 Core Functions Subs Abuse Counseling	3
Subs 294	Substance Abuse Practicum I	3
	TOTAL	**23**

Credits in ( ) are optional
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Electives - The following courses will be accepted:

- AJ 103, 104, 150, 170, 180, 181, 182, 193V, 208, 233, 234, 250, 256, 285, 290B, 290C, 290D
- Subs 140, 141, 245, 248, 262, 268, 270, 275, 280, 294, 295

Agriculture (AGR)

This program prepares students for employment in government service, agribusiness, horticulture, livestock, flowers and foliage, landscape, macadamia nuts, papaya, and coffee industries.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Plan and manage projects and cultivate horticultural crops using legal; sustainable; safe; and ecologically, biologically, and technologically sound practices.
- Design gardens that demonstrate the aesthetic principles of unity, repetition, balance, color, and texture congruent with the customers' desires.
- Operate and maintain tools and equipment.
- Set-up and manage a business enterprise.
- Interact with customers and co-workers in ways that effectively support the work to be accomplished.

First Semester		CA	AAS
* Ag 33	Greenhouse Construction	3	3
* Ag 40	Plant Identification	3	3
* Ag 54A	Tropical Agriculture Production I	6	6
Reading	Eng 21 or ESL 21 or higher	3	-
** Writing	Eng 100 or higher	-	3
	TOTAL	*15*	*15*

Second Semester		CA	AAS
* Ag 31	Farm Equipment, Machinery and Power	3	3
* Ag 46	Landscape Maintenance	3	3
* Ag 54B	Tropical Agriculture Production II	6	6
** Math 50	Technical Math or higher	3	-
** Math 100	Survey of Math or higher (not Math 120)	-	3
	TOTAL	*15*	*15*

Third Semester		CA	AAS
* Ag 122	Soil Technology	-	3
* Ag 200	Principles of Horticulture	-	4
* Ag 230	Agriculture Business Management	-	3
Elective	Natural Environment †† (numbered 100 or above)	-	3
Elective	Social Environment †† (numbered 100 or above)	-	3
	TOTAL	-	*16*

Fourth Semester		CA	AAS
* Ag 141	Integrated Pest Management	-	3
* Ag 157	Marketing of Agriculture Products	-	3
* Ag 250	Sustainable Crop Production	-	3
* Ag 250L	Sustainable Crop Production Lab	-	1
* Ag 260	Tropical Landscape Horticulture	-	3
Elective	Cultural Environment †† (numbered 100 or above)	-	3
	TOTAL	-	*16*
	TOTAL	**30**	**62**

Credits in ( ) are optional
* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Landscape Worker Certificate of Competence

* Ag 31	Farm Equipment, Machinery and Power	3
* Ag 33	Greenhouse Construction	3
* Ag 40	Plant Identification	3
* Ag 46	Landscape Maintenance	3
** Math	Math 50 or higher	(3)
Reading	Eng 21 or ESL 21 or higher	(3)
	TOTAL	**12**

Farm Worker Certificate of Competence

* Ag 31	Farm Equipment, Machinery and Power	3
* Ag 33	Greenhouse Construction	3
* Ag 54A	Tropical Agriculture Production I	6
* Ag 54B	Tropical Agriculture Production II	6
	TOTAL	**18**

Architectural, Engineering and CAD Technologies (AEC)

Faculty: G. Cho D. De Silva

This program prepares students for employment with architectural firms, contractors, engineers, surveyors, or government agencies. Job responsibilities range from making accurate working drawings of buildings to assisting a surveying crew.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate entry-level skills for accuracy in drawing geometric shapes, axonometric pictorials, orthographic projections, and identify the relationship of features to demonstrate visualization proficiency.
- Identify or describe the characteristics and uses of construction materials, building products, and systems, as well as research these materials for use based on a prescribed design project requirement.
- Use with reasonable competence HawCC's two-dimensional and three-dimensional CAD programs to create architectural and engineering drawing documents for use in the Construction Technology Capstone DHHL Model Home Project.
- Use with reasonable competence HawCC's surveying hand tools/equipment, theodolite, total stations, and GPS Garmins safely on campus and at the DHHL Model Home Project site.
- Formulate, design, revise, and construct projects of knowledge and comprehension based on design criteria requiring recall of past courses/experiences and be able to defend, explain, and discuss designs.
- Demonstrate communication, critical thinking, research, and problem-solving skills.
- Understand the balance between cultures, community, and the environment.
- Demonstrate computation and reasoning skills.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Placement into course
Mathematics	Math 100
Reading	Eng 102
Writing	Eng 100

First Semester			CA	AAS
*	AEC 100	Drafting Conventions & Materials	5	5
*	AEC 112	Computer Aided Drafting	3	3
*	AEC 115	Introduction to Architecture	2	2
**	Math 100	Survey of Math or higher (not Math 120)	3	3
*	AEC 113	Geomatics & Land Surveying I	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*13*	*19*

Second Semester			CA	AAS
*	AEC 120	Resident Design & Construction Drawings	6	6
*	AEC 128	Sustainable Environmental Design	2	2
*	AEC 129	Sustainable Design & Site Prep	-	3
*	AEC 150	Introduction to GIS & GPS	-	4
**	Eng 100	Composition I	-	3
		TOTAL	*8*	*18*

Third Semester			CA	AAS
*	AEC 230	Residential Contract Drawings & Codes	4	4
*	AEC 233	Basic Architectural Studio A	4	4
*	AEC 234	3D CAD Imaging	1	1
*	AEC 238	Architectural Historic Preservation	2	2
*	AEC 235	Boundary Law, Water Rights, Hawn Deed	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*11*	*17*

Fourth Semester			CA	AAS
*	AEC 240	Commercial Contract Drawings	3	3
*	AEC 241	Intro to Building Services & BIM	3	3
*	AEC 242	Basic Architectural Studio B	4	4
*	AEC 249	Introduction to Drafting Career Success	1	1
*	AEC 247	Geomatics & Land Surveying II	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*11*	*17*
		TOTAL	**43**	**71**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Geomatics and GIS Certificate of Achievement

*	AEC 112	Computer Aided Drafting	3
*	AEC 113	Geomatics & Land Surveying I	3
*	AEC 129	Sustainable Design & Site Preparation	3
*	AEC 150	Introduction to GIS & GPS	4
*	AEC 234	3D CAD Imaging	1
*	AEC 235	Boundary Law, Water Rights, Hawn Deed	3
*	AEC 241	Intro to Building Services & BIM	3
*	AEC 247	Geomatics & Land Surveying II	3
**	Math 100	Survey of Math or higher (not Math 120)	3
**	Eng 100	Composition I	3
		TOTAL	**29**

Geospatial Technologies Certificate of Competence

*	AEC 112	Computer Aided Drafting	3
*	AEC 113	Geomatics & Land Surveying I	3
*	AEC 150	Introduction to GIS & GPS	4
*	AEC 241	Intro to Building Services & BIM	3
		TOTAL	**13**

Sustainable Lot Design and Site Prep Certificate of Competence

*	AEC 112	Computer Aided Drafting	3
*	AEC 113	Geomatics & Land Surveying I	3
*	AEC 128	Sustainable Environmental Design	2
*	AEC 129	Sustainable Design & Site Preparation	3
		TOTAL	**11**

Auto Body Repair and Painting (ABRP)

Faculty: G. Fujioka C. Koreyasu

This program prepares the student for employment in an auto body repair and painting shop. Graduates have found that completion of the ABRP program leads to better paying jobs and faster advancement once employed.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate entry-level knowledge and skills required for the safe operation of tools and equipment necessary to perform repairs on modern automobiles.
- Apply proper safety procedures and regulated compliance standards applicable to the auto collision and refinish industry.
- Demonstrate structural panel repair techniques and advanced welding skills.
- Demonstrate competence in refinish procedures.
- Employ industry standard operating procedures and repair techniques.
- Utilize research, communication, and problem solving skills to evaluate and operationalize repair tasks.
- Model professional conduct and practice desirable work habits and attitudes for successful employment in the auto repair industry.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or Math 50
Reading	Eng 21 or ESL 21

First Semester			CA	AAS
*	ABRP 20A	Introduction to Auto Body Repair	12	12
**	Math 100	Survey of Math or higher (not Math 120)	-	3
	Electives ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*12*	*18*

Second Semester			CA	AAS
*	ABRP 30A	Metal and Plastic Refinishing	12	12
**	Eng 102	College Reading Skills or higher	-	3
	Electives ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*12*	*18*

Third Semester			CA	AAS
*	ABRP 40A	Panel & Glass Replacement Techniques	12	12
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* ABRP 50A	Frame Measuring & Alignment Techniques	12	12
	TOTAL	*12*	*12*
	TOTAL	**48**	**63**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Automotive Mechanics Technology (AMT)

Faculty: H. Fujii K. Shimizu

This program prepares the student for employment as a general mechanic in a service station or auto dealer's shop, or as a specialty mechanic or a specialist on engine tune-ups or electrical systems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Identify and demonstrate proper work readiness skills and respect for cultural differences.
- Apply safety measures at all times.
- Maintain proper use of shop tools and equipment.
- Demonstrate access and use of online repair manuals.
- Diagnose and repair typical problems encountered by owners of vehicles.
- Perform routine maintenance functions on vehicles.

Entry Requirements

- Possess a valid driver's license
- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or Math 50
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* AMT 20	Intro to Auto	1	1
* AMT 23	Lubrication	1	1
* AMT 30	Engines	7	7
* AMT 40B	Fuel System	3	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
	TOTAL	*12*	*18*

Second Semester		CA	AAS
* AMT 40C	Electrical System	6	6
* AMT 46	Power Train	4	4
* AMT 57	Emission	2	2
** Eng 100	Composition I	-	3
** Math 100	Survey of Math or higher (not Math 120)	-	3
	TOTAL	*12*	*18*

Third Semester		CA	AAS
* AMT 50	Auto Transmission	4	4
* AMT 53	Brake Systems	4	4
* AMT 55	Suspension and Steering	4	4
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* AMT 60H	Diagnostic and Repair: Electrical/Fuel System and Related Components	3	3
* AMT 60I	Diagnostic and Repair: Engines & Related Components	3	3
* AMT 60J	Diagnostic and Repair: Suspension/Brake and Related Components	3	3
* AMT 60K	Diagnostic and Repair: Power Train/ Transmissions & Related Components	3	3
AMT 93V	CVE (optional with instructor approval)	-	-
	TOTAL	*12*	*12*
	TOTAL	**48**	**63**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Business Technology (BTEC)

Faculty: G. Ching A. Chung
R. Yamane

The Business Technology program prepares students for employment in positions such as administrative assistants, receptionists, clerks, or secretaries. Students will learn critical office skills, along with communication and organizational proficiencies. The curriculum includes courses in office technology, business communication, office administration, accounting, and business math to enhance employment and promotion possibilities.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Use research and decision-making skills to make informed choices consistent with personal and organizational goals.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

First Semester			CO	CA	AAS
*	Busn 89	Electronic Calculating	1	1	1
*	Busn 123	Word Processing for Business	3	3	3
*	Busn 164	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
*	Busn 166	Professional Employment Preparation	1	1	1
*	Busn 182	Machine Transcription	3	3	3
**	Busn 189	Business Mathematics	3	3	3
		TOTAL	*14*	*14*	*14*

Second Semester			CO	CA	AAS
*	Busn 150	Intro to Business Computing	-	3	3
*	Busn 170	Records and Information Management	-	3	3
	Busn 193V	Cooperative Education	-	3	3
**	SpCo	SpCo 130 or 151	-	3	3
**	Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
	Bus 120	Principles of Business	-	-	3
		TOTAL	-	*15*	*15*

Third Semester			CO	CA	AAS
*	Busn 151	Intermediate Business Computing	-	-	3
	Acc 120	College Accounting I (or Acc 124 or 201)	-	-	3
**	Eng 100	Composition I	-	-	3
	Elective ††	Cultural Environment	-	-	3
	Elective ††	Natural Environment	-	-	3
		TOTAL	-	-	*15*

Fourth Semester			CO	CA	AAS
*	Busn 292	Integrated Office Procedures	-	-	3
*	Eng 55	Business Communications	-	-	3
	Business	Electives (see below)	-	-	8-9
	Elective	General Electives †††	-	-	3
		TOTAL	-	-	*17-18*
		TOTAL (minimum)	**14**	**29**	**61-62**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 6 credits total by selecting one 3-credit general elective course from each of the areas: Cultural Environment, Natural Environment
††† General elective required only if total credits are less than 60

Business Electives - The following courses will be accepted:

- Acc 124, 125, 126, 130, 132, 134, 150, 155, 201, 202
- Busn 121, 158(++), 159(++),184(+)
- CENT 140, 240B, 240C, 241
- Econ 120, 130, 131
- Ent 120
- HosT 101, 150, 152, 260
- ITS 103, 104, 108, 118, 121, 140, 151, 193, 215, 221, 284
- MedA 107(+)
- Mgt 124
- Mkt 120, 121, 130, 151, 157, 158, 185
- Nurs 110(+)

(+) Required for the Medical Office Assistant CO
(++) Required for the Virtual Office Assistant CO

Medical Office Assistant Certificate of Competence

This Certificate will be phased out. New applicants will not be accepted.

First Semester			CO
*	Busn 121	Introduction to Word Processing (or Busn 123)	3
*	Busn 164	Career Success	3
*	Nurs 110	Introduction to Medical Terminology	2
*	Biol 100	Human Biology	3
		TOTAL	*11*

Second Semester			CO
*	Acc 120	College Accounting I (or Acc 20, or 124 or 201)	3
*	Busn 150	Intro to Business Computing	3
*	Busn 184	Medical Transcription	3
*	MedA 107	Introduction to Medical Office Assisting	3
		TOTAL	*12*
		TOTAL	**23**

* No grade below "C" will be counted toward graduation

Virtual Office Assistant Certificate of Competence

First Semester		CO
* Busn 121	Introduction to Word Processing (or Busn 123)	3
* Busn 150	Intro to Business Computing	3
* Busn 158	Social Media/Collaboration Tools for Busn	3
* Busn 164	Career Success	3
	TOTAL	*12*

Second Semester		CO
* Acc 124	Principles of Accounting I (or Acc 201)	3
* Busn 151	Intermediate Business Computing	3
* Busn 159	Creating & Managing the Virtual Office	3
* Busn 193V	Cooperative Vocational Education	2
	TOTAL	11
	TOTAL	**23**

* No grade below "C" will be counted toward graduation

Carpentry (CARP)

Faculty: G. Harada J. Tanabe

The Carpentry program allows students to participate in the "foundation-to-finish" experiences necessary to build a basic residential house while completing the required carpentry coursework. Students will graduate from the Carpentry program with the knowledge and experience necessary to begin employment at the entry level in the construction industry, or enter a four-year apprenticeship program. Credit may be given in the apprenticeship program for work completed at Hawai'i Community College.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Understand and utilize math computations, formulas, and measurements required in the carpentry field.
- Understand the properties of wood, its sustainability and how it dictates the fundamental principles and procedures involved in carpentry.
- Demonstrate safe practices concerning, personal safety, hand and power tool usage, and all aspects of fabrication/construction.
- Use appropriate tools, materials/fasteners and current building technology to complete projects.
- Practice good work ethics and quality workmanship with regard to industry standards.
- Construct projects by interpreting drawings, applying building code requirements where applicable.
- Synthesize principles, procedures and objectives using critical thinking, appropriate materials, tools/equipment and procedures to construct a residential dwelling.
- Demonstrate awareness of environmental and cultural impacts at the community and global level during planning and construction phases.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or Math 50
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* Carp 20A	Basic Carpentry I	3	3
* Carp 21A	Basic Carpentry II	9	9
Blpr 30F	Blueprint Reading for Carpenters	3	3
** Math 100	Survey of Math or higher (not Math 120)	-	3
	TOTAL	*15*	*18*

Second Semester		CA	AAS
* Carp 22	Concrete Form Construction	12	12
Blpr 40	Blueprint Reading and Estimates	3	3
Eng 102	College Reading Skills or higher	-	3
	TOTAL	*15*	*18*

Third Semester		CA	AAS
* Carp 41	Rough Framing and Exterior Finish	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
	TOTAL	*12*	*18*

Fourth Semester		CA	AAS
* Carp 42	Finishing	12	12
Math 55	Technical Math II	-	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
Carp 93V	CVE (optional)	-	-
	TOTAL	*12*	*16*
	TOTAL	**54**	**70**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Cisco Networking Academy (CNA)

Cisco Networking Academy (CNA) is a global educational program that teaches students how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities in communities around the world. Networking Academy provides online courses, interactive tools, and hands-on learning activities to help individuals prepare for ICT and networking careers in virtually every type of industry. Since its inception in October 1997, more than a million students each year have been reached through more than 7,000 Cisco Academies in all 50 states, Washington D.C., Guam, American Samoa, and in 165 other countries.

The Cisco Certified Networking Associate (CCNA) series of courses are intended for CCNA examination preparation; to prepare individuals for further education/training; to complement courses/training in electronics, computer technology, and engineering; to provide practical hands-on exercises in computer network design, implementation and maintenance; and to prepare individuals for entry-level (learning-oriented) jobs in the computer networking field. The CCNA courses are:

CENT 140: Network Fundamentals
CENT 240B: Routing Protocols and Concepts
CENT 240C: LAN Switching and Wireless
CENT 241: Accessing the WAN

For more information about the CNA and courses, contact:
Jason Santos jhsantos@hawaii.edu (808) 934-2645
or visit http://cisco.netacad.net

Cooperative Vocational Education (CVE)

Faculty: See individual program faculty

CVE is an elective that is offered to all qualified students enrolled in vocational-technical programs and who, through a cooperative arrangement between the school and employers, receive part-time related instruction in the school and on-the-job training through part-time employment.

Alternating study in college with employment in private or public sectors is provided the two experiences being planned and supervised by HawCC and the employers contributes to the student's development in his or her chosen occupation.

Culinary Arts (CULN)

Faculty: P. Heerlein B. Hirata
A. Okuda B. Saiki
Cafeteria Manager: S. Dubczak

This program is designed to provide for entry-level employment in hotels, full-service restaurants, fast food restaurants, institutions (schools, hospitals, corrections, etc.) and private clubs. Accredited by the American Culinary Federation since July 2005.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply appropriate ethics for purchasing and receiving in the culinary industry.
- Demonstrate proper work attitudes and work habits.
- Demonstrate general knowledge of culinary departmental functions and their relationship.
- Demonstrate an understanding of the culinary industry business operations.
- Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation.
- Choose an appropriate career path based on industry knowledge or requirements.
- Apply appropriate etiquette, appearance, and hygiene as required by industry standards.
- Demonstrate skills necessary for acquiring a job in the culinary field.
- Integrate their knowledge of Hawai'i's culture and food into cuisine.
- Apply nutritional concerns to the creation of menus.

First Semester		CO	CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2	2
* Culn 112	Sanitation and Safety	2	2	2
* Culn 120	Fundamentals of Cookery	6	6	6
* Culn 170	Food and Beverage Purchasing	-	3	3
* Culn 160V	Dining Room Service/Stewarding (WH students only)	-	1	1
** Math 50H	Technical Math: Culinary Arts	-	3	-
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
	TOTAL	*10*	*17*	*17*

Second Semester		CO	CA	AAS
* Culn 115	Menu Merchandising	1	1	1
* Culn 131	Short Order Cookery	3	3	3
* Culn 140	Cold Food Pantry	4	4	4
* Culn 150	Fundamentals of Baking	4	4	4
* Culn 160V	Dining Room Service/Stewarding (WH students only)	-	1	1
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
** Eng	Eng 100 or Eng 102	-	-	3
	TOTAL	*12*	*16*	*16*

Third Semester		CO	CA	AAS
* Culn 130	Intermediate Cookery	-	7	7
* Culn 270	Food and Beverage Cost Control	-	-	5
* Culn 185††	Culinary Nutrition	-	-	3
HosT 290	Hospitality Management	-	-	3
	TOTAL	-	*7*	*18*

Fourth Semester		CO	CA	AAS
* Culn 160V	Dining Room Service/Stewarding (Hilo students only)	-	(2)	(2)
* Culn 220	Advanced Cookery	-	6	6
* Culn 240	Garde Manger	-	4	4
* Culn 252	Patisserie	-	-	4
Elective††	Cultural Environment (HwSt course recommended)	-	-	3
	TOTAL	-	*10*	*17*
	TOTAL	**22**	**50**	**68**

Credits in ( ) are optional
* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Meets requirements in Cultural, Natural, or Social Environment

Diesel Mechanics (DISL)

Faculty: M. Soares

This program prepares the student for employment as a skilled tradesperson who troubleshoots, maintains, and repairs various types of diesel engines, trucks, tractors, boats, and other heavy equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Function safely in a heavy equipment shop environment.
- Demonstrate ability to communicate effectively to gather and convey information.
- Apply theory and principles for proper diagnosis, repair, and maintenance in the heavy-duty truck equipment industry.
- Practice the minimum essential mental, physical, and behavioral skills necessary to maintain professional proficiency.
- Work collaboratively with others as well as independently.

First Semester		CA	AAS
* DiMc 20	Introduction to Diesel Engines	12	12
** Eng 100	Composition I	-	3
** Math 100	Survey of Math or higher (not Math 120)	-	3
	TOTAL	*12*	*18*

Second Semester		CA	AAS
* DiMc 30	Introduction to Electrical Systems	6	6
* DiMc 33	Introduction to Fuel Systems	6	6
Elective ††	Cultural Env., Natural Env., Social Env.	-	6
	TOTAL	*12*	*18*

Third Semester		CA	AAS
* DiMc 40	Introduction to Power Trains	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* DiMc 50	Heavy Duty Brakes, Steering, Suspension	6	6
* DiMc 55	Hydraulic and Hydrostatic Systems	6	6
DiMc 93V	CVE (optional)	-	-
	TOTAL	*12*	*12*
	TOTAL	**48**	**63**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Digital Media Arts (DMA)

Faculty: M. Hu V. Murakami

This certificate prepares students for work in the fields of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists. It provides professionals already in the field with updated technology training.

To receive a certificate, majors must earn a "C" or better in each course.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

Digital Media Arts Requirements		CO
Required courses:		
Art 112	Introduction to Digital Arts	3
Art 115	Foundation Studio: 2-D Design	3
Art 202	Digital Imaging	3
Art 209	Image in Motion Studio	3
Art 293	Internship	3
or		
Art 294	Practicum in Digital Arts	(3)
Ent 120	Starting a Small Business	3
Elective courses (choose one):		3
Art 101/101W	Introduction to the Visual Arts/WI	(3)
Art 107	Intro to Photography	(3)
Art 107D	Intro to Digital Photography	(3)
Art 113	Foundation Studio: Drawing	(3)
Art 125	Introduction to Graphic Design	(3)
Art 126	3D Computer Graphics I	(3)
Art 159	History of Communication Design	(3)
Art 212	Digital Animation	(3)
Art 225	Graphic Design II	(3)
Art 226	3D Computer Graphics II	(3)
Art 238	Interface Design	(3)
Art 246	3D Computer Graphics III	(3)
Art 248	Digital Post-Production	(3)
Art 249	Interface Design II	(3)
Art 257	Motion Graphic Design	(3)
Art 259	Narrative Game Design	(3)
Art 293	Internship (if not taken as a required course)	(3)
Eng 105	Reading Film	(3)
	TOTAL	**21**

Credits in ( ) are optional

Early Childhood Education (ECED)

Faculty: J. Smith
Children's Center Staff: C. Babagay, J. Puniwai, B. Pavao

This program is designed to provide attitudes, skills, and knowledge for people who work with young children and their families in a variety of early childhood programs. The Certificate of Competence (C.O.) or Certificate of Achievement (C.A.) prepares students for support roles in early childhood programs. An Associate in Science (A.S.) degree prepares students to be teachers or lead practitioners in early childhood programs.

Students taking Laboratory or Practicum courses are required to complete fingerprinting and pass the criminal history record checks.

This degree is fully articulated with the Bachelor of Arts in Social Science (with a concentration in Early Childhood Education) offered through the University of Hawai'i West O'ahu via Distance Education. Students interested in pursuing the BA degree with UH West O'ahu are encouraged to meet with an Early Childhood Education advisor their first semester.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use knowledge of child development and of individual children to create healthy, challenging learning environments, and experiences.
- Build respectful partnerships with children, families, colleagues, and communities.
- Build positive relationships and guide children through supportive interactions.
- Observe, document, and assess children's development and learning in partnerships with families.
- Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
- Use reflective practices to base decisions and actions on ethical and professional standards.
- Advocate for children and their families within the program.

General Education Requirements

Certificate of Achievement:

- Eng 21 or ESL 21 or Eng 102 or higher
- Eng 22 or (ESL 22G and ESL 22W) or Eng 100
- SpCo 51 or SpCo 151
- Math 22 or higher

Associate of Science Degree:

- Eng 100
- Eng 102 or higher
- SpCo 151
- Phil 110 or Math 100 or higher (Math 115 recommended)
- 3 credits Natural Environment electives (100 level or higher)
- 6 credits Social Environment electives (100 level or higher)
- 6 credits Cultural Environment electives (100 level or higher)
- 3 credits of General Electives (100 level or higher)

Graduating students must receive a grade of "C" or better in these courses in order to be awarded their certificate or degree: ECEd 105, ECEd 110, ECEd 131, ECEd 190 or ECEd 191, and ECEd 291.

First Semester		CO	CA	AS
* ECEd 105	Intro to Early Childhood Education	3	3	3
* ECEd 110	Developmentally Appropriate Pract.	3	3	3
* ECEd 131	Early Childhood Development: Theory into Practice	3	3	3
** Eng 100	Composition I	-	-	3
** Eng 102	College Reading Skills	-	-	3
GenEd	General Education Requirements	-	6	-
	TOTAL	*9*	*15*	*15*

Second Semester		CO	CA	AS
(Certificate of Competence requires ECEd 115 or 140 or 245)		3	-	-
ECEd 115	Health, Safety, and Nutrition for the Young Child	(3)	3	3
ECEd 140	Guidance of Children in Groups	(3)	3	3
ECEd 263	Language & Creative Exp. Curric.	-	-	3
or				
ECEd 264	Inquiry and Physical Curriculum	-	-	(3)
** SpCo 151	Introduction to Speech and Communications	-	-	3
GenEd	General Education Requirements	-	6	3
	TOTAL	*3*	*12*	*15*

Third Semester		CO	CA	AS
* ECEd 190 †	Early Childhood Laboratory	4	4	4
ECEd 245	Child, Family, and Community	(3)	3	3
ECEd 263	Language & Creative Exp. Curric	-	-	(3)
or				
ECEd 264	Inquiry and Physical Curriculum (whichever was not taken previously)	-	-	3
GenEd	General Education Requirements	-	-	6
	TOTAL	*4*	*7*	*16*

Fourth Semester		CO	CA	AS
* ECEd 291	Early Childhood Practicum II	-	-	4
GenEd	General Education Requirements	-	-	9
Elective	General Elective	-	-	3
	TOTAL	-	-	*16*
	TOTAL (minimum)	**16**	**34**	**62**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
† ECEd 191 - Early Childhood Practicum I may be substituted for ECEd 190 only when ECEd 190 is not available and with instructor's consent.

The HawCC Children's Center, located on the Manono campus, provides a setting for early childhood students to gain practical experience with young children. The Center provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from HawCC and UHH. Community children are accepted on a space available basis. The Center offers a high quality developmental approach to early education with qualified staff. Early childhood students work and study in the Center, under the guidance and supervision of early childhood faculty and staff. The Center is accredited by the National Association for the Education of Young Children.

Electrical Installation and Maintenance Technology (EIMT)

Faculty: R. Dela Cruz P. Pajo

This program prepares students for employment with electrical appliance shops, utility companies, and electrical construction, and maintenance companies. Learning will center on planning, designing, constructing, installing, and maintaining electrical wiring and equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Accurately demonstrate entry-level skills in residential, commercial, and industrial electrical installation and maintenance.
- Practice safety on the job and recognize potential hazards.
- Interpret and comply with the National Electrical Code NFPA 70 book and local codes.
- Read and interpret all sections of blueprints and draft electrical circuits.
- Integrate carpentry, masonry, plumbing, and HVACR systems with electrical installation and maintenance.
- Produce take-off lists, perform layout, and install new materials for existing and new projects.
- Think critically, do research, calculate minimum requirements, and solve problems.
- Demonstrate the qualities of an apprentice electrician: positive attitude and behavior, discipline, promptness and attendance, ability to work alone or with others, with cultural awareness, and good communication skills.

Entry Requirements

• Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 51 (or "C" or better in 22)
Reading	Eng 21 or ESL 21

First Semester			CA	AAS
*	EIMT 20	Interior Wiring	12	12
	Blpr 22	Blueprint Reading and Drafting	3	3
**	Math 51	Algebra Topics for Electricity	3	3
		TOTAL	*18*	*18*

Second Semester			CA	AAS
*	EIMT 22	Electricity Theory and Practice	12	12
	Blpr 30C	Blueprint Reading for Electricians	3	3
**	Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
	Eng 102	College Reading Skills	-	3
		TOTAL	*18*	*18*

Third Semester			CA	AAS
*	EIMT 41	Commercial Wiring	12	12
	Elective ††	Natural Environment (numbered 100 or above, Phys recommended)	-	3
**	Math 100	Survey of Math or higher (not Math 120)	-	3
		TOTAL	*12*	*18*

Fourth Semester			CA	AAS
*	EIMT 43	Industrial Wiring	12	12
	Elective ††	Cultural Environment	-	3
	Elective ††	Social Environment	-	3
		TOTAL	*12*	*18*
		TOTAL	**60**	**72**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Electronics Technology (ET)

Faculty: B. Michels

This program prepares students for employment in telecommunications, medical electronics, computers, and consumer electronics. The electronic technician fabricates, installs, maintains, and repairs electronic equipment.

Students applying to the electronics program should have two years of high school math including geometry or algebra, and two years of high school science including chemistry or physics.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Specify, design, build, install, program, operate, troubleshoot, analyze, and modify electronics systems, automated test, and manufacturing control systems.
- Specify, install, program, operate, troubleshoot, and modify computer systems.
- Have effective written, interpersonal, presentation, and team building skills.
- Have the necessary leadership and management skills to effectively complete a project.
- Have a well-developed sense of work ethics and personal discipline to succeed in their chosen profession.
- Have attitudes, abilities, and skills required to adapt to rapidly changing technologies and a desire for life-long learning.

Entry Requirements

• Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 24 or Math 66
Reading	Eng 21 or ESL 21

First Semester			CA	AAS
*	Etro 120	Electronics I	5	5
*	Etro 120L	Electronics I Lab	2	2
*	Etro 121	Electronics Fabrication and Assembly	2	2
*	Etro 121L	Electronics Fabrication and Assembly Lab	-	2
**	Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
**	Math 66	Trig & Alg Topics for Drafting/Electronics	4	-
**	Math 100	Survey of Math or higher (not Math 120)	-	3
		TOTAL	*16*	*14*

Second Semester			CA	AAS
*	Etro 122	Electronics II	5	5
*	Etro 122L	Electronics II Lab	2	2
*	Etro 143	Digital Electronics	3	3
*	Etro 143L	Digital Electronics Lab	1	1
*	Etro 160	Laser Safety and Applications	1	1
*	Etro 161	Introduction to Optics and Photonics	3	3
	Elective ††	Social Environment	-	3
		TOTAL	*15*	*18*

Third Semester			CA	AAS
*	Etro 257	RF Communications	2	2
*	Etro 280	Microprocessor Arch, Prog & Interfacing	3	3
*	CENT 140	Network Fundamentals	-	3
*	CENT 240B	Routing Protocols and Concepts	-	3
**	Eng 100	Composition I	-	3
	Elective ††	Natural Environment	-	3
		TOTAL	*5*	*17*

Fourth Semester		CA	AAS
* Etro 166	Introduction to Fiber Optics	3	3
* Etro 287	Computer Systems and Networking	3	3
* Etro 287L	Computer Systems and Networking Lab	1	1
* CENT 240C	LAN Switching and Wireless	-	3
* CENT 241	Accessing the WAN	-	3
Elective ††	Cultural Environment	-	3
	TOTAL	*7*	*16*
	TOTAL	**43**	**65**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Optics Technology Certificate of Competence

Etro 160	Laser Safety and Applications	1
Etro 161	Introduction to Optics and Photonics	3
Etro 166	Introduction to Fiber Optics	3
	TOTAL	**7**

Network Technology Certificate of Competence

CENT 140	Network Fundamentals	3
CENT 240B	Routing Protocols and Concepts	3
CENT 240C	LAN Switching and Wireless	3
CENT 241	Accessing the WAN	3
	TOTAL	**12**

Environmental Studies Academic Subject Certificate (ASC-ENVS)

Faculty: P. Scheffler

The Environmental Studies Academic Subject Certificate, within the Liberal Arts degree, will provide a focus on issues concerning our environment. Some issues are unique to Hawai'i while some are global.

In order to allow students to study environmental issues from many different angles, the curriculum of this certificate is based on an interdisciplinary approach to Environmental Studies and includes courses from Humanities, Natural Sciences, and Social Sciences.

Residency and Transfer credit:

Credits may transfer from another college for courses equivalent to the ones listed in the curriculum.

Requirements

1. **Credits Required:** A minimum of 16 credits is required to receive the ESASC.
2. Earn a "C" or better in each course.

Core Requirements (7 credits)

- Sci 124 Introduction to Environmental Science
- Sci 124L Intro to Environmental Science Lab
- Ag 190V Internship

or

SSci 250 Environmental Issues

Subject Areas (9 credits)

Plus one (1) course from each of the subject areas below:

Life Sciences (3 credits)

- BioC 241 Fundamentals of BioChemistry
- Biol 101 General Biology
- Biol 156 Natural History of the Hawaiian Islands
- Biol 171 Introductory Biology I
- Bot 101 General Botany
- Bot 130 Plants in Hawaiian Environment
- Zool 101 Principles of Zoology

Physical Sciences (3 credits)

- Chem 100 Chemistry for Non-Science Majors
- Chem 151 Elementary Survey of Chemistry
- Geog 101 Geography and the Natural Environment
- Geog 122 Geography of Hawai'i
- Ocn 201 Science of the Sea
- Ocn 205 Intermediate Oceanography

Social Sciences (3 credits)

- Econ 120 Principles of Economics
- Geog 102 World Regional Geography
- Phil 120 Science, Technology and Values
- PolS 110 Introduction to Political Science
- Soc 100 Survey of General Sociology
- Soc 218 Social Problems and Social Issues
- SSci 111 Humanity, Society, and Technology
- SSci 150 Ecology and Society

Fire Science (FS)

Faculty: J. Minassian

The Fire Science Program prepares individuals with the academic knowledge for entry employment in the Fire Service field as well as meeting the needs of in-service professionals.

Upon completion of this program, students will have the knowledge to prepare for a career with federal, state and local fire and emergency service agencies, with an emphasis on Structural Fire Fighting, Wildland Fire Suppression, Hazardous Materials Incidents, Fire Prevention and Investigation, Crash and Rescue, Fire Management and Administration, and the Incident Command System.

After earning the Associate in Science (A.S.) Degree, students have the opportunity to pursue a Bachelor's Degree in Fire

Administration from Colorado State University (CSU) through distance learning. See Program Faculty for a list of courses that will transfer to CSU.

Health and physical requirements vary with different employers in the Fire Service field, so prospective students should seek advice before enrolling.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Meet the minimum academic training requirements of the National Fire Protection Association's (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications (Fire Fighter I).
- Perform as fully qualified wildland firefighters (FFT2) in accordance with National Wildfire Coordinating Group PMS 310-1 standards.
- Utilize the Incident Command System to manage a wide variety of planned and un-planned incidents.
- Demonstrate knowledge of modern fire service strategies, tactics, and management for both structural and wildland fire incidents.
- Meet the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the Awareness and Operational Levels.
- Apply the principles of interpersonal communication, cooperative teamwork, supervision, and management for leadership in the fire service.
- Apply the theoretical principles of the chemistry of fire and hydraulics to solve water supply problems.

First Semester		**CA**	**AS**
Fire 101	Essentials of Fire Suppression	3	3
Fire 101L	Essentials of Fire Suppression Lab	1	1
Fire 151	Introduction to Wildland Fire Control	3	3
Fire 156	Incident Command System	3	3
** Eng 100	Composition I (or Eng 215)	-	3
** Math	Math 100 or higher	-	3
	TOTAL	*10*	*16*

Second Semester		**CA**	**AS**
Fire 153	Advanced Wildland Firefighting	3	3
Fire 157	Intermediate Wildland Fire Behavior	3	3
Chem 100 ††	Chemistry and Society (or Chem 151)	-	3
Chem 100L ††	Chemistry and Society Lab (or Chem 151L)	-	1
ICS 100	Computing Literacy and Applications (or ICS 101)	-	3
Nurs 110	Introduction to Medical Terminology	-	2
	TOTAL	*6*	*15*

Summer		**CA**	**AS**
	Student Temporary Employment Program (Optional)	-	-
	TOTAL	-	-

Third Semester		**CA**	**AS**
Fire 202	Fire Hydraulics	3	3
Fire 212	Firefighting Strategies and Tactics	3	3
Fire 215	Wildland/Urban Interface Operations	3	3
Biol 141 ††	Human Anatomy and Physiology I	-	3
Biol 141L ††	Human Anatomy and Physiology I Lab	-	1
Elective †	Social Environment	-	3
	TOTAL	*9*	*16*

Fourth Semester		**CA**	**AS**
Fire 207	Hazardous Material Awareness/Operation	3	3
Fire 210	Fire Administration	3	3
Fire 217	Firefighter Life Safety	3	3
Biol 142 ††	Human Anatomy and Physiology II	-	3
Biol 142L ††	Human Anatomy and Physiology II Lab	-	1
SpCo 251††	Public Speaking (or SpCo 260††)	-	3
	TOTAL	*9*	*16*
	TOTAL	**34**	**63**

** Meets competency requirement in mathematics or communications
† Any Social Environment elective numbered 100 or above.
†† Meets Cultural Env. or Natural Env. requirement.

Hawai‘i Life Styles Academic Subject Certificate (ASC-HLS)

The Hawai‘i Life Styles ASC supports students interested in exploring and experiencing Native Hawai‘i Life Styles. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at HawCC. The curriculum provides a strong, functional Hawai‘i Life Styles foundation.

General Information

Students seeking the HLS ASC must receive a grade of "C" or better in all courses. The listed requirements are subject to change. For the latest information, please visit the website, www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

Kekuhi Keali‘ikanaka‘ole	(808) 934-2616
Taupōuri Tangarō	(808) 934-2575
Leialoha Ilae-Kaleimamahu	(808) 934-2605
Manaiakalani Kalua	(808) 934-2606
Kanoe Lambert	(808) 934-2613
Melanie Marciel	(808) 934-2607
Ryan McCormack	(808) 934-2602
Noe Noe Wong-Wilson	(808) 934-2610
Kalani Flores	(808) 969-8875 (West HI)
Pua Lincoln Maielua	(808) 969-8875 (West HI)

Requirements

1. **Credits Required:** A minimum of 12 credits is required to receive the HLS ASC.
2. A minimum of 6 credits must be completed at HawCC.
3. **Minimum GPA Required:** A minimum cumulative GPA of 2.0 is required.

Language Requirements (4 cr)

Choose 1:

- Haw 101 Elementary Hawai‘i Language I
- Haw 102 Elementary Hawai‘i Language II
- Haw 201 Intermediate Hawai‘i Language I
- Haw 202 Intermediate Hawai‘i Language II

Core Requirements (8 credits)

Required (3 credits)

- HwSt 100 Piko Hawai‘i

Plus choose from the following (5 credits required)

- HwSt 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 201, 204, 206

Hawai‘i Life Styles, Hula Track (HLS-HULA)

This degree has been deleted.

Hawai‘i Life Styles, Lawai‘a Track (HLS-LAWA)

This degree has been deleted.

Hawai‘i Life Styles, Mahi‘ai Track (HLS-MAHI)

This degree has been deleted.

Hawaiian Studies (AA-HWST) Associate in Arts Degree

Faculty:	E. Flores (WH)	L. Ilae-Kaleimamahu
	M. Kalua	K. Keali‘ikanaka‘ole
	T. Tangarō	M. Wong-Wilson
	B. Lincoln Maielua (WH)	
Staff:	M. Burnett	S. Chin
	K. Lilly	N. Tagab-Cruz
	U. Van Blarcom	

A two-year Baccalaureate direct transfer liberal arts degree consisting of 62 semester credits at the 100 and 200 levels. The Associate in Arts in Hawaiian Studies is designed for students who are preparing to transfer to a four-year college or university and who have an interest in achieving a qualification that would be beneficial in the workforce or other areas of study where a foundational knowledge of the Native Hawaiian host culture can complement their worldview.

General Information

Students interested in transferring or enrolling in the AA-HWST program are encouraged to meet with a Counselor:

Native Hawaiian Program Counselor	
Melanie Marciel	(808) 934-2607
Hālaulani Transfer and Career Guidance Counselor	
Jeanne Battalones	(808) 934-2615
Kanoe Lambert	(808) 934-2613
Warren Walker	(808) 934-2612
Counseling Office	(808) 934-2720

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
- Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences, in academics and in other professional endeavors.
- Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

To earn the Associate in Arts in Hawaiian Studies Degree from HawCC, a student must meet the following requirements:

1. Credits Required: A total of 62 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 12 HawCC credits must be completed
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading), 100 (Writing)
- SpCo 151 or 251†

Logical Reasoning (3 credits):

- Math 100 or higher (not Math 120) or Phil 110

World Civilization (6 credits):

- Hist 151† or 153†; and Hist 152† or 154†

Writing Intensive:

- One WI course with a "C" or better grade

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Hawaiian Language and Hawaiian Studies Requirements (14 credits)

Hawaiian Language (8 credits):

- Haw 101, 102

Hawaiian Studies (6 credits):

- HwSt 104, 107

Area Requirements (30 credits)

Humanities: (4 credits):

- HwSt 100, 103

Humanities specialization: (choose one group)

- Hula (13 credits): 130, 131, 230, 231
- Mahi'ai *(13 credits): 140, 141, 260, 261
- Lawai'a *(13 credits): 150, 151, 260, 261
- Kapuahi Foundations (13 credits, at least 2 courses must be at the 200-level): Haw 201, 202, HwSt 101, 102, 103, 105, 106, 119, 140, 141, 150, 151, 201, 204, 206, 260, 261

*The Mahi'ai and Lawai'a specializations will be phased out.

***Natural Science*:** Seven (7) credits: six (6) credits with one course from Group 1, and the other course from either Group 2 or Group 3. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: *Biological Sciences*

- Ag 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: *Physical Sciences*

- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

Group 3: *Other Sciences*

- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

***Social Sciences*:** Six (6) credits from at least two different alphas:

- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Hospitality and Tourism (HOST)

Faculty: J. Lightner (WH)

The Hospitality and Tourism program is designed to provide job training for entry-level and first line supervisory level positions in the hospitality/visitor industry. Offering educational training in the field of hospitality/visitor industry will ensure a skilled pool of workers is continuously available to meet the industry's employment demand on the Island of Hawai'i. Additionally, making a career path possible to local workers strengthens the human assets of our community. The program was established to:

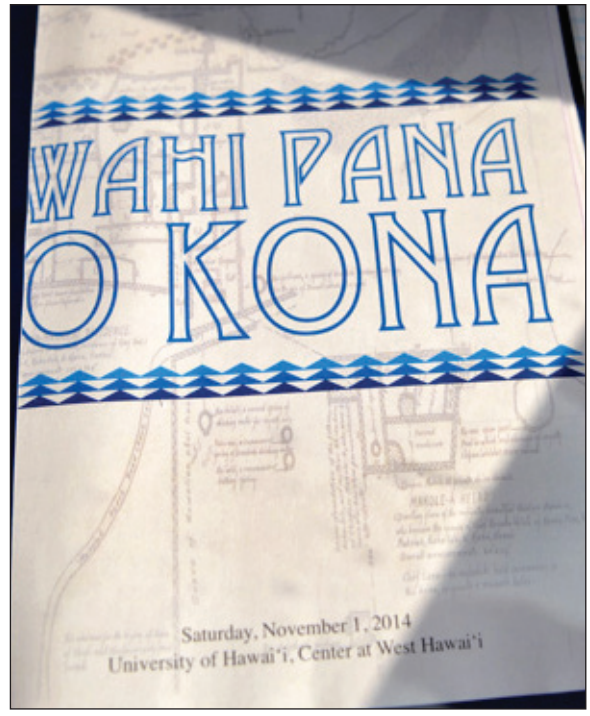
- Meet the growing needs of the hotels and related hospitality/visitor organizations by training existing and future employees in basic skills needed to obtain entry-level and supervisory positions.
- Provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.
- Develop skills in verbal and written communication.
- Develop skills in distance learning that will promote lifelong learning.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Effectively and purposely use verbal and nonverbal language about Hospitality and Tourism topics with confidence, and appropriate to the audience.
- Use critical thinking skills to effectively synthesize and evaluate information from assigned readings and articles through written memos, reports, reflective notes, and essay exams.
- Conduct presentation projects that include Internet research and visual media.
- Interact with others through team-building speeches and visual-oral presentations, which are designed to promote teamwork solutions and teach teamwork principles. Values such as respect for diversity, the need for fairness, empathy, and human dignity are stressed.
- Demonstrate self-management related to the Hospitality Industry through practices that promote physical, mental, and emotional health.

First Semester			CO	CA	AAS
	HosT 100	Career & Customer Service Skills	3	3	3
	HosT 101	Intro to Hospitality and Tourism	3	3	3
	HosT 150	Housekeeping Operations	3	3	3
	HosT 152	Front Desk Operations	3	3	3
**	SpCo 151	Intro to Speech & Communication	3	3	3
		TOTAL	*15*	*15*	*15*



Second Semester			CO	CA	AAS
	HosT 154	Food and Beverage Operations	3	3	3
	HosT 193V	Cooperative Education	-	3	3
	HosT 258	Hospitality Marketing	-	3	3
	HosT 260	Hospitality Law	-	3	3
	HosT 290	Hospitality Management	-	3	3
		TOTAL	*3*	*15*	*15*

Third Semester			CO	CA	AAS
**	Acc 130	Hospitality Accounting I (or Acc 124 or 201)	-	3	3
	Eng 100	Composition I	-	3	3
	HwSt 101	Hawai'i Culture I: 'Aikapu (or any 3-credit HwSt class)	-	3	3
	HosT 265	Tourism and Destination Planning	-	-	3
	HosT 261	Meeting, Convention Management	-	-	3
**	Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
		TOTAL	-	*9*	*18*

Fourth Semester			CO	CA	AAS
	Bus 120	Principles of Business	-	-	3
	Computer Literacy	ICS 100, ICS 101, or Busn 150	-	-	3
	HosT 293V	Cooperative Education	-	-	3
	HosT 295	Hospitality Capstone	-	-	3
	Elective	Social Environment †† (numbered 100 or higher)	-	-	3
	Elective	Natural Environment †† (numbered 100 or higher)	-	-	3
		TOTAL	-	-	*18*
		TOTAL	**18**	**39**	**66**

** Meets competency requirement in mathematics or communications
†† Meets Cultural Env. or Natural Env. requirement.

Human Services (HSER)

Faculty: S. Claveria

This certificate prepares students for entry- and mid-level entry employment in such diverse settings as group homes and halfway houses; correctional, developmentally delayed, and community mental health centers; family, child and youth agencies; and programs concerned with special needs such as alcoholism, drug abuse, family violence, homelessness, and aging.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Portray a respectful attitude harmonizing with place, culture, and diverse perspectives, through a reflection of values and self awareness.
- Evaluate employment and educational opportunities through a comprehensive awareness of the function of Human Services in the community.
- Utilize communication skills and implementation strategies to assess the multiple causes of social issues and concerns.

To receive a certificate, HSER majors must earn a "C" or better in each HSER course.

Human Services Requirements		CO
HSer 110	Introduction to Human Services	3
HSer 193	Human Services Practicum I	3
HSer 293	Human Services Practicum II	3
Psy	Psy 100 or 170	3
Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	3
Soc. Env. option courses approved by HServ. Coordinator		6
	TOTAL	**21**

Information Technology (IT)

Faculty: A. Brown

The Information Technology program is a career-laddered, competency-based program that provides training in the use and support of business-related computer systems, data communication networks (including local area networks), and the development of business computer information systems programs using procedural, event-driven and object-oriented programming techniques.

The program includes a combination of business, computer, and information technology courses. Campus-based computer and networking projects, faculty supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in computer support, programming, network administration, or systems development in a business information technology system. The program focuses on computers and information technology as tools to solve business problems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Information Systems - Plan, develop, and implement the hardware, software, and procedural components of a data processing system in a business environment.
- Networking - Plan, develop, and implement the hardware, software, and procedural components of a data communications system in a business environment.
- Programming - Plan, develop, implement, and document computer programs that meet the data processing requirements of a business organization.
- Productivity - Work independently and cooperatively to deliver reports, programs, projects, and other deliverables that document a business organization's information technology requirements.
- Legal/Ethical/Professional - Base decisions and actions on the legal, ethical, and professional guidelines and practices of the information technology field.
- Explore - Demonstrate the ability to search, analyze, and synthesize current information and solutions in the rapidly changing information technology profession.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 22 or 24		Math 26
Reading	Eng 21 or ESL 21		Eng 102

First Semester		CA	AS
ICS 101	Digital Tools for the Information World	4	4
ITS 103	Introduction to the Programming Process	4	4
ITS 104	Computer Hardware Support	4	4
Acc 201	Intro to Financial Accounting	3	3
** Eng 102	College Reading Skills	3	3
	TOTAL	*18*	*18*

Second Semester			CA	AS
	ITS 108	Computer Software Support	3	3
	ITS 118	Visual Programming for Busn Applications	4	4
	ITS 121	Computing Topics	3	3
**	Eng 100	Composition I	3	3
**	Math 100	Survey of Mathematics or higher	3	3
		TOTAL	*16*	*16*

Third Semester			CA	AS
	ITS 151	Applied Database Programming in an Object Oriented Environment	-	4
	ITS 215	Network Administration	-	4
	ITS 218	Help Desk Support	-	3
**	SpCo 151	Intro to Speech and Communication	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.†	-	3
		TOTAL	-	*17*

Fourth Semester			CA	AS
	ITS 293	IT Program Internship	-	3
	ITS 221	Advanced Computing Topics	-	3
	ITS 284	Data Communications Fundamentals	-	3
	Electives ††	Cultural Env., Natural Env., Social Env.†	-	6
		TOTAL	-	*15*
		TOTAL	**34**	**66**

Additional Requirements

- Earn a "C" or better in all ICS and ITS courses.
- Earn an overall GPA of 2.0 or better.

** Meets competency requirement in mathematics or communications
† Any Social Environment elective other than ICS 100.
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env. All elective courses must be numbered 100 or above.

Computer Support Certificate of Competence

	ICS 101	Digital Tools for the Information World	4
	ITS 104	Computer Hardware Support	4
	ITS 108	Computer Software Support	3
		TOTAL	**11**

Liberal Arts (AA-LBRT)
Associate in Arts Degree

Faculty: M. Bader, L. Brezinsky, S. Cline (WH), T. Dean (WH), D. D'Haenens-Luker, S. Giordanengo, M. Hu, B. Jones, R. Kalauli, M. Kalua, K. Kealiʻikanakaʻole, M. Larish, B. Lincoln Maielua, J. Marlow, C. Mospens, C. Naguwa, N. Rodriquez, K. Sato, P. Scheffler, K. Sims (WH), O. Steele, J. Stradtmann-Carvalho, D. Tsugawa, M. Wong-Wilson, R. Brashear-Kaulfers, S. Claveria, T. Cravens (WH), S. Dansereau, E. Flores (WH), C. Hoffman (WH), L. Ilae-Kaleimamahu, L. Jones (WH), D. Kalei, L. Kaluna, G. Kimura, B. Laurich, C. Marlow, D. Moore, V. Murakami, T. Nahm-Mijo, D. Salvador, J. Savage, J. Schumaker, J. Smith, W. Sugikawa, T. Tangarō, C. Wilcox-Boucher

The Associate in Arts degree Program, also referred to as the Liberal Arts (LBRT) Program, is designed for students who are preparing themselves to transfer to a four-year college or university.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- Critical Reading - Read critically to synthesize information to gain understanding.
- Critical Thinking - Make informed decisions through analyzing and evaluating information.
- Information Competency - Retrieve, evaluate, and utilize information.
- Technological Literacy - Employ computer technology to perform academic and professional tasks.
- Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- Ethics - Articulate and demonstrate knowledge of ethical behavior and the process of ethical decision-making.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from HawCC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 12 credits must be completed at HawCC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):
- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):
- Math 100 or higher or any Math course that meets GE Quantitative Reasoning

World Cultures (6 credits):
- Hist 151†
- Choose 1: Hist 152† or Anth 200† or Geog 102†

Graduation Requirements

Writing Intensive:
- One WI course with a "C" or better grade

Asian/Pacific Culture:
- One three-credit course (see list of choices below)

Area Requirements (19 credits)

***Humanities*:** Six (6) credits in 2 different groups:

Asian/Pacific Culture (3 credits):
- Art 227
- Asan 120†, 121†, 122†
- Eng 257A
- Hist 153, 154, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Phil 102
- Rel 152
- SpCo 233

Humanities (3 credits):
- Art 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 212, 214, 217, 223, 225, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Dnce 153, 185, 190V, 256† (see ECEd 256), 285, 290V
- ECEd 256† (see Dnce 256)

(continued on next column)

- Eng 103, 105, 204, 205†, (see Jour 205), 215, 255, 256, 257E
- Haw 101, 102, 201, 202
- Hist 120, 151†, 152†, 274, 281, 282
- Hum 100, 160† (see SSci 160), 275† (see Psy 275)
- Jour 205† (see Eng 205)
- Jpns 101, 102
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 120, 211, 213, 255
- Rel 150, 151, 153
- SpCo 231, 251†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

***Natural Science*:** Seven (7) credits: six (6) credits with one course from each of Groups 1 and 2. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: *Biological Sciences*
- Ag 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: *Physical Sciences*
- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

Group 3: *Other Sciences*
- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

***Social Sciences*:** Six (6) credits in 2 different alphas:
- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200†, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102†
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110

(continued on next page)

- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at HawCC or transferred in to HawCC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material, and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100. Completion of one WI course with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at HawCC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three Writing Intensive courses at HawCC.

Liberal Arts/Associate in Arts with a Business Emphasis (LBRT)

A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo - College of Business and Economics (COBE) and Hawai'i Community College (HawCC) to allow students who have earned the Liberal Arts (Associate in Arts) Degree with a Business emphasis to transfer to COBE to earn a baccalaureate degree in Business.

Students declare LBRT as a major and follow the basic requirements for the LBRT degree with the exception of certain prescribed classes listed below.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 135 or 205 or 206

World Cultures (6 credits):

- Hist 151†
- Choose 1: Hist 152† or Anth 200† or Geog 102†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Asian/Pacific Culture:

- One three-credit course (see LBRT listing)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Area Requirements (19 credits)

***Humanities*:** Six (6) credits in 2 different groups (see complete LBRT listing):

- *Asian/Pacific Culture* (3 credits)
- *Humanities* (3 credits)

***Natural Science*:** Seven (7) credits: six (6) credits with one course from each of Groups 1 and 2. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course (see complete LBRT listing):

- *Group 1: Biological Sciences* (3 credits)
- *Group 2: Physical Sciences* (3 credits)

***Social Sciences*:** Six (6) credits in 2 different alphas (see complete LBRT listing):

- Econ 130 or 131
- Anth 200† or Psy 100 or Soc 100

Business Emphasis Electives (11 credits)

- Acc 120, 201, 202
- Bus 120, Busn 150, ICS 101, Bus 240 (UHH), Eng 209W (UHH)
- Econ 130, 131
- Math 115

Electives (12 credits)

Machine, Welding and Industrial Mechanics Technologies (MWIM)

Faculty: D. Miyashiro M. Chun

This program prepares the student for employment in the metalworking and mechanical/maintenance trades. Employment may be in construction, food processing, manufacturing, utilities, astronomical observatories, or related industries. The job requires good physical health, above average eye/hand coordination, mechanical reasoning, and good form perception and spatial relationship. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings, and systems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate mechanical reasoning; form perception and spacial relations; numerical reasoning and communication skills as a part of the basic entry-level skills and knowledge to gain employment in the Machining, Welding, Industrial Mechanics or related fields.
- Demonstrate the attributes of a good employee; good safety practices; positive work ethics; working collaboratively or independently under supervision; an awareness of hazardous materials and a responsibility for the orderliness and cleanliness of the workplace.
- Demonstrate eye and hand coordination and dexterity in the proper set-up and use of the basic machine tools and equipment; metalworking equipment; the common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery.
- Demonstrate the applications of and the ability to use the common hand tools; layout tools; measuring tools; precision measuring tools; common cutting and forming tools, tools used with the common fasteners and specialty tools, and the common metalworking and mechanic tools.
- Demonstrate form perception and spatial relations in the applications of geometric construction; the three common methods of pattern development; industrial practices in framing and structural fabrication; practices in welding joint design and joint preparation and the common machine shop operations and practices.
- Demonstrate the skills of a life-long learner; the ability to read blueprints; knowledge of metals and the common materials and supplies; the ability to do the work related math; and the ability to communicate and read technical resources.

First Semester		**CO**	**CA**	**AAS**
* MWIM 42	Intro to Machine and Welding	8	8	8
* MWIM 45	Intro to Arc Welding	4	4	4
** Eng 100	Composition I	-	-	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
	TOTAL	*12*	*12*	*18*

Second Semester		**CO**	**CA**	**AAS**
* MWIM 55	Interm Welding & Qual Procedures	4	4	4
* MWIM 52	Sheet Metal Machining	-	8	8
Blpr 30D	Blpr Reading for Machine Trades I	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	*4*	*15*	*18*

Third Semester		**CO**	**CA**	**AAS**
* MWIM 62	Lathe Facing and Knurling	-	4	4
* MWIM 65	Advanced Welding	-	8	8
Blpr 30B	Blueprint Reading for Welders	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	-	*15*	*18*

Fourth Semester		**CO**	**CA**	**AAS**
* MWIM 72	Intro to CNC Milling	-	4	4
* MWIM 75	Special Process Welding & Rigging	-	8	8
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	-	*12*	*15*
	TOTAL	**16**	**54**	**69**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Marketing (MKT)

Faculty: A. Chan D. Kawa'auhau

This program is designed for students planning a career in the field of merchandising/marketing. The competency-based curriculum is designed to prepare students for positions such as sales associate, stock clerk, display person, account assistant, assistant buyer, marketing assistant, and assistant manager and to provide basic training for possible advancement to management positions.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Synthesize principles and concepts of marketing in developing a marketing plan.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.
- Develop the ability to think strategically as an individual and effective team member.
- Demonstrate work attitude and appearance consistent with professional practices.
- Develop current technology skills and the ability to utilize those skills in real world situations.
- Develop an understanding of evolutionary globalization and the technological advancements associated with the dynamic business environment.

First Semester			CA	AAS
	Mkt 120	Principles of Marketing	3	3
	Busn 121	Introduction to Word Processing (or Busn 123)	3	3
	Busn 150	Intro to Business Computing (or ICS 101)	-	3
	Elective	Cultural Environment	-	3
**	SpCo	SpCo 130 or 151	-	3
		TOTAL	*6*	*15*

Second Semester			CA	AAS
	Mkt 130	Principles of Retailing	3	3
	Busn 89	Electronic Calculating	1	1
	Busn 164	Career Success	3	3
	ECom 100	Introduction to E-Commerce	3	3
	Elective	Choose one of the following: Busn 170, Ent 120, Mkt 158, or Mkt 292 (if not taken as a required course)	-	3
	Eng 100	Composition I	-	3
		TOTAL	*10*	*16*

Third Semester			CA	AAS
	Mkt 151	Principles of Customer Service	3	3
	Mkt 157	Principles of Web Design I	3	3
	Bus 120	Principles of Business	-	3
**	Busn 189	Business Mathematics	-	3
	Mgt 124	Principles of Supervision	-	3
		TOTAL	*6*	*15*

Fourth Semester			CA	AAS
	Mkt 185	Principles of E-Marketing	3	3
	Mkt 193V	Cooperative Vocational Education (or Mkt 292)	3	3
	Busn 166	Professional Employment Preparation	1	1
	Mkt 121	Marketing Topics	-	3
	Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	3
	Elective	Natural Environment	-	3
		TOTAL	*7*	*16*
		TOTAL	**29**	**62**

** Meets competency requirement in mathematics or communications

A cumulative 2.0 GPA in the Major Course Requirements category must be earned for graduation. In addition, an overall cumulative 2.0 GPA is required for graduation.

Business Essentials Certificate of Competence

**	Busn 189	Business Mathematics	3
	Busn 150	Intro to Business Computing (or ICS 101)	3
	Eng 100	Composition I	3
	SpCo 151	Intro to Speech and Communication	3
		TOTAL	**12**

Business Foundations Certificate of Competence

Busn 164	Career Success	3
Mkt 151	Principles of Customer Service	3
	TOTAL	**6**

Entrepreneurship Certificate of Competence

Acc 120	College Accounting I	3
Busn 150	Intro to Business Computing (or ICS 101)	3
Busn 189	Business Mathematics	3
Ent 120	Starting a Small Business	3
Mgt 124	Principles of Supervision	3
Mkt 120	Principles of Marketing	3
	TOTAL	**18**

Retail Foundations Certificate of Competence

Busn 164	Career Success	3
Mgt 124	Principles of Supervision	3
Mkt 130	Principles of Retailing	3
	TOTAL	**9**

Natural Science (NSCI)

Faculty: L. Brezinsky

This Associate in Science Degree program prepares students to transfer to 4-year institutions in STEM (Science, Technology, Engineering and Mathematics) related fields. Hawai'i Community College offers two ASNS tracks: Biological Science and Physical Science. For more information, contact Laura Brezinsky by e-mail (laura@hawaii.edu).

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen concentration.

Biological Science (NSCI-BSC)

First Semester		AS
Biol 171	Introductory Biology I	3
Biol 171L †	Introductory Biology I Lab	1
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
Math 205	Calculus I	4
	TOTAL	*15*

Second Semester		AS
Biol 172	Introductory Biology II	3
Biol 172L †	Introductory Biology II Lab	1
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 100	Composition I	3
Electives ††	Natural Environment	4
	TOTAL	*15*

Third Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
SpCo 251	Public Speaking	3
Electives ††	Natural Environment	3
	TOTAL	*15*

Fourth Semester		AS
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	6
	TOTAL	*15*
	TOTAL	**60**

† All labs should be taken in-person.
†† All elective courses must be numbered 100 or above.

Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.

Physical Science (NSCI-PSC)

First Semester		AS
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
Math 205	Calculus I	4
Electives ††	General Electives	3
	TOTAL	*14*

Second Semester		AS
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
Math 206	Calculus II	4
Electives ††	Natural Environment	3
	TOTAL	*16*

Third Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Eng 100	Composition I	3
Phys 171	General Physics II	3
Phys 171L †	General Physics II Lab	1
Electives ††	Natural Environment	4
	TOTAL	*15*

Fourth Semester		AS
SpCo 251	Public Speaking	3
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	3
	TOTAL	*15*
	TOTAL	**60**

† All labs should be taken in-person.
†† All elective courses must be numbered 100 or above.

Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.

Nursing and Allied Health Programs

Faculty: E. Cremer, K. Kotecki, S. Moran, P. Pieron, C. Griswold, L. Miguel, K. O'Leary, C. Puntil

How to Apply for Admission to the Associate in Science Degree (NURS) Program and/or the Practical Nursing (PRCN) Program for Fall 2016

Students are admitted to the nursing programs once each year and start their program in the Fall semester. Students may apply to more than one program (A.S. in Nursing or C.A. in Practical Nursing) and/or location (A.S. in Hilo or A.S. in West Hawai'i). The application procedure is as follows:

1. Complete a separate Intent to Apply to a Nursing Program form for each program by January 15. The form can be found online at www.hawaii.hawaii.edu/nursing
   Forms that are submitted after the January 15 deadline will be considered late. Late applications are considered for admission after all other applications only if there is space in the program. Applicants will receive written acknowledgement that their Intent to Apply form has been received. The Intent to Apply to a Nursing Program Forms for the A.S. in Nursing and C.A. in Practical Nursing will be accepted from November 1 to January 15.
2. Arrange to take the Test of Essential Academic Skills V (TEAS V) examination. Preregistration for the TEAS V exam is required. Information regarding registration, cost, and testing dates and times for the TEAS V is available on the nursing website at www.hawaii.hawaii.edu/nursing
   Applicants for both the A.S. in Nursing, and the C.A. in Practical Nursing must submit a printed copy of one set of TEAS V test scores to the Nursing and Allied Health Division by January 15. Students who have taken the TEAS V examination multiple times must select the one set of test scores they would like to include as part of their application. For more information call the Nursing and Allied Health Division Office at (808) 934-2650.
3. Students not currently enrolled at HawCC or another University of Hawai'i (UH) system campus must fill out a HawCC Common Application Form indicating their desire to enroll in the College the next Fall semester. Students who have not been admitted to HawCC will not be considered for acceptance into the nursing programs. Students must apply online at www.hawaii.edu/admissions by January 15.
4. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by the College. All courses for the degree must be taken for a letter grade. Grades below a "C" will not be considered. HawCC and other University of Hawai'i system students

should refer to their STAR Academic Pathway via their MyUH account to determine whether they have met the proficiency and/or prerequisite requirements. Refer to the Associate of Science in Nursing or Practical Nursing general information and requirements for more information. HawCC and other UH system students must submit their STAR transcripts with the prerequisite courses highlighted to the Nursing and Allied Health Division by January 15.

5. Transfer students are those who were previously enrolled at a college or university other than HawCC (including UHH). Non-HawCC students currently attending another UH system institution do not need to submit an official transcript from that UH system school. However, the student must submit to the HawCC Admissions and Records Office (ARO) the "Authorization Form to Access UH System Credits per Campus" form found at www.hawaii.hawaii.edu/records/forms.php
   Arrange to submit this form prior to the January 15 deadline. For assistance, contact a Nursing counselor in: East Hawai'i at (808) 934-2658, or West Hawai'i at (808) 969-8816.
6. Non-HawCC students who have ever attended a college/university outside of the UH system (even those currently at a UH system school), must arrange to have an official transcript, printed in English, be sent to the ARO directly from all non-UH system institutions by January 15. For all institutions outside of the UH System, students must keep in their possession a course catalog or course description for all courses. Do not send the catalog nor course descriptions to the ARO. The materials submitted become the property of HawCC. Additionally, applicants should send their student copy of their non-UH system institutional transcripts with the prerequisite courses highlighted to the Nursing and Allied Health Division by January 15.
7. Students needing assistance with transferring courses from non-HawCC institutions and with completing course waiver/substitutions should contact a Nursing counselor in: East Hawai'i at (808) 934-2658, or West Hawai'i at (808) 969-8816. The course transfer process must be completed by the January 15 deadline.
8. Students applying for the AS Nursing program who have worked full-time as an LPN for at least one year in an acute or long-term setting within the past five years are eligible to receive extra points on their applications. The applicant must submit a copy of their LPN license and list their employers within the last 5 years on the Intent to Apply to a Nursing Program form. The Nursing and Allied Health Division will verify whether the applicant is an LPN in good standing by reviewing the State of Hawai'i Board of Nursing site online.

Admission Requirements to the Associate in Science Degree (NURS) Program for Fall 2016

1. Test of Essential Academic Skills V (TEAS V) test scores
2. Completion of the 27 semester hours of prerequisite courses with a "C" grade or better and a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry and evidence of math proficiency by completion of Math 25 or Math 26 or COMPASS placement into Math 27
3. Applicants are selected for admission to the Associate of Science in Nursing Program using a point system based on grades earned, required and in-progress nursing support courses and TEAS V scores (by January 15). Additional points are awarded to applicants who are Licensed Practical Nurses (see #5 below)
4. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Associate in Science Degree Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis
5. Licensed Practical Nurses who have graduated from a state accredited LPN program, have full-time equivalent employment as an LPN for at least one year, and have experience in an acute or long-term care setting within the past 5 years may be eligible for advanced placement in the Associate of Science nursing program. In order to be considered for advanced placement in the LPN Transition Track, applicants must apply and be accepted into the ADN program and meet all the standard admission requirements. Upon acceptance into the AS Nursing program, qualified LPNs will be offered the option of taking the ATI - Fundamentals of Nursing exam. LPNs with a decision score of Level 2 or above on the ATI Exam will be offered the option of bypassing Nursing 153 (Nursing Concepts & Skills - 8 credits) during the first semester of nursing courses. Students in the LPN Transition Track will need to complete all other associate degree nursing courses. LPNs who are accepted into the nursing program and who are interested in the LPN Transition Track will need to submit a current nursing license and proof of employment.
6. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Admission Requirements to the Practical Nursing (PRCN) Program for Fall 2016

1. Test of Essential Academic Skills V (TEAS V) test scores
2. Completion of the 14 semesters hours of prerequisite courses with a "C" grade or better
3. Cumulative college GPA of 2.0 by the end of the Spring semester prior to entry, if attended college previously
4. Proficiency in reading, writing, and mathematics as evidenced by completion of courses or COMPASS placement test scores.
5. Applicants are selected for admission to the Practical Nursing Program using a point system based on grades earned, required and in-progress nursing support courses and TEAS V scores (by January 15)
6. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Practical Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis
7. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Nursing, Associate in Science Degree in Nursing (NURS)

This program prepares students to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). Graduates are qualified to work in hospitals, long-term care facilities, and community based settings.

The Associate of Science Degree program requires four semesters of course work in nursing (42 credits) and 30 credits of non-nursing prerequisite and co-requisite courses for a total of 72 credits.

A grade of "C" or better is considered passing for all nursing and support courses. A cumulative grade point average of 2.0 or better must be maintained to remain in the nursing program. **All courses required for the degree must be taken for a letter grade.**

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines and standards of nursing as the basis for evidenced based nursing care.
- Utilize the nursing process as an ongoing framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for healthy individuals and individuals with complex disorders who need the expert care of a professional nurse.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Demonstrate the ability to function and communicate in a collaborative manner as a member of a multidisciplinary health care team to effectively manage care for individuals, families, and groups of individuals in a variety of settings.
- Demonstrate the ability to plan and deliver effective health education as an integral part of promotion, maintenance and restoration of health, management of chronic conditions, and end of life care.
- Demonstrate professional behaviors and practice within the legal and ethical framework of professional nursing.
- Utilize self reflection to analyze personal practice and experiences for ongoing learning and professional growth.

Entry Requirements

Proficiency in reading, writing, and mathematics is recognized as essential for a successful nurse. Entry levels for reading, writing, and mathematics for prerequisite courses are:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 25 or 26		Math 27
Reading	Eng 21 or ESL 21		Eng 102
Writing	Eng 22 or (ESL 22G and ESL 22W)		Eng 100

The nursing and support courses for the Associate of Science Degree are:

Year 1

		AS
Anth 200†	Cultural Anthropology	3
Biol 141	Human Anatomy and Physiology I	3
Biol 141L	Human Anatomy and Physiology I Lab	1
Biol 142	Human Anatomy and Physiology II	3
Biol 142L	Human Anatomy and Physiology II Lab	1
Eng 100	Composition I	3
FamR 230	Human Development	3
Micr 130	Microbiology	3
Micr 130L	Microbiology Lab	1
Phrm 203	General Pharmacology	3
Psy 100	Survey of Psychology (Introductory)	3
SpCo 151	Intro to Speech & Communication	3
	TOTAL	*30*

Year 2

Fall Semester		AS
Nurs 151	Mental Health Nursing	2
+ Nurs 153	Nursing Concepts and Skills	8
Nurs 158	Issues and Trends I	1
	TOTAL	*11*

Spring Semester		AS
Nurs 157	Adult Health Nursing	10
	TOTAL	*10*

Year 3

Fall Semester		AS
Nurs 254	Family Health Nursing Care I	5
Nurs 255	Family Health Nursing Care II	5
	TOTAL	*10*

Spring Semester		AS
Nurs 257	Advanced Adult Health Nursing	5
Nurs 260	Nursing Management	2
Nurs 251	Mental Health and Psychiatric Nursing	3
Nurs 258	Issues and Trends II	1
	TOTAL	*11*
	TOTAL	**72**

+ Bypass on LPN Transition Track
† Corequisite support course that may be taken either prior to admission or during the nursing program.

The Associate in Science Degree program is approved by the Hawai'i Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); formerly NLNAC. The ACEN may be contacted at www.acenursing.org or (404) 975-5000, or by writing to 3343 Peachtree Rd, NE, Suite 850, Atlanta, Georgia 30326. Transfer agreements exist with the University of Hawai'i at Hilo and University of Hawai'i at Mānoa baccalaureate nursing programs allowing interested and qualified associate degree graduates to pursue a Bachelor of Science in Nursing at UHH or UHM.

Nursing, Practical (PRCN)

The Certificate of Achievement in Practical Nursing Program prepares students to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to become Licensed Practical Nurses (LPNs). Licensed Practical Nurses work in a variety of health care settings under the supervision of a physician or registered nurse. More information about Licensed Practical Nursing can be accessed at www.onetonline.org/crosswalk

The Certificate of Achievement requires 14 semester credits of non-nursing support courses and 30 semester credits of nursing courses; 44 semester credits in all. The program is 40 weeks long and includes 2 semesters and a summer session.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines, and standards of nursing as the basis for evidenced based nursing care.
- Use the nursing process as a framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for those who have predictable nursing needs.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Communicate and function as a member of a multi-disciplinary health care team.
- Demonstrate the ability to plan and deliver effective health teaching as an integral part of promotion, maintenance, and restoration of health, management of chronic conditions, and end of life care in structured settings.
- Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.
- Use self-reflection to evaluate their nursing effectiveness and personal experiences for ongoing learning and growth.

Entry Requirements

- Proficiency in reading, writing and mathematics is recognized as essential for a successful nurse.
- Proficiency levels in reading, writing, and mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 25 or 26		Math 27
Reading	Eng 21 or ESL 21		Eng 102
Writing	Eng 22 or (ESL 22G and ESL 22W)		Eng 100

- Prerequisite courses listed below

Program Requirements

Prerequisite Courses		CA
Biol 141	Human Anatomy and Physiology I	3
Biol 141L	Human Anatomy and Physiology I Lab	1
Biol 142	Human Anatomy and Physiology II	3
Biol 142L	Human Anatomy and Physiology II Lab	1
Eng 100	Composition I	3
Phrm 203	General Pharmacology	3
	TOTAL	*14*

Fall Semester		CA
Nurs 120	Practical Nursing I	9
	TOTAL	*9*

Spring Semester	CA	
Nurs 122	Practical Nursing II	11
FamR 230†	Human Development	3
	TOTAL	*14*

Summer		CA
Nurs 101	Personal Vocational Relations	1
Nurs 126	Child Health	3
Nurs 128	Maternity Nursing	3
	TOTAL	7
	TOTAL	**44**

All required courses must be taken for a letter grade. A grade of "C" or better is considered passing in the nursing and support courses. Students must maintain a cumulative grade point average of 2.0 or better to remain in the nursing program.

† FamR 230 may be taken prior to entry into the Practical Nursing Program

Nursing, Adult Residential Care Home Operator

Prerequisite: Nurses' Aide OBRA Certification

Upon completion of a Nurses' Aide course and passing the OBRA certification exam for Nurses' Aides, students may enroll in the care home operator courses. Upon completing the prescribed care home operator course work, students will be eligible for licensure by the State Department of Health as an Adult Residential Care Home Operator.

- Nurs 12 - Common Diseases, Nutrition, Making Medications Available, Effective Communication with Health Care Providers (2)
- Nurs 13 - Helping Therapies and Behavior Management (1)
- Nurs 14 - ARCH Regulations, Accounts, Community Resources (1)

Interested Registered Nurses and Licensed Practical Nurses can enroll in the Nurs 15 course to prepare for licensing as care home operators.

- Nurs 15 - ARCH Regulations and Record Keeping (2)

Nurses' Aide

Nurs 16 - Nurses' Aide (8) is designed to prepare Nurses' Aides to work in hospitals, long-term care facilities, clinics, and private homes. Basic nursing procedures are taught through formal classes, supervised laboratory practice and clinical experience in hospitals and/or long-term care settings, and private homes. Students successfully completing this course are eligible to take the OBRA certification exam.

Students enrolling in this course are required to have current CPR/First-Aid certificate, evidence of TB clearance (within 3 months), physician clearance, and a raw score above 50 on the COMPASS reading placement test. Students must be covered by group malpractice insurance while in the clinical area.

Applicants for a nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Substance Abuse Counseling (SUBS)

A 20-credit Certificate of Competence in Substance Abuse Counseling is offered for students interested in a career in substance abuse counseling. Credit and non-credit courses are offered for in-service substance abuse, human service, and criminal justice professionals seeking to develop and/or upgrade their skills in working with individuals and families who suffer as a result of chemical abuse or dependency. Students who successfully complete these courses are eligible to receive additional studies and/or fieldwork hours that can apply towards obtaining a State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD), the National Alcoholism and Drug Abuse Counselor Credentialing Board, and the International Certification and Reciprocity Consortium. Students completing the CC in Substance Abuse Counseling along with an associate's degree are eligible to receive 2,000 hours toward the ADAD Substance Abuse Certification.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Satisfy the addiction studies educational requirements for Hawaii State Department of Health Alcohol and Drug Abuse Division's (ADAD) Certified Substance Abuse Counselor (CSAC) and/or Certified Drug Prevention Specialist (CDPS).
- Identify and articulate medical, social, and/or psychological aspects of addiction.
- Apply the Twelve Core Functions of the Alcohol and Drug Abuse Counselor, and practice within the legal and ethical parameters of the substance abuse counseling profession.
- Perform basic individual or group counseling and interviewing/facilitation skills, and reflect on personal values and issues that may enhance or interfere with effectiveness as a counselor.
- Develop career plans for entry-level positions in substance abuse, criminal justice, and human services organizations that service substance abusing populations, or transfer to a 4-year college to continue education in SUBS related fields.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or	Placement into course
Reading	Eng 21 or ESL 21		Eng 102
Writing	Eng 22 or (ESL 22G and ESL 22W)		Eng 100

Substance Abuse Counseling Requirements		**CO**
First Semester		
Subs 131	Ethics in Public Services	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 230	Prevention Specialist (optional)	(3)
Subs 268	Survey of Substance Abuse Problems	3
Subs 294	Substance Abuse Practicum I	3
	TOTAL	*10*
Second Semester		
Subs 132	STDs and Confidentiality	1
Subs 245	Group Counseling	3
Subs 270	12 Core Functions of Subs Abuse Counseling	3
Subs 295	Substance Abuse Practicum II	3
	TOTAL	*10*
	TOTAL	**20**

Prevention Specialist Certificate of Competence

Subs 131	Ethics in Public Services	1
Subs 230	Prevention Specialist	3
Subs 268	Survey of Substance Abuse Problems	3
	TOTAL	**7**

Credits in ( ) are optional

Tropical Forest Ecosystem and Agroforestry Management (TEAM)

Faculty: O. Steele

Students learn to actively manage Hawai'i's native forest ecosystems, grow native plants, establish agroforestry operations, use Global Positioning Systems (GPS), and Geographic Information Systems (GIS). Internships give students on-the-job training with potential employers. For more information call (808) 934-2623, or e-mail forteam@hawaii.edu or check the website at www.hawaii.hawaii.edu/forestteam

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply basic ecosystem concepts to natural resource management.
- Use an understanding of general scientific concepts in design of forestry systems.
- Use knowledge of applicable laws and regulations to make decisions about managing ecosystems.
- Apply effective interpersonal and communication skills.
- Recognize, collect, and interpret field data.
- Apply effective management practices to commercial or conservation efforts.

First Semester		**CA**	**AS**
Busn 150	Intro to Business Computing	3	3
or			
ICS 101	Digital Tools for the Information World	(4)	(4)
Eng 102	College Reading Skills	3	3
Ag 175	Agroforestry	3	3
Ag 175L	Agroforestry Lab	1	1
** Math 120	Trigonometry for Surveying	4	4
	TOTAL	*14-15*	*14-15*

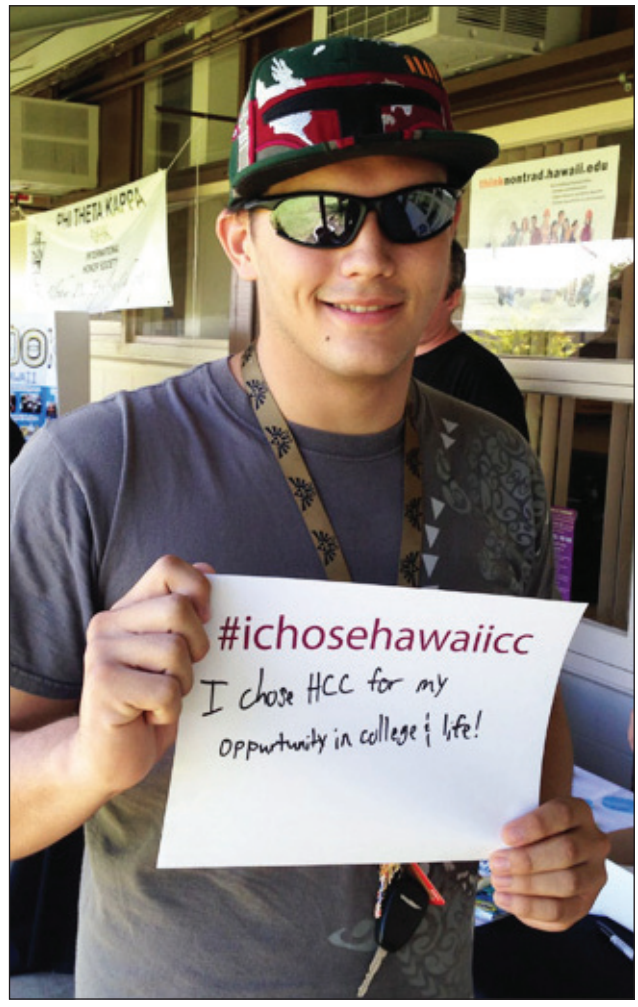
Second Semester			CA	AS
**	Eng 100	Composition I	3	3
	Chemistry	Chem 100 or higher	3	3
	Geog 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
	Geog 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
	HwSt 105	Hawai'i Plant Culture	3	3
	Biol 156	Natural History of the Hawaiian Islands	3	3
	Biol 156L	Natural History of Hawaiian Islands Lab	1	1
		TOTAL	*17*	*17*

Summer			CA	AS
	Ag 190V	Internship	-	1-4

Third Semester			CA	AS
	Biol 101	General Biology (or Biol 171 or Bot 101 or Zool 101)	-	3
	Biol 101L	General Biology Lab (or Biol 171L or Bot 101L or Zool 101L)	-	1
	Ag 130	Agroforestry Business Management	-	3
	Sci 124	Introduction to Environmental Science	-	3
	Sci 124L	Intro to Environmental Science Lab	-	1
	Geog 180	Geographic Information Systems in Forest Ecosystem Management	-	3
	Geog 180L	Geographic Information Systems in Forest Ecosystem Management Lab	-	1
		TOTAL	-	*15*

Fourth Semester			CA	AS
	Ag 291	Forest Restoration Ecology and Ecosystem Management Practicum	-	3
	SpCo 151	Introduction to Speech & Communication	-	3
	Ag 245	Tropical Silviculture and Forest Plant Propagation	-	3
	Ag 245L	Tropical Silviculture and Forest Plant Propagation Lab	-	1
	Ag 275	Forest Pest Management	-	3
	Ag 275L	Forest Pest Management Lab	-	1
		TOTAL	-	*14*
		TOTAL	**31-32**	**61-65**

** Meets competency requirement in mathematics or communications



Program Advisory Councils

The Career and Technical Education (CTE) programs at HawCC are an integral part of the local community and reflect its day-to-day life. Close cooperation among the faculty, employers, and employees in the community is maintained. One of the most effective formal means of providing for this type of cooperation is the Program Advisory Council. These groups advise their respective programs of training needs and new developments in the field. Councils include employers, alumni, and others knowledgeable about the field.

Accounting

Claire Akau, Akamai Consulting Group
Marla DeMarco, CPA, Retired Instructor, Hawai'i Community College
Yvonne Egdamin, CPA, Yvonne Egdamin, CPA, LLC
Cristin Gallagher, Taketa, Iwata, Hara and Associates
Sherri-Ann Ha-Ahu, Accounting Manager, HPM Building Supply
Gaylen Kalipi, Imiloa Astronomy Center
Keith Marrack, Financial Advisor, Edward Jones
Peter Van Tuyl, CPA/CMA/Lecturer, Hawai'i Community College
Amy Yanagihara, Staff Accountant, Taketa, Iwata, Hara and Associates, LLC

Administration of Justice

William "Billy" Kenoi, Mayor, County of Hawai'i
Harry Kubojiri, Chief of Police, HI County Police Department
Mitch Roth, Prosecuting Attorney, Office of the Prosecuting Attorney, County of Hawai'i

Architectural, Engineering and CAD Technologies

Jordanah AhPuck, AIT, Fleming & Associates, LLC.
Daniel Berg, Land Surveyor, DLB and Associates, LLC
Rodney Chinen, President, Hubs Hawaii, Inc.
Alan Inaba, Inaba Engineering, Inc.
James McKeague, MS Architects
Jarrett Okutsu, LEED AP, Project Manager, Erskine Architects, Inc.

Auto Body Repair and Painting

Harriet Hamada, Claims Representative, State Farm Insurance
Derrick Kiyan, Auto Shop Instructor, Waiakea High School
Debbie Omori, Vice-President, Bob's Fender Shop, Inc.
Randall Yoneda, Paint Department Supervisor, Automotive Supply Center
Wayne Yoneda, Owner, Yoneda's Auto Body

Automotive Mechanics Technology

Stacy Akao, City Maintenance Manager, Hertz Rent-A-Car
Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center
Thomas Haraguchi, Retired Service Manager, Big Island Toyota
Kent Inouye, Owner/Manager, Bayside Chevron Services
Mark Nishioka, Service Manager, Orchid Isle Auto Repair
Louis Perreira, III, Owner, Louie's Auto Repair
Jeffrey Quebral, Service Manager, Kona Auto Center

Business Technology

Gabriella Cabanas, Human Resources Manager, Department of Human Services, County of Hawai'i
Paulette Cainglit, Secretary to the Mayor, County of Hawai'i
Holly Ka'akimaka, Director, Human Resources, Hilo Medical Center
Ann Kikuta, Vice President/Secretary/Treasurer, Watanabe Insurance Services, Inc.
Sheri Kojima, Business Academy Teacher, Waiakea High School
Art Taniguchi, Vice President/Regional Manager, Bank of Hawai'i
Marcia Yoshiyama, Administrative Assistant, Department of Research and Development, County of Hawai'i

Carpentry

Daryn Arai, Planning Program Manager, Planning Department, County of Hawai'i
Dean Au, Business Agent, Carpenter's Union Local 745
Loki Roque, Contractor Sales, HPM Building Supply
Sharon Sakamoto, Project Engineer, Isemoto Contracting Co., Ltd.
Craig Takamine, General Contractor, Takamine Construction

Culinary Arts - East Hawai'i

Aaron Anderson, Executive Chef, Hilo Bay Cafe
Naomi Bartolomew, Registered Dietician, Hale Anuenue Restorative Care Center
Jack Brown, Student, Culinary Arts, Hawai'i Community College
Pat Dacanay, Retired Culinary Instructor, Hawai'i Community College
Soontaree Gervais, Owner, Soontaree's Deli
Chris Jacobsen, Former Instructor, Agriculture Program, Hawai'i Community College
John Nakashima, Department of Health
Mark Noguchi, Executive Chef, Pili Group
Jim O'Keefe, Master Baker
Mark Pomaski, Executive Chef and Owner, Moon and Turtle
Sylvia Respicio, Distributor/Sales Consultant, Suisan Co.
Brooks Takenaka, Manager, United Fishing Agency
Steve Ueda, Sales Manager, Suisan Co.

Culinary Arts - West Hawai'i

Adam Atwood, Private Chef, Bakken Hale at Kiholo Bay
James Babian, Executive Chef, Pueo's Osteria
Jean Marc Heim, Chef Consultant
Patti Kimball, Owner, Kimball Catering, Program Graduate
Curtis Lea, Cook, The Fairmont Orchid Resort, Program Graduate
Ken Love, Director, Tropical Fruit Growers Association
Rob Love, Cook, Mauna Kea Beach Resort, Program Graduate
Ilona Obrien, Island Gourmet Catering
Stephen Rouelle, Chef, The Fairmont Orchid Resort
Daniel Thiebaut, Personal Chef

Diesel Mechanics

Noel Foronda, Service Manager, Hawthorne Pacific Corp.
Sam Gray, Owner, Precision Fuel Injection, Inc.
Kelvin Kohatsu, Fleet Manager, HELCO, Inc.
Eugene Lyman, Service Manager, A & B Fleet
Dennis Rose, Owner, Power Generation Services
Lloyd Tsue, Island Service Manager, Bacon-Universal Co., Inc.

Digital Media Arts

Ilihia Gionson, Executive Assistant, Office of the Mayor, County of Hawai'i
GB Hajim, Island Planet One Productions LLC
Ian Hatch, AS Designs and Services dba Hilo Web Design
Meidor Hu, Instructor, Art Department, Hawai'i Community College
Anthony Marzi, Hawaii Tech Works Services LLC
Jensen T. Nihei, Five by Five LLC
Steve Parente, Parente Animation Studios
Shawn Pila, Ena Media Hawaii
Renee Sally Visaya, Bonebreaker Dezines

Early Childhood Education

Tina Bryan, Preschool Resource Teacher, Department of Education - Hilo/Waiakea Complex
Wendy Correa, Curriculum Manager, Tutu and Me Traveling Preschool
Leslie Estep, Melia's Child
Mary Goya, Consultant
Wallie Kimura-Nobriga, Educational Coordinator, West Hawai'i Region, Kamehameha Community-Based Early Childhood Education
Marie Rieck, Director/Head Teacher, Montessori Country School
Lissa Van Kralingen, YWCA Hawaii Island

Electrical Installation and Maintenance Technology

Troy Haspe, Electrical Inspector, County of Hawai'i
John Mattos, Manager, WESCO Distribution, Inc.
Miles Nagato, Technical Superintendent, HELCO, Inc.
Gene Villaruel, Electrical Contractor

Electronics Technology

Stephen Hatada, Owner, Hatada's TV
James Kennedy, Consultant, Science, Technology Management
Miles Nagato, Technical Superintendent, HELCO, Inc.
Kent Tsutsui, Division of Public Works, County of Hawaii
Darryl Watanabe, Electronics/Instrumentation Technician, Institute for Astronomy
John Wong, Verizon Wireless

Fire Science

Andrew Kikuta, Maintenance Supervisor, Hakalau Wildlife Refuge, U.S. Fish and Wildlife
Eric Moller, Fire Chief, Pohakuloa Military Training Area, U.S. Army
Darryl Oliveira, Director, Hawaii County Civil Defense
Elizabeth Pickett, President, Hawaii Wildfire Management Organization
Darren Rosario, Fire Chief, Hawai'i Fire Department

Hospitality and Tourism

Ross Birch, Executive Director, Big Island Visitor's Bureau
Maggie Brown, Owner, Body Glove Cruises
Rick Gaffney, Owner, Pacific Boats and Yachts
Pete Hoffman, Former Hawaii County Council Member
Wendy Laros, Manager and Trainer, Jack's Diving Locker
Valerie Ozaki, Director of Human Services, Courtyard by Marriott's King Kamehameha's Kona Beach Hotel
Rob Pacheco, Co-Owner, Hawaii Forest and Trail
Steven Schwartz, General Manager, Kings Shops at Waikoloa
Mitch Sipiala, Senior Director of Human Resources, Four Seasons Resort at Hualalai
Aaron Whiting, Vice President, Uncle Billy's

Human Services

Mary Correa, Retired Complex Area Superintendent, Department of Education
Amy Mahealani Jones, Graduate Division and Articulation Specialist, Admissions, University of Hawai'i at Hilo
Carla Kurokawa, Employment and Training Manager, Alu Like - Hawaii Island Center
Kathleen McGilvray, Chief Executive Officer, YWCA of Hawai'i Island

Information Technology

Don Jacobs, Director, Department of Information Technology, County of Hawaii
Tim Minick, ISG Manager, AURA-Gemini Observatory
Kelvin Ono, Information Systems Analyst, Office of the Prosecuting Attorney, County of Hawaii
Polly Roth, Administration Specialist, PISCES
Lon Taniguchi, Vice President of Information Technology, KTA Superstores

Machine, Welding & Industrial Mechanics Technologies

Dave Block, General Manager, Big Island Mechanical and Construction, LLC.
Leonard Cardoza, Owner, Leonard's Auto Repair dba Orchid Isle Hauling and Rental
Mark Devenot, Supervisor, KECK WM Observatory
Andrew "Andy" Ho, Maintenance Supervisor, HELCO Keahole Power Plant
Steve Kirsch, Industrial Account Manager, Airgas/Gaspro
Cooper Nakayama, Senior Mechanical Technician, Gemini Observatory
Brian Ninomoto, President/Owner, Hawaii Sheet Metal and Mechanical, Inc.
Francis Rickard, Operations Manager, Hilo Hawaiian Hotel
Arnold Tengan, Owner, Hilo Steel Works
Matthew Wung, Electronic/Instrumentation Technician, Subaru Observatory

Marketing

Kate Carvalho, Administrative Assistant, Hawaii Tribune-Herald
Alia Chocol, Owner, Helping Hands Concierge
Jason Kama, Director of Operations, Pacific Digital Signs
Jason Walter, Marketing Director, Hawaii Opera Theater

Nursing and Allied Health

Allyson Andrews-Nelson, Director of Nursing, Life Care Center of Hilo
David Aspili, Manager, Kaiser Permanente Hilo Clinic
Pat Kalua, Chief Executive Officer, Kona Community Hospital
Sharon Kensinger, Vice President of Patient Care Services, North Hawai'i Community Hospital
Arthur Sampaga, Assistant Director of Nursing, Hilo Medical Center
Janet Schmidt, Chief Nurse Executive, Kohala Hospital
Kelly Silva, Director of Nursing, Hale Anuenue Restorative Care Center
Tracey Silva, ADN Program Graduate

Substance Abuse

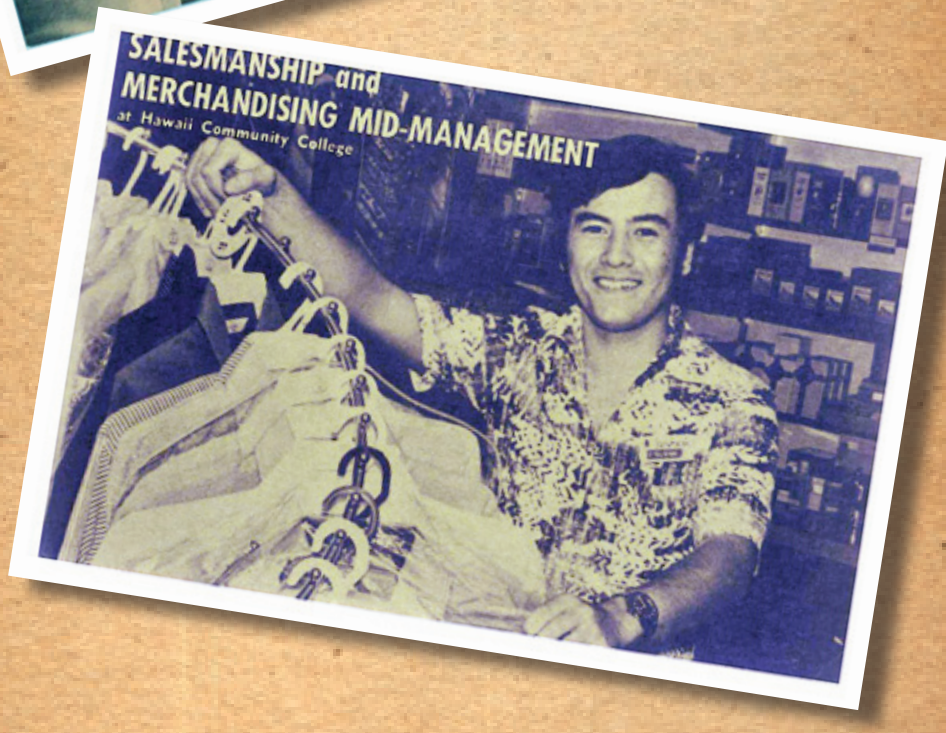
Randy "Kaipo" Like, Clinical Supervisor, Hui Ho'ola O Nahulu O Hawai'i
Brandee Menino, Chief Executive Officer, HOPE Services HI, Inc.
Valerie Poindexter, Councilwoman, County of Hawaii
Jamal Wasan, Chief Executive Officer, Lokahi Treatment Services

Tropical Forest Ecosystem and Agroforestry Management

Paul Banko, USGS Scientist, Pacific Island Ecosystems Research Center
Thomas Baribault, Research Forester, Forest Solutions, Inc.
J.B. Friday, Extension Forester, UH CTAHR Coop. Extension Service
Katie S. Friday, Associate Pacific Islands Forester USFS, PIFI
Leila Kealoha, Teacher, Kua O Ka La Charter School
Yi Qing Li, Professor, UHH College of Agriculture, Forestry and Resource Management
Reese Libby, Geographer/GIS Specialist, USDA/NRCS Waimea Field Office
Rhonda Loh, Chief Resources Manager, HAVO NP
Rebecca Ostertag, Professor, Department of Biology, UH Hilo
Noe Puniwai, Coordinator, UH Pacific Internship Program for Exploring Science
Mike Robinson, Land Management Division, Department of Hawaiian Home Lands
Fred Stone, Retired Instructor, TEAM, Hawai'i Community College
Deborah Ward, 4-H County Extension Agent, CTAHR Extension Service
Aileen Yeh, Hawaii Agriculture Research Center

Did You Know?

We used to offer these Programs!



Non-Credit Course Listings

Intensive English Program (IEP)

The Intensive English Program (IEP) at Hawai'i Community College provides comprehensive support services to non-native English learners. The IEP offers 20 hours a week of academic English language instruction in reading, writing, listening, speaking, and grammar skills. Grading for these courses is mandatory pass/no-pass (P/NP).

Students learn the skills they need to study in an American university. Students who complete the IEP can enter credit classes at Hawai'i Community College without a TOEFL score.

For more information about the IEP and tuition, contact the Coordinator at (808) 934-2699. Or view information online at www.hawaii.hawaii.edu/iep

How to Read the Non-Credit Course Listings

The listing of courses adheres to the following format:

Alpha Number—Course Title (Units)
PreReq: Courses required before enrolling in this course
Description of course. (number of lecture and/or lab hours class meets per week for 8 weeks.)

English For Speakers of Other Languages

ESOL 10A—Writing/Grammar 1 (0)
This is a beginning-level course focusing on the basic structures of academic writing at the sentence and paragraph level. Students will also be introduced to the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

ESOL 10B—Writing/Grammar 2 (0)
PreReq: ESOL 10A
This is a high beginning-level course focusing on the basic structures of academic writing at the paragraph level. Students also refine the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

ESOL 10C—Writing/Grammar 3 (0)
PreReq: ESOL 10B
This is a low intermediate-level course focusing on the building of strong foundations in academic writing, from sentence structure to essay writing. Students also practice recognizing and using the grammatical structures needed to function in an academic environment. (6 hrs.)

ESOL 10D—Writing/Grammar 4 (0)
PreReq: ESOL 10C
This is an intermediate-level course designed to introduce and practice the structure of academic writing commonly found in American colleges and universities. Students will also review and practice the grammatical structures they will need to function in an academic environment. (6 hrs.)

ESOL 20A—Reading/Vocabulary 1 (0)
This is a beginning-level course designed to help students develop basic reading skills and vocabulary. Students practice basic reading comprehension skills and learn strategies to build vocabulary. (6 hrs.)

ESOL 20B—Reading/Vocabulary 2 (0)
PreReq: ESOL 20A
This is a high beginning-level course designed to improve reading comprehension skills and build a basic-level vocabulary. Students are introduced to extensive reading, and reading for pleasure. (6 hrs.)

ESOL 20C—Reading/Vocabulary 3 (0)
PreReq: ESOL 20B
This is a low intermediate-level course designed to enhance academic reading skills. Students practice reading for a variety of reasons, such as reading for specific information, general information, and pleasure. This course also focuses on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

ESOL 20D—Reading/Vocabulary 4 (0)
PreReq: ESOL 20C
This is an intermediate-level course in which students build the reading skills they need to access academic and other authentic texts. This course continues to focus on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

ESOL 30A—Listening/Speaking 1 (0)
This course is designed to develop students' ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on developing fundamental language skills and developing the ability to speak and understand a variety of subjects with some accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

ESOL 30B—Listening/Speaking 2 (0)
PreReq: ESOL 30A
This is a high beginning-level course designed to develop the ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on integrating fundamental language skills and expanding the ability to speak and understand a variety of subjects with accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

ESOL 30C—Listening/Speaking 3 (0)
PreReq: ESOL 30B
This is a low intermediate-level course designed to develop the skills necessary to function in an academic environment. The class introduces the basics in note-taking and outlining. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

ESOL 30D—Listening/Speaking 4 (0)
PreReq: ESOL 30C
This is an intermediate-level course designed to develop complex listening skills necessary to function in an academic environment. Students are exposed to college and community lectures during which they practice taking notes. They summarize information and give verbal reports. There are a number of group projects included. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

Credit Course Listings

Cooperative Vocational Education

Course Numbers: 93V, 193V, 293V (Variable)

PreReq: Consent of program faculty

Programs participating in Cooperative Vocational Education are identified by the course numbers ending in 93. CVE allows students to earn income and college credit while learning on the job. Training stations are selected according to the student's career objectives. Seminars and experiences on the job are planned and supervised by the CVE Coordinator, program instructors, and the employer. The maximum number of credits that can be earned is 24. The maximum number of credits applicable to a degree is determined by each program. Grading for CVE courses is mandatory credit/no-credit (CR/NC).

Independent Studies/Directed Studies

Course Numbers: 99, 199, 299 (1-3 variable credits)

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Forms are available online at www.hawaii.hawaii.edu/records/forms.php

The form must be completed prior to registration. Independent/Directed Studies require:

1) sponsorship of the appropriate instructor;
2) a description of the work to be undertaken;
3) approval of the appropriate division chairperson; and
4) permission of the Vice Chancellor for Academic Affairs.

A description of the work to be undertaken must contain: an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs. (Policy Haw 5.602)

Learning Communities

Learning Communities, an innovative approach to educational delivery, emphasize integrated, interdisciplinary learning through a wide range of activities including field trips, study groups, book seminars, simulations, videotaping, and projects which enliven the learning environment. In a Learning Community, courses are clustered around a common theme to provide a focus for the semester's exploration and integration by a team of faculty and students. Each cluster of courses has at least one course which fulfills a core or area requirement. Learning Communities are designed to introduce students to various academic subjects, to support students in making connections amongst those subjects, to encourage students to apply knowledge gained in the classroom to their daily lives, and to support students' involvement in learning.

How to Read the Course Listings

The listing of courses adheres to the following format:

Alpha Number—Course Title (Units)
PreReq: Courses/placement test levels required before enrolling in this course
CoReq: Other courses in which student must be concurrently enrolled at the time of enrolling in this course
Recommended: Preparation recommended before enrolling in this course
Description of course. (number of lecture and/or lab hours class meets per week for 15 weeks. In some cases classes may meet for less than 15 weeks. If so, this will be indicated in the Schedule of Classes.)

Accounting

Acc 20—Fundamentals of Accounting I (3)
Deleted.

Acc 120—College Accounting I (3)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or ESL 21
CoReq: Eng 21 or ESL 21 (or prior completion) or placement in Eng 102; and Busn 189 (or prior completion)
Recommended: Busn 89
An introduction to the accounting profession and basic principles of accounting; emphasis on the accounting cycle through the use of journals, ledgers, worksheets and financial statements. Utilizes forms and procedures predominant in manual bookkeeping and accounting systems. (3 lec hrs.)

Acc 124—Principles of Accounting I (3)
PreReq: "C" or better in Acc 120; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Busn 189
Accounting theory and methods used to record and report financial information for services and merchandising businesses. Topics include steps in the accounting cycle and use of basic financial statements. This is first in a series of accounting courses (ACC 124, 125, 126) that include subject matter customary to introductory financial accounting courses numbered at the 200-level. (3 lec hrs.)

Acc 125—Principles of Accounting II (3)

PreReq: "C" or better in Acc 124 or "C" or better in Acc 201; and Busn 189

A continuation of financial accounting methods used to record and report financial information. Topics include a detailed study of balance sheet accounts, preparation of the statement of cash flows, and financial statement analysis. This is second in a series of accounting courses (ACC 124, 125, 126) that include subject matter customary to introductory financial accounting courses numbered at the 200-level. (3 lec hrs.)

Acc 126—Principles of Accounting III (3)

PreReq: "C" or better in Acc 125 or "C" or better in Acc 201; and Busn 189

Introduction to managerial accounting and methods used to report and analyze financial performance to decision makers internal to the firm. Topics include cost accounting, budgeting, standard cost systems, breakeven analysis, and ratio analysis. Third in a series of accounting courses (ACC 124, 125, 126) that includes subject matter customary to introductory managerial accounting courses numbered at the 200-level. (3 lec hrs.)

Acc 130—Hospitality Accounting I (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102 or "C" or better in Acc 120

This course provides a basis for understanding hospitality accounting procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that results in the production of financial statements. Students receiving 69% or better on the final examination will be issued a certificate from the Educational Institute of the American Hotel and Motel Association. (3 lec hrs.)

Acc 132—Payroll and Hawai'i General Excise Tax (3)

PreReq: "C" or better in Acc 120; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Introduces the principles, manual, and computerized procedures, and terminology for business applications of payroll accounting. Includes preparation and filing of Federal and State of Hawai'i forms for payroll taxes and of the Hawai'i forms for payroll taxes and of the Hawai'i General Excise and Use Tax. (3 lec hrs.)

Acc 134—Individual Income Tax Preparation (3)

PreReq: "C" or better in Acc 120; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Introduces the preparation of Federal and State of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their applications to tax returns. This course is intended for an individual preparing basic individual tax returns under the supervision of an accounting professional. (3 lec hrs.)

Acc 150—Using Computers in Accounting (3)

PreReq: "C" or better in Acc 120; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

A practical hands-on accounting course designed to apply the student's knowledge of fundamental accounting principles in a computerized environment. Emphasis will be placed on the application of a computerized general ledger package to the accounting cycle, including processing journal entries, general ledger, accounts receivable, accounts payable, payroll, and financial statement analysis. Students will maintain accounting records on the computer using a commercial or educational accounting software package. (3 lec hrs.)

Acc 155—Spreadsheets in Accounting (3)

PreReq: "C" or better in Acc 120; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

A hands-on accounting course designed to help students apply the knowledge of the accounting process to a computerized environment using an electronic spreadsheet. (3 lec hrs.)

Acc 193B—Accounting Practicum II (3)

PreReq: "C" or better in Acc 124 and "C" or better in Acc 150 and "C" or better in Acc 155

CoReq: Acc 126 or Acc 202 (or prior completion of either)

Recommended: Acc 132

Provides accounting majors with the opportunity to integrate the knowledge and skills they have acquired into the work environment as they complete meaningful productive tasks. Additionally, students will complete a capstone project that requires them to utilize their critical thinking skills in synthesizing previous course work and extend and develop their own original ideas. (1 lec hr., 6 prac hrs.)

Acc 193V—Cooperative Education (1-3)

PreReq: Consent of program faculty

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)

Acc 201—Introduction to Financial Accounting (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

Recommended: Busn 189 or equivalent

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization. (3 lec hrs.)

Acc 202—Introduction to Managerial Accounting (3)

PreReq: "C" or better in Acc 201

An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. (3 lec hrs.)

Acc 255—Using Spreadsheets in Accounting II (3)

PreReq: "C" or better in Acc 155

CoReq: Acc 202 (or prior completion); and Busn 150 or ICS 101 (or prior completion of either)

Recommended: Busn 189

Provides hands-on training in the use of spreadsheet software on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. (3 lec hrs.)

Administration of Justice

AJ 101—Introduction to Administration of Justice (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focuses on history, philosophy, and language of the criminal justice system. The role of law enforcement, prosecutor, public defender, courts, and corrections is examined. Social aspects of change and how it affects the criminal justice system also explored. (3 lec hrs.)

AJ 103—Criminal Investigations I (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
An introductory course in criminal investigations. The nature of investigations, fingerprint classification, the role of the laboratory, and specific offense investigation will be explored. The class will also discuss interview and interrogation and search and seizure techniques. (3 lec hrs.)

AJ 104—CSI: Violent Crime Forensics (3)
PreReq: AJ 103
Advanced course work in forensic science (Legal Scientific Investigation), with its contributions to both Crime Scene Investigations and Laboratory Analysis. Specific field and laboratory investigative techniques in violent crimes and other major felonies will be explored. (3 lec hrs.)

AJ 131—Ethics in Public Services (1)
Cross-listed with HSer 131 and Subs 131
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

AJ 150—The Correctional Process (3)
Examines the history of punishment and corrections. The class discusses laws, records, inmate classification, treatment programs, disciplinary procedures, and supervisory techniques. (3 lec hrs.)

AJ 170—Introduction to Private Security (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Surveys the concepts and issues in the administration of security. Defines public versus private security roles for retail business, industry, and governmental agencies. Provides an overview of the functions of various security activities. (3 lec hrs.)

AJ 180—Introduction to Homeland Security (3)
PreReq: AJ 101
An examination of the history of terrorism, focusing on the terrorists, who they are, and how they operate. Responses to domestic and international terrorism will be discussed along with analyzing future trends. (3 lec hrs.)

AJ 181—Intelligence Analysis and Security Management (3)
PreReq: AJ 180
Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks and other threats. Explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of the Homeland Security measures implemented by the United States and explore the operations of the intelligence community and first responders involved in security management and public safety at the local, state, and national levels. (3 lec hrs.)

AJ 182—Transportation and Border Security (3)
PreReq: AJ 180
Provides a foundational overview of modern border and transportation security of the United States. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc. Focuses on the technology needed to detect terrorists and their weapons as well as includes discussion on legal, economic, political, and cultural aspects of the problem. (3 lec hrs.)

AJ 208—Criminology (3)
Cross-listed as Soc 208
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime. (3 lec hrs.)

AJ 210—Juvenile Justice (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focuses on principles and procedures of arrest, detention, petition, summons, records, and adjudication of the juvenile offender. It introduces the organization and function of the police juvenile unit, community diversion practices and organization of the Family Court. (3 lec hrs.)

AJ 220—Constitutional Law (3)
PreReq: AJ 101
The U.S. Constitution is examined as a basis of arrest, search, seizure, interrogation, use of force and civil rights. U.S. Supreme Court cases and Hawai'i Court cases are examined to illustrate the court's interpretive process. (3 lec hrs.)

AJ 221—Criminal Law (3)
PreReq: AJ 101
Studies history and philosophy of criminal law. Examines United States Constitution, especially the Bill of Rights. Considers nature of law, legal institutions, criminal court procedures, and offenses against persons and property. Includes case briefs. (3 lec hrs.)

AJ 230—Prevention Specialist (3)
Cross-listed with HSer 230 and Subs 230
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Eng 21 or ESL 21 or placement in Eng 102
Recommended: AJ 210 or HSer 110 or HSer/Subs 245
Provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

AJ 233—Police Organization and Management (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Studies the principles of organization and administration of policing. Overviews of operations and activities of various divisions, bureaus, training and selection procedures, planning, and research are discussed. (3 lec hrs.)

AJ 234—Police and Community Relations (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Acquaints the student with the role of police in government and the critical importance of effective community relations. The dynamics of race relations and other current social problems that directly relate to the law enforcement community are explored. (3 lec hrs.)

AJ 250—Practice & Procedures in Corrections (3)
PreReq: AJ 101 and AJ 150
Provides students with the basic training skills necessary to enhance their opportunities to secure a job in the high demand field of corrections. The course will focus on such areas as the history and philosophy of corrections, the role of the correctional officer, legal aspects of corrections, communication and writing skills, as well as basic security procedures. (3 lec hrs.)

AJ 256—Domestic Violence and Child Abuse (3)
Cross-listed as HSer 256 and WS 256
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (3 lec hrs.)

AJ 280—Current Issues in the Administration of Justice (3)
PreReq: AJ 101; and Eng 100
Examination of recent textual materials, government reports, and problems within the criminal justice system and how it affects change within American society and the world. Includes preparation of a formal research essay. (3 lec hrs.)

AJ 285—Narcotics and Organized Crime (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102
The identification of narcotics and dangerous drugs, their manufacture and distribution, effects on society, applicable Federal and state laws. Vice and organized crime investigations, applicable laws, effects on individuals and society. (3 lec hrs.)

AJ 290B—AJ Practicum I (3-6)
PreReq: AJ 101 and (AJ 210 or AJ 256)
CoReq: AJ 280 (or prior completion)
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. For AJ majors only.(variable hours)

AJ 290C—AJ Practicum II (3-6)
PreReq: AJ 290B
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. (variable hours)

AJ 290D—AJ Practicum III (3-6)
PreReq: AJ 290C
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. (variable hours)

Agriculture

Ag 31—Farm Equipment, Machinery and Power (3)
Farm equipment and machinery, their selection, management, principles of operation; testing, adjustment and servicing of gasoline engines, engine components. (6 lec/lab hrs.)

Ag 33—Greenhouse Construction (3)
Practice in planning the layout of physical facilities common on the farm; practice in the construction and maintenance of small structures. (6 lec/lab hrs.)

Ag 40—Plant Identification (3)
Identification of imported and native flora, beneficial and detrimental, and their uses. (6 lec/lab hrs.)

Ag 46—Landscape Maintenance (3)
An introduction to landscape maintenance and construction. Skills taught include pruning, fertilizing, planting, pest control, reading of a blueprint, and nursery management. The correct use of specific power tools and equipment used in landscape maintenance and construction will be covered. The identification of plants commonly found in the landscape will also be covered. (2 lec hrs., 3 lab hrs.)

Ag 54A—Tropical Agriculture Production I (6)
An introduction to the culture of various horticultural enterprises commonly grown in Hawai'i during the Fall of each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. These enterprises include floral, vegetable, fruits, and foliage crops. A "hands-on" approach to crop production will be employed and farm management will be stressed. (12 lec/lab hrs.)

Ag 54B—Tropical Agriculture Production II (6)
An introduction to various horticultural enterprises, commonly cultivated in Hawai'i during the Spring each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. The enterprises include floral, vegetable, fruits, and foliage crops. The "hands-on" approach to agriculture production is employed and farm record keeping for farm management is stressed. (12 lec/lab hrs.)

Ag 64—Livestock Production I (3)
Farm management techniques and practices involved in producing and marketing superior quality pork, eggs and fryers. (6 lec/lab hrs.)

Ag 82—Turfgrass Management (3)
Turfgrass identification, installation, and maintenance for home, park, and golf areas with special emphasis on warm season grasses. A discussion of irrigation and fertilization practices. (6 lec/lab hrs.)

Ag 122—Soil Technology (3)
CoReq: Ag 200 (or prior completion)
Studies identification, preparation, and fertilization of soils. Discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection and irrigation practices. Emphasizes sustainable management systems. (2 lec hrs., 3 lab hrs.)

Ag 130—Agroforestry Business Management (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 25 or Math 26 or placement in Math 100
Introduces agroforestry and forestry management practices including decision making, record keeping, cash flow, use of the computer as a management tool, and marketing of agricultural and forestry products. (3 lec hrs.)

Ag 141—Integrated Pest Management (3)
CoReq: Ag 200 (or prior completion)
Introduction to the principles involved in the control of plant diseases and pests including bacteria, fungi, nematodes, insects, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A report on the diseases of a crop is required. (6 lec/lab hrs.)

Ag 157—Marketing of Agriculture Products (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 1ABCD or placement into Math 22 or placement into Math 50
This course deals with the principles and practices of selecting, processing, handling, and selling of agriculture products. Principles of marketing and the marketing of specific crops are covered. The student will be introduced to the use of the Internet to research markets. A report on the marketing of a crop is required. (3 lec hrs.)

Ag 175—Agroforestry (3)
PreReq:"C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" in ESL 22W) or placement in Eng 100 or placement in Eng 102; and "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 120
CoReq: Ag 175L
Designed for students in Forest TEAM and related careers. Methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lec hrs.)

Ag 175L—Agroforestry Laboratory (1)
CoReq: Ag 175
Designed for students in Forest TEAM and related careers. Laboratory to accompany Ag 175, Agroforestry. Field exercises in methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lab hrs.)

Ag 190V—Internship (1-4)
PreReq: Ag 175 and Geog 170
Designed for students in Forest TEAM and related careers. An internship with a government or private agency or commercial operation in the area of tropical forest ecosystem management or agroforestry or related forest or ecosystem occupations. The internship program is intended to give students the opportunity to apply knowledge and skills learned in the Forest TEAM program to real life forest ecosystem management and agroforestry operations with potential employers. May be repeated for credit, up to 6 credits. (variable hours)

Ag 192—Selected Topics in Forest Ecosystem Management (1)
PreReq: Eng 21 or ESL 21 or placement in Eng102; and Math 25 or Math 26 or placement in Math 100
Selected topics allows addition of subjects that meet current needs in Agroforestry and Forest Ecosystem Management. It will be used for elective credit and may be repeated for different subjects. Examples include Forest Fire training, Pesticide training, and Tissue Culture. May be repeated for credit, up to 4 credits. (1 lec hr.)

Ag 200—Principles of Horticulture (4)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 22 or placement in Math 24
Introduces botany and plant physiology. Discusses plant nutrients, moisture, environmental requirements and plant propagation. Studies culture and production techniques for selected ornamental crops. Plant propagation techniques and the cultivation of selected economic crops will be covered using a student garden and greenhouse. (3 lec hrs., 3 lab hrs.)

Ag 230—Agriculture Business Management (3)
CoReq: Ag 200 (or prior completion)
Introduces students to agricultural business management practices. Roles such as managing, decision processes, records, budgeting, financial statements, ratio analysis, cash flow analysis and computer literacy are expected. Web based research and business planning are explored and developed. (6 lec/lab hrs.)

Ag 245—Tropical Silviculture and Forest Plant Propagation (3)
PreReq: "C" or better in Eng 100; and "C" or better in Eng 102; and "C" or better in Math 120; and "C" or better in AG 175
CoReq: AG 245L
Designed for students in Forest TEAM and related careers. Ecology, restoration and management of native and non-native forest ecosystems. Classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Selection, propagation and cultivation of seeds and propagules. (3 lec hrs.)

Ag 245L—Tropical Silviculture and Forest Plant Propagation Lab (1)

CoReq: AG 245

Designed for students in Forest TEAM and related careers. Laboratory in ecology, restoration and management of native and non-native forest ecosystems. Field methods of classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Field and greenhouse selection, propagation and cultivation of seeds and propagules. (3 lab hrs.)

Ag 250—Sustainable Crop Production (3)

PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

An introduction to production methods for selected crops; compares conventional and alternative methods of production, and analysis the effects of these practices. Examines economic and social impacts. (3 lec hrs.)

Ag 250L—Sustainable Crop Production Lab (1)

CoReq: Ag 250 (or prior completion)

A laboratory course which gives the student practical experience in the application and/or the demonstration of agricultural practices which have a minimal negative impact on the farm and the community. (3 lab hrs.)

Ag 260—Tropical Landscape Horticulture (3)

PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 22 or placement in Math 24

Introduces the student to the elements of landscape design, planning, and plan implementation. The areas covered include design principles, functional aesthetics, reading and development of landscape plants, and cost estimates. (6 lec/lab hrs.)

Ag 275—Forest Pest Management (3)

PreReq: "C" or better in Eng 100; and "C" or better in Eng 102; and "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 100

CoReq: AG 275L

Designed for students in Forest TEAM and related careers. Identification of pests and other threats to forestry operations and native forests. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten tropical forests with an emphasis on Hawai'i. Use of pest management techniques assist in pest control. (3 lec hrs.)

Ag 275L—Forest Pest Management Lab (1)

CoReq: AG 275

Designed for students in Forest TEAM and related careers. Lab to identify pests and other threats to agroforestry operations and native forests, including methods of control. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten forests in Hawai'i, and use of pest management techniques assist in pest control. (3 lab hrs.)

Ag 291—Forest Restoration Ecology and Ecosystem Management Practicum (3)

PreReq: Geog 170 and Geog 180 and Ag 175

Designed for students in Forest TEAM and related careers. This is the capstone course of the Forest TEAM program. It is a practicum which will give students field experience in methods of assessing the condition of and threats to native and planted forests and developing plans for their management. Students will assess threats to forests, such as alien species, and devise ways of controlling them. They will apply forest restoration methods involving propagation of forest trees and herbs. (6 lec/lab hrs.)

Anthropology

Anth 121—Introduction to Language (3)

Cross-listed as Ling 121

PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100

An introduction to the study of language from an anthropological perspective. Broad topics include ethnolinguistics (language and culture), sociolinguistics (language and society), psycholinguistics (language and cognition), and core subfields in linguistics; phonology (sound system), morphology (word structure), and syntax (sentence structure). More emphasis will be given to anthropological methods and cultural concepts in Anth 121 than in Ling 121, where linguistic approaches are emphasized. (3 lec hrs.)

Anth 150—Human Adaptations (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

A survey course of physical anthropology. Major topics include primates, human evolution, human adaptations to the present and future world, and global variations in human cultural adaptations. (3 lec hrs.)

Anth 200—Cultural Anthropology (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Humans as cultural and social beings. The major concepts and conclusions of cultural anthropology. Biological, social, and linguistic foundations of culture. Research methods. (3 lec hrs.)

Anth 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)

Cross-listed as Ling 235

PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100; and "C" or better in Eng 102

Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (3 lec hrs.)

Architectural, Engineering and CAD Technologies

AEC 80—Basic Drafting (3)

Recommended: High School mechanical drawing

Designed for students interested in technical drawing. This course is an introduction to the very basic manual drafting practices, procedures, equipment use, lettering, and architectural symbols. Orthographic projection, pictorial drawings, sectional views, dimensioning, screw threads, and weld symbols will also be covered. (6 lec/lab hrs.)

AEC 100—Drafting Conventions and Materials (5)

Recommended: High school mechanical drawing

Designed for students interested in technical drawing. An introduction to basic manual drafting practices, procedures, equipment use, lettering, and architectural symbols, as well as basic residential construction materials used today. Orthographic projection, pictorial drawings, sectional views, dimensioning, floor plans, foundation plans, and exterior elevations will be drawn. (10 lec/lab hrs.)

AEC 110B—Basic AutoCAD (3)

PreReq: Eng 18 or ESL 7 or placement in Eng 20R or placement in ESL 20R

CoReq: AEC 80, and AEC 115, and AEC 118 (or prior completion of any)

Recommended: mechanical drawing and computer keyboarding experience

Designed for students interested in CAD drawing. This course is designed for the student with no computer aided (CAD) experience. Introduction to AutoCAD's basic drawing commands will be the focus including features, functions, and operations such as lines, arcs, circles, symbols, text, dimensions, and editing/modifying objects will be explored. (6 lec/lab hrs.)

AEC 110C—Basic AutoCAD II (1)

PreReq: AEC 110B; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

CoReq: AEC 120, and AEC 123, and AEC 127 (or prior completion of any)

Designed for students interested in CAD drawing. Advanced application to design and draw construction plans utilizing AutoCAD LT. Students will set up drawing sheets for plotting using paper space and model space and applications including how to extract information about a drawing. Manipulation of 3-D drawing commands will also be introduced if program is available. (2 lec/lab hrs.)

AEC 112—Computer Aided Drafting (CAD) (3)

Recommended: Mechanical drawing and computer keyboarding experience

Introduction to AutoCAD's basic drawing commands including features, functions, and operations. Students will also learn how to create blocks, external references, and how to utilize paper and model space layouts. (6 lec/lab hrs.)

AEC 113—Geomatics and Land Surveying I (3)

Recommended: Mechanical drawing and computer keyboarding experience

Introduction to geomatics and land surveying science, terminology, field practices, equipment, hardware and software for measuring, locating and mapping geographic features on the face of the earth. Students will learn how to set up survey field equipment, and take notes for turning and measuring horizontal and vertical angles and distances from a known reference baseline. Survey data will be collected and analyzed for blunders and errors, and mathematically adjusted for input into CAD or other survey office software. (6 lec/lab hrs.)

AEC 115—Introduction to Architecture (2)

PreReq: Eng 18 or ESL 7 or placement in Eng 20R or placement in ESL 20R

Recommended: Placement in Eng 22, keyboarding skills, access to a computer with Internet

Designed for students interested in the architectural field. Overview of the architectural profession includes professional ethics, industry organizational structure, licensing and its educational requirements, typical framework of architectural firms, compensation, model codes, awarding of contracts and legal requirements for construction projects, project administration, professional organizations, and career opportunities in related fields. Covers the work of significant architects and the importance of the creative thinking process and its application to basic design theory. Exercises emphasize the development of basic skills used in the design of simplified architectural projects. (4 lec/lab hrs.)

AEC 117—Introduction to Surveying (1)

PreReq: Eng 18 or ESL 7 or placement in Eng 20R or placement in ESL 20R; and Math 50 or higher

CoReq: AEC 110B (or prior completion)

Recommended: Placement in Eng 22, keyboarding skills, access to a computer with Internet

An introductory course of the concepts of plane surveying including the use, adjustment, and maintenance of the engineering field equipment. Emphasis will be on accuracy in performing fieldwork, free-hand lettering, and the use of the engineering scales for conventions, site and plot plans. Civil Engineering drawings using AutoCAD will be explored. (2 lec/lab hrs.)

AEC 118—Construction Materials (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

CoReq: AEC 110B (or prior completion)

Recommended: Access to a computer with Internet

A broad survey of materials and products used in the building industry including concrete, masonry, wood, metals, electrical and mechanical systems and other topics based on the Construction Specification Institute (CSI) format. Emphasis on construction and materials in Hawai'i including their nature, characteristic, variety and uses. (6 lec/lab hrs.)

Valid through Fall 2015

AEC 120—Introduction to Construction Drawings (3)

PreReq: AEC 118

CoReq: AEC 110C (or prior completion)

A core course in basic building construction and common construction drawings. Foundation, framing, finishes, roofs, architectural dimensions, materials symbols, drawings conventions, and more will be covered. An AutoCAD course that applies procedures from AEC 110B, AEC 110C, and AEC 118. (6 lec/lab hrs.)

Effective Spring 2016

AEC 120—Residential Design and Construction Drawings (6)

PreReq: AEC 100 and AEC 112

An introductory course into Architectural design concepts used to create a full set of construction drawings utilizing AutoCAD. A structural model of three-bedroom residence will be constructed. Procedures learned AEC 100, and AEC 112 will be applied. (12 lec/lab hrs.)

AEC 123—Residential Planning and Design (3)

PreReq: Math 66

CoReq: AEC 120 (or prior completion)

Architectural design concepts, application of AutoCAD, study models, sketching, and group critiqued presentations of design will be introduced. Application of AEC 110B, 118, and 120 are incorporated. A structural model of a three-bedroom residence will be constructed. (6 lec/lab hrs.)

AEC 126—Sustainable Architecture (3)
PreReq: AEC 80, AEC 110B, AEC 115, AEC 117, and AEC 118; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Eng 21 or ESL 21 or placement in Eng 102
CoReq: AEC 120 and AEC 123
Recommended: Internet research skills and word processing skills.
Involves the study of natural environmental issues, the National Green Building Standard developed by the National Association of Home Builders (NAHB), and how it applies to the development of residential projects. Topics also include introduction to other nationally recognized organizations such as the U.S. Green Building Council and their Leadership in Energy and Environmental Design (LEED) program regarding building certification and credentials. Also includes an introduction to green building materials, systems, and terminology. Involves research, written assignments, drawings, and presentations. (3 lec hrs.)

AEC 127—Civil Engineering Drawing (3)
PreReq: AEC 117; and Math 66; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: AEC 110C (or prior completion)
Introduction to civil engineering drawing including maps, surveys, contours and profiles, site plans, site utilities, and land excavation. Also included are AutoCAD drawings to alter site contours, retain site areas, and flanking cut-and-fill gradients for roadways. (6 lec/lab hrs.)

AEC 128—Sustainable Environmental Design (2)
Recommended: Proficiency in computer and Internet use to conduct research and write essays with electronic submission
A careful study of the environment including native plants, endangered species, and how society is impacting the natural environment. Topics include efforts to mitigate the negative impact. Discussion topics include site development and sustainable measure guidelines by various national organizations and programs. Also includes an introduction to green building concepts, terminology, and systems. Involves research, written assignments, presentations, and other activities. (2 lec hrs.)

AEC 129—Sustainable Design and Site Prep (3)
PreReq: AEC 112 and AEC 113
An introduction to site plan drawings including maps, surveys, contours and profiles, site plans, site utilities, and land excavation. Also included are CAD drawings to alter site contours, retain site areas, and flanking cut-and-fill gradients for roadways. Emphasis will focus on measuring horizontal distances on steep slopes, alignment between points, and correcting common errors in measuring distances. (6 lec/lab hrs.)

AEC 130—Residential Working Drawings (3)
PreReq: AEC 120
CoReq: AEC 131 and AEC 138 (or prior completion of either)
Advanced study and application of materials and methods of construction specifically related to two-story dwellings. Projects utilize light wood, steel, and/or masonry construction principles and practices. Course includes basic residential planning, drafting expressions, structural details and complete working drawings of a two-story dwelling. All drawing is done using AutoCAD. (1 lec hr., 6 lab hrs.)

AEC 131—Construction Codes (2)
CoReq: AEC 130 (or prior completion)
This course explores the ramifications of codes on building project. Construction codes are used to produce project drawings that meet zoning, building and accessibility requirements. (2 lec hrs.)

AEC 133—Basic Arch Studio A (4)
PreReq: AEC 123
CoReq: AEC 134 (or prior completion)
Perception, design and communication is explored through human perception, multi-sensory reception, interpretation of sensory input by the brain and emotional and cultural factors. Elements and principles of basic two- and three-dimensional design concepts. Formal/spatial exercises that explore elements, surfaces, measure and order in both graphic and architectural contexts. Analytical exercises which examine both existing and self-created orders and studio activities involving thinking, reading, writing, drafting, model making, and especially drawing (freehand, with instruments and computer). (8 lec/lab hrs.)

AEC 134—CAD Options I (1)
PreReq: AEC 118
CoReq: AEC 131 and AEC 133 (or prior completion of either)
An introduction to AutoDesk 3D Studio VIZ (if available), a high-end 3D modeling and rendering program primarily aimed at building design. Topics include the user interface, basic modeling concepts, object creation, material rendering, and lighting. The student will construct several 3D computer models. (If the software AutoDesk 3D Studio VIZ is not available, a generic 3D rendering program, possibly "Sketch Up" will be substituted.) (2 lec/lab hrs.)

AEC 137—Surveying II (1)
PreReq: AEC 127
CoReq: AEC 134 and AEC 138 (or prior completion of either)
This course expands on AEC 117 and AEC 127. Emphasis will focus on measuring horizontal distances, on steep slopes, alignment between points, and mistakes and errors in measuring distances. Also included will be the horizontal circle, digital verniers used in measuring angles, instrument set-up, measuring vertical angles, setting points on line and intersection of lines. (2 lec/lab hrs.)

AEC 138—Structural Drawing (1)
CoReq: AEC 131 (or prior completion)
Introduction to structural drawing for building construction and includes load analysis, concrete and steel plan and detail drawings, and wood frame design. Drawings to be done with AutoCAD. Emphasis on floor and roof framing, lintels and beams, and posts and columns. Goals is to develop in students a sense and basic understanding of structures in building construction. (2 lec/lab hrs.)

AEC 140—Commercial Working Drawings (3)
PreReq: AEC 130
CoReq: AEC 141B (or prior completion)
A core course that includes the theory and practice involved in producing and organizing working drawings using CAD for multi-family and/or commercial projects. Students are exposed to design, layout and construction methods used in steel, concrete, masonry and wood systems. Independent research emphasized. (6 lec/lab hrs.)

AEC 141B—Building Services (1)
CoReq: AEC 140 (or prior completion)
Preliminary and detail planning of service and mechanical equipment and facilities in multi-family and/or commercial buildings. Topics include energy, thermal control, plumbing and electrical systems, and vertical transportation equipment. (2 lec/lab hrs.)

AEC 142—Basic Arch Studio B (4)
PreReq: AEC 134
Materials, Design & Communication. Hands-on exploration of various materials and construction techniques and as introduction to various design processes as systematic approaches to solving architectural/ environmental design problems. Analysis of architecture as the creation of spaces generated by human needs and aspirations and developing concepts to explore and achieve innovative solutions responding to these needs. Studio activities involving thinking, reading, writing, model making and a variety of communication techniques with emphasis on the delineation of 3-D spaces using perspective drawing techniques, light notation and computer modeling. (8 lec/lab hrs.)

AEC 144—CAD Options II (1)
PreReq: AEC 137
CoReq: AEC 141B and AEC 147 (or prior completion of either)
This course will introduce the student to ArcView's software for Geographic Information System (GIS), a data gathering program, and Global Positioning Systems (GPS) for data gathering of points, lines, features, and areas. (2 lec/lab hrs.)

AEC 147—Surveying III (2)
CoReq: AEC 144 (or prior completion)
This course will use the information gathered in the surveys conducted in AEC 137. Emphasis will focus on topographic contour drawings including uses of contours, contour intervals, determining elevations/ grades, contours for cut and fill, excavations for buildings, volumes of cut and fill, and profile sections. (4 lec/lab hrs.)

AEC 150—Introduction to GIS and GPS (4)
Designed to introduce the student to the principles and techniques of GIS (Geographic Information Systems), a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. The lab material will emphasize GIS data collection using GPS (Global Positioning System), entry, storage, analysis, and output using ArcGIS Desktop software. (8 lec/lab hrs.)

AEC 230—Residential Contract Drawings and Codes (4)
PreReq: AEC 120 and AEC 128
CoReq: AEC 234 (or prior completion)
Recommended: Proficiency in CAD and manual drafting
Advanced study and application of materials and methods of construction related to 2-story dwelling planning and sustainable design practices with applicable code compliance, utilizing wood framing, and concrete construction principles and basic structural load analysis to create a complete set of contract drawings. Standard drafting conventions apply to both manual and CAD drafting applications. (8 lec/lab hrs.)

AEC 233—Basic Architectural Studio A (4)
PreReq: AEC 112
CoReq: AEC 234 (or prior completion)
Recommended: Experience with computer 3D image modeling
Perception, design, and communication are explored through human perception, multi-sensory reception, interpretation of sensory input by the brain, and emotional and cultural factors. Elements and principles of basic two- and three-dimensional design concepts. Formal/spatial exercises that explore elements, surfaces, measure, and order in both graphic and architectural contexts. Analytical exercises which examine both existing self-created orders and studio activities involving thinking, reading, writing, drafting, model making, and especially drawing (freehand, with instruments, and computer). (8 lec/lab hrs.)

AEC 234—3D CAD Imaging (1)
CoReq: AEC 112
An introduction to a 3D modeling program primarily aimed at building design. Topics include the user interface, basic modeling concepts, and object creation. The student will construct several 3D computer models. (2 lec/lab hrs.)

AEC 235—Boundary Law, Water Rights, and Hawaiian Deed Interpretation (3)
PreReq: AEC 113
Introduction to the concepts of boundary control and legal principles. Subjects addressed include proportionate measurement, junior and senior land right retracement of original surveys, common case law and precedence, prioritizing evidence, controlling monumentation, and error in legal descriptions and plats. The unique history of Hawai'i boundary law, water rights, and legal descriptions will be explore along with the impacts it has on property rights. (3 lec hrs.)

AEC 238—Architectural Historic Preservation (2)
PreReq: AEC 115 and AEC 120
CoReq: AEC 230
Recommended: Free-hand drawing proficiency
Study and documentation of existing buildings, structures, and sites of historic and/or cultural significance, including producing field measurements and drawings, conducting historical research, providing photo documentation, and preparation of archival drawings. Documentation is according to the measurement standards of the History American Buildings Survey (HABS). (4 lec/lab hrs.)

AEC 240—Commercial Contract Drawings (3)
PreReq: "C" or better in AEC 230
CoReq: AEC 241 (or prior completion)
Recommended: Proficiency in CAD
A core course that includes the theory and practice involved in producing and organizing working drawings using CAD for multi-family and/ or commercial projects. Students are exposed to design, layout, and construction methods used in steel, concrete, masonry, and wood systems. Independent research emphasized. (6 lec/lab hrs.)

AEC 241—Introduction to Building Services and Building Information Modeling (3)
PreReq: AEC 112
Recommended: Proficiency in AutoCAD and 3D imaging
Introduction to building systems and facilities of non-residential buildings in case study format. Topics include thermal control, plumbing, and basic BIM software. (6 lec/lab hrs.)

AEC 242—Basic Architectural Studio B (4)
PreReq: "C" or better in AEC 233
Recommended: Proficiency in computer 3D image modeling
Builds on the knowledge acquired in Basic Architectural Studio A and offers a hands-on exploration of various materials and constructions techniques. Students practice various design processes and systematic approaches to solving architectural and environmental design problems. Students analyze architecture as the creation of spaces generated by human needs and aspirations and develop concepts to explore and achieve innovated solutions responding to these needs. Studio activities involving thinking, reading, writing, model making, and a variety of communication techniques with emphasis on the delineation of 3D spaces using perspective drawing techniques, light notation, and computer modeling. (8 lec/lab hrs.)

AEC 247— Geomatics and Land Surveying II (3)
PreReq: AEC 112 and AEC 113
Students will be introduced to new technologies in Geomatics and Land Surveys for measuring, locating, and mapping geographic features on the face of the earth. Field and office procedures for Control, Boundary, and Topographic surveys will be explored. Robotics and data collection methods using GPS static surveys and Real-Time Kinematic (RTK) GPS surveys along with the Geomatics software used for collecting accurate geospatial data in field will be introduced. (6 lec/lab hrs.)

AEC 249—Introduction to Drafting Career Success (1)
PreReq: AEC 115
An introduction to standard and effective business practices. Students will learn the importance of proposals, project management, communication with clients, and invoicing. Taxes and business licenses will also be explored along with basics of job seeking skills such as resume writing, job interviews, and proper attire. (1 lec hr.)

Art

Art 101—Introduction to the Visual Arts (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to the Visual Arts, the nature of the visual arts, and their expression in various forms. (3 lec hrs.)

Art 105B—Introduction to Ceramics - Hand Building (3)
An introduction to three dimensional concepts in clay through hand building techniques. (6 lec/lab hrs.)

Art 105C—Introduction to Ceramics - Wheel Throwing (3)
PreReq: Art 105B
Three dimensional concepts in clay through wheel throwing techniques. (6 lec/lab hrs.)

Art 107—Intro to Photography (3)
Deleted.

Art 107D—Intro to Digital Photography (3)
CoReq: Art 112 (or prior completion)
Recommended: Knowledge of the use of computers.
An introduction to digital photography. Students will learn basic camera techniques and how to convert their images to digital ones. Will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for artistic expression. It provides experience in traditional and contemporary photographic techniques for Art and Multimedia Design. (6 lec/lab hrs.)

Art 108—Elementary Studio: Drawing and Painting (3)
Painting and drawing studio with emphasis on materials and techniques. (6 lec/ lab hrs.)

Art 111—Introduction to Watercolor Painting (3)
An introduction to watercolor materials and techniques, including an introduction to Oriental brush painting. (6 lec/lab hrs.)

Art 112—Introduction to Digital Arts (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Recommended: Art 115 and/or basic computer competency
Studio introduction to digital technology and its applications to the production of visual art. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 113—Foundation Studio: Drawing (3)
Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. (6 lec/lab hrs.)

Art 114—Foundation Studio: Color (3)
A studio course in aspects and theories of color and their practical applications. (6 lec/lab hrs.)

Art 115—Foundation Studio: 2-D Design (3)
Basic two-dimensional designs, concepts, elements and principles of organization. (6 lec/lab hrs.)

Art 120—Intro to Typography (3)
PreReq: "C" or better in Art 112 and "C" or better in Art 115
Explores letterforms and word compositions in the context of designing with type. Projects and lectures include traditional terms and classifications through contemporary digital typesetting technology. (6 lec/lab hrs.)

Art 123—Introduction to Painting (3)
PreReq: Art 113
Theory and practice of painting: basic material and technical procedure will be addressed. Oil or acrylic. (6 lec/lab hrs.)

Art 125—Introduction to Graphic Design (3)
CoReq: Art 112 (or prior completion with a "C" or better) or Art 115 (or prior completion with a "C" or better)
Introduces various ways of organizing visual elements in page design and examines the conceptual meaning of text and image in combination. Structural systems such as grids; modules; and the design principles of emphasis, balance, rhythm, scale and unity are used to organize visual information. Photographs, illustrations and text are integrated using page layout software. (6 lec/lab hrs.)

Art 126—3D Computer Graphics I (3)
PreReq: "C" or better in Art 112
Provides introductory studio experience in 3D computer graphic concepts with MAYA. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

Art 135—Papermaking (3)
Introduces traditional and experimental techniques in papermaking. Students will prepare paper pulp, pulp from raw plant fibers, and press sheet fibers to make editions of paper. The handmade paper will then be used in various art making processes. (6 lec/lab hrs.)

Art 156—Digital Painting (3)
PreReq: "C" or better in Art 112
Introduction to the use of the computer as a painting tool. Studio experience will explore digital painting techniques as used for personal expression, production design, concept art, matte painting, and texture mapping. Emphasis will also be placed on developing aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 159—History of Communication Design (3)
PreReq: "C" or better in Art 112 and "C" or better in Art 115
Recommended: Art 101
A chronological survey of design and media art history with an emphasis on work from the Victorian Period through the present. International, political, social, and technological issues are addressed in relationship to visual arts and design disciplines. A studio component integrates research with design projects. (6 lec/lab hrs.)

Art 202—Digital Imaging (3)
PreReq: Art 112
CoReq: Art 115 (or prior completion)
A studio course in digital imaging concepts and techniques including image capture, manipulation, and output. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

Art 207—Intermediate Photography (3)
Deleted.

Art 207D—Intermediate Digital Photography (3)
PreReq: "C" or better in Art 107D
Recommended: Knowledge of the use of computers and digital SLR cameras.
An intermediate level digital photography course designed for students who intend to pursue a career involving digital photography. Covers more in-depth history, theory and aesthetics of digital photography than Art 107D. Emphasizes technical skills as well as covers current trends in advanced, professional level digital photography techniques. (6 lec/lab hrs.)

Art 209—Image in Motion Studio (3)
PreReq: Art 112
CoReq: Art 115 (or prior completion)
A studio course in digital video production that provides students with the basic theory, practice, and techniques for digital video with sequential digitized imagery and synchronized sound. (6 lec/lab hrs.)

Art 211—Intermediate Watercolor Painting (3)
PreReq: Art 111
Continuation and intensive application of the basic techniques introduced in Art 111. Emphasis on the development of personal style in the medium of watercolor. (6 lec/lab hrs.)

Art 212—Digital Animation (3)
PreReq: "C" or better in Art 112
Studio experience in digital animation concepts. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

Art 214—Introduction to Life Drawing (3)
PreReq: Art 113
An introductory life drawing course. Anatomical construction, light, space, diagrammatic analysis and thematic content will be studied through the drawing process. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 217—Screen Printing (3)
Basic screen printing techniques from open screen to photographic methods will be addressed. (6 lec/lab hrs.)

Art 223—Intermediate Painting (3)
PreReq: Art 123
Survey of late 19th and 20th century studio practice with emphasis on abstraction and non-representational painting. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 225—Graphic Design II (3)
PreReq: Art 125
An intermediate graphic design class which focuses on the refinement of design skills as tools for effective visual communication. It aims to further develop the awareness and investigation of the forms, techniques, and concepts of graphic design. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 226—3D Computer Graphics II (3)
PreReq: Art 126
CoReq: Art 212 (or prior completion with a "C" or better) and Art 202 (or prior completion with a "C" or better)
Provides intermediate studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon knowledge learned in Art 126 (3D Computer Graphics I) and applies that knowledge to learn more advanced 3D animation techniques. Emphasis placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

Art 227—Oriental Brush Painting (3)
Basic techniques and concept involved in traditional Chinese painting. (6 lec/lab hrs.)

Art 229—Interface Design I (3)
Formerly Art 238
PreReq: Art 112
Explores the design and programming of audience specific interfaces. Students learn basic programming and screen design skills in combination with basic Web page production technique. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 230—Textile Design (3)
Design problems for production of printed fabric utilizing silkscreen techniques. (6 lec/lab hrs.)

Art 238—Interface Design (3)
Deleted (see Art 229)

Art 243—Intermediate Ceramics - Hand Building (3)
PreReq: Art 105B
The development of sculptural and vessel concepts using hand building techniques. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 244—Intermediate Ceramics - Wheel Throwing (3)
PreReq: Art 105C
The development of vessel and sculptural concepts using wheel throwing techniques. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 246—3D Computer Graphics III (3)
PreReq: Art 226 and "C" or better in Art 212
Provides advanced studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon the knowledge learned in Art 226 (3D Computer Graphics II) and applies that knowledge to learn more advanced 3D animation techniques. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 248—Digital Post-Production (3)
PreReq: "C" or better in Art 209
A course on the theory and art of video and audio sound design and editing for various output formats. Emphasis will also be placed on developing aesthetic criteria for evaluation purposes. (6 lec/lab hrs.)

Art 249—Interface Design II (3)
PreReq: "C" or better in Art 238
Builds upon interface design skills learned in Art 238. Students plan, design, and build web sites and audience specific interfaces for the Internet on a more comprehensive level. Students create their own original web assets: e.g. images, drawings, audio, video, animations, and other elements. Technical emphasis placed on learning Dynamic Hyper Text Markup Language (DHTML) and Cascading Style Sheets (CCS). (6 lec/lab hrs.)

Art 257—Motion Graphic Design (3)
PreReq: "C" or better in Art 209 and "C" or better in Art 212
Course introduces projects that incorporate typography, shape, and image within time-based presentations. Students will creatively employ and integrate the elements of time, sound, motion, typographic effects, layering, and transition to focus on interactive and sequential organization of information. (6 lec/lab hrs.)

Art 259—Narrative Game Design (3)
PreReq: "C" or better in Art 226
Introduction to the process of designing interactive narrative computer games. Emphasis will be placed on developing an aesthetic criterion for evaluation purposes. (6 lec/lab hrs.)

Art 269C—Study Abroad - Japan (3)
PreReq: Consent of instructor
This is an on-site study of art/architecture of a designated location(s). This course will visit several animation studios in Japan, including Studio Ghibli - the studio that created "Spirited Away." There will be lectures and discussions which will be used as a tool to analyze, understand, and appreciate the development of this region's unique art. (45 total hrs.)

Art 293—Internship (3)
PreReq: "C" or better in Art 202 and "C" or better in Art 209
Recommended: A portfolio of previous student work acceptable by the instructor.
Provides supervised work experience in multimedia production. This course enables students to apply the knowledge and skills acquired in the classroom to the work environment. (6 lec/lab hrs.)

Art 294—Practicum in Digital Arts (3)
PreReq: Art 202 and Art 209
This practicum provides a supervised work experience environment where advanced students in the DMA program can engage in real production activity. Course enables students to apply the knowledge and skills acquired in the classroom to the work environment. (6 lec/lab hrs.)

Art 295—Design Portfolio (3)
PreReq: "C" or better in Art 225 and "C" or better in Art 249
Guides students through the process of compiling their work into a professional design portfolio. Students will devise a strategy to focus their work to best market their skills through an interactive portfolio, hard copy portfolio materials, and a resume and business card in a unified presentation. Free-lance and contracting issues will be covered to better prepare students for entry into the job market and a review of submitting portfolios for university/college transfer. (6 lec/lab hrs.)

Art 296—Demo Reel Development (3)
PreReq: "C" or better in Art 248
Guides students through the process of compiling their work onto a demo reel that is representative of student interest, strength, and skill for entry into Digital Video and multimedia fields, professional schools, or baccalaureate institutions. Students will devise a strategy to best edit, package, and market their videos which could include tape, DVD, interactive portfolio, a hard copy portfolio, and resume. (6 lec/lab hrs.)

Asian

Asan 120—Japanese Culture I (3)
An introduction to study of common and distinctive aspects of the Japanese culture. Designed to give students an introduction to Japanese culture and the Japan of today directly related to the modern Japanese people. (3 lec hrs.)

Asan 121—Chinese Culture (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An introduction to the study of past and present Chinese culture in relation to other East Asian cultures. It is designed to give students an introduction to the Chinese culture. Topics such as: Chinese values and philosophy, social structure, language and literature, art, and migration of Chinese will be covered. (3 lec hrs.)

Asan 122—Korean Culture (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
An introduction to the study of common and distinctive aspects of Korean culture in relation to other East Asian cultures designed to give students an overview of contemporary Korean culture and the relationship to its socio-historical, cultural past. (3 lec hrs.)

Astronomy

Astr 110—Survey of Astronomy (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26
Survey of modern astronomy intended for non-science majors with emphasis on scientific method and development of scientific thought. (3 lec hrs.)

Astr 281—Astrobiology (3)
PreReq: Astr 110
Astronomical, physical, chemical, geological, and biological perspectives of the origin and continued existence of life on Earth and of the possibility of extraterrestrial life. Exploration of Mars and the Jovian moons. Search for extrasolar planets and extraterrestrial intelligence. (3 lec hrs.)

Auto Body Repair and Painting

ABRP 20A—Introduction to Auto Body Repair (12)
Formerly ABRP 20, 21, 22, 23, 24, 25
An introduction to areas of oxy-acetylene, Gas Metal Arc Welding, Squeeze Type Resistance Spot welding, and plasma arc cutting. Basic rust repair techniques and metal straightening procedures are also covered, along with metal cleaning and conversion processes. (24 lec/lab hrs.)

ABRP 20—Introduction to Auto Body Repair & Painting (1)
Deleted. (see ABRP 20A)

ABRP 21—Oxyacetylene Welding & Cutting (2)
Deleted. (see ABRP 20A)

ABRP 22—Gas Metal Arc Welding Techniques (3)
Deleted. (see ABRP 20A)

ABRP 23—Advanced Welding Techniques (1)
Deleted. (see ABRP 20A)

ABRP 24—Rust Repair and Corrosion Protection (2)
Deleted. (see ABRP 20A)

ABRP 25—Metal Straightening Techniques (3)
Deleted. (see ABRP 20A)

ABRP 30A—Metal and Plastic Refinishing (12)
Formerly ABRP 30, 31, 32, 33, 34, 35
PreReq: "C" or better in ABRP 20A
An introduction to areas of preparation, refinishing, and color matching of metal and plastic substrates. (24 lec/lab hrs.)

ABRP 30—Preparation & Refinish Safety (3)
Deleted. (see ABRP 30A)

ABRP 31—Refinish Equipment & Preparation (1)
Deleted. (see ABRP 30A)

ABRP 32—Refinish Application & Color Matching (2)
Deleted. (see ABRP 30A)

ABRP 33—Paint Problems (2)
Deleted. (see ABRP 30A)

ABRP 34—Color Blending (3)
Deleted. (see ABRP 30A)

ABRP 35—Plastic Repair & Refinishing (1)
Deleted. (see ABRP 30A)

ABRP 40A—Panel and Glass Replacement Techniques (12)
Formerly ABRP 40, 41, 42, 43, 44, 45
PreReq: "C" or better in ABRP 30A
An introduction to collision damage appraisal, structural panel replacement, and stationary glass and moveable glass repairs. Also included is basic automotive electrical troubleshooting. (24 lec/lab hrs.)

ABRP 40—Collision Damage Appraisal (2)
Deleted. (see ABRP 40A)

ABRP 41—Panel Replacement & Alignment (3)
Deleted. (see ABRP 40A)

ABRP 42—Door and Quarter Panel Replacement (3)
Deleted. (see ABRP 40A)

ABRP 43—Movable Glass Service (2)
Deleted. (see ABRP 40A)

ABRP 44—Windshield & Stationary Glass Repairs (1)
Deleted. (see ABRP 40A)

ABRP 45—Servicing Electrical Components (1)
Deleted. (see ABRP 40A)

ABRP 50A—Frame Measuring and Alignment Techniques (12)
Formerly ABRP 50, 51, 52, 53, 54
PreReq: "C" or better in ABRP 40A
An introduction to frame and unibody measuring and repair. Also suspension/steering and air conditioning basics and cooling system repairs. (24 lec/lab hrs.)

ABRP 50—Structural Damage Analysis (3)
Deleted. (see ABRP 50A)

ABRP 51—Straightening Structural Components (3)
Deleted. (see ABRP 50A)

ABRP 52—Structural Replacement (3)
Deleted. (see ABRP 50A)

ABRP 53—Steering and Suspension (2)
Deleted. (see ABRP 50A)

ABRP 54—Heating and Cooling Systems (1)
Deleted. (see ABRP 50A)

Automotive Mechanics

+ Valid driver's license required.

+ AMT 20—Intro to Auto (1)
PreReq: "C" or better in Eng 20R or "C" or better in ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 1ABCD or placement in Math 22 or placement in Math 50
CoReq: AMT 23, AMT 30, and AMT 40B
Fundamentals of automotive service, repair procedures, facilities and equipment, nomenclature, and shop safety. (2 lec/lab hrs.)

+ AMT 23—Lubrication (1)
CoReq: AMT 20, AMT 30, and AMT 40B
Lubricant theory; selection, use and practice in using lubrication equipment. (2 lec/lab hrs.)

+ AMT 30—Engines (7)
CoReq: AMT 20, AMT 23, and AMT 40B
The theory, construction, design, service, and repair of upper and external engine components, such as cylinder heads, valves, cams, timing gears and chains, and manifolds. (14 lec/lab hrs.)

+ AMT 40B—Fuel System (3)
CoReq: AMT 20, AMT 23, and AMT 30
The characteristics, operation, construction, design, service and repair of fuel systems. (6 lec/lab hrs.)

Valid through Fall 2015
+ AMT 40C—Electrical System (6)
PreReq: AMT 20
CoReq: AMT 46 and AMT 57
The theory, operation, design, and repair of automobile electrical systems, including power sources, regulators, indicators, wiring, lighting, and accessories. (12 lec/lab hrs.)

Effective Spring 2016
+ AMT 40C—Electrical System (6)
PreReq: "C" or better in AMT 20, and "C" or better in AMT 23, and "C" or better in AMT 30, and "C" or better in AMT 40B
CoReq: AMT 46 and AMT 57
The theory, operation, design, and repair of automobile electrical systems, including power sources, regulators, indicators, wiring, lighting, and accessories. (12 lec/lab hrs.)

+ AMT 43—Heating and Air Conditioning (3)
This course is designed to provide the student with related technical and manipulative skills necessary for entrance into the automotive heating and air conditioning field. Air condition servicing and diagnostics will be covered using approved recovery/recycling equipment. Training is also provided on the function of the vacuum, electrical, refrigeration and computer control circuits. (3 lec hrs.)

Valid through Fall 2015
+ AMT 46—Power Train (4)
PreReq: AMT 20
CoReq: AMT 40C and AMT 57
The theory, construction, design, service and repair of standard transmissions and clutches. (8 lec/lab hrs.)

Effective Spring 2016
+ AMT 46—Power Train (4)
PreReq: "C" or better in AMT 20, and "C" or better in AMT 23, and "C" or better in AMT 30, and "C" or better in AMT 40B
CoReq: AMT 40C and AMT 57
The theory, construction, design, service and repair of standard transmissions and clutches. (8 lec/lab hrs.)

Valid through Fall 2015
+ AMT 50—Auto Transmission (4)
PreReq: AMT 20
CoReq: AMT 53 and AMT 55
The use of testing equipment (pressure readings and vacuum test), adjusting bands, linkage adjustments, replacing worn parts, and troubleshooting procedures. (8 lec/lab hrs.)

Effective Spring 2016
+ AMT 50—Auto Transmission (4)
PreReq: "C" or better in AMT 40C, and "C" or better in AMT 46, and "C" or better in AMT 57
CoReq: AMT 53 and AMT 55
The use of testing equipment (pressure readings and vacuum test), adjusting bands, linkage adjustments, replacing worn parts, and troubleshooting procedures. (8 lec/lab hrs.)

Valid through Fall 2015
+ AMT 53—Brake Systems (4)
PreReq: AMT 20
CoReq: AMT 50 and AMT 55
The maintenance and repair of the hydraulic and power brake system. (8 lec/lab hrs.)

Effective Spring 2016
+ AMT 53—Brake Systems (4)
PreReq: "C" or better in AMT 40C, and "C" or better in AMT 46, and "C" or better in AMT 57
CoReq: AMT 50 and AMT 55
The maintenance and repair of the hydraulic and power brake system. (8 lec/lab hrs.)

Valid through Fall 2015

+ AMT 55—Suspension and Steering (4)

PreReq: AMT 20

CoReq: AMT 50 and AMT 53

The theory, design, construction, service and repair of standard and power steering, and front and rear suspensions, including tires, wheels, alignment and balancing. (8 lec/lab hrs.)

Effective Spring 2016

+ AMT 55—Suspension and Steering (4)

PreReq: "C" or better in AMT 40C, and "C" or better in AMT 46, and "C" or better in AMT 57

CoReq: AMT 50 and AMT 53

The theory, design, construction, service and repair of standard and power steering, and front and rear suspensions, including tires, wheels, alignment and balancing. (8 lec/lab hrs.)

AMT 55B—Suspension and Steering (2)

Theory, design, and construction of steering systems, suspension systems and alignment for non-major students. (2 lec hrs.)

Valid through Fall 2015

+ AMT 57—Emission (2)

PreReq: AMT 20

CoReq: AMT 40C and AMT 46

The service and repair of vehicle emission control systems and devices. (4 lec/lab hrs.)

Effective Spring 2016

+ AMT 57—Emission (2)

PreReq: "C" or better in AMT 20, and "C" or better in AMT 23, and "C" or better in AMT 30, and "C" or better in AMT 40B

CoReq: AMT 40C and AMT 46

The service and repair of vehicle emission control systems and devices. (4 lec/lab hrs.)

Valid through Fall 2015

+ AMT 60H—Diagnostic and Repair: Electrical/Fuel System and Related Components (3)

PreReq: AMT 20, AMT 23, AMT 30, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

CoReq: AMT 60I, AMT 60J, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on electrical/fuel systems and related components. (6 lec/lab hrs.)

Effective Spring 2016

+ AMT 60H—Diagnostic and Repair: Electrical/Fuel System and Related Components (3)

PreReq: "C" or better in AMT 50, and "C" or better in AMT 53, and "C" or better in AMT 55

CoReq: AMT 60I, AMT 60J, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on electrical/fuel systems and related components. (6 lec/lab hrs.)

Valid through Fall 2015

+ AMT 60I—Diagnostic and Repair: Engines and Related Components (3)

PreReq: AMT 20, AMT 23, AMT 30, AMT 40B, AMT 57, AMT 53, and AMT 55

CoReq: AMT 60H, AMT 60J, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on engines and related components. (6 lec/lab hrs.)

Effective Spring 2016

+ AMT 60I—Diagnostic and Repair: Engines and Related Components (3)

PreReq: "C" or better in AMT 50, and "C" or better in AMT 53, and "C" or better in AMT 55

CoReq: AMT 60H, AMT 60J, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on engines and related components. (6 lec/lab hrs.)

Valid through Fall 2015

+ AMT 60J—Diagnostic and Repair: Suspension/Brake and Related Components (3)

PreReq: AMT 20, AMT 23, AMT 30, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

CoReq: AMT 60H, AMT 60I, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on suspension/brake and related components. (6 lec/lab hrs.)

Effective Spring 2016

+ AMT 60J—Diagnostic and Repair: Suspension/Brake and Related Components (3)

PreReq: "C" or better in AMT 50, and "C" or better in AMT 53, and "C" or better in AMT 55

CoReq: AMT 60H, AMT 60I, and AMT 60K

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on suspension/brake and related components. (6 lec/lab hrs.)

Valid through Fall 2015

+ AMT 60K—Diagnostic and Repair: PowerTrain/Transmissions and Related Components (3)

PreReq: AMT 20, AMT 23, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

CoReq: AMT 60H, AMT 60I, and AMT 60J

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on power train/transmissions and related components. (6 lec/lab hrs.)

Effective Spring 2016

+ AMT 60K—Diagnostic and Repair: PowerTrain/Transmissions and Related Components (3)

PreReq: "C" or better in AMT 50, and "C" or better in AMT 53, and "C" or better in AMT 55

CoReq: AMT 60H, AMT 60I, and AMT 60J

The student will be exposed to different types of live auto repair jobs, but emphasis is placed on power train/transmissions and related components. (6 lec/lab hrs.)

AMT 80—Small Engine Repairs I (3)
This course is designed to introduce the students to the field of small gasoline engine repair including an overview of job opportunities and skills required for a small engine repairman. An understanding of small engine technology shall be accomplished by exposing the student to basic principles and factory approved disassembly, inspection, and assembly. Emphasis is on shop safety, proper tool use and identification, and general construction and repair of small gasoline engines. (1 lec, 4 lec/lab hrs.)

AMT 83—Chain Saw Repair (2)
The Basic Chain Saw Repair course is designed to provide an understanding of chain saw technology by exposing the student to the basic principles of gasoline-powered chain saws with factory-approved disassembly and assembly procedures. (4 lec/lab hrs.)

AMT 84—Small Engine II, Applications (3)
This course will cover the applications of two- and four-cycle engines in various types of equipment. Classroom and laboratory experiences will include: 4-cycle Tecumesh, 2-cycle O & R engines, 2-cycle Sanshin engine, as well as other locally popular models. (6 lec/lab hrs.)

AMT 85—Small Engine III, Advanced Repair (2)
Theory of operation of two- and four-stroke cycle engines with practical experience in all aspects of their repair. Includes operating principles, carburetor and fuel systems, lubrication, ignition systems, cooling systems, mechanical construction, reconstruction, and troubleshooting. (4 lec/lab hrs.)

AMT 86—Outboard Engine Repair (4)
CoReq: AMT 80 (or prior completion)
Course covers the theoretical and operational aspects of two- and four-cycle outboard engines, their maintenance and repair. Includes operating principles, carburetors, fuel systems, lubrication, cooling, mechanical construction of powerhead, and troubleshooting. (8 lec/lab hrs.)

AMT 87—Advance Outboard Repair (4)
PreReq: AMT 86
Course covers advance work on powerheads, carburetors, fuel systems, lubrication systems, ignition systems; operating principles, troubleshooting, reconditioning, tune-up procedures, and proper use of test equipment. (8 lec/lab hrs.)

AMT 101—Basic Automotive Maintenance and Safety (2)
This course is designed to provide the student with related technical information on preventive maintenance for engines, power train, brakes, and steering/suspension systems. (2 lec hrs.)

Biochemistry

BioC 241—Fundamentals of BioChemistry (3)
PreReq: Math 26; and Eng 21 or ESL 21 or placement in Eng 102
The fundamentals of general, inorganic and bio-organic chemistry and biochemical concepts as they apply to living systems. (3 lec hrs.)

Biology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Biol 100—Human Biology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Basic biology of cells, tissues, and organ systems applied to humans. (3 lec hrs.)

Biol 100L—Human Biology Laboratory (1)
CoReq: Biol 100 (or prior completion)
Experiments and exercises to accompany Biology 100, Human Biology. Function of human organic systems in relation to health, genetics and environment. (3 lab hrs.)

Biol 101—General Biology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Recommended: concurrent enrollment in Biol 101L
A one semester introductory biology course for non-majors. Covers molecular biology to ecosystems. (3 lec hrs.)

Biol 101L—General Biology Laboratory (1)
CoReq: Biol 101 (or prior completion)
Experiments and exercises to accompany Biology 101, General Biology. Survey of the functioning, diversity, evolution and ecology of living things at the molecular, cellular, organ system and ecosystem levels. (3 lab hrs.)

Biol 141—Human Anatomy and Physiology I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Biol 141L
Recommended: High school or college chemistry with lab; Microbiology preferred
Structure and function of the human body, including basic biochemistry, cells, and tissues. Includes detailed coverage of the integumentary, skeletal, muscular, digestive, respiratory and cardiovascular systems. (3 lec hrs.)

+Biol 141L—Human Anatomy and Physiology I Lab (1)
CoReq: Biol 141 (or prior completion)
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Biology 141. (3 lab hrs.)

Biol 142—Human Anatomy and Physiology II (3)
PreReq: "C" or better in Biol 141 or consent of instructor
CoReq: Biol 142L
Recommended: High school or college chemistry with lab; Microbiology preferred
Structure and function of the human body, including metabolism, fluid and electrolyte balance, and genetics. Includes detailed coverage of the urinary, nervous, endocrine and reproductive systems. (3 lec hrs.)

+Biol 142L—Human Anatomy and Physiology II Lab (1)
CoReq: Biol 142 (or prior completion)
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Biology 142. (3 lab hrs.)

+Biol 156—Natural History of the Hawaiian Islands (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
CoReq: Biol 156L
The formation of the Hawaiian Islands, establishment and evolution of their native flora and fauna, effects of man. (3 lec hrs.)

+Biol 156L—Natural History of the Hawaiian Islands Lab (1)
CoReq: Biol 156 (or prior completion)
Field trips to accompany Biology 156, Natural History of the Hawaiian Islands: required as part of the lecture course whenever offered with the course. Laboratory exercises will be completed during the field trips. (3 lab hrs.)

Biol 171—Introductory Biology I (3)
CoReq: Biol 171L
Recommended: BioC 241
Covers principles of cell structure, replication, metabolism, classical and molecular genetics, as well as evolution. Also, biodiversity of prokaryotes, virus, fungi, and plants including plant structure and function. (3 lec hrs.)

Biol 171L—Introductory Biology I Laboratory (1)
CoReq: Biol 171
Recommended: High school Biology
Laboratory exercises will cover microscopy and cell structure, replication, and metabolism. Also exercises in classical and molecular genetics, and biodiversity of prokaryotes, virus, fungi and plants. (3 lab hrs.)

Biol 172—Introductory Biology II (3)
PreReq: Biol 101 or Biol 171
CoReq: Biol 172L
Students will explore the biodiversity of animal-like protistans, invertebrates, and vertebrates. Animal tissues, sensory reception and integration, endocrine system, support and movement, circulation, immunity, digestion, kidney function, reproduction, and development. Population and community ecology, energy flow, and biogeochemical cycles. (3 lec hrs.)

Biol 172L—Introductory Biology II Laboratory (1)
CoReq: Biol 172
Recommended: High school Biology
Exercises will cover structure, function, and natural history of animal-like protistans, invertebrates, and vertebrates; structure and function of animal tissues, reproduction, development, and community ecology. (3 lab hrs.)

Biol 281—General Ecology (3)
PreReq: "C" or better in Biol 171 or "C" or better in Biol 172
Recommended: High school algebra or equivalent
General ecological and evolutionary principles. Relationship of plants and animals to their environments. Processes regulating growth and evolution of populations. Community structure and ecosystem function. (3 lec hrs.)

Blueprint Reading

Blpr 20—Mechanical Drawing (3)
Deleted.

Blpr 22—Blueprint Reading and Drafting (3)
The use of mechanical drawing instruments to make shop drawings which include orthographic projection, dimensioning, and full section. Freehand sketching of shop drawings, isometric and oblique projection sketching. Reading blueprints of simple structures. (3 lec hrs.)

Blpr 30B—Blueprint Reading for Welders (3)
PreReq: Blpr 30D
Advanced principles of graphic presentation used in welding. Topics covered are sketching, notes and specifications, dimensioning, structural shapes, various types of views, preferred and nonpreferred welding symbols and abbreviations, and blueprints using metric measurements. (3 lec hrs.)

Blpr 30C—Blueprint Reading for Electricians (3)
PreReq: Blpr 22 and EIMT 20
Reading of specifications and blueprints of residential dwellings to extract information that may affect the wiring of the structure. Designing and sketching of wiring diagrams of branch circuits which are in compliance with the National Electrical Code. (3 lec hrs.)

Blpr 30D—Blueprint Reading for Machine Trades I (3)
Basic principles of graphic presentation used in machine trade drawings. The terminology and nomenclature, interpretation of working drawings, and sketching of shop drawings. (3 lec hrs.)

Blpr 30E—Blueprint Reading for Machine Trades II (3)
Deleted.

Valid through Fall 2015
Blpr 30F—Blueprint Reading for Carpenters (3)
A basic course in construction drawing and sketching using orthographic, isometric and oblique projection systems. Reading of blueprints and specifications including the interpretation of symbols, abbreviations, notes, types of lines, scales, and various dimensioning methods. Extracting of information from the various plan views, elevations, sectionals, and detail drawings. (2 lec hrs., 3 lab hrs.)

Effective Spring 2016
Blpr 30F—Blueprint Reading for Carpenters (3)
A basic course in construction drawing and sketching using orthographic, isometric and oblique projection systems. Reading of blueprints and specifications including the interpretation of symbols, abbreviations, notes, types of lines, scales, and various dimensioning methods. Extracting of information from the various plan views, elevations, sectionals, and detail drawings. (3 lec hrs.)

Blpr 40—Blueprint Reading and Estimates (3)
PreReq: Blpr 30F
Advanced principles of graphic presentation used in residential construction. The course covers the reading and interpretation of blueprints and specifications, preconstruction details, making of material takeoff, and making of working drawings and sketches. (3 lec hrs.)

Botany

Bot 101—General Botany (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Bot 101L
This is an introductory course in plant biology. Topics include cell structure and function, plant tissues and organs, reproduction and genetics. (3 lec hrs.)

Bot 101L—General Botany Lab (1)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Bot 101
This is a field-based introductory lab course in plant biology. Topics include plant classification, environments and related plant evolution in Hawai'i, scientific methodology, and plant identification. (3 lab hrs.)

Bot 105—Introduction to Ethnobotany (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102
Plants and their influence upon cultures: with special emphasis on Pacific Islander uses of cultivated and wild plants. (3 lec hrs.)

Bot 105L—Introduction to Ethnobotany Lab (1)
CoReq: Bot 105
An introductory laboratory course emphasizing hands-on learning about the cultural roles and uses of plants. Lab exercises are conducted in a garden setting as much as possible using examples from the various cultures and plants common in the Pacific Islands. (3 lab hrs.)

Bot 130—Plants in Hawaiian Environment (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Bot 130L
An introductory course on the identification, ecology, and usage of common native and introduced trees, shrubs, vines, and flowers. Outdoor activities, including field trips, will be stressed. (3 lec hrs.)

Bot 130L—Plants in Hawaiian Environment Laboratory (1)
CoReq: Bot 130
Laboratory to accompany Bot 130. Identification ecology and usage of common native and introduced plants found in Hawai'i. The Laboratory will focus on applications of the material learned in the lecture through laboratory exercises and field trips. (3 lab hrs.)

Business (Bus)

Bus 120—Principles of Business (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Surveys the fundamentals of the American business enterprise. Examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment. (3 lec hrs.)

Business (Busn)

Busn 89—Electronic Calculating (1)
This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers; develops the ability to work with numbers and use of a calculator to perform business computations. (1 lec hr.)

Busn 121—Introduction to Word Processing (3)
Recommended: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Covers proper keyboarding techniques; word processing concepts (Microsoft Word); and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized. (3 lec hrs.)

Busn 123—Word Processing for Business (3)
PreReq: "C" or better in BUSN 121
Recommended: Ability to type 35 gwam; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments. (3 lec hrs.)

Busn 150—Intro to Business Computing (3)
PreReq: "C" or better in Eng 20R or "C" or better in ESL 20R or placement in Eng 21 or placement in ESL 21
Recommended: OAT 21BCD or Busn 121 or keyboarding ability
An introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs. (3 lec hrs.)

Busn 151—Intermediate Business Computing (3)
PreReq: "C" or better in Bus 104 or "C" or better in Busn 150 or "C" or better in ICS 101
Expands the concepts of business computing introduced in Busn 150. Develops greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports and forms. Broadens knowledge of word processing, spreadsheet, database, and presentation software utilizing intermediate and advance level features of the software. Provides experience with typical business applications that utilize Intranet and Internet technologies. (3 lec hrs.)

Busn 158—Social Media and Collaboration Tools for Business (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in ENG 100; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102
Introduces students to social media and collaboration tools as it relates to business. Students learn how to effectively create, maintain, and update blogs, social media sites (i.e. Facebook, Google+, LinkedIn, Pinterest, Twitter, and YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. (3 lec hrs.)

Busn 159—Creating and Managing the Virtual Office (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100; and "C" or better in Busn 123 and "C" or better in Busn 150 and "C" or better in Busn 164

Explores concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a comprehensive business and marketing plan. (3 lec hrs.)

Busn 164—Career Success (3)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and Eng 20W or (ESL 20G and ESL 20W) or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

CoReq: Eng 21 or ESL 21 (or prior completion) or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) (or prior completion of either) or placement in Eng 100

Recommended: Computer experience using a word processing program

Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness. (3 lec hrs.)

Busn 166—Professional Employment Preparation (1)

Recommended: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102. Ability to keyboard and knowledge of word processing.

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (1 lec hr.)

Busn 170—Records and Information Management (3)

PreReq: Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include: selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. Help a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems. (3 lec hrs.)

Busn 182—Machine Transcription (3)

PreReq: Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

Recommended: Ability to keyboard 35 wpm and knowledge of word processing

An introductory course in machine transcription designed to improve communication skills-reading, listening, speaking, word usage, spelling, punctuation, proofreading, understanding sentence structure, to produce business communication from familiar and unfamiliar dictation. (3 lec hrs.)

Busn 184—Medical Transcription (3)

PreReq: "C" or better in Busn 121 or "C" or better in Busn 123; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100

CoReq: Nurs 110 (or prior completion)

Recommended: Ability to type at least 45 gwam (gross words a minute)

An introduction to medical office transcription in order to prepare medical documents, such as chart notes, diagnostic reports, consultations, office procedure notes, and correspondence. Students will learn how to identify correct terminology, spell and define terms, and prepare typical forms. (3 lec hrs.)

Busn 189—Business Mathematics (3)

PreReq: "C" or better in Eng 20R or "C" or better in ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 22 or placement in Math 24

Introduces various accounting and finance computational procedures utilizing the calculator as a tool. Surveys concepts in algebra, logical structure, numeration systems, and statistics. Develops critical thinking skills in making personal and business decisions. (3 lec hrs.)

Busn 193V—Cooperative Vocational Education (variable)

PreReq: Consent of program faculty

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)

Busn 292—Integrated Office Procedures (3)

PreReq: Busn 123, Busn 151, Busn 166

CoReq: Busn 170 (or prior completion)

Emphasis is on office procedures for the administrative professional. Includes advanced word processing, spreadsheet, database, integration of applications, and critical thinking applications. Designed to bring together within a portfolio all elements of learning from the Business Technology program. (3 lec hrs.)

Carpentry

Carp 20A—Basic Carpentry I (3)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and Math 1ABCD or placement in Math 22 or placement in Math 50

CoReq: Carp 21A

Students will learn and practice shop safety and the safe use, care and maintenance of hand tools. Identification of basic construction materials and fasteners, adherence to good work ethics, quality workmanship and customer satisfaction is also emphasized. (6 lec/lab hrs.)

Carp 21A—Basic Carpentry II (9)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and Math 1ABCD or placement in Math 22 or placement in Math 50

CoReq: Carp 20A (or prior completion)

Students will develop basic carpentry skills required by industry. Covers the use, safety and maintenance of hand and power tools, identification and application of materials, joint construction and layout techniques. Lab work involves practice and construction of basic woodworking projects with emphasis placed on safety, good work ethics, conservation, accuracy, and overall craft professionalism. (18 lec/lab hrs.)

Valid through Fall 2015

Carp 22—Concrete Form Construction (12)

PreReq: Carp 21A

This course is designed to familiarize students working with concrete. It covers the different types of concrete forms, laying out, materials and accessories, properties in concrete, leveling tools/instrument and special techniques in heavy concrete construction. (24 lec/lab hrs.)

Effective Spring 2016

Carp 22—Concrete Form Construction (12)

PreReq: "C" or better in Carp 20A and "C" or better in Carp 21A

This course is designed to familiarize students working with concrete. It covers the different types of concrete forms, laying out, materials and accessories, properties in concrete, leveling tools/instrument and special techniques in heavy concrete construction. (24 lec/lab hrs.)

Valid through Fall 2015

Carp 41—Rough Framing and Exterior Finish (12)

PreReq: Carp 22

This course is designed for house construction. It involves footings and foundations, platform framing, wall and ceiling framing, roof framing and the different designs, roof coverings, and exterior sidings. Students will participate in actual construction. (24 lec/lab hrs.)

Effective Spring 2016

Carp 41—Rough Framing and Exterior Finish (12)

PreReq: "C" or better in Carp 22

This course is designed for house construction. It involves footings and foundations, platform framing, wall and ceiling framing, roof framing and the different designs, roof coverings, and exterior sidings. Students will participate in actual construction. (24 lec/lab hrs.)

Valid through Fall 2015

Carp 42—Finishing (12)

PreReq: Carp 21A

This course covers application of wall and ceiling panels; hanging doors and windows; construction and installation of cabinets and closets; application of moldings and trims; bathroom materials and finishing hardware, window and door frame construction, and installation and application of siding and trims. (24 lec/lab hrs.)

Effective Spring 2016

Carp 42—Finishing (12)

PreReq: "C" or better in Carp 41

This course covers application of wall and ceiling panels; hanging doors and windows; construction and installation of cabinets and closets; application of moldings and trims; bathroom materials and finishing hardware, window and door frame construction, and installation and application of siding and trims. (24 lec/lab hrs.)

Chemistry

Chem 100—Chemistry and Society (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26

Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lec hrs.)

Chem 100L—Chemistry and Society Lab (1)

CoReq: Chem 100 (or prior completion)

Laboratory to accompany Chem 100; Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lab hrs.)

Chem 151—Elementary Survey of Chemistry (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

CoReq: Chem 151L

Provides the beginning student with a background in the fundamentals of chemistry. (3 lec hrs.)

Chem 151L—Elementary Survey of Chemistry Laboratory (1)

CoReq: Chem 151 (or prior completion)

Laboratory of Chem 151: Provides the beginning student with a background in the fundamentals of chemistry laboratory. (3 lab hrs.)

Chem 161—General Chemistry I (3)

PreReq: "C" or better in Math 27 or placement in Math 110 or placement in Math 115 or placement in Math 135 or higher

CoReq: Chem 161L

Basic principles of inorganic chemistry with an emphasis on problem solving. First course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include chemical calculations, electronic structure, chemical bonding, states of matter, and solutions. (3 lec hrs.)

Chem 161L—General Chemistry I Laboratory (1)

PreReq: "C" or better in Math 27 or placement in Math 110 or placement in Math 115 or placement in Math 135 or higher

CoReq: Chem 161

Laboratory to accompany Chem 161. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

Chem 162—General Chemistry II (3)

PreReq: Chem 161

CoReq: Chem 162L

Second course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include thermochemistry, kinetics, acid-base equilibrium, and electrochemistry. Emphasis on problem solving. (3 lec hrs.)

Chem 162L—General Chemistry II Lab (1)

PreReq: Chem 161 and Chem 161L

CoReq: Chem 162

Laboratory to accompany Chem 162. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

Computing, Electronics, and Networking Technology

CENT 140—Network Fundamentals (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

Recommended: Basic knowledge and use of PCs

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students use a model of the Internet to analyze real data without affecting production networks. (2 lec hrs., 2 lec/lab hrs.)

CENT 240B—Routing Protocols and Concepts (3)

PreReq: CENT 140

Course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols. RIPv1, RIPv2, EIGRP, and OSPF. This course uses the Cisco Exploration curriculum and with other courses in the series, helps prepare students for the Cisco CCENT, CCNA and CompTIA Network+ industry certification examinations. (2 lec hrs., 2 lec/lab hrs.)

CENT 240C—LAN Switching and Wireless (3)

PreReq: CENT 140

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, LVAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. (2 lec hrs., 2 lec/lab hrs.)

CENT 241—Accessing the WAN (3)

PreReq: CENT 240B and CENT 240C

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Concludes with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). (2 lec hrs., 2 lec/lab hrs.)

Culinary Arts

Culn 111—Introduction to the Culinary Industry (2)

CoReq: Culn 112, Culn 120, Culn 170

Provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry. (2 lec hrs.)

Culn 112—Sanitation and Safety (2)

CoReq: Culn 111, Culn 120, Culn 170

The study and application of the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, biological, chemical, and physical hazards, and cross-contamination as they may occur during the flow of food. An introduction to HACCP (Hazard Analysis Critical Control Point) and other sanitation and safety programs will also be presented. Safety issues and OSHA (Occupational Safety and Health Administration) guidelines and standards will be covered as they apply to the hospitality industry. (2 lec hrs.)

Culn 115—Menu Merchandising (1)

PreReq: Culn 111, Culn 112, Culn 120, and Culn 170

CoReq: Culn 131, Culn 140, and Culn 150

A study of the factors involved in planning effective menus for a variety of food service operations. The course includes the design, format, selection, costing, pricing, and balance of menu items based on an understanding of the needs of various target markets. (1 lec hr.)

Culn 120—Fundamentals of Cookery (6)

CoReq: Culn 111, Culn 112, and Culn 170; and Math 50H (or prior completion) or Math 22 or higher (not Math 120) (or prior completion)

An introduction to the fundamental concepts, skills, and techniques of cooking principles. Culinary skills addressing food preparation, presentation, and service in a safe and sanitary environment are emphasized. A combination of theory and hands-on experiences allow students to gain competencies in cooking methods for meat, poultry, fish, vegetables, fruits, salads, starches, sauces, and soups. Includes care and correct use of knives, tools, and equipment for professional kitchens. Interpreting standardized recipes, recognition of food cost factors, storage techniques, culinary terms, and other factors as they apply to standards expected of a food service worker for an entry level position are significant objectives covered. (3 lec hrs., 9 lab hrs.)

Culn 130—Intermediate Cookery (7)

PreReq: Culn 111, Culn 112, Culn 120, and Culn 170

CoReq: Culn 270

Provides the application and reinforcement of basic concepts, skills, and techniques introduced in Culn 120 (Fundamentals of Cookery) to the operation of the campus dining service with the emphasis on fresh, locally produced foods prepared in a healthful and attractive manner. Menu development, recipe standardization and conversion, mise en place of correct quantity, freshness, and completeness are stressed, along with correct, coordinated, and timely a la minute service. Teamwork, personal and station organization, consistency, and patron satisfaction are cultivated. (3 lec hrs., 12 lab hrs.)

Culn 131—Short Order Cookery (3)

PreReq: Culn 111, Culn 112, Culn 120, and Culn 170

CoReq: Culn 115, Culn 140, and Culn 150

Students apply skillful manipulative methods in the preparation (Mise en place is emphasized), presentation, and service of foods requiring a short cooking time. Experience will be gained in production techniques for short order cookery. Regional and/or ethnic foods and cuisines of various countries will be incorporated into menu format. Includes preparation of hot appetizers for specific events. (1 lec hr., 6 lab hrs.)

Culn 140—Cold Food Pantry (4)

PreReq: Culn 111, Culn 112, Culn 120, and Culn 170

CoReq: Culn 115, Culn 131, and Culn 150

Focus on theory, laboratory, and production of cold food items such as types of salads, salad dressings, sandwiches, canapés, hors d'oeuvres, cold appetizers, desserts, and beverages as are produced and/or assembled in the pantry department of a food service establishment. Students gain additional experience in creating and developing recipe adaptations for cold food menu items from different cuisines and regions of the country. Emphasis on nutritional awareness and the preparation of menu items to assure maximum freshness. (1 lec hr., 9 lab hrs.)

Culn 150—Fundamentals of Baking (4)

PreReq: Culn 111, Culn 112, Culn 120, and Culn 170

CoReq: Culn 115, Culn 131, and Culn 140

An introduction to the fundamentals of basic baking: concept, skills, and techniques, for application in a commercial food service establishment. Emphasis on the study of ingredient functions, product identification, scaling, weights, measures, recipe formulas, use and maintenance of bake shop tools and equipment. Students produce bakery items such as: yeast breads, other yeast products, quick breads, cookies, pies, cakes, pastries, and desserts. Also incorporates the study of cost controls and pricing. (2 lec hrs., 6 lab hrs.)

Culn 160V—Dining Room Service/Stewarding (1-2)

CoReq: Culn 120 or Culn 131 or Culn 240

Students study and practice a variety of table service techniques and procedures. Course coverage includes salesmanship of food and beverage, tableside service techniques, interpersonal communication, and managing work flow between the dining room and kitchen. Course coverage also provides students with the principles and practices of the beverage operation and application of stewarding in a hotel or food service establishment. (variable hours)

Culn 170—Food and Beverage Purchasing (3)

CoReq: Culn 111, Culn 112, and Culn 120

Work experience and lecture course whereby students study, observe, and participate in storeroom operations in a hotel or food service establishment. Provides experience in ordering, receiving, pricing, storing, distributing, and controlling the flow of food, beverages, supplies, and equipment. Purchasing policies, handling requisitions, and the organization of a steward's department are also included. (1 lec hr., 6 lab hrs.)

Culn 185—Culinary Nutrition (3)

Provides basic overall nutrition education, including functions of nutrients, vitamins and minerals, metabolic and other physiological processes, diet-related health concerns, and global health issues. Designed specifically for Culinary students as a Natural Science elective. (3 lec hrs.)

.

Culn 220—Advanced Cookery (6)

PreReq: Culn 111, Culn 112, Culn 120, Culn 130, Culn 170, and Culn 270

CoReq: Culn 240

This capstone course is designed to integrate previous culinary training and academic studies using fundamental cooking techniques, food science, aesthetics, managerial principles, and sensory perception in the operation of the dining room. Student teams will create menus with instructor input, organize production and service, define and staff kitchen stations and develop systems for efficient operation. Opportunity for more complex offerings and the experience of cooking with a broad variety of seasonings and higher end foods. Plated service will strengthen timing and a la minute cooking skills. (3 lec hrs., 9 lab hrs.)

Culn 240—Garde Manger (4)

PreReq: Culn 111, Culn 112, Culn 120, Culn 130, Culn 170, and Culn 270

CoReq: Culn 220

A study of the basic Garde Manger principles, techniques, and skills in the preparation of specialty items such as: aspic, chaud-froid, forcemeats, pâtés, terrines, galantines, mousses, hot and cold hors d'oeuvres, and canapés. Buffet service will also be highlighted, emphasizing buffet menu planning, portion considerations, presentations, and line logistics. (2 lec hrs., 6 lab hrs.)

Culn 252—Patisserie (4)

PreReq: Culn 150

Expands upon the baking skills and techniques learned in Culn 150 (Fundamentals of Baking) for preparing quality commercial products. Cakes, pastries, petit fours, chocolate, cookies, and other bakeshop items will be included in the laboratory practice. Emphasis on baking as a science dependent upon exact measurements, functions of ingredients, the proper tools, and increased manipulative skills required to assure consistent results in producing fine pastry items. (2 lec hrs., 6 lab hrs.)

Culn 270—Food and Beverage Cost Control (5)

PreReq: Culn 115, Culn 131, Culn 140, and Culn 150; and Math 50H or Math 22 or higher (not Math 120)

CoReq: Culn 130

Students examine and identify the varied factors which influence food and beverage costs in a food service operation. Students use analytical tools and techniques to enable them to interpret, to make operating decisions, and to identify problems in achieving cost and quality control in a food and beverage system. A field experience to include computer generated information for a food service plan is a major requirement. (3 lec hrs., 6 lab hrs.)

Dance

Dnce 153—Introduction to Dance Forms (3)
Introduction to dance through history and culture. Students will learn basic movement and vocabulary of the major dance forms through theoretical perspectives and the performance of dance skills in the studio. (3 lec hrs.)

Dnce 185—Modern/Jazz Dance I (3)
Introduces technical skill in modern and jazz vocabularies and explores the creative processes of dance. (2 lec hrs., 2 lec/lab hrs.)

Dnce 190V—Aerial Dance I (2-3)
Recommended: Dnce 185
An introduction to technical skills/creative processes in beginning aerial dance utilizing the single point low flying trapeze. (variable hours)

Dnce 256—Creative Movement (3)
Cross-listed as ECEd 256
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Recommended: ECEd 110 or Dnce 185 or FamR 230
An introduction to content, method, and processes for leading creative movement experiences for young people. The creative process, elements of movement and its relationship to other art forms, as well as its integration with other curricula are explored in this course. Teaching methods used in this course enable the design of lessons appropriate for a wide range of ages, interests, and developmental stages. Especially applicable to those in or planning to enter education or human service fields. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Dnce 285—Modern/Jazz Dance II (3)
PreReq: Dnce 185
A continuation of Modern/Jazz Dance I in which the student will continue more in-depth work in technique, improvisation, and composition. Performance skills will be stressed. (2 lec hrs., 2 lec/lab hrs.)

Dnce 290V—Aerial Dance II (2-3)
PreReq: Dnce 190V
Recommended: Dnce 185
A continuation of Introduction to Aerial Dance in which the student learns more difficult technical skills and creative processes in aerial dance utilizing the single point low flying trapeze. (variable hours)

Diesel Mechanics

DiMc 20—Introduction to Diesel Engines (12)
The theory and operation of diesel engines, maintenance and repair of diesel engine systems, shop safety/operation, component service and repair, engine disassembly, inspection and assembly. Topics include: engine operating principles; cylinder blocks and heads; crankshaft and bearings; camshaft; gear train and timing; piston and connecting rod assemblies; engine lubricant and lubrication systems; engine coolants and cooling systems, and air intake and exhaust systems. (24 lec/lab hrs.)

DiMc 30—Introduction to Electrical Systems (6)
PreReq: DiMc 20
CoReq: DiMc 33
The theory and operation of heavy-duty truck and equipment electrical systems, maintenance and repair of electrical systems, shop safety/operation, component service and repair, electrical diagnostics equipment usage, troubleshooting procedures. Other topics include: starting and charging systems and circuits. (12 lec/lab hrs.)

DiMc 33—Introduction to Fuel Systems (6)
PreReq: DiMc 20
CoReq: DiMc 30
The theory and operation of heavy-duty truck and equipment fuel systems, maintenance and repair of fuel systems, shop safety/operation, component service and repair, fuel system diagnostic equipment usage, and troubleshooting procedures. Covers a variety of diesel fuel injection systems used by the following manufacturers: Caterpillar, Detroit, Cummins, International, and Stanadyne. (12 lec/lab hrs.)

DiMc 40—Introduction to Power Trains (12)
PreReq: DiMc 30 and DiMc 33
The theory and operation of heavy-duty truck and equipment power train, maintenance and repair of power train, shop safety/operation, component service and repair, power train diagnostic equipment usage, and troubleshooting procedures. Topics include: clutches and flywheels, mechanical transmissions, drive lines, power take off, differentials and, final drivers. (24 lec/lab hrs.)

DiMc 50—Heavy Duty Brakes, Steering, & Suspension (6)
PreReq: DiMc 40
CoReq: DiMc 55
Covers the theory, operation and maintenance of heavy-duty truck and equipment. Topics include: brakes, steering and suspension systems, shop safety/operation, component service and repair, system schematic, diagnostic, and alignment. (12 lec/lab hrs.)

DiMc 55—Hydraulic and Hydrostatic Systems (6)
PreReq: DiMc 40
CoReq: DiMc 50
The theory and operation of hydraulic and hydrostatic systems, maintenance and repair of hydraulic/hydrostatic components, shop safety/operation, component service and repair. Topics also include: system schematic and diagnostic procedures. (12 lec/lab hrs.)

Early Childhood Education

ECEd 105—Introduction to Early Childhood Education (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Introduces and explores the historical roots and fundamental principles of early childhood care and programs, the variety and scope of programs in the community, issues confronting the field, and career options. (3 lec hrs.)

ECEd 110—Developmentally Appropriate Practices (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Provides a practical guide and overview of the basic awareness, attitudes, knowledge and skills necessary for working with children birth through age eight. Introduces concepts of developmentally appropriate practices, the importance of play, and inclusion of children with special needs. (3 lec hrs.)

ECEd 115—Health, Safety, and Nutrition for the Young Child (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. Introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings. (3 lec hrs.)

ECEd 131—Early Childhood Development: Theory into Practice (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Covers principles of human development from conception through early childhood. Focuses on the interrelation of physical, cognitive, emotional, and social aspects of the individual during this period and how this information of development affects one's expectations and relationship to the individual child. (3 lec hrs.)

ECEd 134—Introduction to Observation of Children (1)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Provides guided experiences in observing young children in selected community sites. Develops skills in observing and recording children's behaviors accurately, descriptively, and objectively. (2 lec/lab hrs.)

ECEd 140—Guidance of Children in Group Settings (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Addresses positive ways to support children's social-emotional development. Focuses on adult-child and child-child interactions and relationships. (3 lec hrs.)

ECEd 152—Early Literacy Development (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
This course begins with a survey of the history and contemporary issues and trends in early literacy development. It includes an in-depth exploration of how young children learn to read and write and what teachers and caregivers need to know and be able to do to support literacy development from birth through the primary years. (3 lec hrs.)

ECEd 170—Introduction to Infants and Toddlers (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Provides an overview of the basic skills in working with infants and toddlers in groups. Focuses on interactive aspects of child development, infant-toddler caregiving routines and environments, caregiver roles, and ways to enrich experiences and to promote strong relationships with families. (3 lec hrs.)

ECEd 190—Early Childhood Laboratory (4)
PreReq: "C" or better in ECEd 105 and "C" or better in ECEd 110 and "C" or better in ECEd 131; and consent of instructor
Provides the early childhood student with information on health and safety practices and appropriate curriculum in early childhood programs. Provides a setting to observe and experience maintaining a healthy, safe environment for children and staff, and to gain skills in working effectively with children, teachers and parents in a "model" early childhood program. Allows the student to participate in a group program for young children. Provides supervised practice in planning and guiding children's learning and routine living activities. Nine hours in a campus laboratory and one hour in seminar per week. (1 lec hr., 9 lab hrs.)

ECEd 191—Early Childhood Practicum I (4)
PreReq: "C" or better in ECEd 105 and "C" or better in ECEd 110 and "C" or better in ECEd 131; and consent of instructor
Provides practical application of early childhood studies which allow the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behavior. (2 lec/lab hrs., 10 lab hrs.)

ECEd 245—Child, Family, and Community (3)
PreReq: ECEd 105
Develops communication skills for establishing effective partnership relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (3 lec hrs.)

ECEd 252—Early Childhood Curriculum: Communication (3)
PreReq: ECEd 110 and ECEd 131
Provides an overview of literacy, language arts, and literature for the early childhood years. Includes the teacher's role, the developmental perspective, teaching strategies, and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planning lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

ECEd 253—Early Childhood Curriculum: Physical (3)
PreReq: ECEd 110 and ECEd 131
Provides an overview of sensory, small muscle and large muscle development for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planning lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

ECEd 254—Early Childhood Curriculum: Cognitive (3)
PreReq: ECEd 110 and ECEd 131
Provides an overview of science, mathematics, and social studies for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planned lessons, units and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

ECEd 255—Early Childhood Curriculum: Creative (3)
PreReq: ECEd 110 and ECEd 131
Provides an overview of art, music, creative movement and dramatics for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planned lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

ECEd 256—Creative Movement (3)
Cross-listed as Dnce 256
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Recommended: ECEd 110 or Dnce 185 or FamR 230
An introduction to content, method, and processes for leading creative movement experiences for young people. The creative process, elements of movement and its relationship to other art forms, as well as its integration with other curricula are explored in this course. Teaching methods used in this course enable the design of lessons appropriate for a wide range of ages, interests, and developmental stages. Especially applicable to those in or planning to enter education or human service fields. May be repeated for credit, up to 6 credits. (3 lec hrs.)

ECEd 263—Language and Creative Expression Curriculum (3)
PreReq: ECEd 110 and ECEd 131
Theoretical foundation and practice in the planning, implementation and assessment of the language arts and creative expression curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. (3 lec hrs.)

ECEd 264—Inquiry and Physical Curriculum (3)
PreReq: ECEd 110 and ECEd 131
Theoretical foundation and practice in the planning, implementation and assessment of the inquiry and physical curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. (3 lec hrs.)

ECEd 275—Inclusion of Children with Special Needs (3)
PreReq: ECEd 105 and ECEd 110 and ECEd 131
Introduces legal, historical and research information about serving young children with special needs in inclusive environments. Introduces issues and practices associated with establishing partnerships with families and collaborative relationships that contribute to meeting the diverse needs of children in inclusive settings. Facilitates the development of skills to adapt and modify the learning environment and educational curriculum in line with developmentally appropriate practice. Introduces traditional and alternative assessment and identifies the skills necessary to facilitate successful transitions from early childhood setting to the elementary school. (3 lec hrs.)

ECEd 280—Introduction to Early Childhood Program Administration (2)
PreReq: ECEd 190 or ECEd 191
Recommended: Experience/employed as an Early Childhood Program Administrator
Provides an introduction to administrative principles and practices of program planning, organization, personnel management, boards, and regulatory agencies. Surveys program handbooks, personnel policies, assessment tools, community resources, and fundraising ideas. (2 lec hrs.)

ECEd 291—Early Childhood Practicum II (4)
PreReq: ECEd 140, and "B" or better in ECEd 190 or "B" or better in ECEd 191; and consent of instructor
Provides advanced practical application of early childhood studies which allows the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behaviors. (2 lec/lab hrs., 10 lab hrs.)

E-Commerce

ECom 100—Introduction to E-Commerce (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Mkt 157
Recommended: Basic experience with computer usage and the Internet. Basic knowledge of Marketing. Basic knowledge of Web design.
Presents the basics of conducting business online and the technological issues associated with constructing an electronic commerce Web site. Students will learn how to implement an actual transaction-capable Web site, including various strategies and solutions available for the administration of E-Commerce sites and the integration of data into existing business infrastructure. (3 lec hrs.)

Economics

Econ 120—Principles of Economics (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

General understanding of the functioning of economic systems, including various approaches to the organization of production and allocation of resources, and of policies to achieve national economic goals. These include determination of national income, inflation, recession, unemployment, taxation, labor unions, environmental pollution, energy, and economic growth. (3 lec hrs.)

Econ 130—Principles of Microeconomics (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 25 or Math 26 or placement in Math 100

This course analyzes the market mechanism, prices, competition, and the efficient allocation of scarce resources. Formulates possible solutions to contemporary economic and social issues such as world food problems, poverty and distribution of income, market power of business including multinationals, role of labor unions, energy crisis, environmental pollution, consumerism, and welfare. (3 lec hrs.)

Econ 131—Principles of Macroeconomics (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 25 or Math 26 or placement in Math 100

This course analyzes the forces determining national and international economic performance in employment, inflation, production, money supply, and trade. Presents in historical context the modern economic situation. Describes relative roles of major economic institutions such as businesses, labor unions, government agencies, international organizations, and the banks. (3 lec hrs.)

Electrical Installation and Maintenance Technology

EIMT 20—Interior Wiring (12)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21

CoReq: Math 51 and Blpr 22

Covers safety regulations and procedures practiced in the construction trade and industry; the use of related hand tools and power equipment; basic interior wiring of electrical devices and equipment, lighting apparatus and low voltage equipment; electrical blueprints and symbols of residential wiring; various wiring methods and materials used; installation of temporary service pole stands; and the interpretation of current national and local electrical codes. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 22—Electricity Theory and Practice (12)

PreReq: "C" or better in EIMT 20

CoReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher (or prior completion); and Blpr 30C

Covers basic Electron Theory, Ohm's Law, Power Law, series and parallel circuits, AC and DC circuits, magnetism, grounding, introduction to the basics of Photovoltaic principles, installation of permanent electrical services, and the introduction of electrical conduit bending. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 41—Commercial Wiring (12)

PreReq: "C" or better in EIMT 22

Covers the installation of various types of electrical conduits in classified hazardous and non-hazardous locations; the installation of electrical services; blueprint reading and interpretations; and related duties of the electrical trade such as carpentry, masonry, plumbing, and refrigeration. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 43—Industrial Wiring (12)

PreReq: "C" or better in EIMT 41

Covers power generation, transmission, and distribution; step-up and step-down power transformers; buck/boost transformers; electromagnetism; single-phase and three-phase motors; motor controls; and photovoltaic systems (off-grid & grid-tie). (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Electronics Technology

Etro 11—Electronics, Assembling and Packaging (2)

Basic concepts and techniques in fabrication of electronic equipment and associated safety precautions that apply to tools and procedures. Designed for pre- and non-majors. Not part of degree program. (1 lec hr., 3 lab hrs.)

Etro 120—Electronics I (5)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21

CoReq: Math 66 (or prior completion); and Etro 120L

The basics of electron physics, Ohm's Law, direct and alternating current, network analysis, sinusoidal and non-sinusoidal voltage and current analysis of R,L,C passive components in passive filters. Also covers the proper care, use, and hands-on operation of test instruments such as DMMs, oscilloscopes, power supplies, function generators as used in voltage, current, resistance, and power measurements. (5 lec hrs.)

Etro 120L—Electronics I Lab (2)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21

CoReq: Math 66 (or prior completion); and Etro 120

Provides students with hands-on experience to what is presented in the Etro 120 lectures. Additionally, a software simulation program that accompanies the required textbook is used to correlate the respective lecture to support the confidence level of the student before physically accomplishing the hands-on lab experiments. (6 lab hrs.)

Etro 121—Electronics Fabrication and Assembly (2)

CoReq: Etro 120 and Etro 120L (or prior completion of either); and Math 66 (or prior completion); and Etro 121L

This introductory electronics fabrication and assembly course covers general shop safety using hand and machine tools, printed circuit board design, and manufacture using manual, CAD, and CNC milling techniques. Covers printed circuit board assembly and repair processes and techniques practiced in industry. Also covers sheet-metal fabrication and assembly techniques for box build through project enclosures. (2 lec hrs.)

Etro 121L—Electronics Fabrication and Assembly Lab (2)

CoReq: Etro 120 and Etro 120L (or prior completion of either); and Math 66 (or prior completion); and Etro 121

Provides students with a direct application to what is presented in the Etro 121 lectures. Also provides hands-on experience in the use of basic hand and machine tools along with CAD, CAM, and CNC PC board milling techniques using industry techniques. Students will use fabrication tools used in industry in the fabrication of box build through for project enclosures. (6 lab hrs.)

Etro 122—Electronics II (5)

PreReq: Etro 120 and Etro 120L

CoReq: Etro 122L

Provides the basic principles of vacuum tubes, semiconductor devices, integrated circuits (ICs), measurement and analysis of linear and switching power supplies, single and multi-stage analog amplifiers, and oscillator circuits. (5 lec hrs.)

Etro 122L—Electronics II Lab (2)

PreReq: Etro 120 and Etro 120L

CoReq: Etro 122

Provides students with hands-on experience to what is presented in the Etro 122 lectures. Prior to constructing the lab experiments, students will use a software circuit simulation program called "Multisim", along with "Visual Calculator" created by the author of the lab manual. (6 lab hrs.)

Etro 143—Digital Electronics (3)
PreReq: Etro 120 and Etro 120L
CoReq: Etro 122 and Etro 122L (or prior completion of either); and Etro 143L
An introductory course in digital circuit fundamentals. Topics include numbering systems, IC logic gates, Boolean Algebra in addition to the study of flip-flops, registers and counters, decoders, and multivibrators, A/D and D/A interfacing principles which will be applied to understanding the concepts of microprocessors. A follow-up study on these topics are covered in Etro 280: Microprocessor Architecture, Programming, and Interfacing. (3 lec hrs.)

Etro 143L—Digital Electronics Lab (1)
PreReq: Etro 120 and Etro 120L
CoReq: Etro 122 and Etro 122L (or prior completion of either); and Etro 143
This course demonstrates the principles studied in Etro 143 by means of laboratory experiments. Digital electronics concepts presented in the lectures are verified and reinforced using simulations programs before building and testing digital logic and microprocessor circuits. (3 lab hrs.)

Etro 160—Laser Safety and Applications (1)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 66 or placement in Math 26
Introduces students to laser applications and safety. Topics covered: physical properties of light and how it is used to generate laser beams for industry use; effects of laser radiation on the anatomy and physiology of the eyes and other human organs and protective measures to use; calculations and measurement of laser beam intensities to determine necessary safety measures. Hands-on experiments will familiarize users with proper use of lasers and safety practices. (1 lec hr.)

Etro 161—Introduction to Optics and Photonics (3)
PreReq: "C" or better in Etro 160
Introductory photonics course covering the physics of light, geometric optics, lenses, mirrors, polarizing lenses, interference/diffraction waves, laser physics, optical imaging and bio-photonics. Lab experiments and projects reinforce the theory and provide practical experience for those interested in pursuing a career in this field. (6 lec/lab hrs.)

Etro 166—Introduction to Fiber Optics (3)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 66 or placement in Math 26
An introduction to fiber optic communications providing basic background information. Features hands-on training using industry standard termination tools/procedures and test equipment in installation, testing, and maintenance of fiber optic cabling systems. Provides a comprehensive overview of fiber optics as used in communications systems including telephone, CATV, and computers. Serves as a preparation course for the certified fiber optics installer or technician certification exam. Covers basics of the technology and its components for fiber optic communications; types of fiber, cabling, connectors and splices, couples and other passive components, transmitters and receivers, optical switches, modulators, tools, and test equipment. (3 lec hrs.)

Etro 257—RF Communications (2)
PreReq: Etro 122 and Etro 122L
Covers the basics of electronics circuits used in RF and digital communications, navigation, microwave, radar, oceanography, industrial, medical, and consumer line products. Includes the field of wireless communications that has come into its own with the overwhelming use of cellular, wireless LANs, and wireless sensor networks. (2 lec hrs.)

Etro 280—Microprocessor Architecture, Programming, and Interfacing (3)
PreReq: Etro 143 and Etro 143L
Provides the students with training on various microprocessor trainers to introduce their architecture, machine language programming, and the interfacing to the various I/O devices for industrial and automation applications. (3 lec hrs.)

Etro 287—Computer Systems and Networking (3)
PreReq: Etro 143 and Etro 143L
CoReq: Etro 287L
Course prepares students for work in maintaining, servicing, troubleshooting, and repairing PCs, peripheral devices, operating systems, communication systems and networks. Students will build, upgrade, install, maintain, and troubleshoot computer and networking hardware. Topics include cabling of voice and data networks, LANs and WANs architecture and protocols, networking devices, wireless networking, and network security. (3 lec hrs.)

Etro 287L—Computer Systems and Networking Lab (1)
PreReq: Etro 143 and Etro 143L
CoReq: Etro 287
A lab to reinforce content of the Etro 287 lecture. Students gain hands-on experience working with computer hardware, peripheral devices, operating systems, and with wired and wireless networks by working on a series of laboratory assignments. Students will build, upgrade, install, maintain, and troubleshoot computer and networking hardware. Operating system installation, optimization, and troubleshooting also included. (3 lab hrs.)

English

All students are required to take a reading and a writing placement test before enrolling in any reading or writing class at HawCC. Concurrent UHH classified majors should check the Placement Testing information in this catalog.

Eng 18—Reading Fundamentals (3)
PreReq: Placement in Eng 18
A reading fundamentals course designed to develop reading comprehension, vocabulary acquisition, and study skills. Some activities will include building vocabulary skills through phonics, word structure, the dictionary, and context clues; improving comprehension by finding the main ideas, supporting details, and making inferences; and developing study skills by practicing time management and taking organized notes. (3 lec hrs.)

Eng 19—Writing Fundamentals (3)
PreReq: Placement in Eng 19
Course concentrates on constructing effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Students will practice writing and editing paragraphs based on personal experiences. Students will also be introduced to a variety of study skills as a tool to increase their academic success. (3 lec hrs.)

Eng 20R—Reading Essentials (3)
PreReq: "C" or better in Eng 18 or placement in Eng 20R
A reading and learning skills course designed to develop vocabulary, comprehension skills, and the ability to think clearly. Activities will include improving notetaking, textbook reading, independent lab work, and learning/study skills necessary for academic success. Writing will be used to promote reading and study skills. (3 lec hrs.)

Which English Course Should I Take?

English (Eng) courses cover two different areas: Reading and Writing, and different progressions for native speakers of English and non-native speakers of English (ESL). If you have any questions, see an advisor or counselor.

Placement testing is required for all Eng courses. Other HawCC courses may have Eng prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Psy 100 requires Eng 21 or ESL 21 or placement in Eng 102; *and* Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100.

Also, carefully review the Eng requirements for your major. See your program advisor if you have any questions.

* DOE-AEP: classes offered through the Department of Education - Academic Enhancement Program
** IEP-ESOL: classes offered by HawCC's Intensive English Program - English for Speakers of Other Languages

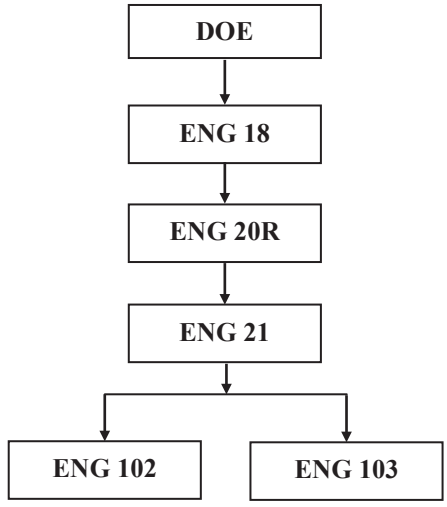
Eng 20W—Writing Essentials (3)
PreReq: "C" or better in Eng 19 or placement in Eng 20W
Instruction and practice in writing varied and effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Instruction and practice in writing and editing paragraphs which demonstrate proficiency in sentence skills. Exit examination required. (Not applicable to AA and AS degrees) (3 lec hrs.)

Eng 21—Introduction to College Reading (3)
PreReq: "C" or better in Eng 20R or "C" or better in ESL 20R or placement in Eng 21 or placement in ESL 21
Reading to find main ideas and specific details, to draw inferences, and to develop critical judgment. Training to develop flexible reading rates, study skills, and vocabulary. Drill and practice in independent reading activities. (3 lec hrs.)

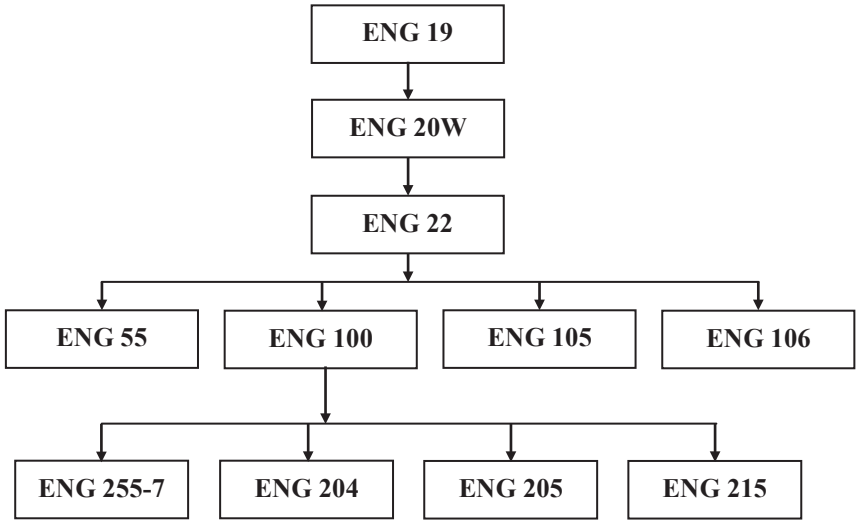
Eng 22—Introduction to Composition (3)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Eng 20W or placement in Eng 22
Instruction and practice in writing clear, effective, well-developed paragraphs and short essays using various modes of development. Exit examination required. (3 lec hrs.)

Eng 55—Business Communications (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100; and "C" or better in Busn 121 or "C" or better in Busn 123
A course in writing purposeful, effective business letters through experience in analyzing problem situations. Fundamentals of written communication skills will be emphasized. (3 lec hrs.)

Reading Progression



Writing Progression



Eng 100—Composition I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Recommended: Eng 102
Instruction and practice in writing clear, effective university-level prose. Attention to all stages of the process—generating ideas, drafting, revising, and editing. (3 lec hrs.)

Eng 102—College Reading Skills (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and Eng 20W or (ESL 20G and ESL 20W) or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Emphasis on reading college-level materials, including improvement in the following areas: problem solving skills, reading and interpreting literature, college vocabulary, study skills, library research skills, and speed reading skills to become a flexible reader. (3 lec hrs.)

Eng 103—Critical Reading, Thinking, Problem Solving (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Emphasis on critical reading, thinking, and problem solving skills, and interpreting literature. Use of higher level reading skills of analysis, interpretation, and integration to develop increased thinking and reading proficiency at the college level. (3 lec hrs.)

Eng 105—Reading Film (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Recommended: Eng 21 or ESL 21 or placement in Eng 102
Introduces students to the study of film techniques, types, and interpretation. Using a variety of films, especially those with a connection to Hawai'i, the course surveys a wide range of topics, including cinematography, editing, genre, production, history and analysis. Fictional films and their alternatives including the documentary will be studied to develop visual literacy - the ability to read moving images. (3 lec hrs.)

Eng 106—Technical English for the Workplace (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Instruction and practice in the reading and writing skills necessary to communicate in professional settings. Emphasis on skills such as defining purpose, understanding audience, analyzing and evaluating texts, conducting research, and all phases of the writing process. Does not fulfill the English requirement for AA transfer degrees. (3 lec hrs.)

Eng 204—Creative Writing (3)
PreReq: "C" or better in Eng 100
Recommended: Eng 102
Students will practice writing poems, scenes, and short stories. Includes creative writing assignments and discussions of each student's writing. May be repeated for credit, up to 9 credits. (3 lec hrs.)

Eng 205—News Writing (3)
Cross-listed as Jour 205
PreReq: "C" or better in Eng 100; and "C" or better in Eng 102
Recommended: Knowledge of word processing
An introductory course in writing, newsgathering, editing, and journalistic ethics. Covers the basics of writing for publication in newspapers, magazines, and the Internet. (3 lec hrs.)

Eng 215—Research Writing for Humanities and Social Sciences (3)
PreReq: "C" or better in Eng 100; and "C" or better in Eng 102
Recommended: Students should have experience in using computers for research and writing.
Building on reading and writing skills acquired in English 100 and English 102, course emphasizes academic reading, writing, and research skills for students in Humanities and Social Sciences. Focuses on blending at least two or three rhetorical modes, using MLA and APA documentation styles, in writing informative, analytical, and argumentative essays supported by research. (3 lec hrs.)

Eng 255—Types of Literature: Short Story and Novel (3)
PreReq: Eng 100
Recommended: Eng 102
An introduction to two major types of English literature: the short story and the novel. Students will read, analyze, and discuss works of fiction as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 256—Types of Literature: Poetry and Drama (3)
PreReq: Eng 100
Recommended: Eng 102
An introduction to two major types of English literature: poetry and drama. Students will read, analyze, and discuss poems and plays as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 257A—Themes in Literature: Literature of Hawai'i (3)
PreReq: Eng 100
Recommended: Eng 102
This course introduces students to persistent themes that appear in the English language literature of 19th and 20th century Hawai'i. Literary contributions from a wide range of sources representative of Hawai'i's rich cultural and ethnic diversity will be studied in their historical and cultural context. Emphasis will be placed on the themes that help readers to appreciate the ideological and aesthetic qualities specific to Hawai'i's literature as well as those that identify Hawai'i as part of a global community. (3 lec hrs.)

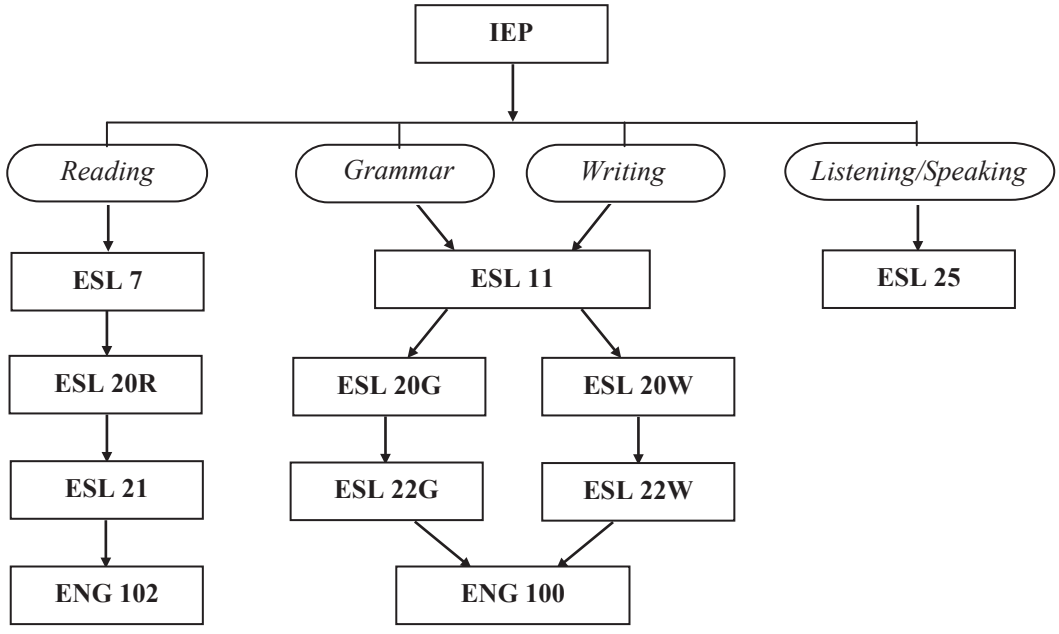
Eng 257E—Themes in Literature: Multi-Cultural Literature (3)
PreReq: Eng 100
Recommended: Eng 102
This course is a multi-cultural literature course designed for students who want to learn more about the various ethnic groups in the U.S. through analysis of various literary works. In addition, the course will focus on how various ethnic groups have felt the impact of other cultures, especially the Euro-centric, in the economic, educational, historical, religious and social areas. This course will also show how certain themes, such as the family, cultural heritage, community assimilation, and the spiritual are reflected in the selected literature. (3 lec hrs.)

English as a Second Language

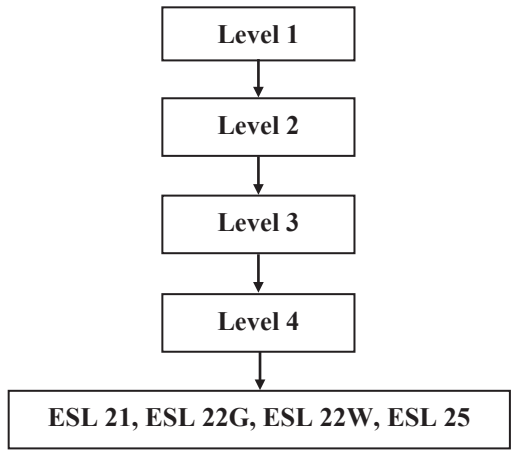
ESL 7—Reading and Study Skills I (3)
PreReq: Placement in ESL 7 and placement in ESL 11
CoReq: ESL 11 and ESL 25 (or prior completion of either)
This course is the first in a two-level general reading program focusing on reading comprehension, vocabulary development, and study skills for non-native speakers of English. This course provides students with the necessary foundation in reading skills for liberal arts and occupational/technical study. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. *Additional time in the reading lab is required.* (3 lec hrs.)

ESL 11—Basic Grammar and Writing (5)
PreReq: Placement in ESL 7 and placement in ESL 11
CoReq: ESL 7 or ESL 25 (or prior completion of either)
This is a foundations course in grammar and writing for non-native speakers of English. It emphasizes basic grammar, sentence structure, and paragraph writing. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. *Additional time in the ESL lab is required.* (5 lec hrs.)

ESL Progression Chart



IEP (ESOL) Progression



ESL 20G—Grammar Essentials (ESL) (3)

PreReq: "C" or better in ESL 11 or "C" or better in Eng 19 or (placement in ESL 20G and placement in ESL 20W) or placement in Eng 20W

ESL 20G focuses on the skills needed to become a proficient writer of English. In this course, students build upon skills that they already have by developing sentence structure, grammar, word choice, punctuation, and spelling. *Additional time in the ESL lab is required.* (3 lec hrs.)

ESL 20R—Reading Essentials (ESL) (4)

PreReq: "C" or better in ESL 7 or "C" or better in Eng 18 or placement in ESL 20R or placement in Eng 20R

ESL 20R focuses on the skills needed to become a proficient reader of English. This course concentrates on strategies that facilitate reading comprehension and vocabulary development. *Additional time in the ESL lab is required.* (4 lec hrs.)

ESL 20W—Writing Essentials (ESL) (3)

PreReq: "C" or better in ESL 11 or "C" or better in Eng 19 or (placement in ESL 20G and placement in ESL 20W) or placement in Eng 20W

CoReq: ESL 20G (or prior completion)

ESL 20W offers instruction and practice in writing varied and effective sentences, paragraphs, and basic essays. Students will learn to utilize the writing process and apply it to writing well-organized paragraphs and essays. Students will participate in peer review sessions in order to receive feedback to enable them to further review, edit, proofread, and revise their paragraphs and essays. *Additional time in the ESL lab is required.* (3 lec hrs.)

ESL 21—Introduction to College Reading (ESL) (4)

PreReq: "C" or better in ESL 20R or "C" or better in Eng 20R or placement in ESL 21 or placement in Eng 21

ESL 21 is an advanced-level course designed to help students develop essential college-level reading skills. The focus is to provide strategies that will help students understand what they read and to give them confidence in identifying the central points, main ideas, and important details of academic readings; drawing inferences, and developing critical reading skills. Students will use vocabulary strategies to assist them in becoming fluent readers. *Additional time in the ESL lab is required.* (4 lec hrs.)

ESL 22G—Advanced Grammar (ESL) (3)

PreReq: "C" or better in ESL 20R or "C" or better in Eng 20R or placement in ESL 21 or placement in Eng 21; and "C" or better in ESL 20G or "C" or better in Eng 20W or placement in ESL 22G or placement in Eng 22; and "C" or better in ESL 20W or "C" or better in Eng 20W or placement in ESL 22W or placement in Eng 22

ESL 22G is an advanced-level course in which students acquire knowledge of grammar essential for successful academic writing. As grammar points are presented, students apply the grammar they learn by editing passages from varied texts, including student writing and their own drafts. The class focus is to help students develop a greater awareness of language usage, identify patterns of errors, and learn to independently and systematically use editing skills. Class activities include practice and focus on identifying various sentence patterns; writing clear, effective sentences; and expanding independent editing skills. *Additional time in the ESL lab is required.* (3 lec hrs.)

ESL 22W—Introduction to Composition (ESL) (3)

PreReq: "C" or better in ESL 20R or "C" or better in Eng 20R or placement in ESL 21 or placement in Eng 21; and "C" or better in ESL 20G or "C" or better in Eng 20W or placement in ESL 22G or placement in Eng 22; and "C" or better in ESL 20W or "C" or better in Eng 20W or placement in ESL 22W or placement in Eng 22

CoReq: ESL 22G (or prior completion)

ESL 22W emphasizes writing essays on academic topics. The focus is on reading-based writing, paraphrasing, summarizing, expanding student knowledge of the writing process, and applying these skills to write well-organized essays. Students participate in small group discussion(s), review, editing, proofreading, and revising activities. Student writing reflects fluency in constructing clear, correct sentences with accurate word choice and control of varied sentence structures. *Additional time in the ESL lab is required.* (3 lec hrs.)

ESL 25—Academic Listening and Speaking (3)

PreReq: Placement in ESL 7 and placement in ESL 11

This course is designed to improve the communication skills of non-native speakers of English. It includes instruction and practice in academic listening comprehension, lecture note taking, small group and public speaking, and pronunciation. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. (3 lec hrs.)

Entrepreneurship

Ent 120—Starting a Small Business (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

This course is a practical approach to planning and starting a business in Hawai'i. The student will prepare a comprehensive business plan. Topics covered are market analysis, site selection, suppliers, product and price mix, transportation, advertising and promotion, record keeping, and financial statements. (3 lec hrs.)

Family Resources

FamR 230—Human Development (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Concepts, issues, theories of human growth and development from conception to death. Focus on the interrelation of physical cognitive, and psychosocial development of the individual throughout the life span. (3 lec hrs.)

Fire and Environmental Emergency Response

Fire 101—Essentials of Fire Suppression (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102
CoReq: Fire 101L, Fire 151, and Fire 156

Provides students with a comprehensive initial introduction to suppression of structural fires. Introduces definitions, terminology, and a brief history of structural fire suppression. Provides students with a basic knowledge of fire behavior, how and what materials burn, extinguishment systems, and basic methods of suppression. (3 lec hrs.)

Fire 101L—Essentials of Fire Suppression Laboratory (1)

PreReq: Eng 21 or ESL 21 or placement in Eng 102
CoReq: Fire 101, Fire 151, and Fire 156

A lab to accompany the Fire 101 lecture. Students will be provided with hands-on experience and instructed in the safe and proper handling of equipment used in the suppression of structural fires. (3 lab hrs.)

Fire 151—Introduction to Wildland Fire Control (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102
CoReq: Fire 101 and Fire 156

Introduces definitions, concepts, theories, and principles of modern wildland fire control. Provides students with an overall introduction to theory and application in basic wildland fire suppression, fire behavior, wildland fire operations, suppression methods, tools, and equipment. An emphasis on safety. Completion of this course meets current NWCG 310-1 standards for Firefighter Type 2, and the required training for issuance of a Red Card. (3 lec hrs.)

Fire 153—Advanced Wildland Firefighting (3)

PreReq: Fire 151

Designed to meet the training needs for both Advanced Firefighter/ Squad Boss and Incident Commander Type 5 positions. Covers how to: properly document the appropriate information during fire suppression activities; incorporate and maintain open lines of communication with all appropriate fire suppression personnel; apply LCES (Lookouts, Communications, Escape Routes, and Safety Zones) to fire line tactics; and demonstrate the steps required to properly size up a fire situation and determine appropriate tactics. (3 lec hrs.)

Fire 156—Incident Command System (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102
CoReq: Fire 101 and Fire 151

Course describes the Incident Command System (ICS). Collectively, these features identify the unique quality of ICS as a management system for all emergency and planned event incidents. Principle features are: management by objectives, chain of command, transfer of command, organizational flexibility, integrated communications, common terminology, and developing an Incident Action Plan. In addition, Homeland Security Presidential Directive-5 requires all federal, state and local agencies to adopt the National Incident Management System (NIMS) which ICS is part of. (3 lec hrs.)

Fire 157—Intermediate Wildland Fire Behavior (3)

PreReq: Fire 151

Designed to instruct prospective fireline personnel in wildland fire behavior for effective and safe fire management operations. Fire behavior is not an independent phenomenon - it is the product of the environment in which the fire is burning. Certain types of fire behavior are considered unusual or unexpected only because of the failure to evaluate properly the conditions, influences, and forces that are in control. To predict fire behavior, and to control and use fire effectively and safely, one must understand and use the interactions of fire with its environment. Examines the fire environment: what it is, how it varies and why, and how fire itself alters the total picture. (3 lec hrs.)

Fire 202—Fire Hydraulics (3)

PreReq: Fire 101; and "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 100

Introduces terminology, definitions, and basic and complex formulas involved in fire service hydraulics. Helps students gain an understanding of the complexities involved in modern apparatus pumping and water delivery systems. Focuses on commonly used equipment and applying simple and complex mathematical formulas (theory), plus standard rules applied in fire service to gain an overall understanding of hydraulics and hydraulics application. (3 lec hrs.)

Fire 207—Hazardous Materials Awareness and Operations (3)

PreReq: Fire 153

Students are introduced to initial response for Hazardous Material Incidents. Upon completion, the student will meet the training requirements of the National Fire Protection Association (NFPA), Office of Safety and Health Administration (OSHA), and the Office of Domestic Preparedness (ODP) to perform at the Awareness and Operations level. Topics include: personal safety, regulations, toxicology, Incident Command System, decontamination, chemical resources, initial response, assessment, and strategic and tactical options for HAZMAT incidents. (3 lec hrs.)

Fire 210—Fire Administration (3)

PreReq: Fire 153 and Fire 157

Provides the student with an overall understanding of the science, leadership, and modern management in the fire service. Topics include: developing a game plan for personal success, the principles of leadership and management, leadership ethics, managing emergency services, analytical approaches to public fire protection, and community disaster planning. (3 lec hrs.)

Fire 212—Firefighting Strategies and Tactics (3)
PreReq: Fire 153 and Fire 157
Introduces essential elements, definitions, and terminology involved in analyzing the nature of fire, and determining needs and requirements to extinguish fires. Students develop an understanding of complexities involved in suppressing fires. Students will learn manpower, equipment, and practices with an emphasis on pre-planning, study of conflagration problems, and fire ground organization. This is a building block for future tactics and strategy classes taught by State and Federal fire programs. (3 lec hrs.)

Fire 215—Wildland/Urban Interface Operations (3)
PreReq: Fire 153 and Fire 157
An introduction to the strategies, tactics, techniques, tools, and safety considerations related to fire operations in the wildland/urban interface. Involves aspects of suppression and prevention. (3 lec hrs.)

Fire 217—Firefighter Life Safety (3)
PreReq: Fire 212
This course was developed through the National Fire Academy's Fire and Emergency Services Higher Education (FESHE) initiative. Firefighting is one of the nation's most hazardous occupations. The National Fallen Firefighter Foundation's 16 Firefighter Life Safety Initiatives provide a framework within which fire and emergency response personnel can identify and address the issues that constitute risks of both injury and loss of life. (3 lec hrs.)

Food Science and Human Nutrition

FSHN 185—Nutrition (3)
Biological concepts that form scientific framework of human nutrition; study of characteristics of major nutrient groups and relationship to diet and health. (3 lec hrs.)

Geography

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Geog 101—Geography and the Natural Environment (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Survey of the natural environment of the earth; distribution and interrelationships of climate, vegetation, soils and landforms with a focus on Hawai'i and the Pacific. Emphasis will be placed on current environmental problems and issues as they are related to course content. (3 lec hrs.)

+Geog 101L—Geography and the Natural Environment Lab (1)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Geog 101 (or prior completion)
Analysis of the natural environment through the use of maps, airphotos, field and laboratory observation and experimentation. Emphasis on Hawai'i and upon human modification of the environment. (3 lab hrs.)

Geog 102—World Regional Geography (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Survey of the world's major geographic regions with focus on the interrelationships between the physical and human elements of these regions. Geographic aspects of contemporary economic, social and political conditions will be studied as they relate to human use of, and impact on, the land and resources. (3 lec hrs.)

Geog 122—Geography of Hawai'i (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
This course will survey the physical and cultural geography of the Hawaiian Islands. Physical geography will emphasize the volcanic landforms, coastal features, climate and vegetation. Cultural aspects will include population, settlement, agriculture, economics and land use. Students will be expected to learn the names and locations of physical and cultural features of the Hawaiian Islands. (3 lec hrs.)

Geog 170—Forest Ecosystem Surveying, Inventorying, and Monitoring (3)
PreReq: "C" or better in Eng 100 or "C" or better in Eng 102; and "C" or better in Math 120; and "C" or better in ICS 101
CoReq: Geog 170L
Designed for students in Forest TEAM and related careers. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing analog and electronic instruments. Discussion of the selection of sample sites and measurement of environmental and biological variables of forest ecosystems. Methods of analyzing information from data loggers and GPS units for computer analysis. (3 lec hrs.)

Geog 170L—Forest Ecosystem Surveying, Inventorying, and Monitoring Laboratory (1)
CoReq: Geog 170
Designed for students in Forest TEAM and related careers. Field laboratory to accompany Geography 170. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing optical and electronic instruments learned in the lecture section will be carried out in the lab. Field methods of selecting sample sites and measuring the environmental and biological variables of the forest. Data loggers and GPS units will be used to record data in the forest for computer analysis. (3 lab hrs.)

Geog 180—Geographic Information Systems in Forest Ecosystem Management (3)
PreReq: "C" or better in Geog 170; and "C" or better in Geog 170L; and "C" or better in Eng 100
CoReq: Geog 180L
Designed for students in Forest TEAM and related careers. Geographic Information Systems will introduce students to GIS principles and practice through use of ArcView and Spatial Analyst. GIS will be applied in developing computer generated map layers for resource management decision making in forest ecosystems and agroforestry. (3 lec hrs.)

Geog 180L—Geographic Information System in Forest Ecosystem Management Laboratory (1)
CoReq: Geog 180
Designed for students in Forest TEAM and related careers. Laboratory to accompany Geography 180 will give students hands-on experience in using ArcView and Spatial Analyst. Laboratory exercises and independent projects will apply GIS developing computer generated map layers for resource management decision making. (3 lab hrs.)

Geology and Geophysics

GG 101—Introduction to Geology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A study of the earth, with emphasis on materials, surface features, structures, and various erosional and depositional processes. (3 lec hrs.)

GG 101L—Introduction to Geology Laboratory (1)
CoReq: GG 101 (or prior completion)
The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. Laboratory to accompany GG 101. (3 lab hrs.)

Hawaiian

Haw 101—Elementary Hawai'i Language I (4)
Study of basic structures of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (5 lec hrs.)

Haw 102—Elementary Hawai'i Language II (4)
PreReq: "C" or better in Haw 101
Continuation of the study of basic structure of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (5 lec hrs.)

Haw 201—Intermediate Hawai'i Language I (4)
PreReq: "C" or better in Haw 102
A continuation of Haw 102 to further develop intermediate level sentence structures. Emphasis on speaking, reading, writing, and listening skills in Leo Hawai'i or Hawai'i Language through a Hawai'i cultural context. (5 lec hrs.)

Haw 202—Intermediate Hawai'i Language II (4)
PreReq: "C" or better in Haw 201
The final Hawai'i Language course in the series is a continuation of Haw 201 further developing more complex sentence structures, vocabulary, and concepts. Hawai'i Language speaking, writing, reading, and listening skills are heightened. Expanded learning may include transcribing and translating recordings, investigating Hawai'i poetry, Hawai'i newspapers, and stories. (5 lec hrs.)

Hawaiian Studies

HwSt 100—Piko Hawai'i (3)
This introductory course provides the learner with a first hand opportunity to develop a relationship with the sacred geography of Hawai'i Island. To develop an environmental kinship with the places and people of Hawaii Island embeds the idea of belonging to the landscape. This concept is central to Hawai'i Life Styles. (3 lec hrs.)

HwSt 101—Hawai'i Culture I: 'Aikapu (3)
Examines the cultural traditions of Hawai'i that flourished before the abolition of the kapu system in 1819. Covers foundations of the early society in Hawai'i that evolved with the arrival of various Polynesian voyagers along with their family traditions, distinct customs, and cultural practices. (3 lec hrs.)

HwSt 102—Hawai'i Spirituality (3)
Investigates aspects of spirituality that connect with the belief and practices of Kanaka Maoli (Native Hawai'i people). Examines cultural knowledge and practices linked to perspectives of creation accounts, spiritual realms, deities, 'aumakua kahuna, places of worship, and other facets of native Hawai'i spirituality. (3 lec hrs.)

HwSt 103—Hawai'i Art Culture (1)
A hands on approach to learning Hawai'i cultural art forms. Emphasis is on process and protocol. Lab fee may be required. May be repeated for credit provided that a different topic is studied, up to 6 credits. (1 lec hr.)

HwSt 104—Hawai'i Myth Culture (3)
A survey course of Hawai'i myth culture. Focus is on the examination of traditional Hawai'i myths and their mythological themes. (3 lec hrs.)

HwSt 105—Hawai'i Plant Culture (3)
An introductory course to the study of Hawai'i plants, and their functions and uses within a Hawai'i cultural context. Learners are expected to participate in multi-sensory learning. (3 lec hrs.)

HwSt 106—Mele Hawai'i (3)
An introductory course in the study of mele Hawai'i or Hawai'i oral arts. Students are expected to participate in all learning opportunities by learning and performing mele. (3 lec hrs.)

HwSt 107—Hawai'i: Center of the Pacific (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An introduction to the unique aspects of the Native Hawaiian point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history, and modern issues. (3 lec hrs.)

HwSt 119—Hawai'i Island Trail Culture (3)
Explore trails, wahi pana (noted places), cultural sites, and stories connected with Hawai'i Island traditions. Activities include moderate hiking with most classes in the field. May be repeated for credit provided that a different topic is studied, up to 12 credits. (3 lec hrs.)

HwSt 130—Hula I: 'Aiha'a (3)
An introductory course in hula. Studies the foundations of hula chants and dances as a sacred dance form. Through traditional hālau hula (hula school) traditions, structure, rituals, and belief, this course prepares the learner for public demonstration. (3 lec hrs.)

HwSt 131—Hula II: 'Olapa (3)
PreReq: "C" or better in HwSt 130; and Eng 18 or (ESL 7 and ESL 11) or Eng 19 or placement in Eng 20R or placement in Eng 20W or placement in ESL 20R or (placement in ESL 20G and placement in ESL 20W); and Math 1ABCD or placement in Math 22
This second course in the hula series introduces the learner to the evolution and practice of hula culture of the mid to late 19th century. Through traditional hālau hula (hula school) traditions, emphasis is placed on the development of personal hula etiquette and public demonstration and articulation of learning. (3 lec hrs.)

HwSt 140—Mahiʻai I: Kanuʻai (3)
The first mahiʻai course in a series of four in Hawaiʻi cultivation practices. Covers the history, lore, and geographically specific methods of mahiʻai. Emphasis on the cultivation of kalo and related staple foods. (3 lec hrs.)

HwSt 141—Mahiʻai II: ʻAuʻai (3)
PreReq: "C" or better in HwSt 140; and Eng 18 or (ESL 7 and ESL 11) or Eng 19 or placement in Eng 20R or placement in Eng 20W or placement in ESL 20R or (placement in ESL 20G and placement in ESL 20W); and Math 1ABCD or placement in Math 22
The second mahiʻai course in a series of four in Hawaiʻi cultivation practices. It continues the look at the history, lore, and methods of mahiʻai. The emphasis on cultivation of kalo and related staple foods continues. (3 lec hrs.)

HwSt 150—Lawaiʻa I: Kuʻula Kai (3)
The first in a series of courses in traditional Hawaiʻi marine resource knowledge. Will engage the learner in traditional Hawaiʻi thought and practice concerning the subsistence and environmentally respectful practice of fishing. (3 lec hrs.)

HwSt 151—Lawaiʻa II: Kaneloa (3)
PreReq: "C" or better in HwSt 150; and Eng 18 or (ESL 7 and ESL 11) or Eng 19 or placement in Eng 20R or placement in Eng 20W or placement in ESL 20R or (placement in ESL 20G and placement in ESL 20W); and Math 1ABCD or placement in Math 22
The second in a series of courses in traditional Hawaiʻi marine resource knowledge, or Lawaiʻa. Course continues to engage the learner in traditional Hawaiʻi thought and practice concerning fishing with an added emphasis on wai (fresh water resources) and kai (sea water resources). (3 lec hrs.)

HwSt 160—Kahu Kuʻuna I: Introduction to Hawaiʻi Stewardship (3)
An introduction to Hawaiʻi stewardship methods as practiced through Hawaiʻi Island perspectives and traditions. The first in a series that will initiate the learner to the practice and profession of cultural and natural resource stewardship. (3 lec hrs.)

HwSt 161—Kahu Kuʻuna II: Foundations of Hawaiʻi Stewardship (3)
PreReq: "C" or better in HwSt 160; and Eng 18 or (ESL 7 and ESL 11) or Eng 19 or placement in Eng 20R or placement in Eng 20W or placement in ESL 20R or (placement in ESL 20G and placement in ESL 20W); and Math 1ABCD or placement in Math 22
The second in a series of four classes providing learners with opportunities to broaden their understanding of Hawaiʻi stewardship practices. With a focus on a historical timeline, this course explores the foundations of Hawaiʻi stewardship practices pre- and post-1819 and its evolution. (3 lec hrs.)

HwSt 180—Hawaiʻi Leadership (3)
Deleted.

HwSt 201—Hawaiʻi Culture II: ʻAi Noa (3)
A study of the significant historical events in Hawaiʻi, from the abolition of the kapu system in 1819 to the present, that transformed its native people and their culture. Examines the issues facing Native Hawaiians in today's society. (3 lec hrs.)

HwSt 204—Kaʻao: Epic Foundations (3)
PreReq: HwSt 104; and Haw 102 or higher
Examines in depth and complexity the indigenous Hawaiʻi national epics or Kaʻao. Course will delve deeply into Hawaiʻi mythic images and their impact on Hawaiʻi poetry, beliefs, practices, philosophy, and world view. (3 lec hrs.)

HwSt 206—Hawaiʻi Oral Arts (3)
PreReq: "C" or better in HwSt 106; and "C" or better in Haw 102 or higher
An in-depth, experiential study and application of Hawaiʻi oral arts through poetics, myth, and chant. (3 lec hrs.)

HwSt 230—Hula III: ʻAuana (3)
PreReq: "C" or better in HwSt 131; and Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Math 22 or placement in Math 24
This third course in the hula series introduces the learner to the practice of hula termed "modern hula". Through the traditional hālau hula (hula school) traditions, emphasis is placed on individual and group mastery of hula for public demonstration and articulation of learning. (3 lec hrs.)

HwSt 231—Hula IV: Huʻelepo (4)
PreReq: "C" or better in HwSt 230; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor
Recommended: A valid passport will be required if travel is to a foreign country.
The final course in the hula series. Prepares the learner for the debut of their comprehensive learning through a hula exchange with another hula community. (4 lec hrs.)

HwSt 232—Hoʻopaʻa I: Ipu Heke (3)
Deleted.

HwSt 233—Hoʻopaʻa II (3)
Deleted.

HwSt 240—Mahiʻai III: Hukiʻai (3)
PreReq: "C" or better in HwSt 141; and Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Math 22 or placement in Math 24
The third in a series of four courses in Hawaiʻi cultivation practice. Emphasis on the harvest of kalo and related staple foods and preparation of malaʻai (dryland) and loʻi (wetland) patches for replanting. (3 lec hrs.)

HwSt 241—Mahiʻai IV: Kuʻiʻai (4)
PreReq: "C" or better in HwSt 240; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor
The capstone mahiʻai course in a series of four in Hawaiʻi cultivation practices. Review of previously learned material. Emphasis on the preparation of kalo and related staple foods for consumption. (4 lec hrs.)

HwSt 250—Lawai'a III: Loko I'a (3)
PreReq: "C" or better in HwSt 151; and Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Math 22 or placement in Math 24; and consent of instructor
The third in a series of four courses in traditional Hawai'i marine life knowledge and practice. Focus is on practice of traditional Loko I'a from the construction to harvest. Special emphasis on the varieties of Loko I'a found island/state wide. (3 lec hrs.)

HwSt 251—Lawai'a IV: Kipapalauulu (4)
PreReq: "C" or better in HwSt 250; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor
The capstone course in a series of four courses in the Lawai'a track. Course is a culmination of all previous work in the Lawai'a track with the specific focus on the learner's active engagement in the community. Learners will be expected to apply all previously learned material in an active, participatory project in their communities. (4 lec hrs.)

HwSt 260—Hawai'i Stewardship: Protocols (3)
PreReq: "C" or better in HwSt 141 or "C" or better in HwSt 151 or "C" or better in HwSt 161; and consent of instructor
Focuses on the development and preparation of land and ocean protocols necessary for engagement of fieldwork in the Hawai'i environment. (3 lec hrs.)

HwSt 261—Hawai'i Stewardship in Practice (4)
PreReq: "C" or better in HwSt 260; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26
Provides learners with opportunities to demonstrate their proficiency in Hawai'i Stewardship. (4 lec hrs.)

HwSt 280—Hawai'i Leadership II (3)
Deleted.

HwSt 281—Hawai'i Pamamao I (3)
Deleted.

HwSt 282—Hawai'i Pamamao II (3)
Deleted.

Health, Physical Education, and Recreation

HPER 122—Aerobics (1)
Designed to improve cardiovascular fitness, strength, flexibility, and coordination through a systematic program of rhythmical activities. (2 lec/lab hrs.)

HPER 129—Step Aerobics (1)
Introduction to bench stepping as a means to developing cardiovascular fitness. (2 lec/lab hrs.)

History

Hist 120—National Cinemas (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An in-depth look at classics from cinematic productions of various countries based in a cultural and historical context. Includes a selection of films by a variety of directors and genres from the silent era into the present. Students will consider films that have been affected by culture and films that have affected culture. Any nation that has a broad film history can be showcased. May include but not limited to: American, British, Chinese, Dutch, French, German, Indian, Italian, Japanese, Country chosen varies by instructor. (3 lec hrs.)

Hist 151—World History to 1500 (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A global historical survey focusing on human societies and cross-cultural interactions to 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 152—World History Since 1500 (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A global historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 153—Hawai'i and the World I (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
History of Hawai'i from the earliest times until the reign of Kamehameha within the context of world history. (3 lec hrs.)

Hist 154—Hawai'i and the World II (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
History of Hawai'i since the reign of Kamehameha within the context of world history. (3 lec hrs.)

Hist 241—Civilization of Asia I (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Recommended: Hist 151
A survey of Asian civilization from earliest times and traditional society to contact with the West with emphasis upon the cultures of China, Japan, Korea, Southeast Asia. (3 lec hrs.)

Hist 242—Civilizations of Asia II (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A survey of Asian civilizations from the time of contact with the West, and the response of these civilizations to the impact of the Western World. This course is part of a two term sequence: 241: to 1500; 242: from 1500. (3 lec hrs.)

Hist 274—Writing Personal History (3)
PreReq: Hist 151 or Hist 152 or Hist 153 or Hist 154; and Eng 100
A 'personal history' course focusing on the study and writing of biography/autobiography, family/genealogy, local/ahupua`a, and regional history. (3 lec hrs.)

Hist 281—Introduction to American History I (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An interpretive survey of United States history, 281: 1500-1877; 282: 1877-present. (3 lec hrs.)

Hist 282—Introduction to American History II (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An interpretive survey of United States history, 281: 1500-1877; 282: 1877-present. (3 lec hrs.)

Hist 284—History of Hawai'i (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A general survey of economic, political, and social history of Hawai'i from earliest times to present. (3 lec hrs.)

Hist 288—Survey of the Pacific Islands History (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Hist 152
A survey of the history of the Pacific Islands from earliest settlement to the present with emphasis on island culture, interaction with the West, colonization, modern development and contemporary problems. (3 lec hrs.)

Hospitality and Tourism

HosT 100—Career and Customer Service Skills (3)
Focuses on the strategies and skills related to career success and customer satisfaction in the Hospitality and Tourism industry. (3 lec hrs.)

HosT 101—Introduction to Hospitality and Tourism (3)
Recommended: ESL 25 for English as a Second Language students
Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. (3 lec hrs.)

HosT 150—Housekeeping Operations (3)
Studies the professional management of housekeeping operations including the planning, organizing, staffing, and control techniques required to assure quality service. (3 lec hrs.)

HosT 152—Front Desk Operations (3)
PreReq: Eng 18 or ESL 7 or placement in Eng 20R or placement in ESL 20R or higher
Study of philosophy, theory, equipment, and current operating procedures of a hotel front office, concentrating on development of human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual and computerized front office operation. (3 lec hrs.)

HosT 154—Food and Beverage Operations (3)
Introduces students to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time. (3 lec hrs.)

HosT 193V—Cooperative Vocational Education (variable)
PreReq: Consent of program faculty
A supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment. (variable hours)

HosT 258—Hospitality Marketing (3)
CoReq: HosT 101 (or prior completion)
Recommended: Completion of 2 semesters of study in the Hospitality and Tourism program.
A study of modern marketing techniques and concepts for the Hospitality industry, including human factors, consumer demand, and planning. (3 lec hrs.)

HosT 260—Hospitality Law (3)
PreReq: "C" or better in HosT 101; and "C" or better in Eng 22 or "C" or better in Eng 55 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Course will outline the different points of law as it relates to the Hospitality Industry. It alerts operator of hotels and restaurants to a number of potential legal problems and pitfalls. (3 lec hrs.)

HosT 261—Meeting, Convention Management (3)
CoReq: HosT 101 (or prior completion)
Prepares students to plan and administer successful meetings and conventions. Students explore topics such as: marketing, sales and service, channels of distribution, and organization, as well as catering and meeting technology. (3 lec hrs.)

HosT 265—Tourism and Destination Planning (3)
CoReq: HosT 101 (or prior completion)
Exposes students to planning, developing, implementing, and managing tourism within a destination. Presents tourism development as a process with its own organizational structures and its own responses to the economic cycle of supply and demand. Students study various destinations in order to analyze and identify the components of successful tourism programs. (3 lec hrs.)

HosT 290—Hospitality Management (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
CoReq: HosT 101 or Culn 111 (or prior completion of either)
A study of the management process in hospitality operations, focusing on the managerial functions of planning, organizing, coordinating, staffing, directing, controlling, and evaluating to bring about organizational effectiveness. Scenarios, case studies, and role playing exercises typical of the hospitality industry have been developed to reinforce principles. (3 lec hrs.)

HosT 293V—Cooperative Education (variable)
PreReq: HosT 193V and consent of program faculty
Provides students with the opportunity to earn credit through related on-the-job work experience. Requires work experience, observation and reporting on the interaction between entry level workers and their supervisors in a hospitality industry environment in housekeeping, front desk, facilities maintenance, food service, purchasing, human resources or guest services. Students will be evaluated by supervisory employees in the industry based on performance standards and learning goals. Seminar and field work hours will be required. (variable hours)

HosT 295—Hospitality Capstone (3)
PreReq: HosT 101, HosT 258, HosT 265, and HosT 290
Recommended: Proficiency in Microsoft Word, Excel, and researching online
Integrates all the course work required for the HOST degree program. Explores a work-related management issue or operational problem in the hospitality industry. Analyzes, researches, and develops an in-depth strategy to resolve the issue or problem. (3 lec hrs.)

Human Development

HD 234—Aging (3)
The emotional, physical, and social processes of aging. (3 lec hrs.)

Human Services

HSer 110—Introduction to Human Services (3)
Designed to provide students with an overview of the human services field, including history and perspectives on strategies of intervention and prevention. Emphasizes self-awareness, and examines the attitudes, knowledge, and skills necessary for a career in Human Services. Provides a diverse group of students with a basic understanding of cultural awareness through place based pedagogy. Guest speakers and visits to various agencies in the local community give students insight into the Human Service profession. (3 lec hrs.)

HSer 131—Ethics in Public Services (1)
Cross-listed with AJ 131 and Subs 131
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

HSer 140—Individual Counseling (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: HSer 110 (or prior completion)
Designed to upgrade the understanding and counseling skills of people interested in the helping professions by study and evaluated practice in: establishing a trust relationship; interviewing; empathetic listening; values clarification; and problem solving. (3 lec hrs.)

HSer 141—Introduction to Hoʻoponopono (3)
Cross-listed as Subs 141
This is an experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Hoʻoponopono (family) and Hoʻokuʻu Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

HSer 193—Human Services Practicum I (3)
PreReq: HSer 110
Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (2 lec hrs., 3 lab hrs.)

HSer 230—Prevention Specialist (3)
Cross-listed with AJ 230 and Subs 230
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Eng 21 or ESL 21 or placement in Eng 102
Recommended: AJ 210 or HSer 110 or HSer/Subs 245
This course provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawaiʻi Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

HSer 245—Group Counseling (3)
Cross-listed as Subs 245
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

HSer 248—Case Management (3)
Cross-listed as Subs 248
PreReq: HSer 110 or Subs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Provides knowledge and practical skills to become competent case managers in human services agencies. Develops professional skills in order to teach those who need assistance to manage their own lives within the scope of their resources and abilities. Presents culturally sensitive strategies and strength-based model of case management. Special attention given to diverse populations utilizing case management systems. (3 lec hrs.)

HSer 256—Domestic Violence and Child Abuse (3)
Cross-listed as AJ 256 and WS 256
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
This course focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (3 lec hrs.)

HSer 262—Adolescent Counseling (3)
Cross-listed as Subs 262
PreReq: HSer 110 or Subs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focus on interpersonal skills needed in counseling adolescents (ages 12-18 years). Topics include developing effective substance abuse prevention and treatment approaches; screening and assessment; case management; individual, group, and family therapy; treatment in the juvenile justice system; and legal and ethical issues. (3 lec hrs.)

HSer 293—Human Services Practicum II (3)
PreReq: HSer 110 and HSer 193
A continuation of HSer 193 in another agency setting. Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (2 lec hrs., 3 lab hrs.)

Humanities

Hum 100—Introduction to the Arts (3)

PreReq: Eng 20W or (ESL 20G and ESL 20W) or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Eng 21 or ESL 21 or placement in Eng 102

An introduction to the arts through the study of aesthetics, creativity, values, and meaning through the underlying elements and principles inherent in the visual arts, music, dance, theatre, and all artistic endeavors. (3 lec hrs.)

Hum 160—Modes of Thought (3)

Cross-listed as SSci 160

Recommended: Eng 21 or ESL 21 or Eng 22

Literature-based Western tradition survey. Emphasis on intellectual history and the approaches to issues used in the humanities and social sciences. Values definition and clarification. (3 lec hrs.)

Hum 275—Psychology and the Expressive Arts (3)

Cross-listed as Psy 275

PreReq: Psy 100 or Psy 170 or Hum 100

The theory and practice of studying the personality through the visual arts, writing arts, dance, music, and drama towards a therapeutic end for the individual utilizing group dynamics. May be repeated for credit up to 6 credits. (3 lec hrs.)

Industrial Education, Building and Construction

IEdB 20—Careers in Building and Construction (3)

Recommended: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and computer literacy

Introduction to construction/construction careers using the Contextual Model. Students will be asked to think and solve problems related to construction projects, from origination of an idea through actual completion of the construction process. Students are required to sequence the project; identify by career the people involved with the project; and identify permits, licenses, and organizations with jurisdiction over various aspects of the project including relevant city, county, state and national codes and regulations that apply to the project. Introduction to safety, common materials, hand and limited power tool application, current construction techniques, and blueprint reading. (6 lec/lab hrs.)

Information and Computer Science

ICS 100—Computing Literacy and Applications (3)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 1ABCD or placement in Math 22 or placement in Math 50

An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for hands-on experience using applications software may include spreadsheets, word processing, presentations, communications, and databases. (3 lec hrs.)

Valid through Fall 2015

ICS 101—Digital Tools for the Information World (4)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and "B" or better in Math 22 or Math 24 or placement in Math 26

Hands-on computer class with emphasis on producing professional-level documents, spreadsheets presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department. (3 lec hrs., 2 lec/lab hrs.)

Effective Spring 2016

ICS 101—Digital Tools for the Information World (4)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and "B" or better in Math 22 or Math 24 or placement in Math 26

Fundamental information technology concepts and computer terminology, productivity software for problem solving, computer technology trends, and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. (3 lec hrs., 2 lec/lab hrs.)

Information Technology

ITS 103—Introduction to the Programming Process (4)

CoReq: ICS 101 (or prior completion with a "C" or better)

A first course emphasizing the development of problem solving and logical skills required to program in a business environment. Algorithms and programs are designed and implemented in the structured procedural style. Basic debugging and documentation techniques are also covered. (3 lec hrs., 2 lec/lab hrs.)

ITS 104—Computer Hardware Support (4)

CoReq: ICS 101 (or prior completion)

A first course in computer support intended to provide the skills needed to prepare the student to support personal computer hardware. The course prepares students to address the most common PC hardware concerns. It includes both concepts and hands-on real-world experience. (3 lec hrs., 2 lec/lab hrs.)

ITS 108—Computer Software Support (3)

PreReq: ITS 104 or ICS 101

CoReq: ICS 101 (or prior completion)

The second course in computer support intended to provide the skills needed to prepare the student to support personal computer operating systems. The course prepares the student to address the most common PC operating system concerns. This course includes both concepts and hands-on real-world experience. (3 lec hrs.)

ITS 118—Visual Programming for Business Applications (4)

PreReq: "C" or better in ICS 101 and "C" or better in ITS 103

A second course in programming introducing the development of business applications. Event-driven programming and object-oriented concepts are covered utilizing a current popular visual language such as Java, Python, C++, PHP, etc. Programming constructs, practices, and style are emphasized as well as program testing, debugging and documentation. (3 lec hrs., 2 lec/lab hrs.)

ITS 121—Computing Topics (3)
PreReq: variable per topic
Introductory topics varying semester to semester to maintain currency with rapidly changing technologies in Hawai'i's business industry. Topics may include operating systems, specific hardware systems, other software packages and programming languages not covered in IT program courses. May be repeated for credit provided that a different topic is studied. (3 lec hrs.)

ITS 151—Applied Database Programming in an Object Oriented Environment (4)
PreReq: "C" or better in ITS 118
This is a course in developing interactive Database Management Systems (DBMS) in an Object Oriented Database Environment. This requires experience with object oriented programming in an interactive mode. Application requirements are explained through presentation of a set of data structures, or logical schema, for sample applications. Structured programming techniques, good programming style, and event driven programming emphasized. Students will develop complete event driven menu based database systems. (3 lec hrs., 2 lec/lab hrs.)

ITS 215—Network Administration (4)
PreReq: ITS 108
The setup and operation of a local area network utilizing Microsoft Windows Server network operating system. Managing hardware, software, file systems, user accounts, and security. System management for performance optimization, name space, protocol support, and preventative maintenance. (3 lec hrs., 2 lec/lab hrs.)

ITS 218—Help Desk Support (3)
PreReq: ITS 108
Provides an introduction to the wide range of topics required of an entry-level user support specialist. The responsibilities of support positions vary widely, and with the broad foundation of topics covered in this course, specialists entering the support industry will be ready to meet employer needs. Emphasizes the knowledge, skills and abilities commonly found in user support position descriptions and on the tasks employers expect support staff to be able to perform. (3 lec hrs.)

ITS 221—Advanced Computing Topics (3)
PreReq: variable per topic
Advanced topics varying semester to semester to maintain currency with rapidly changing technologies in Hawai'i's business industry. Topics may include advanced courses in programming languages or networking, systems analysis, electronic commerce and other topics as they emerge. May be repeated for credit provided that a different topic is studied. (3 lec hrs.)

ITS 284—Data Communications Fundamentals (3)
PreReq: "C" or better in ITS 215
Familiarizing students with the terms and concepts used in the computer networking industry. Providing them with a conceptual framework of data communications. Assisting students to understand computer networks and enabling them to make informed decisions on network design and technology. (3 lec hrs.)

ITS 293—IT Program Internship (3)
PreReq: "C" or better in ITS 151 and "C" or better in ITS 215 and "C" or better in ITS 218; and Eng 100; and SpCo 151
Cooperative internship integrating classroom learning with supervised, structured and unstructured work experience. Offers an opportunity to enhance workplace soft skills as well as technical skills. Assignments determined by students' interests, program content and job availability. (1 lec hr., 8 practicum hrs.)

Interdisciplinary Studies

IS 101—Building Bridges to Self, College, and the Community (3)
Recommended: Placement in Eng 21 or placement in ESL 21
This course builds the academic, technological, social, and personal skills needed to succeed in college and the work world, including goal setting and teamwork. Self reflection and community engagement support the development of problem solving, critical thinking, stress management, and global understanding skills. Course builds a foundation for any first year student to succeed in the college environment as well as explore applications to social science disciplines including psychology, sociology and political science which underpin personal and social change. (3 lec hrs.)

IS 105—Career/Life Exploration and Planning (3)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21
Teaches practical life skills through activities that will empower students to create greater success in college, and in the workplace. Students will develop knowledge and awareness of the diverse cultural influences - Hawaiian, community, college, classroom, and workplace - and the relationship between these cultures. Within a cultural framework, students explore and identify possible careers that match their strengths, values, interests, and skills. Introduces students to job search resources, which include learning to conduct an effective job search, writing a winning resume and cover letter, and preparing for job interviews. Also focuses on soft skill acquisition; career and life planning through goal development; communication and interpersonal skills; time, financial, and stress management; problem solving; making wise choices; and self-motivation. (3 lec hrs.)

Japanese

Jpns 101—Elementary Japanese I (4)
Introductory Japanese language course, emphasizing reading, writing, speaking, and listening. (4 lec hrs.)

Jpns 102—Elementary Japanese II (4)
PreReq: Jpns 101
Continuation of Jpns 101. The study of the basic structure of the Japanese language with emphasis on listening, speaking, reading and writing skills. (4 lec hrs.)

Jpns 121—Elementary Japanese Conversation I (3)
Development of conversational skills—listening, comprehension, and speaking—for persons in business or occupations dealing with Japanese-speaking clientele. (3 lec hrs.)

Jpns 122—Elementary Japanese Conversation II (3)
PreReq: Jpns 121
An intermediate course with emphasis on the creative skills of conversation—adding some reading and writing of the language—for persons in business or occupations dealing with Japanese clientele. (3 lec hrs.)

Journalism

Jour 205—News Writing (3)
Cross-listed as Eng 205
PreReq: "C" or better in Eng 100; and "C" or better in Eng 102
Recommended: Knowledge of word processing
An introductory course in writing, newsgathering, editing, and journalistic ethics. Covers the basics of writing for publication in newspapers, magazines, and the Internet. (3 lec hrs.)

Learning Skills

LSK 30—College Study Skills (3)

Designed to give students an opportunity to learn and practice fundamental learning skills necessary for success in college. This course will build a strong foundation of study skills, including reading skills, memory strategies, listening skills, writing, note taking, and speaking skills, as well as time management and goal setting. (3 lec hrs.)

LSK 102—College Success Strategies (1)

PreReq: Eng 20R or Eng 20W or ESL 20R or (ESL 20G and ESL 20W) or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

Introduces new students to useful strategies and techniques for achieving success in college. Topics include: motivation and attitudes for learning, note taking skills, test taking skills, time and money management techniques, memory enhancement strategies, learning styles and use of college and community resources. (1 lec hr.)

Linguistics

Ling 102—Introduction to the Study of Language (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100

A broad introduction to the nature and workings of language through linguistic analysis: an overview of phonology (sound system), morphology (word structure), syntax (sentence structure), semantics (meaning), ethnolinguistics, and historical-comparative linguistics. (3 lec hrs.)

Ling 121—Introduction to Language (3)

Cross-listed as Anth 121

PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100

An introduction to the study of language from an anthropological perspective. Broad topics include ethnolinguistics (language and culture), sociolinguistics (language and society), psycholinguistics (language and cognition), and core subfields in linguistics; phonology (sound system), morphology (word structure), and syntax (sentence structure). More emphasis will be given to anthropological methods and cultural concepts in Anth 121 than in Ling 121, where linguistic approaches are emphasized. (3 lec hrs.)

Ling 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)

Cross-listed as Anth 235

PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100; and "C" or better in Eng 102

Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (3 lec hrs.)

Machine, Welding, and Industrial Mechanics

MWIM 42—Introduction to Machine and Welding (8)

CoReq: MWIM 45

Introductory theory and instruction in the areas of oxygen-acetylene and welding, machine technology, measurement and layout, hand tools, bench work, basic machine tools and plasma cutting, proper equipment, hand tools, and portable and stationary equipment. Also covers tools and procedures used in making precise layouts. (16 lec/lab hrs.)

MWIM 45—Introduction to Arc Welding (4)

CoReq: MWIM 42

A theory and practice course in shielded metal arc welding (SMAW) safety and set-up; electrical principles and terminology; basic manipulative techniques in flat and horizontal welding; common SMAW power sources, electrodes identification, selections, application, and manipulative techniques; basic materials, their identification, and weldability; and an introduction to the evaluation of welds and shop tests to determine weld quality, common joints, and fit-up in structure steel plate. (8 lec/lab hrs.)

MWIM 52—Sheet Metal Machining (8)

PreReq: MWIM 42 and MWIM 45

CoReq: MWIM 55

A beginning course in machine technology that covers occupational outlook, job descriptions for a machinist, and other careers in metal related trades. Introduction to machine shop operations, common machine tools, engine lathe, and general shop and personal safety. An introductory course in linear measurement; application of mathematical calculations on practical shop projects using common measuring and layout tools; direct measurement and simple layout using basic geometric construction and principles of squaring; blanking and procedures for development of simple patterns with allowances for common edges and seams; use of common three-factor equation and application on cylindrical objects and rectangular objects with edges and seams; and emphasis on accuracy in linear and angular measurement, squaring, and direct measurement layout. (16 lec/lab hrs.)

MWIM 55—Intermediate Welding and Qualification Procedures (4)

CoReq: MWIM 52

A theory and practical course in shielded metal arc welding (SMAW), joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skills on common welding joints with mid-steel and low hydrogen-type electrodes in horizontal, vertical, and overhead positions; emphasis on proficiency in vertical up-welding with mild steel and low hydrogen-type electrodes; and preparation for the American Welding Society's structural welding limited certification in the vertical position. (8 lec/lab hrs.)

MWIM 62—Lathe Facing and Knurling (4)

PreReq: MWIM 52 and MWIM 55

CoReq: MWIM 65

A course on the use of the turning machine Lathe. Topics covered are methods of mounting work, cutting tool shapes and preparation, turning, facing, knurling, speeds, and feeds. (8 lec/lab hrs.)

MWIM 65—Advanced Welding (8)

CoReq: MWIM 62

Manual and machine processes in sheet metal fabrication; direct measurement layout and pattern development including radial line development; procedures for layout, blanking, cutting, forming, use of mechanical joints, fasteners, and soldering; sheet metal fabrication of symmetrical and uniform tapering fitting; and radial line development of patterns and sheet metal processes. Theory and practice course in shielded metal arc welding (SMAW); joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skill on common welding joints with mild steel and low hydrogen-type electrodes in the horizontal, vertical, and overhead positions; and preparation for the American Welding Society's structural welding limited certification. (16 lec/lab hrs.)

MWIM 72—Introduction to CNC Milling (4)

PreReq: MWIM 62 and MWIM 65

CoReq: MWIM 75

An introduction to the common milling operations including the nomenclature, functions, lubrication, maintenance, setup, and safety in milling operations. Basic machining operations commonly done with the vertical milling machine include the common work holding devices, milling cutters, and tool holding devices. Also an introduction to Computer Numerical Control (CNC), use of Cartesian coordinates, absolute and incremental measurements, datum points, and applications of the Digital Read Out (DRO). Emphasis on the use of the CNC function in the shop floor mode and the setup and machining of programmed functions. (8 lec/lab hrs.)

MWIM 75—Special Process Welding & Rigging (8)

CoReq: MWIM 72

Special processes of pipe joint preparation and pattern development for basic fittings for heating and air-conditioning type work; all-position electric pipe welding; aluminum and stainless steel welding with Tungsten Inert Gas (TIG) and Metallic Inert Gas (MIG); advanced arc welding techniques of vertical and overhead weld positions for the guided Tensile Bend Weld Tester Machine; test preparation for Welding Certification American Welding Society's D1.1-68 Structural Codes; rigging procedures and safety; types of rigging, common materials, and methods; basic characteristics: size, weight, and center of gravity; and use of rigging sling type and hitches: vertical, bridle, basket, and chokers. (16 lec/lab hrs.)

Management

Mgt 20—Introduction to Management (3)

PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21

An introduction to the management process. Principal functions of planning, organizing, directing, and controlling are integrated with behavioral concepts. (3 lec hrs.)

Mgt 124—Principles of Supervision (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

To enhance the understanding of the supervisory process and the management of human resources. Focuses on supervisory position function, activities, and topics for supervisors to understand and apply. (3 lec hrs.)

Marketing

Mkt 120—Principles of Marketing (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop an understanding of the marketing process, analyze marketing opportunities, and develop strategies to fulfill the needs of target markets. (3 lec hrs.)

Mkt 121—Marketing Topics (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Marketing topics varying semester to semester to maintain currency with the dynamic nature of a global marketplace. Topics may include marketing research, fundamentals of purchasing, fundamentals of inventory management and control, international marketing, and other marketing topics deemed relevant. (3 lec hrs.)

Mkt 130—Principles of Retailing (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

An introduction to principles and practices in retailing and its impact on the economy. Emphasis on different retail venues, career opportunities, retail operations, and merchandise management. (3 lec hrs.)

Mkt 151—Principles of Customer Service (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Course builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly growing service economy. Students will gain insight into customer behavior and attitudes and will develop strategies to create positive customer relationships encountered in various situations on the job. (3 lec hrs.)

Mkt 157—Principles of Web Design I (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 102

Recommended: Basic knowledge of and experience with PCs, application software, and the Internet.

Introduces students to the basic design and construction of a Web site in relation to best practices. Review of Internet history, concepts, and terminology. Hands-on activities include exposure to asset creation tools, but will focus on Web elements, layout and design, production tools, and user interface. Students will be taken through the process of constructing a Web site from start to finish. (3 lec hrs.)

Which Math Course Should I Take?

Mathematics (Math) courses cover two different areas: Vocational and Liberal Arts. If you have any questions, see an advisor or counselor.

Placement testing is required for all Math courses. Other HawCC courses may have Math prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Chem 100 requires Eng 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26.

Also, carefully review the Math requirements for your major. See your program advisor if you have any questions.

* DOE-AEP: classes offered through the Department of Education - Academic Enhancement Program

Mkt 158—Principles of Web Design II (3)
PreReq: Mkt 157
A continuation of Principles of Web Design I expanding on design and construction principles. Exposure to additional best practices, and hands-on activities will focus on accessibility and internationalization, audio/video asset editing tools, interactivity, testing, and implementation. Students will design and construct a Web site as a capstone project. Basic Web server setup and maintenance will be introduced. (2 lec hrs., 2 lec/lab hrs.)

Mkt 159—Principles of PHP and MySQL (3)
PreReq: Mkt 158
Introduces students to PHP and MySQL to develop an interactive Web site. Students will install PHP and create a basic MySQL database in a Web server then create applications such as, but not limited to, a simple product catalog and customer or member only sites that require visitors to register and log in with a password. (2 lec hrs., 2 lec/lab hrs.)

Mkt 185—Principles of E-Marketing (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Conducting business in today's digital age means using the Internet and other forms of digital sales and marketing. This course provides the foundation for marketing using the Internet. Course work includes managing e-Commerce through customer service, interfacing with customers by e-mail, understanding the digital mentality and netiquette, fulfilling e-Commerce orders, what not to do online, and thriving in the virtual international marketplace. (3 lec hrs.)

Mkt 193V—Cooperative Vocational Education (variable)
PreReq: Consent of program faculty
A work study course providing opportunities to reinforce skills learned in sales and marketing courses by applying them in an actual job situation. (variable hours)

Mkt 292—Integrated Marketing Projects (3)
PreReq: Mkt 120, Mkt 157, and Mkt 185
Reinforces skills, theories, and concepts learned in Marketing courses. Provides students with the opportunity to apply their skills, knowledge, and understanding to develop and complete selected Marketing situation simulations and projects. (3 lec hrs.)

Mathematics

All students are required to take a math placement test before enrolling in any math class at HawCC.

Math 1A—Basic Mathematics A (1)
PreReq: Placement in Math 1
CoReq: Math 1B and Math 1C and Math 1D
Students will review the procedures used to solve problems involving whole numbers. Covers addition, subtraction, multiplication, and division of whole numbers; exponential notation; and order of operations. Other topics included are estimations, factorization, divisibility, and determining least common multiples. (1 lec hr.)

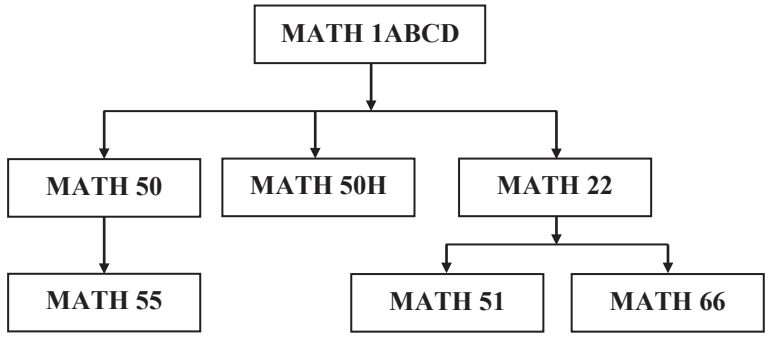
Math 1B—Basic Mathematics B (1)
PreReq: Placement in Math 1
CoReq: Math 1A and Math 1C and Math 1D
Students will review the procedures used to solve problems involving fractions. Covers addition, subtraction, multiplication, and division of fractions; concepts of fractions; order; exponentiation; and order of operations. (1 lec hr.)

Math 1C—Basic Mathematics C (1)
PreReq: Placement in Math 1
CoReq: Math 1A and Math 1B and Math 1D
Students will review the procedures used to solve problems involving decimals. Covers addition, subtraction, multiplication, and division of decimals; concepts of decimals; rounding decimals; converting fractions to decimals; converting decimals to fractions; and order of operations. (1 lec hr.)

Math 1D—Basic Mathematics D (1)
PreReq: Placement in Math 1
CoReq: Math 1A and Math 1B and Math 1C
Students will review the procedures used to solve problems involving ration and proportion and percents. (1 lec hr.)

Math 22—Pre-Algebra Mathematics (4)
PreReq: "C" or better in Math 1ABCD or placement in Math 22
Prepares students for elementary algebra, technical mathematics and/or select program courses. Topics include operations with rational numbers, an introduction to variables, expressions, equations, ratios, proportions, percents, and applications. (4 lec hrs.)

Vocational Math Progression



Math 24—Elementary Algebra I (3)
PreReq: "C" or better in Math 22 or placement in Math 24
Represents the first course in a two-course sequence covering elementary algebra topics. Topics include operations with real numbers, linear equations and inequalities, graphing, linear systems, and applications. (3 lec hrs.)

Math 25—Elementary Algebra II (4)
PreReq: "C" or better in Math 24
Represents the second course in a two-course sequence covering elementary algebra topics. Topics include properties of exponents, operations on polynomials, factoring, rational expressions and equations, roots and radicals, quadratic equations, and applications. (5 lec hrs.)

Math 26—Elementary Algebra (5)
PreReq: "B" or better in Math 22 or placement in Math 26
Topics include: operations with real numbers, linear equations and inequalities in one variable, polynomials, factoring, rational numbers and rational expressions, linear equations and inequalities in two variables, linear systems of equations and inequalities in two variables, roots and radicals, and quadratic equations. (5 lec hrs.)

Math 27—Intermediate Algebra (3)
PreReq: "C" or better in Math 25 or Math 26 or placement in Math 27
Reviews real numbers, polynomials, algebraic fractions, first degree equations, and inequalities. Studies quadratic equations, exponents, radicals and rational expressions and equations, complex numbers, graphing equations and inequalities in two variables, systems of equations in two and three variables, applications of first and second degree equations and an introduction to functions. (3 lec hrs.)

Math 50—Technical Mathematics I (3)
PreReq: "C" or better in Math 1ABCD or placement in Math 50
An applied mathematics course that includes an integration of topics in arithmetic, algebra, geometry, tables and graphs, and problem solving. (3 lec hrs.)

Math 50H—Technical Math: Culinary Arts (3)
PreReq: "C" or better in Math 1ABCD or placement in Math 50H
Designed to develop the knowledge and skills of mathematics that are necessary for the Culinary Arts Program. Related instruction in the fundamentals of whole numbers, fractions, decimals, ratios, proportions, and percent to food trades problems. Topics include mensuration, converting recipes, price markup, food cost problems, and preparation of various business forms related to the food industry. (3 lec hrs.)

Math 51—Algebra Topics for Electricity (3)
PreReq: "C" or better in Math 22 or placement in Math 51
Application of algebraic principles in solving practical problems concerning simple DC electrical circuits. Topics will include: Ohm's Law; series, parallel, and combination circuits; power and efficiency. (3 lec hrs.)

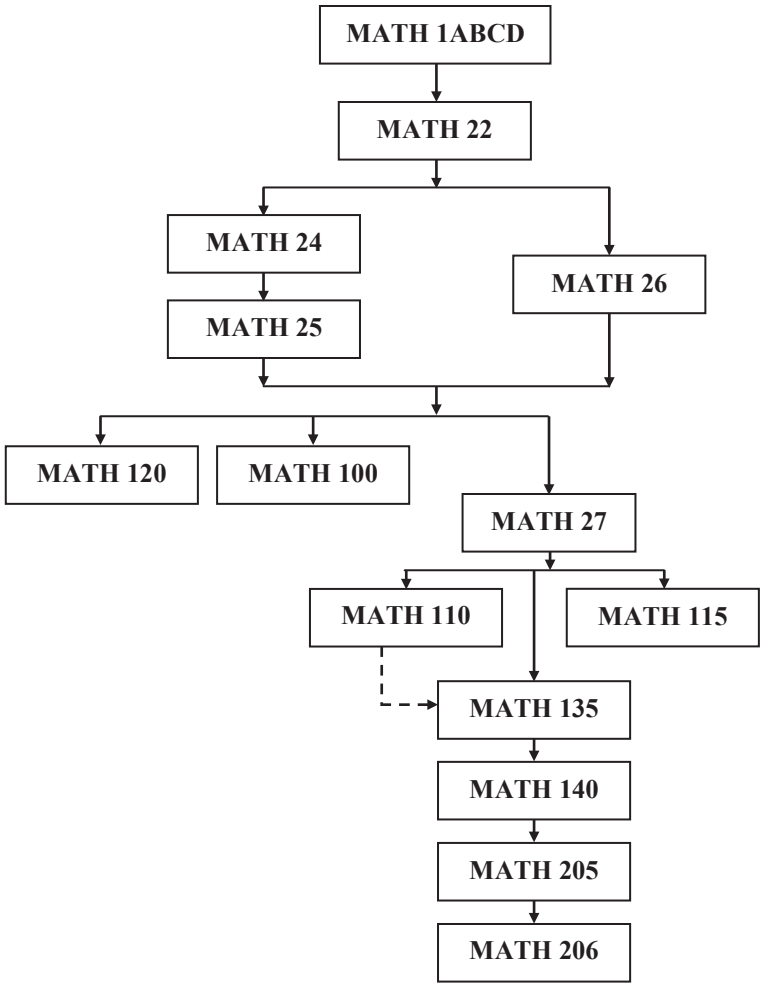
Math 55—Technical Mathematics II (1-3)
PreReq: Math 50
Advanced topics in technical mathematics including applications of algebra, geometry, and/or numerical trigonometry to shop problems. May be repeated for credit, provided that a different topic is studied. (variable hours)

Math 66—Trig & Algebraic Topics for Drafting and Electronics (4)
PreReq: "C" or better in Math 22 or placement in Math 24
A course covering the fundamental concepts of arithmetic, algebra, geometry, and trigonometry, including application problems. (4 lec hrs.)

Math 100—Survey of Mathematics (3)
PreReq: "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 100; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Designed to acquaint non-science majors with mathematical reasoning and problem solving, and to expose students to the power and utility of mathematics through its relationship to the world. Foundation topics covered are problem solving, elementary logic, and numeration systems; additional topics may include one or more of the following areas: algebra, business math, counting theory, geometry, probability, statistics, and voting methods. Proofs and historical perspectives are included as appropriate. (3 lec hrs.)

Math 110—College Algebra (3)
PreReq: "C" or better in Math 27 or placement in Math 110; and Eng 21 or ESL 21 or placement in Eng 102
A continuation from Intermediate Algebra. Topics include: algebraic equations and inequalities, absolute value, polynomials, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and/or mathematical induction. (3 lec hrs.)

Liberal Arts Math Progression



Math 115—Statistics (3)

PreReq: "C" or better in Math 27 or placement in Math 115; and "C" or better in Eng 21 or "C" or better in ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

Presents basic introduction to topics in statistics including: descriptive statistics, elementary probability theory, normal and binomial distributions, and methods of statistical inference. Emphasis is on interpretation and application. (3 lec hrs.)

Math 120—Trigonometry for Surveying (4)

PreReq: "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 120

Designed for students in Forest TEAM & related careers. Application of trigonometry to surveying. Topics included are solving right triangles to find angle measures and lengths of sides; specifying directions (finding bearings and azimuths to plot surveys); converting between bearings and azimuths; computing precision; using Law of Sine and Law of Cosine to find the measures of angles and lengths of sides of oblique triangles; computing areas of triangles and other polygonal regions using geometric and trigonometric formulas, computing, correcting and balancing latitude and departure, computing error of closure, and finding the coordinates of the survey. (4 lec hrs.)

Math 135—Pre-Calculus: Elementary Functions (4)

PreReq: "C" or better in Math 27 or placement in Math 135; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Functions and relations, polynomial and rational functions, exponential and logarithmic functions, matrices, sequences and series. Instruction will be given on the use of appropriate technology to facilitate conceptual understanding of functions (numerically, graphically, symbolically, and verbally). (4 lec hrs.)

Math 140—Pre-Calculus: Trigonometry and Analytic Geometry (4)

PreReq: "C" or better in Math 135 or placement in Math 140

Properties of trigonometric functions, analytical geometry, polar coordinates, conic sections, and vectors. (4 lec hrs.)

Math 205—Calculus I (4)

PreReq: "C" or better in Math 140 or placement in Math 205

Basic concepts of differentiation and integration with applications. (4 lec hrs.)

Math 206—Calculus II (4)

PreReq: "C" or better in Math 205

The second course in the calculus sequence, which focuses on techniques of integration and on integrals of specific functions and their applications. Explores infinite series. (5 lec hrs.)

Medical Assisting

MedA 107—Introduction to Medical Office Assisting (3)
PreReq: "C" or better in Biol 100; and "C" or better in Busn 121 or "C" or better in Busn 123
CoReq: Nurs 110 (or prior completion); and Busn 150 and Busn 184 (or prior completion of either)
An introduction to the role of the medical office assisting through basic knowledge of administrative and clinical skills including ethical and legal issues, communication skills, infection control, assisting with patients, office laboratory and diagnostic procedures, nutrition and pharmacology. Clinical experiences occur in campus laboratory and ambulatory care settings. (2 lec hrs., 2 lec/lab hrs.)

Microbiology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Micr 130—Microbiology (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
CoReq: Math 25 or Math 26 or placement in Math 27; and Micr 130L
Recommended: One semester of college chemistry or one year of high school chemistry
This is a survey course of microbiology including topics in infectious disease, microbial taxonomy, morphology, genetics, immunology, microbial ecology, and applied microbiology. (3 lec hrs.)

+Micr 130L—Microbiology Lab (1)
CoReq: Micr 130 (or prior completion)
This course provides hands-on experience in introductory microbiology. (3 lab hrs.)

Music

Mus 102—Introduction to Sound Recording (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. (3 lec hrs.)

Nursing, Adult Residential Care Home Operator

Prerequisite—Nurse's Aide OBRA Certification

NURS 12—Common Diseases, Nutrition, Making Medications Available, Effective Communication with Health Care Providers (2)
PreReq: Nurse's Aide OBRA Certification
CoReq: Nurs 13 and Nurs 14
Purposes and provisions of Chapter 11-100.1 (Hawaii Administrative Rules) with focus on nutrition, medication, and documentation. Body systems, normal aging, chronic disease and observation of residents for signs and symptoms of common diseases are covered. The role and lines of responsibility of the care home operator in provision of health maintenance and screening, nutrition, medications, and prescribed medical treatments for the residents is also covered. Communication with health care providers is included. (2 lec hrs.)

Nurs 13—Helping Therapies and Behavior Management (1)
PreReq: Certified Nurses' Aide Certificate
CoReq: Nurs 12 and Nurs 14
Prepares care home operators to assist in provision of occupational, physical, recreational and diversional therapies and to identify their role in caring for residents who are mentally retarded or emotionally ill. (1 lec hr.)

Nurs 14—ARCH Regulations, Accounts, Community Resources (1)
PreReq: Certified Nurses' Aide Certificate
CoReq: Nurs 12 and Nurs 13
Acquaints care home operators with specific regulations of Chapter 96, "Title II"; prepares them to compile accounting records; assists them to identify resources available to residents and operators. (1 lec hr.)

Nurs 15—ARCH Regulations and Record Keeping (2)
Designed in cooperation with the Department of Health to prepare Registered Nurses and Licensed Practical Nurses to be Residential Care Home Operators. Acquaints students with rules and regulations of Hawai'i Administrative Rules, Title 11, Chapter 100. Emphasis is placed on interpretation and applications of Chapter 100. Restricted to Registered Nurses and Licensed Practical Nurses only. (2 lec hrs.)

Nurses' Aide

Nurs 16—Nurses' Aide (8)
PreReq: Basic Life Support/CPR certificate (BLSC); and a score of 50 on COMPASS reading placement test
Basic nursing procedures for employment in hospitals, nursing homes, clinics and private homes. Includes formal classes, supervised laboratory practice and clinical experience in hospital and home settings. Satisfactory completion allows student to take the OBRA Certification Exam. (3 lec hrs., 15 lab hrs.)

Nursing, Practical

Nurs 101—Personal Vocational Relations (1)
PreReq: "C" or better in Nurs 122
Assuming the responsibilities and opportunities associated with a career in practical nursing. Ethical implications, legal aspects, and career requirements discussed. (1 lec hr.)

Nurs 120—Practical Nursing I (9)
Foundational course in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Laboratory simulations and clinical experiences in health agencies. Open to Practical Nursing majors only. (4 lec hrs., 15 lab/clinical hrs.)

Valid through Fall 2015
Nurs 122—Practical Nursing II (14)
PreReq: "C" or better in Nurs 120 and "C" or better in Sci 51
CoReq: FamR 230 (or prior completion)
Integrates anatomy and physiology, human behavior, and nursing care. Emphasis on understanding and implementation of general nursing care of patients with medical, surgical, and emotional disturbances. Application of knowledge in patient-care situations including administration of medications under supervision of faculty. (8 lec hrs., 18 lab hrs.)

Effective Spring 2016

Nurs 122—Practical Nursing II (11)

PreReq: "C" or better in Nurs 120

CoReq: FamR 230 (or prior completion)

Integrates anatomy and physiology, human behavior, and nursing care. Emphasis on understanding and implementation of general nursing care of patients with medical, surgical, and emotional disturbances. Application of knowledge in patient-care situations including administration of medications under supervision of faculty. (4 lec hrs., 21 lab/clinical hrs.)

Nurs 126—Child Health (3)

PreReq: "C" or better in Nurs 122 and "C" or better in FamR 230

Theory and clinical experiences in caring for sick children of various age groups in the hospital. Concepts of normal growth and development are considered in the assessment, planning, and implementation of care for individual patients. Offered during summer session only. (1 lec hr., 6 lab hrs.)

Nurs 128—Maternity Nursing (3)

PreReq: "C" or better in Nurs 122 and "C" or better in FamR 230

Caring for the normal family unit during the antepartal, intrapartal, and postpartal periods including care of the newborn infant. Clinical experiences in doctor's office, hospital maternity and newborn units. Offered during summer session only. (1 lec hr., 6 lab hrs.)

Nursing, Associate of Science

Nurs 110—Introduction to Medical Terminology (2)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Recommended: Sci 51 or Biol 100

An introduction to medical terminology that includes: prefixes, suffixes, and word roots; pronunciation, spelling, definition of words dealing with human body systems; commonly used abbreviation and symbols; diagnostic and special procedures; pathology and pharmacology. Emphasis is on increasing professional vocabulary. (2 lec hrs.)

Nurs 151—Mental Health Nursing (2)

First level introductory course in which concepts basic to nursing assessment are presented within the framework of the nursing process. Emphasis is on psychosocial and sociocultural assessment of the adult and geriatric client using basic communication skills. Simulated clinical experiences in laboratory setting. Open to Nursing majors only. (1 lec hr., 3 lab hrs.)

Nurs 153—Nursing Concepts and Skills (8)

First level introductory course in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Clinical experiences in laboratory and health agencies. Open to Nursing majors only. (3 lec hrs., 15 lab hrs.)

Nurs 157—Adult Health Nursing (10)

PreReq: "C" or better in Nurs 151 and "C" or better in Nurs 153 and "C" or better in Nurs 158

First level course in which concepts basic to promotion, maintenance and restoration of adult health are presented within the framework of the nursing process. Emphasis is on nursing management of clients' experiencing disruptions in ego and body integrity/defense, oxygenation, metabolism, fluid and electrolyte balance, sensory-perceptual, mobility and coordination, digestion and elimination due to developmental and/or pathophysiological processes. (4 lec hrs., 18 lab hrs.)

Nurs 158—Issues and Trends I (1)

First level introductory course in which the historical, legal, ethical and political aspects of professional nursing are explored. The nursing roles of member of the profession, member of the health care team and client advocate and educator are addressed. Open to Nursing majors only. (1 lec hr.)

Nurs 251—Mental Health and Psychiatric Nursing (3)

PreReq: "C" or better in Nurs 157

Second level course in which concepts regarding the promotion, maintenance, and restoration of mental health are presented within the framework of the nursing process. Emphasis is on nursing management of clients and families experiencing disruptions in psychosocial functioning. Clinical experiences in institutional and community based settings. (1 lec hr., 6 lab hrs.)

Nurs 254—Family Health Nursing Care I (5)

PreReq: "C" or better in Nurs 157

Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the nursing care of the childbearing woman and family are presented within the framework of the nursing process. Emphasis on health teaching, anatomic and physiologic adaptation, human growth and development, and the many interdependent relationships of human reproduction (including normal and high risk pregnancies). Clinical experiences in hospital and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 255—Family Health Nursing Care II (5)

PreReq: "C" or better in Nurs 157

Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the nursing care of the pediatric client and childrearing family. Concepts are presented within the framework of the nursing process. Emphasis on growth and development and health teaching of the pediatric client and family in community family based settings. Clinical experiences in hospital and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 257—Advanced Adult Health Nursing (5)

PreReq: "C" or better in Nurs 157

CoReq: Nurs 260

Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the management of clients experiencing complex disruptions in functioning. Concepts are presented within the framework of the nursing process. Emphasis is on managing the nursing care of groups of clients in hospital, long term care and community settings. Clinical experiences in institutional and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 258—Issues and Trends II (1)

PreReq: "C" or better in Nurs 157

Second level course in which legal, ethical, political and sociocultural issues and trends impacting health care are discussed. Emphasis is on the roles and responsibilities of the new graduate. (1 lec hr.)

Nurs 260—Nursing Management (2)

PreReq: "C" or better in Nurs 157

CoReq: Nurs 257

Second level course in which principles of management, organizational structure, leadership, decision making and change are presented within the framework of the nursing process. Emphasis is on the beginning level of management of the nursing care of a group of clients. Application of principles occurs in Nurs 257 clinical settings. Employment opportunities and effective job-seeking strategies are addressed. (2 lec hrs.)

Nurs 264—Introduction to Emergency Nursing (2)
PreReq: "C" or better in Nurs 157 or Registered Nurse
Recommended: Ability to use e-mail and Internet
This is an elective, second level course in which advanced nursing theory related to the care of the emergency department client is presented within the framework of the nursing process. Emphasis is on triaging, assessing and treatment of cardiovascular, respiratory, and multi-trauma emergencies. Physiology and pathophysiology of cardiovascular, respiratory, and multi-trauma emergencies will be presented. (2 lec hrs.)

Nurs 266V—Contemporary Nursing Topics (1-3)
PreReq: Nurs 157
Second level elective course. Advanced nursing care topics relevant to current nursing issues and community needs will be offered. Course content and topics may vary among semesters. May be repeated for credit provided that a different topic is studied. (variable hours)

Oceanography

Ocn 201—Science of the Sea (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 25 or Math 26 or placement in Math 27
Geological, physical, and biological aspects of the ocean; structure, formation, and features of ocean basins; seawater properties and their distributions; currents, waves, tides; characteristics of marine organisms; marine ecological principles. (No more than 3 credits may be granted for the completion of both Ocn 201 and Geol 201 at UHH College of Arts and Sciences.) (3 lec hrs.)

Ocn 201L—Science of the Sea Laboratory (3)
CoReq: Ocn 201 (or prior completion)
A laboratory intended to accompany Ocn 201. Provides students with hands-on, practical lab and field experiences that enable them to apply concepts learned in lecture, using the Hawaiian ocean ecosystems as a main theme. Students will participate in laboratory and field exercises emphasizing the application of techniques used in the collection and analysis of geologic, chemical, physical, and biological oceanographic data. Field-based lab activities may include extensive time aboard oceanographic vessels or other watercraft. Focuses heavily on lab- and field-based observation, data collection, and analysis. College-sponsored transportation may not be available. Recommended for both science and non-science majors. (3 lab hrs.)

Ocn 205—Intermediate Oceanography (3)
PreReq: "C" or better in Ocn 201
An examination of the methods and results of marine science applied to various problems in geological, physical, chemical, and biological oceanography. Topics from Ocn 201 reexamined in more detail. (3 lec hrs.)

Pacific Islands Studies

PacS 108—Pacific Worlds: An Introduction to Pacific Islands Studies (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawai'i. Combines lectures and discussion that emphasize Pacific Islander perspectives and experiences. (3 lec hrs.)

Pharmacology

Phrm 203—General Pharmacology (3)
PreReq: Biol 141 and Biol 141L; and Math 25 or Math 26 or placement in Math 27
Drugs discussed with emphasis on sites and mechanism of action, toxicity, fate and uses of major therapeutic agents. Intended for undergraduates in the health sciences and related fields. (3 lec hrs.)

Philosophy

Phil 100—Introduction to Philosophy: Survey of Problems (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Major philosophers, methods, and issues in philosophy. Discussion of such problems as our knowledge of reality, the freedom of the will, the relations between the mind and body, morality, ethics, and the existence of God. (3 lec hrs.)

Phil 101—Introduction to Philosophy: Morals and Society (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Examination of social and individual values, obligations, rights, and responsibilities. Application of classical ethical theories to contemporary moral issues. (3 lec hrs.)

Phil 102—Introduction to Philosophy: Asian Traditions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Universal themes and problems, methods and fields of Philosophy from the historical as well as positional perspectives of Asian traditions of Hindu, Buddhist, Taoist, Confucian and Shinto philosophical world views. (3 lec hrs.)

Phil 110—Introduction to Logic (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Development of basic methods and techniques of analysis and an understanding of principles and concepts involved in critical thinking. Emphasis on logical validity, deductive and inductive reasoning, fallacious arguments, Symbolic logic, Fuzzy logic, and the Scientific Method and the criteria of reasonable evidence. (3 lec hrs.)

Phil 120—Science, Technology and Values (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Addresses the relationship between science, technology and human values with a focus on contemporary problems posed by developments in modern science. Discussion on modern results and historical development of astronomy, evolution and atomic theory. Understanding the impact of cognitive and other values on world views. (3 lec hrs.)

Phil 211—History of Western Philosophy I (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An introduction to the history of philosophy based on translation of text originally written in classical Greek or Latin, from the Pre-Socratics, to Plato, Aristotle and the Roman thinkers. (3 lec hrs.)

Phil 213—History of Western Philosophy III (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to the history of philosophy based on texts or translations of 'modern' works, that is, works originally written in a modern European language from the Renaissance to 19th century. (3 lec hrs.)

Phil 255—Cosmology (3)
PreReq: "C" or better in Eng 100
An interdisciplinary general survey of modern science and philosophy from the humanistic perspective. A scientific description of the Universe as a whole and the implication for human life will be studied. The primary philosophical problems of cosmology will be discussed along with the problem of understanding the world and our place in it, as well as our knowledge of it as a part of the Universe. (3 lec hrs.)

Physics

Phys 50—Technical Physics (3)
PreReq: Math 22 or Math 50 or Math 51 or placement in Math 24
A study of matter and energy with emphasis on practical applications. Selected topics from mechanics, heat, sound, or electricity. (3 lec hrs.)

Phys 100—Concepts of Physics-A Survey (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26
Students learn the concepts and methods of modern physics. Emphasis on comprehension of the scientific approach to problem solving and understanding of fundamentals of physics in motion, forces and energy, heat and sound, structure of matter, electricity and magnetism, light and relativity. Course designed for liberal arts students and as preparation for mathematics-based physics courses. (3 lec hrs.)

Phys 100L—Survey of Physics Lab (1)
CoReq: Phys 100 (or prior completion)
Simple experiments in the basic concepts of physics, illustrating the role of physics in society to the nonscientist. (3 lab hrs.)

Phys 105—Energy Systems and Sustainability (3)
PreReq: Math 22 or placement in Math 24; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A natural science course for non-science majors. Focuses on the fundamental understanding of the physical, chemical, technical, and environmental aspects of the generation, and the use of energy on a global, regional, local, and individual level. Renewable energy sources and technologies are discussed. (3 lec hrs.)

Phys 151—College Physics I (3)
CoReq: Math 140 (or prior completion)
First half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include Newtonian mechanics, work and energy, wave motion, and heat. (3 lec hrs.)

Phys 152—College Physics II (3)
PreReq: Math 140 and Phys 151
Second half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include electricity, magnetism, electrical circuits, optics, light, and selected topics in modern physics. (3 lec hrs.)

Phys 170—General Physics I (4)
CoReq: Phys 170L; and Math 205 (or prior completion)
First half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of mechanics of particles and rigid bodies, wave motion, thermodynamics, and kinetic theory. (4 lec hrs.)

Phys 170L—General Physics I Lab (1)
CoReq: Phys 170 or Phys 151 (or prior completion of either)
First-half of a two-semester Laboratory supplementing the calculus-based introductory physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lec hrs.)

Phys 171—General Physics II (3)
PreReq: Phys 170 and Phys 170L
CoReq: Phys 171L; and Math 206 (or prior completion)
Second half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of electricity, magnetism, light, and optics. (3 lec hrs.)

Phys 171L—General Physics II Lab (1)
PreReq: Phys 170L
CoReq: Phys 171 or Phys 152 (or prior completion of either)
Second half of a two-semester Laboratory supplementing the calculus-based introductory Physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lec hrs.)

Political Science

PolS 110—Introduction to Political Science (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
The nature of the State, basic forms of government, and the theories of democracy, communism, fascism, and other political ideologies. Roles of political parties and pressure groups; the nature of job opportunity and voting behavior; the character of modern public administration; the pattern of contemporary international relations. (3 lec hrs.)

Psychology

Psy 100—Survey of Psychology (Introductory) (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Principles of human behavior, individual difference, motivation, emotion, perception, learning. (3 lec hrs.)

Psy 170—Psychology of Adjustment (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. (3 lec hrs.)

Psy 213—Statistical Techniques (4)
PreReq: "C" or better in Psy 100; and Math 110 or Math 115 (either may be taken concurrently)
To understand statistical procedures utilized for the behavioral and social sciences. This includes: examining frequency distributions, graphic methods, central tendency and variability, correlation and regression, inferential statistics, non-parametric statistics, and tests of significance. Explores uses and abuses of statistics, as well as enhancing critical reasoning ability of statistical procedures. (3 lec hrs., 2 lec/lab hrs.)

Psy 214—Research Methodology (4)
PreReq: Psy 100 and Psy 213; and Eng 100; and Math 115
Examines methods of critically reading, interpreting and evaluating psychological research. Explores ethical issues in research methods of scientific observation, development of experiments using a variety of research design and writing using APA style. (4 lec hrs.)

Psy 230—Human Sexuality (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
The biological, psychological, and sociological determinants of human sexuality are explored. Some specific topic areas include: the anatomy and physiology of sexual behavior and reproduction, gender role and sexual differences, sexual variations in behavior, clinical dysfunctions and treatment, and contemporary issues. (3 lec hrs.)

Psy 270—Intro to Clinical Psychology (3)
PreReq: Psy 100
An introduction to the scientific and professional aspects of clinical psychology. Basic concepts related to assessment, treatment and clinical models will be explored and examined. (3 lec hrs.)

Psy 275—Psychology and the Expressive Arts (3)
Cross-listed as Hum 275
PreReq: Psy 100 or Psy 170 or Hum 100
The theory and practice of studying the personality through the visual arts, writing arts, dance, music, and drama towards a therapeutic end for the individual utilizing group dynamics. May be repeated for credit up to 6 credits. (3 lec hrs.)

Refrigeration and Air Conditioning

RAC 121—Basic Refrigeration, Heating, Ventilating, and Air Conditioning (12)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102; and "C" or better in Math 1ABCD or placement in Math 50 or placement in Math 22
Basic physics covering the vapor compression cycle including: heat energy, heat transfer, changes of state in matter, pressure temperature, and thermodynamics as applicable to the refrigeration cycle. Students will learn the various components and purposes of the refrigeration cycle, basic tools used in refrigeration/HVAC, application of tools to various types of equipment, and refrigeration safety. Students will braze, solder, flare, and bend copper tubing. (2 lec hrs., 20 lec/lab hrs.)

Religious Studies

Rel 150—Introduction to the World's Major Religions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to the World's Major Religions: Primal Religions (Shamanist/Animist), Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and New Modern Religious Movements (Bahai, Rastafarianism, etc.). (3 lec hrs.)

Rel 151— Religion and the Meaning of Existence (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?" (3 lec hrs.)

Rel 152—Asian Religions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to the study of Asian Religions: Hinduism, Buddhism, Confucianism, Taoism, Shinto, Islam in Asia, Primal Religions (Shamanist/Animist), and New Modern Asian Religious Movements. (3 lec hrs.)

Rel 153—Western Religions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Introduction to Western Religions: Ancient Religions of the Mediterranean, Primal religions of America and the Pacific, Judaism, Christianity, and Islam. Focus is on modern versions of Christianity and new Religious Movements in the United States. (3 lec hrs.)

Science

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Sci 20—Individual and Environment (3)
The nature of man and of the problems which science and technology have created; overpopulation and pollution and possible alternative solutions. (3 lec hrs.)

Sci 25—An Introduction to the Environment through Film (3)
An exploration of environmental issues through film. Explores natural phenomena as well as human/environment interactions and possible solutions to environmental problems. (2 lec hrs., 2 lec/lab hrs.)

Sci 51—Basic Science for Health Occupations (3)
Basic concepts in chemistry, physics, microbiology, anatomy, and physiology are included. Primarily for students in health occupation programs. (3 lec hrs.)

+Sci 124—Introduction to Environmental Science (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
An introduction to ecological principles and how they relate to the human situation. The course also explores the causes and solutions of present environmental problems. (3 lec hrs)

+Sci 124L—Introduction to Environmental Science Lab (1)
CoReq: Sci 124 (or prior completion)
The laboratory accompanies the Environmental Science 124 lecture. Students apply the scientific method in learning about processes of ecosystem function and of human impact on the natural environment. Field work and field trips are an integral part of this course. (3 lab hrs.)

Social Science

SSci 111—Humanity, Society, and Technology (3)
Humanity's existence in a changing society brought about by rapid technological advancements. Trends, current issues, and future global alternatives for man's survival. (3 lec hrs.)

SSci 150—Ecology and Society (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Examines how the relationship between the individual and the natural environment is mediated through society. Involves learning to identify systems of culture and political economy in terms of institutionalized relationships to nature. Students develop a basic awareness of environmental issues and problems, their causes, and solutions. (3 lec hrs.)

SSci 160—Modes of Thought (3)
Cross-listed as Hum 160
Recommended: Eng 21 or ESL 21 or Eng 22
Literature-based Western tradition survey. Emphasis on intellectual history and the approaches to issues used in the humanities and social sciences. Values definition and clarification. (3 lec hrs.)

SSci 241—Labor Problems and Trade Unionism (3)
Problems and economics of labor, history, structure, government, activities of trade unions; social and labor legislation. (3 lec hrs.)

SSci 250—Environmental Issues (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Math 26 or placement in Math 27; and SSci 150; and consent of Instructor
This interdisciplinary course will require students to synthesize skills, knowledge and understanding of environmental issues. Students will be required to, individually or in a group, independently research and evaluate an issue relevant to our environment in Hawai'i, such as development, pollution, conservation, or natural resources. This includes interacting with the community, such as service learning. (3 lec hrs.)

Sociology

Soc 100—Survey of General Sociology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Survey of basic social relationships, social structures and processes. (May be applied toward Sociology major in UHH College of Arts and Sciences) (3 lec hrs.)

Soc 208—Criminology (3)
Cross-listed as AJ 208
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime. (3 lec hrs.)

Soc 218—Social Problems and Social Issues (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
An introduction to the major social problems and issues of contemporary society, including their nature, social causes and possible solutions. (3 lec hrs.)

Soc 251—Introduction to Sociology of the Family (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Examines family patterns, mate selection, parent-child interaction, socialization of roles, legal issues, and current trends in family organization and functions. (3 lec hrs.)

Soc 265—Community Development (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Course introduces students to the theory, methods, and practical application of community development studies. The course will review diverse types of successful community organizing projects with concern for the ethics, strategies and means available for successful community development. The course will involve significant participation in organizing community groups. (3 lec hrs.)

Soc 289—Sociology of Knowledge (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Soc 100
The sociology of knowledge studies the connection between modes of consciousness and knowledge and social structure. This course examines how forms of consciousness like art, political ideologies, popular culture, science, religious beliefs and philosophy reflect a society's institutions. It reviews the historical processes by which society forms and is formed by ideas. (3 lec hrs.)

Soc 290—Hawai'i's People (3)
Sociologically-oriented approaches to create an awareness of individual cultural backgrounds and the culture of other ethnic groups in Hawai'i and in the continental U.S. (May be applied toward Sociology major in UHH College of Arts and Sciences) (3 lec hrs.)

Speech and Communication

SpCo 51—Oral Communication Techniques (3)
A practical skills-oriented course stressing a great deal of practice in speech skills. (3 lec hrs.)

SpCo 130—Business and Organization Communication (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Recommended: ESL 25 and/or Eng 55
Develops competence in oral and written communication within business and organizational contexts. Provides theory and practical skills to be a confident and effective communicator in a variety of business and organizational settings. (3 lec hrs.)

SpCo 151—Introduction to Speech and Communication (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities. (3 lec hrs.)

SpCo 231—Oral Interpretation of Literature (3)
PreReq: SpCo 151
The study of literature through performance. Practice in rhetorical and literary analysis culminating in performance of literary selections for an audience. The study of and practice in performance criticism. (3 lec hrs.)

SpCo 233—Oral Traditions: Story Telling (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100
CoReq: Eng 102 (or prior completion)
An introduction to a variety of Oral Traditions from different cultural groups along with the skills required to perform storytelling successfully. Half the content of this course will be dedicated to Hawaiian/Pacific/Asian cultures. Audience, context and outcome analysis form the basis of all public communication planning, and form the core of the theoretical foundation. In addition, course will pose special questions related to the origin and intent of particular literature. Students will select, analyze, rehearse and perform three types of storytelling presentations such as ancient mythology, folktales, wisdom tales, and modern genres. Students will be encouraged to invent and compose their own stories in some appropriate genre. Students will be encouraged to perform one of the three options in the community at an appropriate function of their choice. All performances are critiqued orally and with a written instrument. (3 lec hrs.)

SpCo 251—Public Speaking (3)
PreReq: Eng 100
Analysis, preparation and delivery of speeches. Emphasis on content, organization and style. (3 lec hrs.)

SpCo 260—Media and Society (3)
PreReq: Eng 100
An introductory survey course that explores the history, architecture, impacts, and major theories of mass media. It fuses theory with practice by including a component on media message production that permits students a hands-on learning style with actual media production skills and vocabulary. (3 lec hrs.)

Substance Abuse

Subs 131—Ethics in Public Services (1)
Cross-listed with AJ 131 and HSer 131
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

Subs 132—STDs and Confidentiality (1)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Sexually transmitted diseases (STDs) and Hawaii State and U.S. Federal laws governing the confidentiality of patients and their records, including 42CFR, Part 2, will be explored, analyzed, and discussed. Emphasis is on treatment and confidentiality of individuals, who abuse or are addicted to alcohol and other drugs. (1 lec hr.)

Subs 140—Individual Substance Abuse Counseling (3)
CoReq: Subs 268 (or prior completion)
Focuses on theoretical approaches and interviewing skills used in counseling chemically dependent individuals. This course also examines ethical issues and self-care in substance abuse counseling utilizing didactic and experiential learning. (3 lec hrs.)

Subs 141—Introduction to Hoʻoponopono (3)
Cross-listed as HSer 141
This is an experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Hoʻoponopono (family) and Hoʻokuʻu Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

Subs 230—Prevention Specialist (3)
Cross-listed with AJ 230 and HSer 230
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100; and Eng 21 or ESL 21 or placement in Eng 102
Recommended: AJ 210 or HSer 110 or HSer/Subs 245
This course provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawaiʻi Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

Subs 245—Group Counseling (3)
Cross-listed as HSer 245
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

Subs 248—Case Management (3)
Cross-listed as HSer 248
PreReq: HSer 110 or Subs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Provides knowledge and practical skills to become competent case managers in human services agencies. Develops professional skills in order to teach those who need assistance to manage their own lives within the scope of their resources and abilities. Presents culturally sensitive strategies and strength-based model of case management. Special attention given to diverse populations utilizing case management systems. (3 lec hrs.)

Subs 262—Adolescent Counseling (3)
Cross-listed as HSer 262
PreReq: HSer 110 or Subs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focus on interpersonal skills needed in counseling adolescents (ages 12-18 years). Topics include developing effective substance abuse prevention and treatment approaches; screening and assessment; case management; individual, group, and family therapy; treatment in the juvenile justice system; and legal and ethical issues. (3 lec hrs.)

Subs 268—Survey of Substance Abuse Problems (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
This course provides students with a general and basic understanding of substance use, abuse, and dependency. Students will explore the historical and societal perceptions of substance use, patterns and trends of use, and societal and legal responses to drugs and alcohol. Methods of ingestion, effects on the individual, prevention, intervention, and treatment will be identified and analyzed. (3 lec hrs.)

Subs 270—Twelve Core Functions of Substance Abuse Counseling (3)
PreReq: Subs 268
This course focuses on the treatment process including intervention and prevention issues as it applies specifically to the substance abuser. Ethical and legal issues for the substance abuse counselor will be identified. A primary theme in this course will be the explication of the Twelve Core Functions of a Substance Abuse Counselor. (3 lec hrs.)

Subs 275—Families and Addiction (3)
PreReq: Subs 268
Identifies the effects of chemical use and abuse on the family from the systemic, disease, and addiction perspectives. Includes developmental stages and task of family recovery and current treatment approaches, including family psychoeducation group counseling. (3 lec hrs.)

Subs 280—Co-occurring Disorders (3)
PreReq: Subs 268
CoReq: Subs 270 (or prior completion)
Encompasses the relationship between chemical dependency and mental illness. This course examines the identification and assessment of individuals diagnosed with co-occurring disorders, current treatment approaches, case management, and challenges that arise in the treatment of individuals with substance abuse and mental illness. (3 lec hrs.)

Subs 294—Substance Abuse Practicum I (3)

CoReq: Subs 140 and Subs 268 (or prior completion of either)

An exploratory internship for majors who wish to gain field experience in a substance abuse agency setting. The focus is to introduce students to the practical experience of the Twelve Core Functions of a Substance Abuse Counselor by observation and practice when appropriate. (3 lec hrs.)

Subs 295—Substance Abuse Practicum II (3)

PreReq: Subs 294

CoReq: Subs 270 (or prior completion)

Course provides advanced fieldwork experience in the same agency selected for Practicum I, or in another agency. Students will design and implement more advanced personal objectives than those for Subs 294, while continuing practical experience and training in the Twelve Core Functions. Students will be required to attend classroom seminars to process and discuss field placement experiences. (3 lec hrs.)

University

Univ 101—Freshman Experience Seminar (3)

Designed to assist first year students in knowing HCC, its programs, services, and place in the tradition of higher education. Students will learn about their role, the skills they will need, expectations of others, career options, and the student's contributions to this multi-cultural setting. Admission is limited to classified freshman students. (3 lec hrs.)

Women's Studies

WS 151—Introduction to Women's Studies (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

This course will present an interdisciplinary examination of the evolving role, status, and identity of women in a multicultural society. Emphasis will be given to patterns of social change and their effect on contemporary issues. (3 lec hrs.)

WS 175—History of Gender, Sex, and Sexuality in Global Perspectives to 1500 CE (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

A new look at the history of the world using a gender perspective. Explores how gender, sex, and sexuality become key elements in human society from prehistory to 1500 CE. Examines ancient world civilizations from multiple perspectives stressing issues and forces still influential today. (3 lec hrs.)

WS 256—Domestic Violence and Child Abuse (3)

Cross-listed as AJ 256 and HSer 256

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

This course focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (3 lec hrs.)

Zoology

Zool 101—Principles of Zoology (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102

CoReq: Zool 101L (when offered)

The biology of animals: kinds of animals, their structure, evolutionary relationships, physiology, ecology and development. (3 lec hrs.)

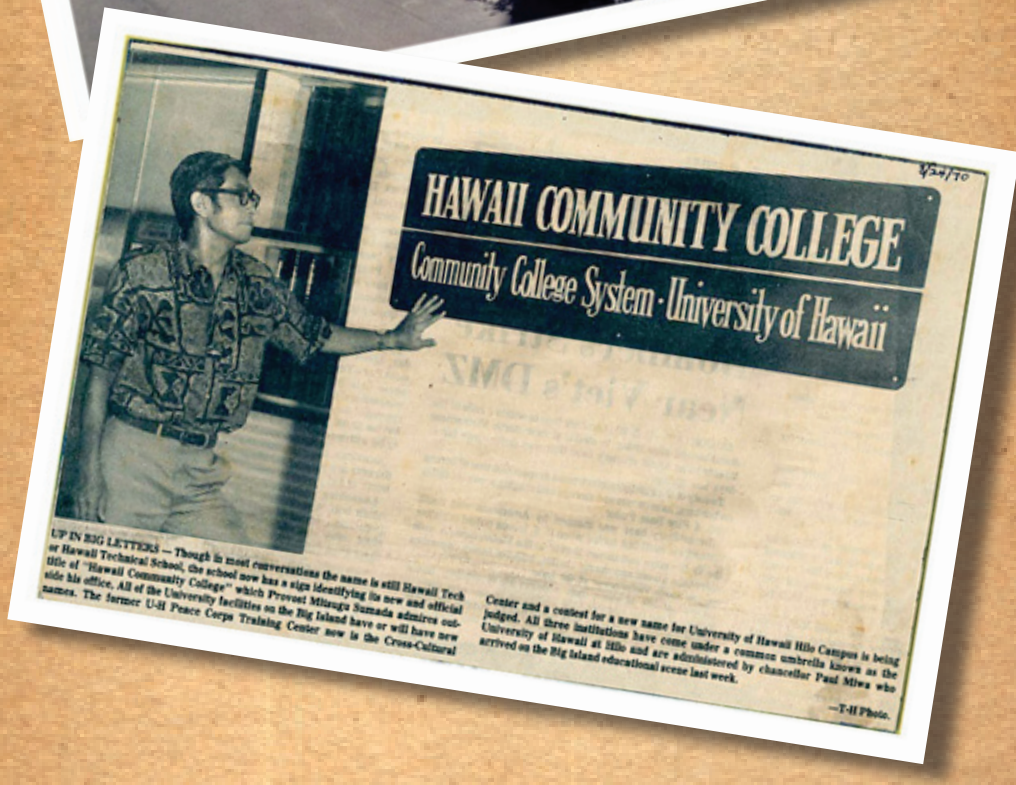
Zool 101L—Principles of Zoology Laboratory (1)

CoReq: Zool 101 (or prior completion)

Laboratory to accompany Zool 101. Laboratory exercises on the biology of animals, their structure, evolutionary relationships, physiology, and ecology. (3 lab hrs.)

Did You Know?

We've been through some changes over the years!



4/24/70

HAWAII COMMUNITY COLLEGE

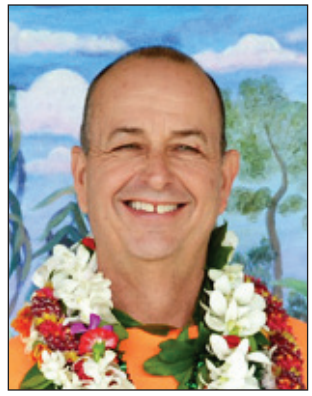
Community College System · University of Hawaii

UP IN BIG LETTERS — Though in most conversations the name is still Hawaii Tech or Hawaii Technical School, the school now has a sign identifying its new and official title of "Hawaii Community College" which Provost Mitsuru Sumada admires outside his office. All of the University facilities on the Big Island have or will have new names. The former U-H Peace Corps Training Center now is the Cross-Cultural Center and a contest for a new name for University of Hawaii Hilo Campus is being judged. All three institutions have come under a common umbrella known as the University of Hawaii at Hilo and are administered by chancellor Paul Miwa who arrived on the Big Island educational scene last week.

—T-H Photo.

Notes

Carrie Mospens
Community College
Leadership Champion



Darryl Vierra
Recipient, Outstanding
Lecturer Award

Sandra Kama
Recipient, Outstanding
Staff Member

Larissa Leslie and Christine Quintana
Wo Global Champions

Leanne Urasaki
Recipient, Innovation Award

Planning, Operations and Maintenance Department
Recipient, Chancellor's ʻAʻaliʻi Award

Faculty and Staff

The University of Hawai'i is an Equal Opportunity/Affirmative Action Employer.

ADVIENTO-TURNER, JODY A.
Financial Aid Specialist, Financial Aid Office
A.S. 1995, Hawai'i Community College

AITO, JOY M.
Network Specialist, Academic Support Unit
B.B.A. 1986, University of Hawai'i at Mānoa
B.S. 1989, University of Hawai'i at Hilo

ALAOAN, EMELDA S.
Account Clerk, Hawai'i Community College-Pālamanui
B.A. 1998, University of Hawai'i at Hilo

ANDRADA, TEODORICO P.
Purchasing Technician, Business Office

ANDRES, CRAIG
Building and Grounds Custodian, Planning, Operations and Maintenance

ARITA, CATHY K.
Secretary, Office of Continuing Education and Training
Campus Award for Outstanding Staff Member, 2007

ASATO, MARIS
Office Assistant, Liberal Arts Division
C.A. 1986, A.A. 1988, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2003

AU, KAREN L.
Educational Specialist, Hawai'i Community College-Pālamanui
B.A. 1998, University of Hawai'i at Hilo

AYUDAN, MELANY P.
Secretary, Vice Chancellor for Student Affairs

BABAGAY, CHANNEL K.
Child Care Center Teacher, Children's Center
A.S. 1998, Hawai'i Community College

BADER, MARILYN H.
Professor, Mathematics
B.S. 1972, University of Hawai'i at Mānoa
M.S. 1973, University of Illinois
Provost's Award for Outstanding Service to the College, 2001

BARBER, GREG A.
Building Maintenance Worker, Planning, Operations and Maintenance
Campus Award for Outstanding Staff Member, 2012
UH President's Award for Excellence in Building and Grounds Maintenance, 2013

BATALLONES, JEANNE C.
Instructor/Counselor, Hawai'i Life Styles
B.A. 1998, M.S. 2008, San Francisco State University

BERNABE, LEANDA MAMO
Office Assistant, Applied Technical Education Division
A.S. 1984, Hawai'i Community College

BRASHEAR-KAULFERS, ROBERTA
Assistant Professor, Biological Sciences
B.S. 1978, M.S. 1980, Montclair State College
M.S. 1985, University of Hawai'i at Mānoa

BREZINSKY, LAURA
Associate Professor, Biology
B.S. 1980, University of Massachusetts at Amherst
M.S. 1984, Ph.D. 1990, University of Hawai'i at Mānoa

BROWN, ANNIE Y.
Professor, Information and Computer Science
B.A. 1981, University of Hawai'i at Hilo
M.Ed. 1991, Heritage College, Washington

BURGESS-MAE, VAL M.
Office Assistant, Planning, Operations and Maintenance
Certificate 1979, Kapi'olani Community College

BURNETT, MONICA M.H.
Educational Specialist, Hawai'i Life Styles
A.S. 1992, University of Hawai'i at Hilo
Community Colleges Leadership Champion, Generation XI

BURNETT, ROSEMARY K.
Professor Emerita, English

BUSKIRK, ANDREA R.
Educational Specialist, Agriculture
B.S. 2010, M.S. 2012, College of Charleston

CANTOR, STANLEY W.
Instructor, Construction Academy
A.S. 1978, Hawai'i Community College

CHAN, MUN WAH ANDREY
Instructor, Marketing
B.B.A. 1985, University of Hawai'i at Mānoa
M.B.A. 1988, Chaminade University of Honolulu

CHANG, MARI RAE S.
Human Resources Manager, Human Resources
B.B.A. 1980, University of Hawai'i at Mānoa

CHIN, STEVEN K.
Educational Specialist, Hawai'i Life Styles
B.A. 2000, Certificate 2001, University of Hawai'i at Hilo

CHING, GORDON T.H.
Professor, Business Technology
B.S. 1963, Xavier University
M.B.A. 1966, University of Dayton
M.Ed. 1973, University of Hawai'i at Mānoa

CHO, GAYLE H.
Professor, Architectural, Engineering, and CAD Technologies
A.S. 1980, Honolulu Community College
Campus Award for Awareness, Personal Involvement, Encouragement (A.P.E.), 2011

CHRISTIANSON, KENTON
University Security Officer, Security

CHUN, MALCOLM K.
Instructor, Machine, Welding and Industrial Mechanics Technologies
C.A. 1980, A.S. 1981, Honolulu Community College
A.A.S. 2003, Community College of the Air Force

CHUNG, ANNE R.
Assistant Professor, Business Technology
B.A. 1992, Certificate 1993, University of Hawai'i at Hilo
M.A. 2000, California State University at Long Beach
Wo Learning Champion, Generation VII
Community Colleges Leadership Champion, Generation VIII
Frances Davis Award for Excellence in Undergraduate Teaching, 2014

CIFRA, JASON S.
Vice Chancellor for Student Affairs
B.A. 1999, University of Hawai'i at Hilo
M.A. 2002, Argosy University, Hawai'i
Pacific Business News Forty Under 40, Class of 2014

CLAVERIA, SANDRA
Assistant Professor, Human Services
Certificate 1991, Hawai'i Community College
B.A. 1995, M.Ed. 2005, University of Hawai'i at Hilo
Outstanding Lecturer Award, 2006
Regents' Medal for Excellence in Teaching, 2010
Wo Learning Champion, Generation X

CLEMENTS, STEVEN C.
Instructional and Student Support Specialist, Office of Continuing Education and Training
B.A. 1987, The Union Institute

CONNORS, CHARLES
Media Specialist, Hawai'i Community College-Pālamanui

CRAVENS, TONI A.
Instructor, Mathematics, Hawai'i Community College-Pālamanui
B.S. 2007, University of California at Davis
M.A. 2009, California State University, Sacramento

CREMER, ERICK T.
Assistant Professor, Nursing
B.S. 1973, University of California at Davis
Certificate 1987, University of Hawai'i at Hilo
A.S. 1994, Hawai'i Community College
M.S. 1997, University of Hawai'i at Mānoa
M.S. 2011, Gonzaga University

CROWELL, KAREN J.
Instructor/Counselor, Student Services
Certificate 2002, B.A. 2002, M.A. 2007, University of Hawai'i at Hilo

DANSEREAU, SHARON
Instructor, English
B.A. 1996, The College of William & Mary
M.A. 1999, Indiana University
M.Ed. 2002, George Mason University

DEAN, TANYA
Assistant Professor, English, Hawai'i Community College-Pālamanui
B.A. 1993, M.A. 1994, Stanford University

DELA CRUZ, KENOALANI C.K.
Associate Professor/Counselor, Student Services
B.A. 1997, M.Ed. 2001, University of Hawai'i at Mānoa
Wo Learning Champion, Generation V
President's Emerging Leaders Program, 2007
Chancellor's Award for Outstanding Service to the College, 2009
Faculty Scholar, Phi Theta Kappa, 2013
Regents' Medal for Excellence in Teaching, 2014
Faculty Scholar, Phi Theta Kappa, 2014

DELA CRUZ, RENEE A.K.
Instructor, Electrical Installation and Maintenance Technology
A.S. 1992, Hawai'i Community College

DeMELLO, GERALD
Professor Emeritus, Sociology

DE SILVA, DONNA M.
Instructor, Architectural, Engineering and CAD Technologies
A.A.S. 2001, Hawai'i Community College

D'HAENENS-LUKER, DENISE
Assistant Professor, Mathematics
A.A., A.A. 1988, Fullerton College
B.S. 1994, California State Polytechnic University
M.S. 2002, California State University - Long Beach

DOWNS, ALYSIA H.
Academic Support Specialist, Hawai'i Community College-Pālamanui
B.A. 1993, Southern Methodist University

DUBCZAK, SANDRA M.
Cafeteria Manager, Culinary Arts
A.S. 1997, Certificate 1997, Hawai'i Community College

DULEY, ROBERT A.
Professor/Counselor, Student Services
Certificate 1987, Humboldt State University
B.A. 1988, Humboldt State University
M.A.Ed. 1992, Humboldt State University

DuPUIS, RESHELA
Institutional Assessment Coordinator, Academic Affairs
B.A. 1990, University of Hawai'i at Mānoa
M.A. 1991, Certificate 1995, Ph.D. 1997, University of Michigan at Ann Arbor

ENOKI, LYNNE A.
Professor Emeritus, English

FERNANDEZ, DANIEL P.
Web Developer, Academic Support
A.S. 1994, Hawai'i Community College

FERREIRA, DIANE S.C.
Professor Emerita, English

FLETCHER, KENNETH MARTIN
Director, Hawai'i Community College-Pālamanui
B.A. 1980, Saint Martin's College
M.B.A. 1999, Charles Darwin University
Ph.D. 2005, Walden University

FLOOD, SHAWN
Institutional/Policy Analyst, Academic Support
A.A.S. 1998, Linn-Benton Community College
B.S. 2001, University of Phoenix

FLORES, ERIK KALANI
Professor, Hawai'i Life Styles, Hawai'i Community College-Pālamanui
B.A. 1982, University of Hawai'i at Hilo

FLORES, LORI ANN L.
Educational Specialist, Hale Kea Advancement and Testing Center
A.A. 2005, A.A.S. 2008, Hawai'i Community College
B.A. 2010, University of Hawai'i at Hilo

FUJII, HAROLD H.
Associate Professor, Automotive Mechanics Technology
A.S. 1973, University of Hawai'i at Hilo
BOR Excellence in Teaching Award, 1997

FUJII, JEFF Y.
Educational Specialist, Automotive Mechanics Technology & Auto Body Repair and Painting
C.A. 2001, A.A.S. 2001, Hawai'i Community College

FUJIOKA, GARRETT S.
Instructor, Auto Body Repair and Painting
A.S. 1996, Hawai'i Community College

FUKUI-STOOS, LORIANNE L.
Financial Aid Specialist, Financial Aid Office
B.A. 1995, University of Hawai'i at Hilo

FUNAI, GRACE M.
Associate Professor/Counselor, Student Services
B.S. 1997, University of Arizona
M.Ed. 1999, Seattle University
President's Emerging Leaders Program, 2009
Chancellor's 'A'ali'i Award, 2013

GALI, DARNETTE
Office Assistant, Counseling and Support Services
A.S. 1993, Hawai'i Community College

GIEL, MARI M.I.
Instructor/Counselor, Student Services
B.A. 2000, University of Northern Colorado
M.A. 2002, Argosy University
MHRM 2011, University of Hawai'i at Mānoa

GIORDANENGO, SAMUEL P.
Assistant Professor, History
B.A. 1993, The University of Portland
M.A. 1997, Central Washington University
Community College Leadership Champion, Generation IX

GREGORY, LAUREL A.M.
Professor/Librarian, Hawai'i Community College-Pālamanui
B.A. 1972, M.L.S. 1973, University of Washington
BOR Excellence in Teaching Award, 2006

GRISWOLD, CINDY A.
Instructor, Nursing
B.S.N. 1987, Marian College of Fond du Lac
M.S.N.-FNP 2008, University of Wisconsin, Oshkosh

GUERRERO, BARRY J.
Professor Emeritus, English

HAALILIO, PEARLA L.
Student Services Specialist, Hawai'i Community College-Pālamanui
B.A. 2000, University of Hawai'i at Hilo
M.A.Ed./CI 2007, University of Phoenix

HALE, ALAN W.
Media Specialist, Hawai'i Community College-Pālamanui
B.A. 1980, Northern Arizona University

HALEAMAU-KAM, RAYNETTE
Associate Professor/Counselor, Hawai'i Community College-Pālamanui
B.A. 1992, University of Hawai'i at Hilo
M.Ed. 2004, University of Hawai'i at Mānoa
Chancellor's Award for Outstanding Service to the College, 2008
President's Emerging Leaders Program, 2009
Wo Learning Champion, Generation VI

HAMASAKI, JOYCE E.
Associate Professor, Nursing
Dean of Career and Technical Education
B.S.N. 1980, University of Hawai'i at Mānoa
B.A. 1982, University of Hawai'i at Hilo
M.S. 1990, University of Hawai'i at Mānoa

HAMMOND,THOMAS M.
Professor Emeritus, Science

HARADA, GENE F.
Professor, Carpentry
A.S. 1975, University of Hawai'i at Hilo
Provost's Award for Outstanding Service to the College, 1995
Chancellor's 'A'ali'i Award, 2007
Regents' Medal for Excellence in Teaching, 2011

HEE, CAMERON W.H.
Student Services Specialist, Hawai'i Community College-Pālamanui
B.S. 2012, Brigham Young University Hawai'i

HEERLEIN, PAUL E.
Associate Professor/Coordinator Culinary Arts, Hawai'i Community College-Pālamanui
A.A.S. 2003, Hawai'i Community College
Certified Culinary Educator, 2013
Certified Chef de Cuisine, 2014

HIGA, SHELDON Y.
Account Clerk, Business Office
A.S. 1982, University of Hawai'i at Hilo
A.S. 1984, B.S. 1985, Mount Marty College

HIRAKAWA, KEAHILANI C.
Janitor, Planning, Operations and Maintenance
Certificate 1987, Hawai'i Community College

HIRATA, BRIAN M.
Instructor, Culinary Arts
C.C., C.A., A.S., 1996, Hawai'i Community College

HORIMOTO, SUSAN M.
Fiscal Manager, Business Office
B.B.A. 1986, University of Hawai'i at Hilo

HU, MEIDOR
Assistant Professor, Art
B.A. 1997, University of Hawai'i at Hilo
M.F.A. 1999, San Francisco Art Institute

HUDSON, PAMELA J.
Professor Emerita, English

IIDA, JANE Y.
Professor Emerita, Mathematics

IKEDA, KAREN K.
Office Assistant, Office of Continuing Education and Training

ILAE KALEIMAMAHU, LEIALOHA T.
Instructor, Hawai'i Life Styles
A.A. 1996, Hawai'i Community College
B.A. 2000, M.Ed. 2005, University of Hawai'i at Hilo

IMAI, CAROLYN K.
Janitor, Planning, Operations and Maintenance
Diploma 1968, Hawai'i Technical School

IMANAKA, DENNIS T.
Groundskeeper, Planning, Operations and Maintenance

ISHII, LUANE KELLEY
Private Secretary, Chancellor's Office
C.C. 1998, A.A. 2008, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2011

JONES, BILLIE
Instructor, English
M.A. 1996, Ph.D. 1998, Bowling Green State University

JONES, LUCY L.
Assistant Professor, Human Services, Hawai'i Community College-Pālamanui
B.A. 1965, M.A. 1966, California Western University
M.A. 1986, Fuller Theological Seminary
Ph.D. 1992, United States International University

KA'AU'A, GRANT K.
Instructor, Construction Academy
B.A. 2002, University of Hawai'i at Hilo

KAHALE, KYLE-FRANCOIS K.
Assistant Professor, Construction Academy
A.A.S. 1999, Hawai'i Community College
B.A. 2005, University of Hawai'i at Hilo

KALAULI, ROBYN A.
Assistant Professor, English
B.A. 1999, M.A. 2005, California State University - Stanislaus

KALEI, DONNALYN N.
Assistant Professor, Administration of Justice
B.A. 1996, University of Hawai'i at Hilo
M.Ed. 1999, Heritage College - Washington
C.S.A.C. 1999, Hawai'i Department of Health
M.A. 2001, American School of Professional Psychology/Argosy University
Community College Leadership Champion, Generation II
BOR Excellence in Teaching Award, 2007
Hung Wo and Elizabeth Lau Ching Faculty Service to the Community Award, 2007
Wo Learning Champions - Community Building Award, 2010

KALEIWAHEA, KENNETH J.A.
Auxiliary and Facilities Services Officer, Planning, Operations and Maintenance
B.A. 1996, University of Hawai'i at Mānoa

KALUA, MANAIAKALANI N.
Instructor, Hawai'i Life Styles
B.A. 2002, University of Hawai'i at Hilo

KALUNA, LISA M.
Instructor, Biological Science
B.A. 2004, M.S. 2009, University of Hawai'i at Hilo

KAMA, SANDRA A.
Secretary, Vice Chancellor for Academic Affairs

KASARSKIS, SHARYL H.
Contract and Grants Specialist, Business Office
B.A. 1982, University of Southern California

KAWA'AUHAU, DONALA K.
Assistant Professor, Marketing
B.B.A. 2002, University of Hawai'i at Hilo
M.B.A. 2004, Hawai'i Pacific University

KEALI'IKANAKA'OLEOHAILILANI, KEKUHI K.
Assistant Professor/Coordinator, Hawai'i Life Styles Programs
B.A. 1995, University of Hawai'i at Hilo
M.Ed. 1997, Heritage College, Washington

KIMURA, GUY Y.
Professor/Coordinator, The Learning Center
B.Ed. 1977, M.Ed. 1987, University of Hawai'i at Mānoa
Campus Outstanding Staff Award, 1993
Provost's Award for Outstanding Service to the College, 2002

KIMURA, GWEN L.C.
Professor, Reading
B.Ed. 1977, M.Ed. 1981, University of Hawai'i at Mānoa
BOR Excellence in Teaching Award, 1993

KINZIE, EDWARD K.
Groundskeeper, Planning, Operations and Maintenance
A.S. 1993, Kapi'olani Community College

KOGA, TIANA A.M.
Educational Specialist, Office of Continuing Education and Training
B.S. 2010, Central Washington University

KOJIRO, SHANA M.
Human Resources Specialist, Human Resources
B.A. 2005, University of Hawai'i at Hilo

KOREYASU, COLBY R.I.
Instructor, Auto Body Repair and Painting
C.C., A.A.S., 2003, Hawai'i Community College

KOTECKI, KATHLEEN J.
Associate Professor, Nursing
B.A. 1977, Mills College
M.N. 1996, University of Phoenix

KUALII-NEAL, APRIL D.
Office Assistant, Financial Aid Office
A.A.S. 2001, Hawai'i Community College

KUBO, KESHA S.
Information Center Coordinator
B.A. 2013, B.B.A. 2013, University of Hawai'i at Hilo

KUWADA PHIPPS, CARRIE
Educational Specialist, Hawai'i Community College-Pālamanui
B.S. 1983, University of Hawai'i at Mānoa
M.S. 1988, California State University, Long Beach

KUWAYE, GLENN-DEE N.P.
Student Services Specialist, Student Services
B.A. 2012, University of Hawai'i at Hilo

LA MOTHE, VIVIANE D.
Financial Aid Manager, Financial Aid Office
B.A. 1973, San Jose State College

LAMBERT, MICHELLE M.
Instructor/Counselor, Hawai'i Life Styles
B.A. 2005, University of Hawai'i at Hilo
M.Ed. 2009, Chaminade University

LARISH, MICHAEL D.
Associate Professor, English
B.A. 1982, Certificate 1983, University of Hawai'i at Hilo
M.A. 1989, Ph.D. 1999, University of Hawai'i at Mānoa

LAURICH, BERNHARD K.
Assistant Professor, Physical Sciences
B.S. 1977, M.S. 1981, Ph.D. 1986, University of Stuttgart

LEEHONG-MAUGA, JOSEPHINE KEHAULANI
Office Assistant, Chancellor's Office
A.S. 1992, Hawai'i Community College
B.A. 1994, University of Hawai'i at Hilo
Certificate, 1998, Hawai'i Community College

LERMA, JESSICA M.G.
Instructor, Philosophy
A.A. 2002, Irvine Valley College
B.A. 2005, University of California at Los Angeles
M.A. 2009, California State University at Los Angeles
Wo Learning Champion, Generation X

LESLIE, LARISSA K.M.
Assistant Professor/Student Life Advisor, Student Services
B.A. 2002, University of San Francisco
M.A. 2005, Santa Clara University
Wo Learning Champion, Generation IX
UH President's Emerging Leaders Program Cohort 2014

LIGHTNER, JAMES M.
Associate Professor, Hospitality, Hawai'i Community College-Pālamanui
B.S. 1961, U.S. Coast Guard Academy
M.B.A. 2002, University of Hawai'i

LILLY, AUGUSTIN KEALII
Educational Specialist, Hawai'i Life Styles
B.A. 1992, University of Hawai'i at Hilo

LINCOLN MAIELUA, BLOSSOM PUALANI
Instructor, Hawai'i Life Styles, Hawai'i Community College-Pālamanui
B.A. 2005, University of Hawai'i at Mānoa

LOEDING, DAVID R.
Graduation Pathways and Data Facilitator, Student Services
BES 1978, St. Cloud State University

LONG, DAWN M.
Office Assistant, Vice Chancellor for Academic Affairs
B.B.A. 2004, University of Hawai'i at Hilo

LOSALIO-WATSON, JOEANNE K.
Secretary, Hawai'i Community College-Pālamanui

LOUIS, RACHEL
Administrative Officer, Hawai'i Community College-Pālamanui
B.B.A. 2000, University of Hawai'i at Hilo
M.H.R.M. 2009, University of Hawai'i at Mānoa
Wo Learning Champion, Generation IX

MADRID, DONNA H.
Educational Specialist, Administration of Justice
B.A. 2009, University of Hawai'i at Hilo

MAEDA, ANNETTE Y.
Professor Emerita, English

MANASERI, CHRISTOPHER B.
Dean of Liberal Arts and Public Services
B.A. 1974, State University of New York, Geneseo
M.S. 1979, Elmira College
M.A. 1983, Colgate University
C.A.S. 1990, State University of New York, Cortland
Ph.D. 2004, Syracuse University

MANUEL-CORTEZ, DORINNA H.
Registrar/Admissions and Records Manager, Student Services
B.A. 1992, Pomona College
M.B.A. 2011, Western Governors University
Community Colleges Leadership Champion, Generation X
UH President's Emerging Leaders Program Cohort 2014

MARCIEL, MELANIE L.
Native Hawaiian Counselor
B.A. 2006, M.Ed. 2009, University of Hawai'i at Mānoa

MARLOW, CHARLEEN A.
Professor, Psychology
B.A. 1968, M.A. 1972, University of Hawai'i at Mānoa

MARLOW, JOHN W.
Professor, Speech
B.A. 1973, San Diego State University
M.A. 1981, University of Hawai'i at Mānoa

MATHEWS, SHEENA E.
Student Services Specialist, Financial Aid Office
B.A. 2014, University of Hawai'i at Hilo

McCORMACK, RYAN M.S.
Instructor/Coordinator, Hawai'i Life Styles
B.A. 2004, Stanford University

McGRATH, CRYSTAL P.
Office Assistant, Admissions and Records Office

McTAVISH, KANOE M.
University Security Officer, Security

MEDEIROS, LORI K.
Secretary, Dean of Liberal Arts and Public Services
A.S. 1976, Hawai'i Community College

MEDEIROS, MARVIN
Building and Grounds Custodian, Hawai'i Community College-Pālamanui

MEDEIROS, PAULA M.
Secretary, Liberal Arts Division
C.A. 1991, C.A. 1991, Hawai'i Community College

MEDEIROS, WENDELIN T.
Office Assistant, Hawai'i Community College-Pālamanui
Campus Award for Outstanding Staff Member, 2004

MEDINA, ARTHUR JR.
Building Maintenance, Planning, Operations and Maintenance
Certificate 1974, Trade School Tucson Arizona
Diploma 1989, Milwaukee School of Engineering

MEJIA, PRECIOUS
Office Assistant, Hawai'i Community College-Pālamanui

MEOLA, KALYAN V.
Educational Specialist, The Learning Center
A.A. 2003, Hawai'i Community College
B.A. 2006, University of Hawai'i at Hilo

MICHELS, BERNARD R., III
Instructor, Electronics
Diploma,1985, DeVry University

MIDEL, CHRISTOPHER N.
Instructor, Construction Academy
A.A.S. 1998, A.A.S 2000, Hawai'i Community College

MIGUEL, LUZVIMINDA B.
Instructor, Nursing
A.S. 2002, Kapi'olani Community College
M.S.N. 2012, Walden University

MIKAMI, KIRK Y.
Administrative and Fiscal Support Specialist, Business Office
B.B.A. 1997, University of Hawai'i at Hilo

MIMAKI, JAMES
Professor Emeritus, English

MINASSIAN, JACK M.
Instructor, Fire Science/Fire and Environmental Emergency Response
B.S. 1973, Northern Arizona University

MINE, JODI A.K.
Budget Analyst, Administrative Affairs
B.B.A. 1992, University of Hawai'i at Hilo
President's Emerging Leaders Program, 2009
Chancellor's Award for Outstanding Service to the College, 2011

MITCHEL, REBECCA J.
Account Clerk, Business Office
B.Ed., 5th Year Certificate 1990, University of Hawai'i at Mānoa

MIURA, DONNA R.
Personnel Clerk, Human Resources
B.S. 1990, University of Hawai'i at Mānoa

MIYASHIRO, DARRELL S.
Assistant Professor, Machine, Welding and Industrial Mechanics Technologies
A.S. 1988, University of Hawai'i at Hilo

MOATS, THATCHER J.P.
External Affairs/Relations Coordinator, Chancellor's Office
B.A. 2002, Ithaca College

MOORE, DONNA J.
Associate Professor, English
B.A. 1971, M.A. 1981, California State University, San Francisco

MORAN, SHARON E.
Associate Professor, Nursing
B.S.N. 1985, Consortium of the California State University
M.P.H. 1990, University of Hawai'i at Mānoa
M.S.N. 2005, Samuel Merritt College-California

MOSPENS, CARRIE B.
Instructor, English
B.A. 1999, M.A. 2002, University of Hawai'i at Mānoa

MURAKAMI, VIOLET S.
Associate Professor, Art
B.A. 1977, University of Hawai'i at Mānoa
M.F.A. 1992, San Francisco State University

NACIS, MARISSA C.
Account Clerk, Business Office
A.S. 1996, A.S. 1997, A.A.S. 2001, Hawai'i Community College
B.B.A. 2006, University of Hawai'i at Hilo

NAEA, TIFFANY M.
Educational Specialist, Hawai'i Life Styles
B.A. 2012, University of Hawai'i at Hilo

NAEGELE, KARALINE M.
Student Services Specialist, Student Services
B.A. 2009, M.Ed. 2013, University of Alaska Fairbanks

NAGATA, IRENE M.
Professor Emerita, Mathematics

NAGUWA, CAROLINE R.
Associate Professor, English
B.A. 1995, Barnard College
M.F.A. 2001, Emerson College - Massachusetts

NAHM-MIJO, TRINA
Professor, Psychology
B.A. 1969, M.Ed. 1971, University of Hawai'i at Mānoa
M.P.H. 1974, Ph.D. 1979, University of California - Berkeley
BOR Excellence in Teaching Award, 1984
Hung Wo and Elizabeth Lau Ching Faculty Service to the Community Award, 2000
Innovation Award, 2000, 2003, 2007
Wo Learning Champions - Community Building Award, 2008

NAKAGAWA, APRIL H.
Secretary, Applied Technical Education Division
A.S. 1983, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2010

NARIMATSU, SARA S.
Professor Emerita

NATHANSON, ESTHER S.S.
Continuing Education Specialist, Office of Continuing Education and Training
B.S. 2001, University of Iowa

NAU, SEINI L.
Building and Grounds Custodian, Planning, Operation and Maintenance

NEWSOME, JEFFREY M.
Safety/Security Specialist, Security
A.A. 1986, Chapman College
B.S. 2003, M.B.A. 2008, California Coast University

NGUYEN, KATHERINE KAWEHI
Student Services Specialist, Hawai'i Community College-Pālamanui
B.A. 2001, Certificate 2001, University of Hawai'i at Hilo

NISHIE, CATHY S.
Office Assistant, Academic Support Unit
B.A. 1981, University of Hawai'i at Hilo

NISHIMOTO, HELEN C.
Associate Professor/Counselor, Student Services
A.A. 1997, Hawai'i Community College
B.A. 1999, University of Hawai'i at Hilo
M.A. 2002, Saybrook Graduate School
Community College Leadership Champion, Generation III
Wo Learning Champions - Innovation of the Year Award (Second Honorable Mention), 2009
Innovation Award, 2010

OKADA, BETTY
Office Assistant, The Learning Center
Certificate 1967, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2003

OKAJIMA, BRETT I.
IT Specialist, Academic Support Unit
B.S. 2006, University of Hawai'i at Hilo

OKAJIMA, MARSHA
Administrative and Fiscal Support Specialist, Office of Continuing Education and Training
A.A. 1981, University of Southern Colorado

OKUDA, ALLAN K.
Professor/Coordinator Culinary Arts (Hilo)
A.S. 1978, A.S. 1979, A.A. 1980
B.A. 1989, University of Hawai'i at Hilo
Certified Executive Chef, 1980
Certified Hospitality Educator, 1997
BOR Excellence in Teaching Award, 1999
Honorary American Academy Chef, 2012

OKUMA, MITCHELL S.
Educational Specialist, Academic Affairs
B.S. 1993, University of Hawai'i at Hilo

O'LEARY, KELLEY JEAN
Instructor, Nursing
B.S.N. 1996, M.S.N. 2005, University of Alaska Anchorage

OLSON, STEVEN D.
Instructor, Construction Academy
B.S. 2001, Certificate 2002, University of Hawai'i at Hilo

ONISHI, JONI Y.
Professor, Accounting
Vice Chancellor for Academic Affairs
B.B.A. 1978, University of Hawai'i at Hilo
M.Ed. 1983, University of Hawai'i at Mānoa
Provost's Award for Outstanding Service to the College, 1996
Innovation Award, 1997
Wo Learning Champion, Generation I
BOR Excellence in Teaching Award, 2004
Chancellor's 'A'ali'i Award, 2010

PAJO, PATRICK C.
Assistant Professor, Electrical Installation and Maintenance Technology
A.S. 1981, Hawai'i Community College
Wo Learning Champion, Generation III

PAVAO, BERNADETTE
Child Care Center Teacher, Children's Center
B.S. 1977, University of Oregon
A.S. 1991, Hawai'i Community College

PENISTEN, JOHN E.
Professor Emeritus, English

PERALTO, JOEL C.
Professor, Accounting
B.B.A. 1973, University of Hawai'i at Mānoa
M.B.A. 1982, Chaminade University of Honolulu
CPA 1986, Hawai'i
CMA 1992

PERREIRA, JAY J.
Janitor, Planning, Operations and Maintenance
Certificate 1991, Hawai'i Community College

PHILLIPS, MICHELLE R.
Instructor, Biological Sciences
B.S. 2000, Colorado State University
Ph.D. 2007, University of Oregon

PICKENS, ROBERT
University Security Officer, Planning, Operations and Maintenance
A.S. 1996, Hawai'i Community College
B.A. 1998, University of Hawai'i at Hilo

PIERON, PETRI P.M.
Professor, Nursing
B.Sc.N. 1989, University of Saskatchewan
M.S.N. 1996, M.P.H. 1997, Ph.D. 2010 University of Hawai'i at Mānoa
BOR Excellence in Teaching Award, 2005

PROCTOR, GLENN R.
IT Specialist, Academic Support Unit
B.B.A. 1982, University of Hawai'i at Mānoa

PUNIWAI, JUDY A.
Child Care Center Director, Children's Center
B.A. 1983, University of Hawai'i at Hilo
Certificate 1988, Early Childhood Education
A.S. 1989, University of Hawai'i at Hilo
M.Ed. 2005, University of Hawai'i at Mānoa

PUNTIL, CHERYL ANN
Instructor, Nursing
B.S.N. 1980, College of Saint Teresa
M.S.N. 1990, University of California, Los Angeles

QUINTANA, CHRISTINE K.
Assistant Professor/Counselor, Student Services
B.A. 1996, University of Hawai'i at Hilo
M.A. 2006, Central Michigan University
Wo Learning Champions - Community Building Award (Second Honorable Mention), 2007
Community College Leadership Champion, Generation VII
Wo Learning Champion, Generation VIII

QUINTANA, KALEOPONO S.
Instructor/Counselor, Student Services
B.F.A. 1997, University of Hawai'i at Mānoa
M.Ed. 2005, Heritage University, Washington

RAMOS, PAUL G.
Janitor, Planning, Operations and Maintenance

RAPOZA, CHELSIE K.
Student Services Specialist, Financial Aid Office
B.A. 2005, University of Hawai'i at Hilo

RIOS, FRANK JR.
Building and Grounds Custodian, Planning, Operations and Maintenance

RODRIGUES-KAIWA, WILLIAM K.
Janitor, Planning, Operations and Maintenance

RODRIGUEZ, NOELIE M.
Professor, Sociology
B.A. 1965, University of South Florida at Tampa
M.A. 1967, Ph.D. 1974, University of California at Los Angeles
BOR Excellence in Teaching Award, 1996
Hung Wo and Elizabeth Lau Ching Faculty Service to the Community Award, 2001
Innovation Award, 2000, 2003

ROSEHILL, ORDEAN SCOT
IT Specialist, Academic Support Unit
B.S. 1988, Western Oregon University
A+ Certificate 2001, Network+ Certificate 2002, CompTIA

SAIKI, BETTY JANE N.
Assistant Professor, Culinary Arts, Hawai'i Community College-Pālamanui
A.A.S. 2003, Hawai'i Community College

SALAVEA, SHELBI P.
Office Assistant, Planning, Operations and Maintenance

SALVADOR, DESEREE L.
Instructor, English
B.A. 1988, University of California at Davis
M.A. 1996, University of York Heslinton

SAMBUENO, ROBERTA
Office Assistant, Admissions and Records Office
A.S. 1993, A.A. 1999, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2014

SANDERS, BETH H.
Professor, Accounting, Hawai'i Community College-Pālamanui
B.A. 1974, University of Texas, Pan American
M.Ed. 2011, Western Governors University
CPA 1980, Texas, CPA 1989, California, CPA 1994, Hawai'i
CFP 1986
Innovation Award, 1999
Wo Learning Champion, Generation II

SANTOS, JASON H.
Database Admin, Academic Support
B.A. 2006, B.S. 2006, Certificate 2006, University of Hawai'i at Hilo

SATAKE, JERALD M.
Janitor, Planning, Operations and Maintenance
B.B.A. 2002, University of Hawai'i at Hilo

SAVAGE, JILL A.
Associate Professor, Mathematics
B.S.N. 1977, Seattle University
M.S.P.E. 1983, University of Washington
B.A. 1988, University of Hawai'i at Hilo
M.S. 1990, University of Arizona
Chancellor's 'A'ali'i Award, 2008

SCHEFFLER, PAMELA Y.
Associate Professor, Science
B.A. 1990, University of California, Santa Cruz
Ph.D. 2002, The Pennsylvania State University
Fulbright Scholarship, J. William Fulbright Foreign Scholarship Committee, 2013

SCHULTE, STEPHEN B.
IT Manager, Academic Support Unit
Certificate 1989, Marylhurst College
B.A. 1994, Concordia College
Provost's Award for Outstanding Service to the College, 1999
Chancellor's 'A'ali'i Award, 2005
Wo Learning Champion, Generation VII

SCHUMAKER, JAMES A.
Associate Professor, Mathematics
A.A.S. 1980, Richland College
B.S. 1983, M.S. 1987, University of Texas at Dallas

SHIGEHARA, DEBORAH S.
Educational Specialist, Office of Continuing Education and Training
Interim Director, Office of Continuing Education and Training
B.S. 1971, University of Hawai'i at Mānoa
Provost's Award for Outstanding Service, 2000

SHIMABUKURO, AMY S.
Program Manager, Career and Technical Education
B.S. 2004, University of Hawai'i at Mānoa
Certificate 2010, University of Hawai'i at Hilo

SHIMIZU, KENNETH Y.
Associate Professor, Automotive Mechanics Technology
A.S. 1980, University of Hawai'i at Hilo

SIBAYAN, KARLA K.
Secretary, Nursing and Allied Health Division

SIMS, KATHRYN A.
Professor, English, Hawai'i Community College-Pālamanui
B.A. 1980, University of California - Davis
M.A.T. 1982, University of California - Berkeley
Community College Leadership Champion, Generation V
Chancellor's 'A'ali'i Award, 2012
Regents' Medal for Excellence in Teaching, 2012

SIRIAH, NAVEEN
System Admin, Student Services/Financial Aid Office
Diploma 1993, ATA Polytechnic
B.E. 2000, Regional Engineering College
M.S. 2003, Hawai'i Pacific University

SMITH, JANET A.
Instructor, Early Childhood Education
B.G.S. 1983, Chaminade University of Honolulu
M.Ed. 2005, University of Hawai'i at Hilo

SOARES, MITCHELL
Assistant Professor, Diesel Mechanics
A.S. 1987, Hawai'i Community College

STEELE, ORLO C.
Assistant Professor, Science
B.A. 1986, B.A. 1986, University of California, Santa Barbara
M.S. 1998, Ph.D. 2005, University of Hawai'i at Mānoa

STEELE, SARA M.
Fiscal Specialist, Business Office
B.A. 2007, University of Hawai'i at Hilo

STRADTMANN-CARVALHO, JACQUELINE
Assistant Professor, Mathematics
B.A. 1992, University of Hawai'i at Hilo
M.A. 1994, Johns Hopkins University

STRASLICKA-WALKER, SHERRIE ANN
Educational Specialist, Academic Support
B.A. 1997, B.S. 1997, Certificate 2013, University of Hawai'i at Hilo

SUGIKAWA, WANE M
Instructor, Mathematics
M.S. 1991, University of Illinois at Urbana – Champaign
B.A. 1985, University of Hawai'i at Hilo

TAGAB-CRUZ, NO'EL K.
Educational Specialist, Hawai'i Life Styles
B.A. 2007 University of California, Santa Cruz

TANABE, JOEL
Associate Professor, Carpentry
A.S. 1976, A.S. 1982, Hawai'i Community College
Campus Award for Awareness, Personal Involvement, Encouragement (A.P.E.), 2011
Chancellor's 'A'ali'i Award, 2012

TANAKA, SANDRA C.W.
Human Resources Specialist, Human Resources
B.B.A. 1983, University of Hawai'i at Mānoa

TANGARŌ, TAUPŌURI
Professor, Hawai'i Life Styles
B.A. 1992, University of Hawai'i at Hilo
M.Ed. 1995, Heritage College, Washington
Ph.D. 2004, Union Institute and University, Cincinnati, Ohio
BOR Excellence in Teaching Award, 2009
Frances Davis Award for Excellence in Undergraduate Teaching, 2009

TOKESHI, RANDIANN M.
Student Services Specialist, Student Services
B.A. 2007, University of Hawai'i at Hilo
M.Ed. 2011, Grand Canyon University

TOM, AMELIA K.
Janitor, Planning, Operation and Maintenance

TOM, MAXWELL K.K.
Janitor, Planning, Operations and Maintenance
UH System President's Award for Excellence in Building and Grounds Maintenance, 2010

TSUDA, KYLE H.
Building and Grounds Custodian, Planning, Operations and Maintenance

TSUGAWA, DAVID S.
Instructor, English, Hawai'i Community College-Pālamanui
B.A. 1986, University of California, San Diego
M.A. 1989, Monterey Institute of International Studies

UEHARA, NEAL M.
Media Specialist, Academic Support Unit
B.A. 1979, Professional Diploma 1989, M.Ed. 1993, University of Hawai'i at Mānoa
Chancellor's Award for Outstanding Service to the College, 2014

UIMA, NADINE N.
Account Clerk, Business Office
A.A. 1999, Maui Community College
A.A.S. 2004, Hawai'i Community College

URASAKI, LEANNE
Instructor, Instructional Technology Developer
B.A. 1993, Professional Diploma 1995, M.Ed. 2009, University of Hawai'i at Mānoa

VAN BLARCOM, JACQUELINE
Educational Specialist, Hawai'i Life Styles
B.A. 2008, University of Hawai'i at Hilo

VIERNES, SHYANN K.
Educational Specialist, Academic Affairs
B.B.A. 2014, University of Hawai'i at Hilo

WAKANA, SARAH
Educational Specialist, Hawai'i Life Styles
B.A. 2014, University of Hawai'i at Hilo

WALKER, WARREN W.
Instructor/Counselor, Hawai'i Life Styles
A.A. 2004, Hawai'i Community College
B.A. 2007, University of Hawai'i at Hilo
M.S.W. 2011, University of Hawai'i at Mānoa

WATANABE, JANICE A.
Secretary, Vice Chancellor for Administrative Affairs
B.B.A. 1978, University of Hawai'i at Mānoa

WEHRSIG, TIMOTHY K.
Janitor, Planning, Operations and Maintenance

WILCOX-BOUCHER, CLAUDIA Y.
Assistant Professor, Social Sciences
B.A. 1984, M.S.N. 1985, University of Hawai'i at Mānoa

WONG-WILSON, MICHELLE L. NOE NOE
Assistant Professor/Coordinator, Hawai'i Life Styles
Certificate 2001, Hawai'i Community College
B.A. 2001, University of Hawai'i at Hilo
M.A. 2007, University of Hawai'i at Mānoa

YAMADA, KORY KANANI
Secretary, Business Education and Technology Division
A.A. 2013, Hawai'i Community College

YAMANE, NOREEN R.
Professor, Mathematics
Chancellor
B.Ed. 1973, M.Ed. 1980, University of Hawai'i at Mānoa
BOR Excellence in Teaching Award, 1990
Chancellor's 'A'ali'i Award, 2004

YAMANE, ROBERT S.
Professor, Business Technology
B.Ed. 1976, M.Ed. 1981, University of Hawai'i at Mānoa
Chancellor's Award for Outstanding Service to the College, 2006

YOSHIDA, JAMES M.
Professor, Marketing
Vice Chancellor for Administrative Affairs
A.A. 1970, Maui Community College
B.B.A. 1973, M.Ed. 1991, University of Hawai'i at Mānoa
BOR Excellence in Teaching Award, 1987
Provost's Award for Outstanding Service to the College, 1994
Chancellor's Award for Outstanding Service to the College, 2006
Chancellor's 'A'ali'i Award, 2011
UH Willard Wilson Award for Distinguished Service to the University, 2013

YOSHIYAMA, TYLER T.
IT Specialist, Academic Support Unit
B.S. 2010, University of Hawai'i at Hilo

ZAPPALA, JOSEPH W.
Media Specialist, Academic Support Unit
B.A. 1972, San Francisco State University

Administration

University of Hawai'i Board of Regents

Randolph G. Moore, Chair
Jan Naoe Sullivan, Vice Chair
Eugene Bal, III, Vice Chair

Simeon Acoba	Barry T. Mizuno
Wayne Higaki	Jeffrey Portnoy
David Iha	Lee Putnam
Benjamin Asa Kudo	Michelle Tagorda
Coralie Chun Matayoshi	Ernest Wilson, Jr.
Michael McEnerney	Stanford Yuen

Hawai'i Community College Administration

Noreen R. Yamane	Chancellor
Joni Y. Onishi	Vice Chancellor for Academic Affairs
James M. Yoshida	Vice Chancellor for Administrative Affairs
Jason S. Cifra	Vice Chancellor for Student Affairs
Deborah S. Shigehara	Interim Director, Office of Continuing Education and Training
Kenneth M. Fletcher	Director, Hawai'i Community College-Pālamanui
Christopher B. Manaseri	Dean of Liberal Arts and Public Services
Joyce E. Hamasaki	Dean of Career and Technical Education

University Of Hawai'i System President and Administrative Team

David Lassner	President, University of Hawai'i
Nainoa Thompson	Advisor on Hawaiian Affairs
Risa E. Dickson	Vice President for Academic Affairs
Jan Gouveia	Vice President for Administration
Kalbert Young	Vice President for Budget and Finance / Chief Financial Officer
John F. Morton	Vice President for Community Colleges
Garret Yoshimi	Vice President for Information Technology / Chief Information Officer
Darolyn Lendio	Vice President for Legal Affairs / University General Counsel
Vassilis Syrmos	Vice President for Research and Innovation

Hawai'i Community College Instructional Units

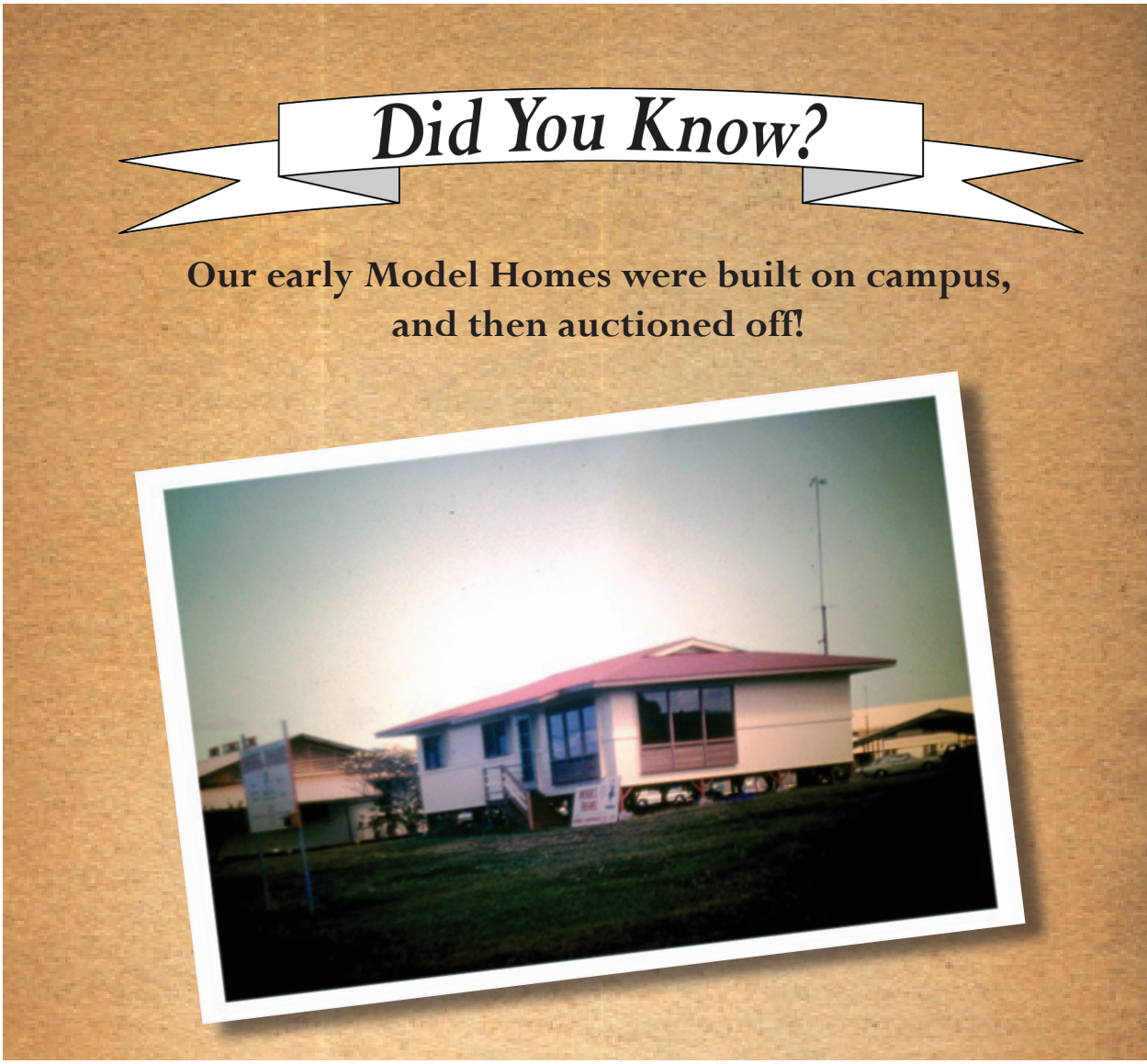
Liberal Arts Division		
English	Caroline Naguwa	Department Chair
Humanities	Violet Murakami	Department Chair
Math & Natural Sciences	James Schumaker	Department Chair
Social Sciences	Trina Nahm-Mijo	Department Chair
Hospitality	Robert Yamane	Division Chair
Nursing & Allied Health	Sharon Moran	Interim Division Chair / Dir. of Nursing
Business Education & Technology	Robert Yamane	Division Chair
Applied Technical Education	Joel Tanabe	Division Chair

Community Partnerships

Community connections, partnerships and collaboration are central to the mission of the College. Hawai'i Community College is responsive to the needs of the community and works proactively with the community on workforce training and economic development. Advisory councils in each of our training areas advise faculty of training needs and new developments in the field. These councils are listed under "Curricula and Programs." In addition, the Chancellor of the College seeks advice from community and business leaders on ways the College can assist in economic development for the community. The College's federally-funded programs focusing on workforce development/training also have community-based advisory committees that guide the development of those projects.

Chancellor's Community Advisory Committee

Debbie Baker, Chair, Kona-Kohala Chamber of Commerce
Matthew Hamabata, Executive Director, The Kohala Center
Blaine Hanagami, Workforce Development
Wally Lau, Managing Director, County of Hawai'i
Dwayne Mukai, Investment Professional, LPL Financial LLC
Barry Taniguchi, CEO, KTA Super Stores
Eric Tanouye, Vice President, Green Point Nurseries
Ross Wilson, Current Events



Index

A

Abuse of Controlled Substances 44
Academic Dishonesty 45
Academic Dismissal 29
Academic Freedom 40
Academic Grievances 41
Academic Honors 34
Academic Probation 29
Academic Progress, Satisfactory 29
Academic Progress, Satisfactory for Financial Aid 51
Academic Renewal Policy 29
Academic Senate 8
Academic Subject Certificate (A.S.C.) 61
Academic Support for Distance Education Students 13
Academic Support Services 12
Academic Waivers and Substitutions 32
Academic Warning 29
Acceptance to Hawai'i Community College 16
Accounting (ACC), Degree Requirements 62
Accounting, Advisory Council 93
Accounting, Courses 98
Accreditation 7
Achievement Grant 53
Activity Fee 23
ACT/SAT Scores 22
Add a Class, To 23
Add/Drop Fee 23
Administration, HawCC 162
Administration of Justice, Advisory Council 93
Administration of Justice (AJ), Degree Requirements 63
Administration of Justice, Courses 100
Administrative Disposition, Student Conduct Code 46
Administrative Team, UH System 162
Admission of Students 16
Admission Procedures 16
Advanced Placement Examination Program (AP) 31
Advising, Counseling, and Support Services 35
Advising Tool (STAR) 37
Advisory Committee, Chancellor's Community 163
Advisory Councils, for the Programs 93
Affirmative Action 41
Agriculture (AGR), Degree Requirements 64
Agriculture, Courses 101
Alcohol/Intoxicants 44
Alpha Psi Epsilon Chapter of Phi Theta Kappa 14
Americans with Disabilities Act (ADA) 36
Anthropology, Courses 103
Appeal of Financial Aid Suspension/Termination 52
Appeal Process for Residency Decisions 18
Application Procedures for Financial Aid 51
Application Procedures for Housing 26
Apprenticeship Training 14
Architectural, Engineering & CAD Tech, Advisory Council 93
Architectural, Engineering & CAD Tech (AEC), Degree Requirements 65
Architectural, Engineering & CAD Tech, Courses 103
Area Requirements, Courses Fulfilling Multiple 31
Area Requirements for the A.A. Degree in Liberal Arts 58, 82
Art, Courses 107
Asian, Courses 109
Asian/Pacific Requirements for A.A. Degree in Liberal Arts 58, 82
AS in Natural Science Degree - University of Hawai'i at Hilo 9
Assault, Sexual (Policy of) 42
Assessment 62
Associated Students of UH (ASUH) 8
Associate in Applied Science (A.A.S.) Degree 60
Associate in Arts (A.A.) Degree in Hawaiian Studies (AA-HWST) 77
Associate in Arts (A.A.) Degree in Liberal Arts (AA-LBRT) 58, 81
Associate in Arts (A.A.) with a Business Emphasis 83
Associate in Science (A.S.) Degree 61
Associate in Technical Studies (A.T.S.) Degree 61
Astronomy, Courses 110
Attendance, Class 28
Auditors 20
Auto Body Repair & Painting (ABRP), Degree Requirements 66
Auto Body Repair & Painting, Advisory Council 93
Auto Body Repair & Painting, Courses 110
Automated Emergency Messaging options 15
Automatic Admissions 38
Automotive Mechanics Tech, Advisory Council 93
Automotive Mechanics Tech (AMT), Degree Requirements 67
Automotive Mechanics Tech, Courses 111

B

Behavior of Students Off-Campus 44
Bicycles 50
Biochemistry, Courses 113
Biological Science (NSCI-BSC), Degree Requirements 85
Biology, Courses 113
Blueprint Reading, Courses 114
Board of Regents, UH 162
Board of Student Publications (BOSP) 14
Board Program 26
Bookstore 25
Botany, Courses 115
Bridge to Hope (State Funded Employment) 53
B+ Scholarship 53
Business (BUS), Courses 115
Business (BUSN), Courses 115
Business Essentials, Certificate of Competence 85
Business Foundations, Certificate of Competence 85
Business Technology, Advisory Council 93
Business Technology (BTEC), Degree Requirements 68

C

Cable Television Classes 10
Calendar, Fall 2015 Semester 2
Spring 2016 Semester 3
Campus Crisis Management Team (CCMT) 48
Campus Governance 8
Campus Operations, Interference with 43
Campus Safety and Security 50
Career and Job Development Center, The 35
Care Home Operator (CHO). *See* Nursing, Adult Res. Care Home Op.
Carpentry, Advisory Council 93

Carpentry (CARP), Degree Requirements 69
Carpentry, Courses....116
Centennial Scholarship....53
Certificate/Diploma Fee....23
Certificate of Achievement (C.A.) 61
Certificate of Competence (C.O.) 61
Certificates & Degrees....56
Chaminade University of Honolulu (Articulation with)....9
Chancellor Review of Student Conduct Committee Decisions....47
Chancellor's Community Advisory Committee....163
Change of Grade....31
Change of Home Institution....17
Change of Major....33
Chapter 31, Disabled Veterans....19
Chapter 33, Post 9/11 GI Bill....19
Chartered Student Organizations (CSO)....14
Cheating....45
Chemistry, Courses....117
Child Care....25
Children of HawCC Students....48
Children's Center....73, 25
Cisco Certified Networking Associate (CCNA)....70
Cisco Networking Academy (CNA)....70
Class Attendance Policy....28
Classified Status, Change of....33
Classified Students....33
Clery Act Disclosure....50
College Council....8
College Level Examination Program (CLEP)....31
College of Business and Economics (COBE) - University of Hawai'i at Hilo....9
College Property, Theft or Mutiliation of....44
Community Advisory Committee....163
Community Partnerships....163
COMPASS Placement Testing....21
Complaints about Discrimination....41
Complete Withdrawal....23
Computer Support, Certificate of Competence....81
Computing, Electronics, and Networking Technology, Courses....118
Concurrent Registration....23
Conduct Code for Students....43
Construction Academy....10
Continued Academic Probation....29
Continuing Education and Training, Office of....13
Controlled Substances, Abuse of....44
Conversion Process for Residency Status....18
Cooperative Vocational Education, Course Numbering....98
Cooperative Vocational Education (CVE)....70
Counseling and Support Services....35
Course Review Policy....62
Courses Fulfilling Multiple Area Requirements....31
Credit by Examination....31
Credit by Institutional Examination (CBIE)....32
Credit Course Listings....98
Credit for Education Received in Military Service....32
Credit for Previous Non-English Language Study....32
Credit/No Credit (CR/NC) option....30
Credits....22
Credits Earned, Time Limits on....33
Crime Statistics....50
Criminal Justice Addictions Professional, Certificate of Competence....64
Cross-listed Courses....31
Culinary Arts, Courses....118
Culinary Arts (CULN), Degree Requirements....70
Culinary Arts (E.HI), Advisory Council....93
Culinary Arts (W.HI), Advisory Council....94
Cultural Environment, Electives....60

D

Damages Caused by Minor Children....49
Dance, Courses....120
Dean's List....34
Death of a HawCC Student....49
Defense Activity for Nontraditional Educational Support (DANTES)....32
Degree Pathways Partnership Program - University of Hawai'i at Hilo....9
Degree Policy, Multiple/Duplicate/Second Degree....33
Degrees & Certificates Offered....56
Demonstrations....43
Department/Division Chairs....162
Dependents' Educational Act....19
Dependents of Veterans....19
Diesel Mechanics, Advisory Council....94
Diesel Mechanics, Courses....120
Diesel Mechanics (DISL), Degree Requirements....71
Digital Media Arts, Advisory Council....94
Digital Media Arts (DMA), Certificate Requirements....71
Diploma/Certificate Fee....23
Directed Studies/Independent Studies....28, 98
Direct Loan....53
Directory Information of Students....40
Disabilities, Housing for Students with....26
Disabilities, Services for Students with....35
Disabled Veterans, Chapter 31....19
Disappearer Policy....28
Disciplinary Procedures, Student Conduct Code....45
Discrimination Complaints....41
Dishonesty, Academic....45
Dismissal, Academic....29
Disruption or Disturbances....44
Disruptive Students, Policy on....47
Distance Education at HawCC....10
Distance Education Students, Academic Support for....13
Distance Education Students, Student Services Support for....36
Division/Department Chairs....162
Dogs on Campus, Service Dogs....49
Dorms (Residence Halls)....25
Drop/Add Fee....23
Drop/Withdraw from a Class, To....23
Drugs....44
Duplicate Degree Policy....33

E

Early Admission Program....21
Early Childhood Education, Advisory Council....94
Early Childhood Education, Courses....121
Early Childhood Education (ECED), Degree Requirements....72
eCAFE Student Evaluation of Instructors....31
E-Commerce, Courses....122
Economics, Courses....123
Educational Opportunity Grant....53
Educational Rights and Privacy of Students....39
Education Received in Military Service....32

Education Tax Credits....24
Edwin H. Mookini Library....12
Electives for the A.A. Degree in Liberal Arts....59, 83
Electrical Installation & Maint Tech, Advisory Council....94
Electrical Installation & Maint Tech, Courses....123
Electrical Installation & Maint Tech (EIMT), Degree Requirements....73
Electronic Communication Policy....43
Electronics Technology, Advisory Council....94
Electronics Technology, Courses....124
Electronics Technology (ET), Degree Requirements....74
E-mail alerts and Emergency Notification System....15
E-mail Communication. *See* Electronic Communication Policy
Emergencies: Police, Fire, Medical Response....50
Emergency Notification Alert System....15
Emergency Response and Evacuation Plan....15
Employment for Students....53
Endowed and Other Scholarships....54
English as a Second Language, Courses....128
English, Courses....125
English for Speakers of Other Languages (ESOL), Courses....97
English, Which Course Should I Take?....126
Entrepreneurship, Certificate of Competence....85
Entrepreneurship, Courses....130
Environmental Studies Academic Subject Certificate (ASC-ENVS)....75
Ethics, Professional, Statement on....41
Evacuation and Emergency Response Plan....15
Examination, Credit by....31
Examination Program, Advanced Placement (AP)....31
Examinations, Finals....31
Exceptions to Placement Test Requirements....21
Expulsion, Student Conduct Code....45
Extra Curricular Activities, and Attendance by Children of Students....49

F

Facilities....11
Faculty and Staff....153
False/Fraudulent Information....43
Family Educational Rights and Privacy Act (FERPA)....39
Family Resources, Courses....130
Farm Worker, Certificate of Competence....65
Federal Government Grants....52
Federal Loans....53
Federal Pell Grant....52
Federal Supplemental Educational Opportunity Grant (SEOG)....53
Federal Work Study (FWS) Program....53
Fees and Tuition....23
Fees, Payment Plan....23
Fees, Refund for....24
Fees, Special....23
Field Trips, and Attendance by Children of Students....49
Final Examinations....31
Financial Aid, Academic Progress (Minimum Standards)....51
Financial Aid, Appeals Process....52
Financial Aid, Application Procedures....51
Financial Aid, Awards....51
Financial Aid, Eligibility....51
Financial Aid, ESL courses....52
Financial Aid, Grade Point Average....51
Financial Aid Info for DE classes....11
Financial Aid (PACE Requirement)....52
Financial Aid, Refunds/Repayments....54
Financial Aid, Reinstatement....52
Financial Aid, Satisfactory Academic Progress....51
Financial Aid, Termination....52
Financial Aid, Time Frame of Eligibility....52
Financial Aid, Types of....52
Financial Aid, Withdrawing from classes....54
Fire and Environmental Emergency Response, Courses....130
Fire Department, for campus emergencies....50
Fire Science, Advisory Council....94
Fire Science (FS), Degree Requirements....75
Food Science & Human Nutrition, Courses....131
Forest TEAM. *See* Tropical Forest Ecosystem & Agroforestry Mgmt
Fraudulent/False Information....43
Free Application for Federal Student Aid (FAFSA)....51
Freedom of Speech, Interference with....43
Freshmen....33
Full-time/Part-time Students....32

G

General Education....57
General Education Learning Outcomes (GELOs)....7
General Education Philosophy....7
General Education Requirements for A.A. Degree in Liberal Arts....59
Geography, Courses....131
Geology and Geophysics, Courses....131
Geomatics and GIS, Certificate of Achievement....66
Geospatial Technologies, Certificate of Competence....66
GI Bill (Veterans' Educational Assistance Act)....19
Governance, Campus....8
Grade, Change of....31
Grade-Point Averages (GPA)....30
Grade Points....30
Grades....30
Grades, Pass/No-pass....97
Graduation and Persistence Rates....15
Graduation Information....33
Graduation With Honors....34
Grants, Federal Government....52
Grants, HawCC....53
Grievances, Academic....41

H

Ha'akūmalae Protocols Program....13
Hā'awi Kōkua Program....35
Hālaulani Transfer Success Center....13
Hale Kea Advancement and Testing Center (HKATC)....13, 21
Harassment, Sexual (Policy of)....42
Hawaiian, Courses....132
Hawaiian Studies, Associate in Arts (A.A.) Degree....77
Hawaiian Studies, Courses....132
Hawai'i Community College-Pālamanui....11
Hawai'i Community College-Pālamanui Library and Learning Center....13
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS)....77
Hawai'i Residency, Definition of....17
Health Insurance for Students....21
Health, Physical Education, & Recreation, Courses....134
Health Requirements for Registration....21
Hearings, Student Conduct Code....46
History, Courses....134
History of HawCC. *See* Legacy of HawCC
Home Institution, Change of....17

Homeland Security, Certificate of Competence....64
Honors at Graduation....34
Ho'olulu Council....9
Hospitality and Tourism, Courses....135
Hospitality & Tourism, Advisory Council....94
Hospitality & Tourism (HOST), Degree Requirements....79
Housing, Application Procedures....26
Housing (Residence Halls)....25
How to Read the Course Listings....98
How to Read the Non-Credit Course Listings....97
Hula specialization within AA-HWST Degree....78
Hula Track (HLS-HULA), (degree deleted)....77
Human Development, Courses....136
Humanities, Courses....137
Humanities Electives for A.A. Degree....58, 82
Human Services, Advisory Council....94
Human Services, Courses....136
Human Services (HSER), Certificate Requirements....80

I

Immunizations Requirements....21
Impermissible Behavior, Student Conduct Code....43
Incomplete Grade (I)....30
Independent Studies/Directed Studies....28, 98
Individual Taxpayer Identification Numbers (ITINs)....24
Industrial Education, Building & Construction, Courses....137
Information and Computer Science, Courses....137
Information Technology, Advisory Council....95
Information Technology, Courses....137
Information Technology (IT), Degree Requirements....80
Infractions of the Student Conduct Code....46
Injuries Caused by Minor Children....49
Institutional Examination, Credit by....32
Institutional Learning Outcomes....6
Instructional Units, HawCC....162
Insurance, Health....21
Intensive English Program, Courses....97
Intensive English Program (IEP)....14
Interactive Television (ITV) Classes....10
Interdisciplinary Studies, Courses....138
Interference with Freedom of Speech/Right to Peaceful Assembly....43
Interference with the Rights of Others....43
Interference with University Processes....43
International English Language Testing System (IELTS)....19
International Students....18, 37
Intoxicants/Alcohol....44
Investigation, Student Conduct Code....46
I Ola Hāloa....13

J

Japanese, Courses....138
Jeanne Clery Disclosure act....50
Job Development Center....35
Journalism, Courses....138
Judicial Review of Student Conduct....47

K

Kanilehua, Literary Journal....14
Ka 'Ōlelo Nu'ukia....6
Kapuahi Foundations specialization within AA-HWST Degree....78
Kauhale....6
Kau Wa'a Center....36
Ke Ala Nu'ukia....6
Ke Kalahea, Campus Newspaper....14

L

Laboratory equipment (Replacement of items broken or lost)....23
Landscape Worker, Certificate of Competence....65
Late Registration Fee....23
Laulima....11
Lawai'a specialization within AA-HWST Degree....78
Lawai'a Track (HLS-LAWA), (degree deleted)....77
Learning Center (TLC) in Hilo....12
Learning Center, West Hawai'i (Pālamanui)....13
Learning Communities....98
Learning Skills, Courses....139
Legacy of HawCC....7
Liberal Arts (AA-LBRT), Degree Requirements....81
Liberal Arts (AA-LBRT) with a Business Emphasis....83
Library, Edwin H. Mookini....12
Library, West Hawai'i (Pālamanui)....13
Linguistics, Courses....139
Literary Journal (Kanilehua)....14
Loans, Federal....53

M

Machine, Welding & Industrial Mech, Advisory Council....95
Machine, Welding & Industrial Mech, Courses....139
Machine, Welding & Industrial Mech (MWIM), Degree Requirements....84
Mahi'ai specialization within AA-HWST Degree....78
Mahi'ai Track (HLS-MAHI), (degree deleted)....77
Major, Change of....33
Management, Courses....140
Map of Campus: Manono Campus....172
Pālamanui (West Hawai'i)....171
Upper Campus....inside back cover
Marketing, Advisory Council....95
Marketing, Courses....140
Marketing (MKT), Degree Requirements....84
Married Students, Housing for....26
Mathematics, Courses....141
Math, Which Course Should I Take?....141
Meal Plan, Board Program....26
Measles (Rubeola) Immunity Requirement....21
Medical Assisting, Courses....144
Medical Office Assistant Certificate of Competence....68
Medical, response for campus emergencies....50
Microbiology, Courses....144
Military Service, Credit for Education Received....32
Military Spouse Career Advancement Accounts (MyCAA)....19
Minor Children of Students. *See* Children of HawCC Students
Misconduct, Personal....44
Misrepresentation of Residency Status....18
Mission Statement of HawCC....6
Mookini Library....12
Multiple Degree Policy....33
Mumps Immunity Requirement....21
Music, Courses....144
Mutilation of College Property....44

N

Nā Hōʻike Hopena Aʻo 6
Native Hawaiian Tuition Waiver 53
Natural Environment, Electives 60
Natural Science Electives for A.A. Degree in Liberal Arts 59, 82
Natural Science (NSCI), Degree Requirements 85
Network Technology, Certificate of Competence 75
Newspaper, Campus (Ke Kalahea) 14
"N" Grade, The 30
No Credit/Credit option (CR/NC) 30
Non-Credit Course Listings 97
Nondegree Students 20
Non-Discrimination, EEO/AA 41
Non-Emergency, Incidents and Situations 50
Non-English Language, Credit for Previous Study 32
Nonresident Application Fee 23
Nonresident Students 18
Non-Smoking Policy 49
Non-Violence in the Workplace 50
No-pass/Pass grading 97
No Pet Policy 49
No Show Policy 28
Notification of Emergencies 15
Nurses' Aide 90
Nurses' Aide, Courses 144
Nursing, Admission to the Program 86
Nursing, Adult Res. Care Home Op., Courses 144
Nursing, Adult Res. Care Home Operator, Requirements 90
Nursing and Allied Health, Advisory Council 95
Nursing, Associate in Science (NURS), Degree Requirements 88
Nursing, Associate of Science, Courses 145
Nursing, Practical, Courses 144
Nursing, Practical (PRCN), Degree Requirements 89
Nursing Professional Fee 23

O

Oceanography, Courses 146
Off-Campus Behavior of Students 44
Office of Continuing Education and Training (OCET) 13
On-campus Housing. *See* Housing
Online Classes 10
Opportunity Grant 53
Optics Technology, Certificate of Competence 75
Oregon State University (Articulation with) 9
Organizations for Students 14
Orientation for Students 22

P

PACE Requirement for Financial Aid 52
Pacific Islands Studies, Courses 146
Paepae ʻŌhua Success Center 13
Pālamanui 11
Parent Loan for Undergraduate Students (PLUS) 53
Parking on Campus 25
Part-term classes, refund for 24
Part-time/Full-time Students 32
Pass/No-pass grading 97
Payment Plan Fee 23
Payment Plan for Tuition 24
Peaceful Assembly, Interference with the Rights of 43
Pell Grant, Federal 52
Persistence and Graduation Rates 15
Personal Misconduct 44
Pets on Campus 49
Pharmacology, Courses 146
Philosophy, Courses 146
Phi Theta Kappa, Alpha Psi Epsilon Chapter 14
Physical Science (NSCI-PSC), Degree Requirements 86
Physics, Courses 147
Placement Testing 21
Plagiarism 45
Police, for campus emergencies 50
Political Science, Courses 147
Post 9/11 GI Bill (Chapter 33) 19
President and Administrative Team, UH System 162
Prevention Specialist, Certificate of Competence 91
Previous Study of a Non-English Language, Credit for 32
Privacy of Students 39
Privately Sponsored Scholarships 54
Probation, Academic 29
Probation, Student Conduct Code 45
Professional Ethics, Statement on 41
Program Advisory Councils 93
Program Descriptions 62
Progression Chart, English (ESL) 128
English (Reading) 126
English (Writing) 127
Intensive English Program (IEP) 129
Math (Liberal Arts) 143
Math (Vocational) 142
Progress, Satisfactory Academic 29
Psychology, Courses 147
Publications Fee 23

R

Radio station 14
Readmission 29
Records of Disciplinary Hearing 47
Refrigeration and Air Conditioning, Courses 148
Refund, Financial Aid 54
Refund, Tuition 24
Registered Independent Student Organizations (RISO) 14
Registration, Concurrent 23
Registration, Withdrawals, and Other Changes 23
Rehabilitation Act of 1973 36
Reinstatement of Financial Aid 52
Religious Studies, Courses 148
Renewal Policy, Academic 29
Repayments, Financial Aid 54
Repeating Courses 31
Rescission of Grades or Degree, Student Conduct Code 45
Residence Halls 25
Residency Regulations for Tuition Purposes 17
Residency Requirement for Graduation 62
Restitution, Student Conduct Code 45
Retail Foundations, Certificate of Competence 85
Returned Check Fee 23
Returnees 20
Rights and Privacy of Students 39
Rollerblades 50
Room and Board. *See* Board Program
Rubella and Rubeola Immunity Requirement 21

S

Safety, Campus 50
Safe Zone Program 42
Sanctions, Student Conduct Code 45
SAT/ACT Scores 22
Satisfactory Academic Progress 29
Satisfactory Academic Progress, Financial Aid 51
Scholarship Programs 53
Scholarships, Endowed and Other 54
Science, Courses 148
Second Degree Policy 33
Security, Campus 50
Semester-length classes, refund for 24
Service Dogs/Animals 49
Services for Students with Disabilities 35
Severability of Provisions in Student Conduct Code 47
Sexual Harassment (Policy of) 42
Skateboards 50
Smoking on Campus 49
SMS/text messages alerts and Emergency Notification System 15
Social Environment, Electives 60
Social Science, Courses 148
Social Science Electives for A.A. Degree in Liberal Arts 59, 82
Social Security Numbers (SSN) 24
Sociology, Courses 149
Sophomores 33
Special Fees and Charges 23
Speech and Communication, Courses 149
Staff and Faculty 153
STAR Advising Tool 37
State Grant 53
Statement on Professional Ethics 41
Statistics, Crime 50
Status, Change of 33
Student Activity Fee 23
Student Conduct Code 43
Student Conduct Committee 46
Student Employment, on-campus 53
Student Evaluations of Instructors, eCAFE 31
Student Government Fee 23
Student Health Insurance 21
Student Housing Office 25
Student Life Program 36
Student Organizations 14
Student Orientation, Advising and Registration (S.O.A.R.) 22
Student Right-to-Know Act 15
Student Services Support for Distance Education Students 36
Student Success in DE classes 10
Students with Disabilities, Housing 26
Students with Disabilities, Services for 35
Subsidized Loans 53
Substance Abuse, Advisory Council 95
Substance Abuse Counseling (SUBS), Certificate Requirements 91
Substance Abuse, Courses 150
Substitutions and Waivers, Academic 32
Supplemental Educational Opportunity Grant (SEOG) 53
Support, Academic, for Distance Education Students 13
Support Services, Academic 12
Support Services, Counseling 35
Suspension from HawCC. *See* Academic Dismissal
Suspension of Financial Aid 52
Suspension, Student Conduct Code 45
Sustainable Lot Design & Site Prep, Certificate of Competence 66

T

Tax Credits, for Education 24
Temporary Suspension in Emergency Situations 45
Termination of Financial Aid 52
Testing Center (Hale Kea) 13, 21
Testing, for Placement 21
Test of English as a Foreign Language (TOEFL) 14, 19
Text messages/SMS alerts and Emergency Notification System 15
Theft of College Property 44
The Learning Center (TLC) 12
Threatening behavior 48
Time Frame of Financial Aid Eligibility 52
Time Limits on Credits Earned 33
Title II (Americans with Disabilities Act) 36
Title III (USDOE) Grant 13
Title IX (of the Civil Rights Act) 42
Transcript, Fee for Request of 23
Transcripts, HawCC 34
Transferring Credits from External Institutions to HawCC 20
Transferring from HawCC to Another College 37
Transfer Students 20
Tropical Forest Ecosystem & Agroforestry Mgmt (TEAM), Degree Requirements 91
Tropical Forest Ecosystem and Agroforestry Management, Advisory Council 95
Tuberculosis (TB) Clearance 21
Tuition and Fees 23
Tuition Payment Plan 24
Tuition Refund Policy 24
Tuition Waivers 53
Types of Financial Aid 52

U

UH Alert Emergency Notification System 15
Unclassified Nondegree Students 20
Unclassified Students 33
University Center, West Hawai'i at Pālamanui 11
University, Courses 151
University of Hawai'i at Hilo - AS in Natural Science Degree 9
University of Hawai'i at Hilo - College of Business and Economics 9
University of Hawai'i at Hilo - Degree Pathways Partnership Program ..9
University of Hawai'i Board of Regents 162
University of Hawai'i Center, West Hawai'i. *See* University Center, West Hawai'i at Pālamanui
University Of Hawai'i President and Administrative Team 162
University Processes, Interference with 43
Unsubsidized Loans 53

V

Vaccination Requirements 21
Veterans and Dependents 19
Veterans' Educational Assistance Act (GI Bill) 19
Violations of College Regulations 45
Violence in the Workplace. *See* Workplace Non-Violence
Virtual Office Assistant Certificate of Competence 69
Vision Statement of HawCC 6

W

Waivers and Substitutions, Academic....32
Waivers, Tuition....53
Warning, Academic....29
Warning, Student Conduct Code....45
Weapons....50
West Hawai'i. *See* Hawai'i Community College-Pālamanui
William D. Ford Direct Loan....53
Withdrawal, Complete....23
Withdrawal Grade (W)....30
Withdrawal of Financial Aid....54
Withdraw from/Drop a Class, To....23
Women's Studies, Courses....151
Workforce Development....13
Work in Progress Grade (N)....30
Workplace Non-Violence....50
Work Study Program....53
Writing Intensive Courses....59, 83

Y

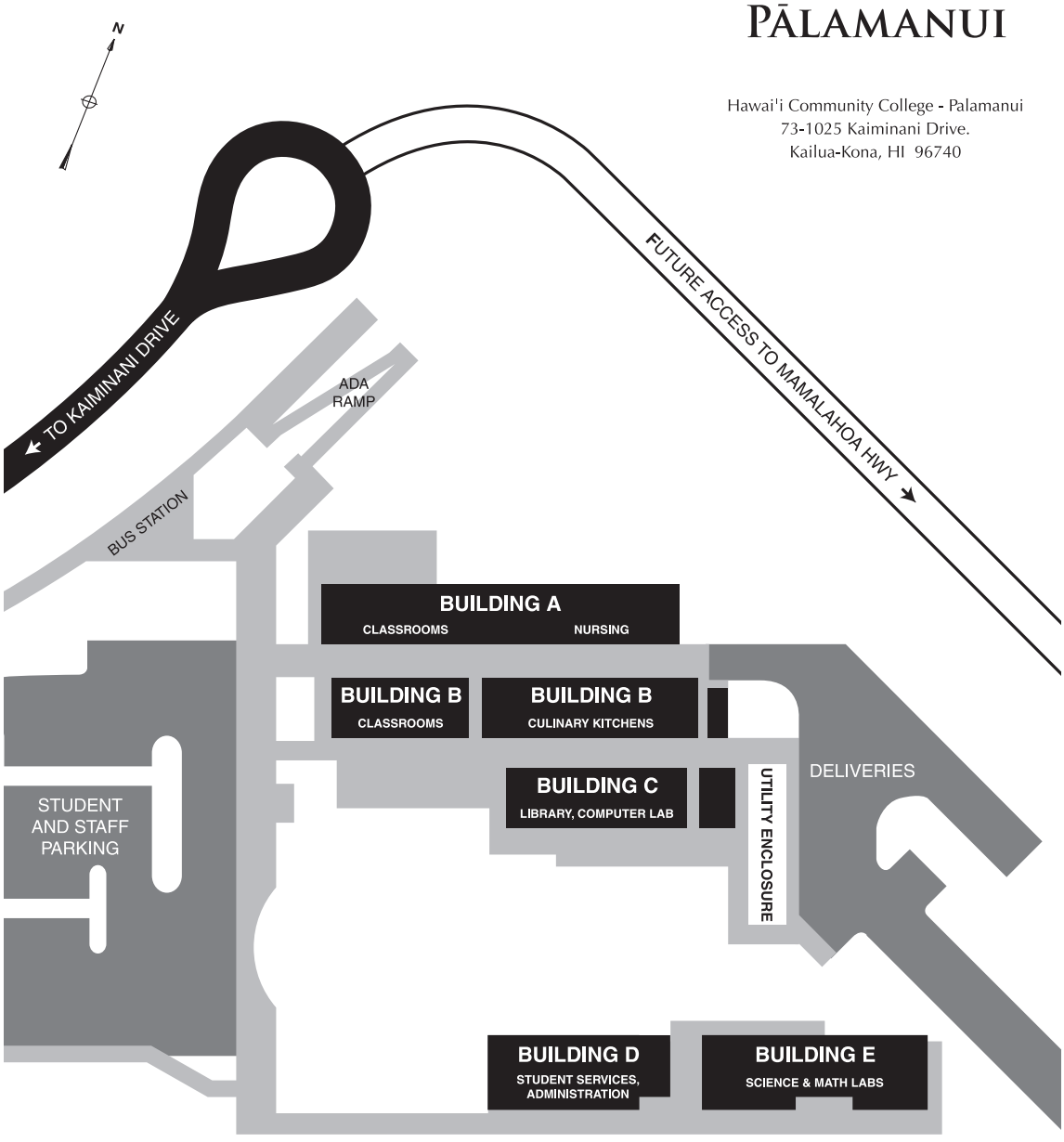
Yellow Ribbon Program for Veterans....19

Z

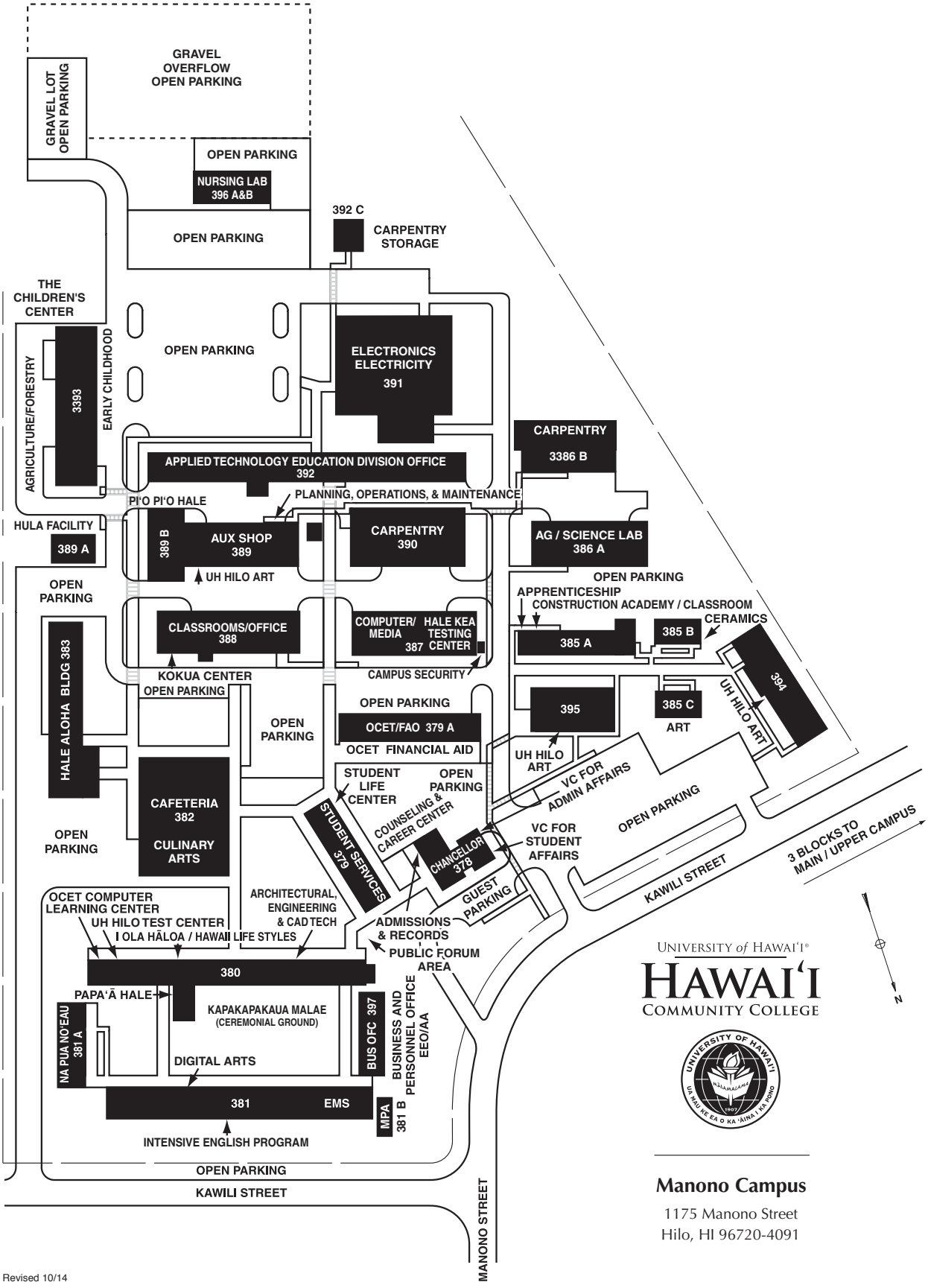
Zoology, Courses....151

UNIVERSITY of HAWAIʻI®
HAWAIʻI COMMUNITY COLLEGE
PĀLAMANUI

Hawai'i Community College - Palamanui
73-1025 Kaiminani Drive.
Kailua-Kona, HI 96740



Revised 7/15

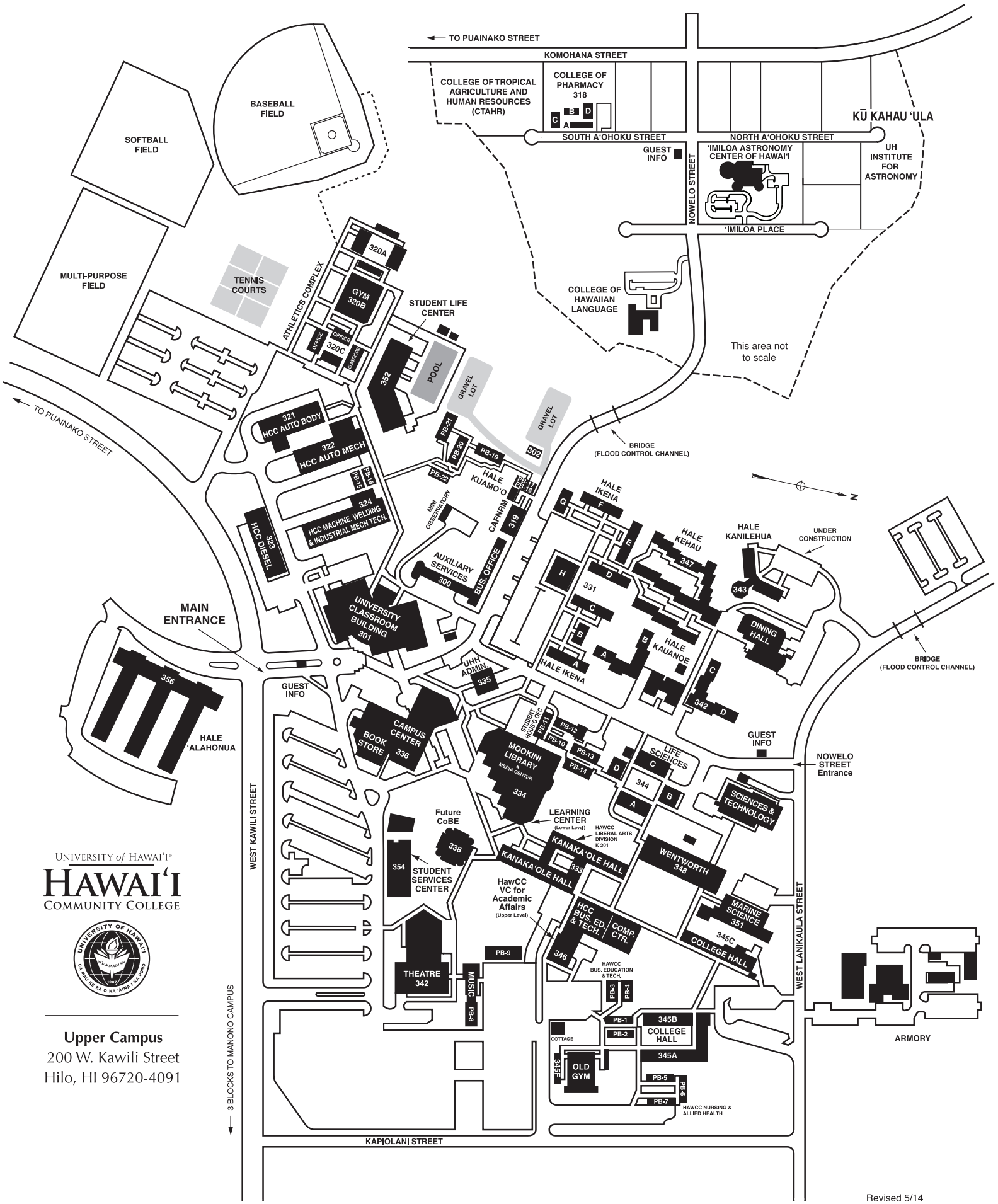


UNIVERSITY of HAWAI'I®
HAWAI'I
COMMUNITY COLLEGE

Manono Campus

1175 Manono Street
Hilo, HI 96720-4091

Revised 10/14



UNIVERSITY of HAWAI'I®
HAWAI'I
COMMUNITY COLLEGE

Upper Campus
200 W. Kawili Street
Hilo, HI 96720-4091

Revised 5/14