

# Chancellor's Welcome Letter

Aloha kākou!

It is my honor to welcome you to Hawai'i Community College.

As you peruse our catalog, you probably already know that an investment in college will pay huge dividends: financially, professionally, and in the overall improvement of your quality of life. At Hawai'i Community College, we are committed to helping you achieve your educational goals and dreams in the spirit of excellence, "E 'Imi Pono."

Our graduates have gone on to achieve great things: they are professors, politicians, teachers, law enforcement officers, attorneys, mechanics, nurses, contractors, chefs, and the list goes on. Many of our alumni transfer to four-year universities or enter the workforce in their chosen professional-technical careers.

If you are uncertain about your career, we can help you navigate. If you are certain, we can help you reach your destination faster. We are designed to help students grow and succeed, and we look forward to working with you on your journey.

Our community college is part of a greater partnership, one that involves community leaders, taxpayers, donors, regents, legislators, alumni, students, faculty, and the support of the University of Hawai'i and the state of Hawai'i. I invite you to explore the many educational opportunities available to you at Hawai'i Community College.

Me ke aloha pumehana,



Rachel Solemsaas, Ed.D.  
Chancellor  
Hawai'i Community College





UNIVERSITY of HAWAII®  
**HAWAII**  
COMMUNITY COLLEGE

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## 2017-2018 Catalog

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### **HAWAII COMMUNITY COLLEGE**

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\* Host location for the University Center, West Hawaii'i

#### Disclaimer

This catalog provides general information about Hawaii'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 2017-2018

## Fall 2017 Semester Calendar

May 31 (W)	Last day for International Students (living abroad) to submit complete Fall 2017 application
July 21 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Aug 1 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2017 application
Aug 1 (T)	Last day to submit completed applications for Fall 2017 Semester
Aug 15-16 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 18 (F)	<i>Admission Day (Holiday)</i>
Aug 21 (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 registered.
Aug 21-25 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Aug 25 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes †
	NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Aug 25 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 4 (M)	<i>Labor Day (Holiday)</i>
Sep 12 (T)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Sep 12 (T)	Last day to Withdraw from semester-length classes <u>without</u> a "W" †
Sep 12 (T)	Financial Aid enrollment status determination date
Sep 29 (F)	"I" removal deadline: Student to Instructor
Oct 30 (M)	Last day to apply for Credit by Exam for Fall Semester
Oct 30 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Oct 30 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Oct 30 (M)	Last day to submit application to Audit classes
Oct 30 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Oct 30 (M)	Last day to "opt-out" of Summer 2017/Fall 2017 degree conferral
Oct 31 (T)	Last day for International Students (living abroad) to submit complete Spring 2018 application
Nov 1 (W)	Spring 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Nov TBA	Early Registration begins for continuing students for Spring 2018 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Nov 10 (F)	<i>Veterans' Day (Holiday)</i>
Nov 23 (R)	<i>Thanksgiving (Holiday)</i>
Nov 24 (F)	<i>Non-Instructional Day</i>
Dec 1 (F)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2018 application
Dec 7 (R)	Last day of Instruction
Dec 7 (R)	Last day to order diploma/certificate from ARO
Dec 8 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Dec 8 (F)	Writing Assessment Day for English Department
Dec 8 (F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 11-14 (M-R)	Final Examinations
Dec 15 (F)	Last day to submit completed applications for Spring 2018 Semester
Dec 18 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 25 (M)	<i>Christmas Day (Holiday)</i>
Jan 1, 2018 (M)	<i>New Year's Day (Holiday)</i>
Jan 8, 2018 (M)	First Day of Spring 2018 Semester

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

**NOTES:** 'ARO' denotes the Admissions & Records Office (Hilo)  
'PAL' denotes the Student Services Office at Pālanuanui (WH)

*Academic Calendar subject to change.*



# Academic Calendar 2017-2018

## Spring 2018 Semester Calendar

Oct 31 (T)	Last day for International Students (living abroad) to submit complete Spring 2018 application
Dec 1 (F)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2018 application
Dec 8 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Dec 15 (F)	Last day to submit completed applications for Spring 2018 Semester
Jan 1 (M)	<i>New Year's Day (Holiday)</i>
Jan 2-3 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 8 (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 registered.
Jan 8-12 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Jan 12 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Jan 12 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 15 (M)	<i>Martin Luther King, Jr. Day (Holiday)</i>
Feb 1 (R)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Feb 1 (R)	Last day to Withdraw from classes <u>without</u> a "W" †
Feb 1 (R)	Financial Aid enrollment status determination date
Feb 19 (M)	<i>Presidents' Day (Holiday)</i>
Mar 2 (F)	<i>Non-Instructional Day</i>
Mar 9 (F)	"I" removal deadline: Student to Instructor
Mar 26 (M)	Summer 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Mar 26 (M)	<i>Kūhiō Day (Holiday)</i>
Mar 26-30 (M-F)	<i>Spring Recess (No School)</i>
Mar 30 (F)	<i>Good Friday (Holiday)</i>
Apr 1 (S)	Fall 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Apr TBA	Early Registration begins for continuing students for Summer 2018 (open) and Fall 2018 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Apr 2 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Apr 2 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Apr 2 (M)	Last day to submit application to Audit classes
Apr 2 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Apr 2 (M)	Last day to apply for Credit by Exam for Spring Semester
Apr 2 (M)	Last day to "opt-out" of Spring 2018 degree conferral
Apr 2 (M)	Last day to submit Intent to Graduate form
May 2 (W)	Last day of Instruction
May 2 (W)	Last day to order diploma/certificate from ARO
May 3 (R)	Writing Assessment Day for English Department
May 4 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 7-10 (M-R)	Final Examinations
May 11 (F)	Hawai'i Community College Commencement - Hilo
May 12 (Sa)	Hawai'i Community College - Pālanuanui Commencement
May 14 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 15 (T)	Priority deadline for new students to apply for Summer 2018 session. Contact ARO for details.
May 21 (M)	First day of Summer Session I. NOTE: A \$10.00 Late Registration fee will be charged for new Summer registrations on or after this day - even if the Summer class starts later.
May 31 (R)	Last day for International Students (living abroad) to submit complete Fall 2018 application
Aug 1 (W)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2018 application
Aug 1 (W)	Last day to submit completed applications for Fall 2018 Semester

† Deadlines for part-term classes vary. Click the "Class Availability" link at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) then choose "Spring", an alpha, and a CRN to view its refund and withdrawal deadlines.

**NOTES:** 'ARO' denotes the Admissions & Records Office (Hilo)  
'PAL' denotes the Student Services Office at Pālanuanui (WH)

*Academic Calendar subject to change.*



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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 Kaiāulu o Hawai'i i Kauhale, he 'ike ku'una Hawai'i ia no ke kaiāulu. '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 kaiāulu 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 kaiāulu 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 kākō'o ma'amau o ke ku'una kula kaiāulu e kū nei. Na Kauhale e ho'omana i nā lālā a pau o ko kēia kula kaiāulu 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 kaiāulu nei i kaiāulu 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

To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.

### Vision

Our Kauhale of lifelong learners will be productive and engaged citizens capable of meeting the complex challenges of our island and global communities.

### Institutional Learning Outcomes

Our Kauhale of lifelong learners will:

- Communicate effectively in a variety of situations.
- Utilize critical thinking to solve problems and make informed decisions.
- Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai'i island, as well as other cultures of the world.
- Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.
- Produce and perpetuate safe, healthy learning and professional environments that are respectful of social and individual diversity.
- Contribute to sustainable environmental practices for personal and community well-being.

### Ke Ala Nu'ukia

No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puaneane, na ke Kulanui Kaiāulu 'o Hawai'i e kaulele ma ka 'ike e pono ai nā hoa Kauhale i na'auao a mākaukau ho'i. Ma hope mākou o ke ala nu'ukia o nā Kulanui Kaiāulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuāuli.

### Ka 'Ōlelo Nu'ukia

E lilo ana nā kānaka 'imi na'auao o ke Kauhale i kupa ho'oikaika a papau ho'i i hiki ke 'a'a i nā kūlana nōhihi o ko kākou kaiāulu mokupuni a me ko kākou kaiāulu honua.

### Nā Hopena A'o Honua Kula

Our Na nā kānaka 'imi na'auao o ke Kauhale e:

- Ho'oka'a'ike pono i nā manawa like 'ole.
- No'ono'o loi ma ka huli 'ana i ka hā'ina a ho'oholo mana'o me ke na'auao.
- Kōkua i ke kaiāulu, me ka 'ike a me ka mākau, a me ka mahalo ho'i i nā kānaka 'ōiwi a me nā mo'omeheu 'ōiwi o Hawai'i nei, a me nā mo'omeheu 'ē a'e o ka honua.
- Kūlia i ka nu'u ma ka 'imi na'auao a ma ka 'oihana ho'i ma o ka huli 'ana ma nā 'oihana a me nā kumuwaiwai maika'i.
- Ho'opuka a ho'omau i kekahi kaiapuni a'o maluhia me ona kaiapuni 'oihana e mahalo i ke kanaka a me ke kaiapuni.
- Mālama i ke kaiapuni no ke ola pono 'ana o ke kanaka a me ke kaiāulu.

## General Education Philosophy

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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)

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- 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

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Hawai'i Community College celebrated its 75<sup>th</sup> 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 continuing education programs throughout the island of Hawai'i in 1992. In July 1997, Hawai'i Community College assumed administration of the University of Hawai'i Center, West Hawai'i, located in Kealahou. In Fall 2015, the University of Hawai'i Center, West Hawai'i moved to a new branch campus of Hawai'i Community College at Pālanui in North Kona to serve the West Hawai'i community. This new branch campus of Hawai'i Community College is called Hawai'i Community College-Pālanui.

Hawai'i Community College-Pālanui opened its doors in Fall 2015, offering two-year Associate degrees through a rich array of classes in Culinary Arts, Nursing, Hawaiian Culture, Science, Liberal Arts, and more. The campus also delivers Bachelor's and graduate-level degrees from other campuses in the UH System, such as UH Hilo, UH Mānoa, and UH West O'ahu. Hawai'i CC-Pālanui is a vibrant and essential resource for those who call West Hawai'i home. The new classrooms, science laboratories, learning kitchens, and learning resource center are state-of-the-art, LEED Platinum Certified facilities designed for 21<sup>st</sup> century learning.

## Accreditation

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Hawai'i Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org)

For further information regarding the College's accreditation process, visit the accreditation web page at

<https://hawaii.hawaii.edu/accreditation>

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

<b>Program</b>	<b>Accrediting Organization</b>
Culinary Arts	• American Culinary Federation Foundation, Inc. Accrediting Commission (ACFFAC)
ECE/Children's Center	• National Association for the Education of Young Children (NAEYC)
A.S. in Nursing	• Accrediting Commission for Education in Nursing (ACEN)

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## Community Involvement

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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

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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 Arts in Hawaiian Studies degree which are 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.

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## Campus Governance

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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 Hawai'i CC. 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-Hawai'i CC) 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 Hawai'i CC. The ASUH-Hawai'i CC 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 Hawai'i CC and who are enrolled in at least one (1) credit offered by Hawai'i CC.

### 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-Hawai'i CC. 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)

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### **Hawai'i Papa O Ke Ao**

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Hawai'i Papa O Ke Ao is a UH System-wide Strategic Direction's imperative to become a model indigenous-serving institution. The phrase Hawai'i Papa O Ke Ao means "Hawai'i Foundations of Light/Knowledge." A co-campus collaboration between Hawai'i Community College and the University of Hawai'i at Hilo, the goal is to seamlessly integrate our rich Hawaiian cultural heritage into our Western academic setting in order to build bridges to success for all college and university students, and employees.

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### **Ho'olulu Council**

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The Ho'olulu 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 was responsible for the development of the college's Hawai'i Papa O Ke Ao plan to indigenize the institution. The Ho'olulu Council is a member of the University of Hawai'i's Pūko'a Council which serves as an advisor to the UH President on issues that have particular relevance for Ka Pae 'Āina o Hawai'i and Native Hawaiians. The Ho'olulu Council is also represented on the Community College's Native Hawaiian Chairs Council and serves as an advisor to the UH Vice President of Community Colleges.

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### **Kīpaepae Hawai'i Protocols Committee**

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Hawai'i Community College is celebrated throughout the University of Hawai'i System for having a campus culture foundation in Hawaiian culture. A significant contributor is the implementation of Hawaiian protocols facilitated by the Kīpaepae Hawai'i Protocols Committee. A co-campus committee with direct report to the Chancellors of Hawai'i Community College and the University of Hawai'i at Hilo, the purpose of the Kīpaepae Hawai'i Protocols Committee is twofold: to meet the need for traditional Hawai'i protocols in our academic, local, and global communities; and to respond to global invitations to bridge resources, talents, and experiences. On average there are 50 Kīpaepae per year. Kīpaepae are inclusive; one will experience first-hand the coming together of learners, employees, and community members in the spirit of Kauhale to welcome guests to our college and university.

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### **Chaminade University of Honolulu**

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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 Hawai'i CC students who have achieved an Associate in 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 Hawai'i CC to CUH-AEOP. For more information, contact Jana Smith at (808) 934-2629.

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### **Oregon State University**

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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. Hawai'i CC students can be jointly admitted and concurrently enrolled at OSU. Upon earning an Associate Degree from Hawai'i CC, 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.

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### **University of Hawai'i at Hilo Degree Pathways Partnership Program**

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A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (Hawai'i CC) 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 Hawai'i CC.

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 Hawai'i CC program; and fostering better alignment between learning goals at each institution. This agreement benefits students and programs on both campuses.

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

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A transfer agreement exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College allowing Hawai'i CC 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.



## **University of Hawai'i-Mānoa**

### **Early Childhood Education Program**

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Hawai'i Community College entered into an articulation agreement with the University of Hawai'i Mānoa (UHM). Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Education in Elementary Education with a Specialization in Early Childhood Education or a Bachelor of Education in Early Childhood and Early Childhood Special Education at the University of Hawai'i Mānoa will have a cohesive career pathway into these selected programs. For more information please contact Jana Smith (808) 934-2629.

## **University of Hawai'i-West O'ahu**

### **Creative Media Programs**

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A multi-campus articulation agreement exists between Hawai'i Community College, Honolulu Community College, Kapi'olani Community College, Kaua'i Community College, Leeward Community College, Windward Community College, University of Hawai'i Maui College, and the University of Hawai'i-West O'ahu (UHWO). Students in the Associate in Science in Creative Media (AS-CM) program who would like to pursue a Bachelor of Arts in Humanities with a Concentration in Creative Media or a Bachelor of Applied Science with a Concentration in Creative Media at the University of Hawai'i West O'ahu will have a transfer pathway into these selected BA programs. For more information please contact Violet Murakami (808) 934-2595.

## **University of Hawai'i-West O'ahu**

### **Early Childhood Education Program**

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A multi-campus articulation agreement exists between Hawai'i Community College (Hawai'i CC), Honolulu Community College, Kaua'i Community College, University of Hawai'i Maui College, and the University of Hawai'i-West O'ahu (UHWO). Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Arts in Social Sciences degree with a Concentration in Early Childhood Education at the University of Hawai'i-West O'ahu will have several options to transfer seamlessly into this BA program. UHWO's BA in Social Science with a Concentration in ECE is a program that is predominantly offered online. For more information, contact Jana Smith at (808) 934-2629.

## **Construction Academy**

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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, Kohala, Konawaena, Pāhoā, 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 Grant Ka'au'a or Renette Pacheco at (808)934-2795, or visit [www.hawaii.hawaii.edu/construction-academy](http://www.hawaii.hawaii.edu/construction-academy)

## **Distance Education at**

### **Hawai'i Community College**

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Distance Education (DE) classes provide students the flexibility to complete coursework outside of the traditional classroom setting. Hawai'i Community College (Hawai'i CC) 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 Hawai'i CC, Hawai'i CC students are able to enroll in DE classes from all other UH Community Colleges (UHCC).

See [www.hawaii.hawaii.edu/de](http://www.hawaii.hawaii.edu/de) for more information about distance education at Hawai'i CC.

## **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](http://www.hawaii.edu/dl/onlinelearning) for more information.

### **Cable Television Classes**

The University of Hawai'i system offers a number of cable courses statewide or county only. Students may watch a class at the scheduled time or record the class lectures for viewing at a more convenient time. Students must have access or subscribe to Oceanic Time Warner Cable or Hawaiian TelTV (not available on satellite TV).

See [www.hawaii.edu/dl/cable](http://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](http://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](http://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](http://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, Hawai'i CC shares a campus with the University of Hawai'i at Hilo (UH Hilo) which consists of a 115-acre Main Campus and a 21-acre campus on Manono Street. To serve Hawai'i CC 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-Pāalamanui

**73-4255 Ane Keohokālole Highway  
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-Pāalamanui campus, where many classes and associate degree programs are available. Pāalamanui 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 Hawai'i CC-Pāalamanui 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 Pālanuanui**  
**Carrie Kuwada Phipps, Educational Specialist**  
**Ph: (808) 969-8808**

Hawai'i Community College-Pālanuanui also hosts the University 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 Centers visit [www.hawaii.edu/dl](http://www.hawaii.edu/dl)

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### **Academic Support Services**

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In Hilo, Hawai'i Community College shares the library with the University of Hawai'i at Hilo. In West Hawai'i, students have access to the Library and Learning Center at Hawai'i Community College-Pālanuanui (see the Library and Learning Center section for more information).

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

**Thora Abarca, 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 Upper Campus. Its primary mission is to support the academic programs of both the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (Hawai'i CC).

Mookini Library provides access to books and periodicals in print and online formats, DVDs, videocassettes, streaming educational videos, compact disks, and microforms. Students locate these resources through the library's website. 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)**  
**Guy Kimura, 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**  
**Kaleo Pilago, 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 (placement testing, distance education testing, and make-up testing) for current and prospective Hawai'i Community College students.

**Hawai'i Community College-Pālanuanui,**  
**Library and Learning Center**  
**Laurel Gregory, Librarian**  
**Karen Au, Educational Specialist**  
**Ph: (808) 969-8830**  
**fax: (808) 209-8028**

The Library and Learning Center at Pālanuanui 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 Hawai'i Community College students as well as test proctoring for UH system classes. Placement testing is offered year-round.

## Academic Support for Distance Education Students

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

- Tutoring
- Placement Testing
- Computers
- Mookini Library/Library & Learning Center at Pāalamanui:
  - 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**  
**Bldg. 380 (Manono Campus), Room 34**  
**Ph: (808) 934-2600**  
**fax: (808) 934-2601**

[www.hawaii.hawaii.edu/humd/iolahaloha/haloha.html](http://www.hawaii.hawaii.edu/humd/iolahaloha/haloha.html)

**Paepae 'Ōhūa Native Hawai'i Success Center**  
**Monica Burnett, Educational Specialist**

**Ha'akūmalae Protocols Program**  
**Taupōuri Tangarō, Professor**  
**Pele Kaio, Instructor/Committee Chair**  
**Ryan McCormack, Co-Chair**

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 'Ōhūa Native Hawai'i Success Center where advising, tutoring, peer mentors, and other services to support academic success are offered.
- Ha'akūmalae Hawaiian protocols and cultural bridging initiative for faculty, staff, and learners from Hawai'i CC and the University of Hawai'i at Hilo.

These initiatives are supported, in part, by a USDOETitle III Native Hawaiian Serving Institutions Grant.

## Office of Continuing Education and Training

**Bldg. 379A, Rooms 1,2,3 (Manono Campus)**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**  
**Ph: (808) 934-2700**  
**[www.ocethawcc.org](http://www.ocethawcc.org)**

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

**Apprenticeship Training**  
**Richard Cowan, Coordinator**  
**Ph: (808) 934-2700 or (808) 934-2692**

Hawai'i CC'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 Hawai'i CC 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**  
**Christine Quintana, Coordinator**  
**Ph: (808) 934-2697**  
**[www.iephawaii.com](http://www.iephawaii.com)**

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, May, 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 Hawai'i CC with no TOEFL.

The Intensive English Program is a member of the American Association of Intensive English Programs (AAIEP). For more information, and to download application forms, visit the web-site above.

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## 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 Hawai'i CC 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 the 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 Hawai'i CC students, a faculty/staff advisor (non-temporary), and bylaws. More information is available online at: <http://blog.hawaii.edu/riohawaiiicc>

### **Alpha Psi Epsilon Chapter of Phi Theta Kappa**

Phi Theta Kappa International Honor Society, founded in 1918, is the internationally recognized honor society for two-year colleges. Alpha Psi Epsilon, the Hawai'i CC chapter was chartered in April 1993. The purpose of the honor society is to recognize and promote educational achievement. Phi Theta Kappa is built on four hallmarks: scholarship, leadership, service, and fellowship.

To be invited for membership, students must have earned at least a 3.5 cumulative GPA and 12 credits that may be applied to an associate degree. 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 3.0 cumulative GPA. Membership is open to students at both the Hilo and Pālanui campuses and distance learners whose home institution is Hawai'i CC.

Benefits of membership include scholarship opportunities, leadership development, and participation in college and community service projects, social support, and networking. Phi Theta Kappans receive special seals on their diplomas and are recognized at commencement.

## 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](http://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	58%	5%	n/a
UH at Hilo	35%	4%	n/a
UH - West O'ahu	14%	7%	n/a
Three years after entry:			
Hawai'i CC	21%	8%	6%
Honolulu CC	16%	16%	20%
Kapi'olani CC	18%	17%	19%
Kaua'i CC	18%	17%	15%
Leeward CC	16%	17%	17%
Maui CC	19%	19%	13%
Windward CC	16%	14%	19%

	UHCC Average	Hawai'i CC
Gender		
Men	15%	21%
Women	20%	21%
IPEDS Race/Ethnicity		
Nonresident alien	31%	#
Hispanic/Latino	12%	12%
American Indian/Alaska Native	#	#
Asian	22%	37%
Black or African American	9%	#
Native Hawaiian/Pacific Islander	13%	18%
White	16%	11%
Two or more races	15%	23%
Unknown	33%	#
Federal Grant/Loan Recipient		
Federal Pell Grant	16%	17%
Subsidized Stafford Loan (no Pell Grant)	17%	#
Neither Pell Grant nor Stafford Loan	20%	30%

# 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 2017. For current rates: [www.hawaii.edu/irao/srtrk](http://www.hawaii.edu/irao/srtrk)



# Admission and Registration

**Mailing address for Student Services units:**  
**Admissions and Records Office**  
**Financial Aid Office**  
**Counseling, Advising, and Support Services**  
**Hawai'i Community College**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**

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

## Admission of Students

Hawai'i CC 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-Pālanui, Student Services (WHSS) Office in Kailua-Kona, or online at [www.hawaii.edu/admissions](http://www.hawaii.edu/admissions)

Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 15 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. If seeking financial assistance, request and file a Free Application for Federal Student Aid (FAFSA) by priority deadline March 1. Applications received after March 1 will be processed, but awards will be made to eligible students only as funds are available. Application forms are available online. For more information, see the separate section on Financial Aid.

3. 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. Students who are unable to determine placement using the alternative placement qualifiers will be required to take the Accuplacer placement test to determine appropriate course placement. There are three sections to the test: Reading, Writing, and Math. Students have the option of taking all three tests at once, or each test individually. Placement tests are administered in Hilo at the Hale Kea Testing and Advancement Center on the Manono Campus. Appointments in Hilo can be made by calling (808) 934-2540 or by e-mailing [halekea@hawaii.edu](mailto:halekea@hawaii.edu). In West Hawai'i, placement tests are administered through the Library and Learning Center on Pālanui Campus. Appointments in West Hawai'i can be made by calling (808) 969-8830. A valid UH student identification number is required in order to schedule an appointment. Also, a valid UH student ID or government issued picture ID is required and must be presented on the test days. Accommodations for students with disabilities can be arranged with Hā'awi Kōkua call (808) 934-2825[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.

### Acceptance Rollover

A student who is accepted for one term (admit term) and does not register for the admit term, may "rollover" his/her acceptance to a subsequent term (rollover term), provided the rollover term is within three (3) terms of the admit term. For example, a student who is admitted for the Fall term may rollover his/her acceptance to the subsequent Spring, Summer, or Fall term. Should the student wish instead to enroll in a term beyond the subsequent three terms, he/she must reapply.

## 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/residency](http://www.hawaii.hawaii.edu/residency) or contact the Residency Officer at Hawai'i CC's Admissions and Records Office (ARO) (808) 934-2710.

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## 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 Hawai'i CC until submitting satisfactory evidence that changes the residency status.

The maximum number of nonresident students that can be accepted by Hawai'i CC 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 Hawai'i CC'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.

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## International Students

**Counseling, Advising and Support Services Center**  
1175 Manono Street  
Hilo, HI 96720-5096  
Ph: (808) 934-2720  
[www.hawaii.hawaii.edu/international-student](http://www.hawaii.hawaii.edu/international-student)

International applicants must comply with all regulations of the United States Citizenship and Immigration Service (US-CIS) as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Hawai'i CC. 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. Hawai'i CC 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](http://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 \$27,660 (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](http://www.toefl.com)

A score of 5.5 on the International English Language Testing System (IELTS), or an EIKEN (Test in Practical English Proficiency) score of Grade 2A is also accepted. For information about IELTS, visit the website at [www.ielts.org](http://www.ielts.org)

International students who do not have the TOEFL or IELTS score to enter Hawai'i CC's credit classes can take the Intensive English Program (IEP). After successfully completing this program, students may enter Hawai'i CC 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.

Hawai'i CC 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

Hawai'i CC 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](http://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 Hawai'i CC 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](http://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 Hawai'i CC 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](mailto: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 Hawai'i CC'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 Hawai'i CC. 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. A student who is transferring to Hawai'i CC from a non-UH institution, and who would like credits earned at the external institution evaluated for transfer, should arrange to have his/her official transcripts (sealed/unopened) sent **directly** to the ARO from the transferring institution. Transcripts that were issued to the student will not be accepted as official. The transcript(s) must be printed in English. Any transcript that is not printed in English will not be evaluated. All materials submitted become the property of Hawai'i CC.

Each summer, the ARO will review all transfer credit evaluations completed during the academic year and remove the record of transfer credits for students who never enrolled at Hawai'i CC. The original transcript(s) will be maintained for three years following enrollment at Hawai'i CC, or one year after receipt if there is no history of enrollment at Hawai'i CC.

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 Hawai'i CC cumulative GPA. (Policy Haw 7.208)

## **Transferring Credits from External Institutions to Hawai'i CC**

Credits earned from postsecondary institutions may be transferred to Hawai'i CC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by Hawai'i CC.
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 Hawai'i CC at the close of the semester if the course is already in the Hawai'i CC articulation database. If credits are not transferred, the student should submit the "Authorization Form to Access UH System Credits per Campus" to the Hawai'i CC ARO.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) **sent directly** from the transferring institution to the Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC. Hawai'i CC coursework, including Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC graduation standards.

Transcripts received by Hawai'i CC become the property of Hawai'i CC, 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 Hawai'i CC will have all transfer credits removed.

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## Auditors

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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)

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## Returnees

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Any student who terminates his/her enrollment at Hawai'i CC during the semester and returns the following semester is considered a continuing student. A student who terminates his/her enrollment and does not register for the next semester may return without submitting an application provided he/she returns within three terms from the last term of registration. A student who does not enroll for three or more successive terms must reapply for admission.

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## Unclassified Nondegree Students

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A person who wishes to take courses at Hawai'i CC, 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.

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## Early Admission Program

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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 and deadlines. 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 Hawai'i CC 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.

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## Health Requirements for Registration

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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.

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## Student Health Insurance

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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**  
1175 Manono Street, Bldg. 387  
**Kaleo Pilago, Educational Specialist**  
Ph: (808) 934-2540  
fax: (808) 934-2541

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

**Placement Testing** in mathematics, reading, writing, and ESL is required at Hawai'i CC 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 or Accuplacer 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 Hawai'i CC.
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 Hawai'i CC 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 Hawai'i CC program and graduation requirements.

e) Concurrent UH Hilo classified majors (without Hawai'i CC placement scores) place into Eng 102, Eng 100 and Math 24. UH Hilo ESL students are placed into Hawai'i CC ESL courses based on a combination of their COMPASS ESL placement scores and collaboration between UH Hilo ELI faculty, UH Hilo English Department faculty, and Hawai'i CC 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  
1175 Manono Street, Bldg. 379  
Ph: (808) 934-2720

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

Upon acceptance to Hawai'i Community College, all students will be required to attend either mandatory, in-person orientation or mandatory success advising. Students should check their MyUH Services to determine their requirement. Students will not be able to register for classes until this requirement is met.

Students who are required to attend orientation must sign up in advance for one of the orientation sessions. A web-based option is available for students who do not reside on the Island of Hawai'i. At orientation, 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.

Students who are required to attend success advising must schedule an appointment to meet with a counselor. Students may schedule an appointment through MySuccess or by calling the Counseling Office (Hilo) or the Student Services Office (Pāalamanui).

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)
- Student identification number (located on the acceptance letter)
- Placement 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 Hawai'i CC 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 Hawai'i CC 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 pay-

ment 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. Credits are granted in recognition of work successfully completed in specific courses. A 15 week lecture course that meets one hour a week is assigned 1 credit and normally requires two hours of out-of-class student work for each credit. Each laboratory credit requires three hours of laboratory for each assigned credit. Each lecture/laboratory credit requires two hours of a combination of lecture/laboratory for each assigned credit and normally requires 1 hour of out-of-class student work for each credit. Although credits for a course are usually fixed, there are some variable credit courses. The amount of credit(s) 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 Hawai'i CC Academic Calendar at the front of this catalog.

## Concurrent Registration

Hawai'i CC 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 Hawai'i CC and the other institution(s) will be charged as applicable.

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

## Tuition and Fees 2017-2018

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 .....	\$ 126
Nonresident .....	340

### 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
Payment Plan Fee (per semester per plan) .....	30.00
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.)	
Cost of textbooks and other class supplies .....	varies, for approximate cost, visit <a href="http://www.bookstore.hawaii.edu/hilo">www.bookstore.hawaii.edu/hilo</a>

**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.



### 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 through Friday 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. 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 Services. Students who fail to withdraw officially may receive an “F”.

Refer to the Hawai‘i CC Academic Calendar at the front of this catalog for published deadlines.

## 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 [www.hawaii.edu/myuhservices](http://www.hawaii.edu/myuhservices)

## 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 Services at [www.hawaii.edu/myuhservices](http://www.hawaii.edu/myuhservices)

### 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 Hawai'i CC 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.gov/individuals/education-credits](http://www.irs.gov/individuals/education-credits) or review the IRS Publication 970 online at [www.irs.gov/pub/irs-pdf/p970.pdf](http://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 through their MyUH Services. Additional information may be found online at

[www.fmo.hawaii.edu/student\\_accounts/index.html#tab5\\_4](http://www.fmo.hawaii.edu/student_accounts/index.html#tab5_4)

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](http://www.irs.gov/pub/irs-pdf/fw9s.pdf)

## Child Care

The Hawai'i Community College Children's Center is an accredited site that provides early education and care for children of students, faculty, and staff of Hawai'i Community College and UH Hilo. Children who range in age from 18 months to 5 years are considered through an application process. There is tuition.

The Center, offering a high quality developmental approach to early childhood, serves as a training site for adult students. Under supervision of qualified instructors and staff, the Center provides students with hands-on laboratory experience as well as consistent opportunities to practice skills needed to become early childhood professionals in the community. For more information call (808) 934-2630.



## 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](http://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, Bldg 389, Room 7A**  
**1175 Manono Street**  
**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](http://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 Hawai'i CC-Pālanui, all parking is open except in designated and marked stalls.



## 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: [uhhouse@hawaii.edu](mailto:uhhouse@hawaii.edu)**  
**[www.hilo.hawaii.edu/housing](http://www.hilo.hawaii.edu/housing)**  
**[www.facebook.com/uhhouse](https://www.facebook.com/uhhouse)**

### 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 Kauanoë, 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 Kauanoë 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 'Alahonua is a two-bed room semi-suite style facility that features single person bedrooms. 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 'Alahonua 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 Kauanoë 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 downloaded from the University Housing Office website.

[www.hilo.hawaii.edu/housing](http://www.hilo.hawaii.edu/housing)

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](http://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 lunch each school day, 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](http://www.uhhcampusdining.com/index.html)



# Academic and Other Policies

## 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/admissions/records-forms](http://www.hawaii.hawaii.edu/admissions/records-forms)

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 during 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 Hawai'i CC, 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 Hawai'i CC. The student's Hawai'i CC 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 Hawai'i CC 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 (Policy Haw 5.301):

Grade	Significance	Grade Points Per Semester Hour of Credit
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
CE	Credit by Institutional Exam	-
CR	Credit	-
I	Incomplete	-
N	Work in Progress	-
	(Selected Courses Only)	
NC	No-Credit	-
NCE	No-Credit by Instit. Exam	-
NP	Not Passed	-
	(Non-credit Courses Only)	
P	Passed	-
	(Non-credit Courses Only)	
PBA	Portfolio-Based Assessment	-
RD	Record of Grade Delayed	-
W	Withdrawn	-

**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.” (Policy Haw 5.301)

**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 Hawai‘i CC. (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 Hawai‘i CC 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 Hawai‘i CC 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 Hawai‘i CC 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. Credit for Prior Learning Assessment may be recorded as CE (Credit by Institutional Exam), CR (Transfer Credit), or PBA (Portfolio-Based Assessment).
6. The CR/NC option must be exercised by the date designated for this purpose in the Hawai‘i CC Academic Calendar.

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.

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### Repeating Courses

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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

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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)

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### Cross-listed Courses

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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)

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### Final Examinations

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Final examinations normally are required in all courses. All such examinations are to be conducted during the final examination period specified in the Hawai‘i CC 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)

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### eCAFE Student Evaluation of Instructors

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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 Hawai‘i CC 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)

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### Prior Learning Assessment

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Students may earn college credit towards certificates or degrees based on prior learning. The College will assess learning that has been acquired outside a traditional academic environment. There are different forms of assessments but credit for prior learning will only be awarded to students who demonstrate knowledge, skills, and performance at the college level. (Policy UHCCP 5.302)



## **Advanced Placement Examination Program (AP)**

Credit for comparable Hawai'i CC 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 Hawai'i CC 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. 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 credit equivalency for CLEP general and subject examinations are determined by the appropriate academic discipline or campus subject matter expert. (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 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 Hawai'i CC 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 Hawai'i CC.

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.

## **Portfolio Based Assessment (PBA)**

College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations, and faculty interviews of students. (Policy UHCCP 5.302)



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## 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.

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## 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.

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## Graduation Requirements

A student must satisfy the graduation requirements of the catalog year he/she selects, provided the catalog year selected is not prior to his/her initial enrollment, and the program requirements have not changed so significantly that it would not be possible to complete the requirements as listed. A student may not select a catalog year of which he/she was not enrolled. (Policy Haw 5.702)

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## 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.

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## Time Limits on Credits Earned

At Hawai‘i CC, 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)

## 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/certificate printed in English or Hawaiian. Each document 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, the student will be charged the difference. Only the student's legal name, as it is in student information system, will be printed on the diploma/certificate. A student may reorder a diploma/certificate for \$15.00 per reordered document. A statement will be included indicating that it has been reordered. All diplomas/certificates will have the signatures of the administrators in office at the time the order is made.

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).

Upon completion of all program of record requirements and the degree conferral, the student's program of record will be updated to non-degree, unclassified (ND-UNCL). The student must submit a Change of Major Form, if he/she would like to pursue a new program.








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### 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 Hawai'i CC, of which at least 27 credits were taken for letter grade, are eligible for graduation with Honors. (Policy Haw 7.510)

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### Hawai'i CC Transcripts

A student may obtain an official transcript of his/her Hawai'i CC 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**  
**Shayna Fuerte, Counselor**  
**Grace Funai, Counselor**

## **Glenn-Dee Kuwaye, Outreach & Recruitment Coordinator**

**Larissa Leslie, Counselor**  
**Kaleopono Quintana, Counselor**  
Ph: (808) 934-2720  
[hawccssc@hawaii.edu](mailto:hawccssc@hawaii.edu)

**Hawai'i Community College-Pālanuanui**  
**Pearla Haalilio, Student Services Specialist**  
**Raynette Haleamau-Kam, Counselor**  
**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](http://www.hawaii.hawaii.edu/disability-services)  
[hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

**Hawai'i Community College-Pālanuanui**  
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 sensory disability (either permanent or temporary) which limits the ability to fully participate in course study and campus activities at Hawai'i CC.

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
- Specialized testing accommodations

#### Kōkua Assistive Technology Lab - Multi-Media Stations

- Sorenson Video Phone
- Interpretive 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.

***Mental Wellness and Personal Development Service***  
**Hale Aloha, Rm 110, Manono Campus**  
**Kate De Soto, LCSW, Mental Health Therapist**  
**Ph: (808) 934-2706**  
**[www.hawaii.hawaii.edu/mental-wellness](http://www.hawaii.hawaii.edu/mental-wellness)**  
**[kdesoto@hawaii.edu](mailto:kdesoto@hawaii.edu)**

The Mental Wellness and Personal Development Service assists students of Hawai'i CC to enhance their resiliency while building on existing strengths and honoring individuality. Services are available for all students on Hawai'i Island.

Mental health services benefit campus communities by assisting students to manage stress and become more engaged in their education. This ultimately leads to increased student retention and program completion rates.

Therapeutic services are brief in nature and referrals to community resources will be given as appropriate.

Mental Wellness and Personal Development Services is also the Confidential Resource for any Title IX related concerns. Students can access this service to receive confidential support and information regarding Title IX.

#### ***Student Services Support for Distance Education Students***

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

Students who claim Hawai'i CC 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 Hawai'i CC as their home campus for distance education purposes must self-disclose to the Hawai'i CC 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 Hawai'i CC 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.



***Kau Wa‘a Student Center***  
**Bldg. 379, Room 15, Manono Campus**  
**Ph: (808) 934-2733**

The Kau Wa‘a Student Center, located on the Manono Campus, facilitates student involvement in co-curricular learning opportunities, contributing to the development of the lifelong learner by providing access to positive and culturally-relevant programs for students.

The Kau Wa‘a Student Center offers complimentary refreshments and activities for students who need a break between studying. The Center provides access to lockers, a copy machine, and student workshops.

For more information about activity requests and registering student clubs, visit [www.hawaii.hawaii.edu/student-life](http://www.hawaii.hawaii.edu/student-life)

***International Students***  
**Counseling, Advising and Support Services Center**  
**Bldg. 379, Manono Campus**  
**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.

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## 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 Services at [www.hawaii.edu/myuhservices](http://www.hawaii.edu/myuhservices) or at [www.star.hawaii.edu](http://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.



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## Transferring from Hawai‘i CC to a UH System Community College

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 Hawai‘i CC. 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 Hawai'i CC to a UH System Baccalaureate Program

A Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC Counseling, Advising and Support Services Center at (808) 934-2720 for more information.

## Transferring from Hawai'i CC to a Non-UH System Campus

A Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC 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 Hawai'i CC 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](mailto: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 enforce-

ment, 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](http://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 procedure 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 Services
- 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 Hawai'i CCARO 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](http://www.hawaii.edu/policy) and type FERPA into the "Keyword Search:" box at the bottom.

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## Academic Freedom

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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."

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## Statement on Professional Ethics

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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](http://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)

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## 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-Pālanui. The policy is also available on the Hawai'i CC website at:

[www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw5](http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw5)

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## 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 Hawai'i CC's programs, activities, and services. With regard to employment, the Hawai'i CC 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 Hawai'i CC 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, fax: (206) 607-1601, or e-mail: [ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov)

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

### Students should contact:

Dorinna Manuel-Cortez  
Interim Vice Chancellor for Student Affairs,  
Section 504 Coordinator, Title IX Coordinator, and Title IX  
Deputy for Students  
Phone: (808) 934-2510

### Students 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 for Employees  
Phone: (808) 934-2526

Dorinna Manuel-Cortez  
Interim Vice Chancellor for Student Affairs,  
Title IX Coordinator  
Phone: (808) 934-2510

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**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**  
**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 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, and Queer (LGBTQ+) people. This symbol identifies persons and places that are open and accepting to all people, regardless of one's sexual orientation or gender identity/expression. Safe Zone is a program for LGBTQ+ people and their allies on campus, because everyone deserves an educational and work environment free from harassment. The Safe Zone program is an extension of the University of Hawai'i's commitment to providing a safe and supportive environment for all students, faculty, and staff.

People in offices displaying this symbol have undergone training approved by the UH Systemwide Commission on Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Equality. The mission of this commission is to promote a safe and inclusive environment by creating a culture of equality, acceptance, and respect throughout the University of Hawai'i System.



## 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

Hawai'i CC 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 Hawai'i CC, 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-Pālanuanui.

The full policy is available on Hawai'i CC's website at: [www.hawaii.hawaii.edu/student-conduct-code](http://www.hawaii.hawaii.edu/student-conduct-code)

### 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 student's 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 creating 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 Hawai'i CC 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-Pālanui.

Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the Hawai'i CC 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 situations through counseling or the 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 Hawai‘i CC 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 UH Hilo 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 Hawai'i CC students.)
2. In the interest of the children's safety, minor children below age 13 will be reported to the Campus Security Office and to the Police when a supervisory adult cannot be located. (This will also apply to children of parent/guardians who are not Hawai'i CC 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 Hawai'i CC students, are responsible for any injuries or damages caused by their child while on campus and are subject to the Hawai'i CC Student Conduct Code, and if applicable, the State or Federal judicial system.

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## 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.

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## 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) This includes any electronic smoking device. (Haw. Rev.Stat. §709-908)

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>

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## Death of a Hawai'i CC 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 Hawai‘i CC-Pāalamanui 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  
 Pāalamanui: (808) 640-6515

### Skateboards, Rollerblades, and Bicycles:

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

Crime Statistics	2013	2014	2015
Aggravated Assault	0	0	2
Arson	0	0	0
Auto Theft	0	1	3
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](http://www.hawaii.hawaii.edu/security)



# Financial Aid

**Office of Financial Aid  
Hawai'i Community College  
1175 Manono Street  
Hilo, HI 96720-5096  
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 Hawai'i CC. 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 Hawai'i CC 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 online Free Application for Federal Student Aid (FAFSA) with the Federal Processor and submit supporting documents as required by the Hawai'i CC 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 are available at the Financial Aid Office and online at: [www.hawaii.hawaii.edu/financialaid](http://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. The Satisfactory Academic Progress (SAP) Policy can be found online at [www.hawaii.hawaii.edu/financialaid](http://www.hawaii.hawaii.edu/financialaid)

**Minimum Standards for Academic Progress:** Satisfactory academic progress will be monitored at the end of the Fall and Spring terms.

All Financial Aid recipients must:

1. be enrolled in and eligible degree program;
2. maintain a minimum cumulative Hawai'i CC 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));
3. successfully complete a minimum of 67% of all credits attempted at Hawai'i CC without exceeding the normal completion time (PACE).

### Maintain Cumulative Grade Point Average (GPA):

Students must maintain a minimum Hawai'i CC 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, D, and CR. 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 Hawai'i CC, regardless of aid status, will be counted toward the maximum time frame.
- Only transfer credits applicable to Hawai'i CC degrees and programs will be counted towards the maximum time frame.
- 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 LBRTAA). 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 Hawai'i CC to finish a program within the established maximum time frame.

At the end of the Fall and Spring semesters, students enrolled in an academic program longer than a year that do not meet the eligibility requirements listed above will be placed on Financial Aid Warning for the following semester. During the warning semester the student is eligible to receive Federal Financial Aid, but must take steps to meet the SAP requirements. Students who are not able to meet the SAP requirements by the end of their warning semester will be placed on Financial Aid Suspension.

**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/sites/default/files/assets/financialaid/documents/HawCC\\_SAP\\_Appeal\\_Form.pdf](http://www.hawaii.hawaii.edu/sites/default/files/assets/financialaid/documents/HawCC_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.

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## 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 Hawai'i CC)

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

**Hawai'i CC 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 Hawai'i CC tuition waiver based on financial need and Hawaiian ancestry (approximately 12 waivers awarded per academic year). This tuition waiver applies only to Hawai'i CC credits.

## 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 Hawai'i CC. 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](http://www.hawaii.hawaii.edu/financialaid/studentemployment)

## 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 Hawai'i CC 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 of 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 withdraws from the course(s) online or via submission of the Add/Drop form to the ARO. All refunds and repayments will be rounded to the nearest dollar.

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 Return of Title IV Funds Policy is available at the Financial Aid Office or on the financial aid web site:

[www.hawaii.hawaii.edu/financialaid/policies](http://www.hawaii.hawaii.edu/financialaid/policies)

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  
1175 Manono Street  
Hilo, HI 96720-5096  
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](http://www.hawaii.hawaii.edu/financialaid/scholarships)



# Hawai'i CC 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.

	<u>CO</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
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 (AEC-GMAT).....	-	✓	-	-	-	-
Geospatial Technologies (AEC-GSPT).....	✓*	-	-	-	-	-
Sustainable Lot Design and Site Prep (AEC-SLDP).....	✓*	-	-	-	-	-
Auto Body Repair and Painting (ABRP).....	-	✓	✓	-	-	-
Automotive Mechanics Technology (AMT).....	-	✓	✓	-	-	-
Business Technology (BTEC).....	✓*	✓	✓	-	-	-
Virtual Office Assistant (BTEC-VOA).....	✓	-	-	-	-	-
Carpentry (CARP).....	-	✓	✓	-	-	-
Creative Media (CM).....	-	-	-	✓	-	-
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).....	-	✓	-	✓	-	-
Hawaiian Studies						
Concentration in Hula (AA-HWST-HULA).....	-	-	-	-	-	✓
Concentration in Kapuahi Foundations (AA-HWST-KAPU).....	-	-	-	-	-	✓
Hospitality and Tourism (HOST).....	✓	✓	✓	-	-	-
Human Services (HSER).....	✓	-	-	-	-	-
Information Technology (IT).....	-	✓	-	✓	-	-
Computer Support (IT-ITCS).....	✓*	-	-	-	-	-
Information Security and Assurance (IT-ISA).....	✓*	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT).....	-	-	-	-	-	✓
Concentration in Administration of Justice (AA-LBRT-AJ).....	-	-	-	-	-	✓
Concentration in Art (AA-LBRT-ART).....	-	-	-	-	-	✓
Concentration in History (AA-LBRT-HIST).....	-	-	-	-	-	✓
Concentration in Psychology (AA-LBRT-PSY).....	-	-	-	-	-	✓
Concentration in Sociology (AA-LBRT-SOC).....	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS).....	-	-	-	-	✓*	-
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS).....	-	-	-	-	✓*	-

(continued on next page)

\* Financial aid ineligible.

	<u>CO</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
Machine, Welding and Industrial Mechanics Technologies (MWIM).....	✓	✓	✓	-	-	-
Marketing (MKT).....	-	✓	✓	-	-	-
Business Essentials (MKT-BESS).....	✓*	-	-	-	-	-
Business Foundations (MKT-BUSF) .....	✓*	-	-	-	-	-
Entrepreneurship (MKT-ENT) .....	✓	-	-	-	-	-
Retail Foundations (MKT-RETF).....	✓*	-	-	-	-	-
Natural Science (NSCI)						
Biological Science (NSCI-BSC) .....	-	-	-	✓	-	-
Physical Science (NSCI-PSC) .....	-	-	-	✓	-	-
Nursing (NURS).....	-	-	-	✓	-	-
Practical Nursing (PRCN).....	-	✓	-	-	-	-
Substance Abuse Counseling (SUBS) .....	✓	-	-	-	-	-
Prevention Specialist (SUBS-PVS).....	✓*	-	-	-	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM) .....	-	✓	-	✓	-	-

\* Financial aid ineligible.

### Gainful Employment

Beginning July 1, 2011, the US Department of Education began requiring colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. This information is provided to current and prospective students as they make their career and educational choices.

The data includes occupations, placement rates, on-time completion rates, average costs, and program median loan debt. A list of all Gainful Employment Disclosures can be found at [www.hawaii.hawaii.edu/gainful-employment](http://www.hawaii.hawaii.edu/gainful-employment)

# 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:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

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

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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 (Math 100, 115, 135)

*World Cultures* (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

### Graduation Requirements

*Writing Intensive:*

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

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

### Area Requirements (19 credits)

*Humanities:* Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† 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 Hawai'i CC or transferred in to Hawai'i CC 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

with a grade of "C" or better. 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 Hawai'i CC. 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 Hawai'i CC.

### Sustainability and S-designated Courses

Hawai'i CC offers a designation of "S" for courses which teach students about sustainability across a variety of academic disciplines. These courses are designed to meet the system-wide goals to teach students ecological literacy and address local and global environmental challenges. While not a graduation requirement, S-designated courses allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards courses that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline. The S-designation of a particular section of a course indicates that the instructor has chosen to integrate sustainability themes into the course content and promotes active student engagement with global and local environmental issues.

Sustainability designated courses may be either S-focused or S-related.

- **S-focused:** these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens. Course content is at least 60% focused on sustainability.

- **S-related:** these courses incorporate a unit, module, or assignment on sustainability. A minimum of 10% of the course content is focused on sustainability.

### 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 Hawai'i CC, 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 Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

### **Associate in Applied Science General Education**

**Electives:** The following courses may satisfy the A.A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

### **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

- 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, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- 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
- 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
- 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, 290C, 290D
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164

- 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
- PolS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 130, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248),  
268, 270, 275, 280
- WS 151, 256† (see HSer/WS 256)

† 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 Hawai'i CC, 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 Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

**Associate in Science Degree General Education Electives:** The following courses may satisfy the A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

### **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
- 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, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- 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
- 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
- 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
- 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
- HD 234
- HSer 110, 140, 141† (see Subs 141),  
248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- PoLS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see HSer/WS 256)

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

## 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 Hawai'i CC courses required in the certificate. The 12 semester hours of work must be completed at Hawai'i CC. (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 on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawai'i Community College and the College engages in systematic assessment of learning outcomes to ensure continuous improvement and create increased opportunities for student success. The College Council's Assessment Committee provides leadership to ensure that the College achieves its mission by sponsoring assessment activities, encouraging meaningful assessment practices and experiences, and promulgating discovery based on results of the assessment process.

Assessment across the Kauhale is governed by the College's Assessment Policy. (Policy Haw 5.202)

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.

Assessment is integrated with biennium and supplemental budget and strategic planning through annual program and service-unit reviews, and comprehensive reviews on a three-year cycle that are initiated and monitored by the College Effectiveness Review Committee (CERC). The following Hawai'i CC and UH System policies determine requirements for program review:

- HAW #4.201 Integrated Planning for Institutional Effectiveness  
[www.hawaii.hawaii.edu/sites/default/files/assets/ovcad-min/admin-manual/haw4-201.pdf](http://www.hawaii.hawaii.edu/sites/default/files/assets/ovcad-min/admin-manual/haw4-201.pdf)
- UHCCP #5.202 (May 2012)  
[www.uhcc.hawaii.edu/OVPCC/policies/docs/UHC-CP\\_5.202\\_Review\\_of\\_Established\\_Programs.pdf](http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHC-CP_5.202_Review_of_Established_Programs.pdf)
- Board of Regents Policy, Section 5-1.b  
[www.hawaii.edu/offices/bor/policy/borpch5.pdf](http://www.hawaii.edu/offices/bor/policy/borpch5.pdf)
- University of Hawai'i Systemwide Executive Policy, E5.202  
[www.hawaii.edu/policy](http://www.hawaii.edu/policy)

## 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. Hawai'i CC 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:** S. Dill 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 121	Introduction to Word Processing	3	3
Busn 150	Intro to Business Computing (or ICS 101)	3	3
Busn 164	Career Success (or IS 101)	3	3
** Busn 188	Business Calculations	3	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>

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 155	Spreadsheets in Accounting	3	3
* Acc 252	Using Quickbooks in Accounting	3	3
Busn 178	Business Communications	3	3
	<b>TOTAL</b>	<b>15</b>	<b>15</b>

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
	<b>TOTAL</b>	<b>-</b>	<b>15</b>



Fourth Semester		CA	AAS
* Acc 202	Intro to Managerial Accounting (or Acc 126)	-	3
* Acc 255	Using Spreadsheets in Accounting II	-	3
* Acc 295	Accounting Capstone	-	3
Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	6
	<b>TOTAL</b>	-	<b>15</b>
	<b>TOTAL</b>	<b>30</b>	<b>60</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Hawai'i CC 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.



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
	<b>TOTAL</b>	<b>15</b>

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
	<b>TOTAL</b>	<b>16</b>

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 Deductive Logic	(3)
Elective ††	Cultural Env., Natural Env., Social Env.	3
	<b>TOTAL</b>	<b>15</b>

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

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
	<b>TOTAL</b>	<b>13</b>

### 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	Seminar and Fieldwork I	3
<b>TOTAL</b>		<b>23</b>

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

Credits in ( ) are optional

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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.

### Agriculture (AGR)

**Faculty:** L. Nakamura

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
** Eng 106	Technical English for the Workplace (or Eng 100 or Eng 102)	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

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
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

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
<b>TOTAL</b>		<b>-</b>	<b>16</b>

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
<b>TOTAL</b>		<b>-</b>	<b>16</b>
<b>TOTAL</b>		<b>24</b>	<b>62</b>

#### 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
<b>TOTAL</b>		<b>18</b>

#### 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
<b>TOTAL</b>		<b>12</b>

Credits in ( ) are optional

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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.





## 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

- 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 or QM 120T
Reading	Eng 21 or ESL 21

First Semester	CA	AAS
* ABRP 20A Introduction to Auto Body Repair	12	12
** QM 80 Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives †† Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>	<b>15</b>	<b>18</b>

Second Semester	CA	AAS
* ABRP 30A Metal and Plastic Refinishing	12	12
** Eng 102 College Reading Skills (or Eng 100 or Eng 106)	-	3
Electives †† Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>	<b>12</b>	<b>18</b>

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

Fourth Semester	CA	AAS
* ABRP 50A Frame Measuring & Alignment Techniques	12	12
<b>TOTAL</b>	<b>12</b>	<b>12</b>
<b>TOTAL</b>	<b>51</b>	<b>63</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* 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 Env., Natural Env., Social Env.



## 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 or QM 120T
Reading	Eng 21 or ESL 21

First Semester	CA	AAS
* AMT 101 Intro to Automotive Tech & Safety	2	2
* AMT 120 Powertrain I	10	10
** Eng 102 College Reading Skills (or Eng 100 or Eng 106)	-	3
Electives †† Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>	<b>12</b>	<b>18</b>



<b>Second Semester</b>		<b>CA</b>	<b>AAS</b>
* AMT 150	Powertrain II	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>		<b>15</b>	<b>18</b>

<b>Third Semester</b>		<b>CA</b>	<b>AAS</b>
* AMT 200	Undercarriage	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

<b>Fourth Semester</b>		<b>CA</b>	<b>AAS</b>
* AMT 220	Diagnostics and Repair	12	12
AMT 93V	CVE (optional with instructor approval)	-	-
<b>TOTAL</b>		<b>12</b>	<b>12</b>

<b>TOTAL</b>		<b>51</b>	<b>63</b>
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\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

### **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, critical thinking, and decision-making skills to make informed choices and solve problems for personal and work-related situations.
  - Apply appropriate strategies to secure employment, retain a job, and advance in a career.
  - Analyze, synthesize, and evaluate real-world problems in quantitative terms.

<b>First Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 121	Introduction to Word Processing	3	3	3
* Busn 164	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
* Busn 182	Machine Transcription	3	3	3
*/** Busn 188	Business Calculations	3	3	3
* Busn 150	Intro to Business Computing	-	3	3
** Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
<b>TOTAL</b>		<b>12</b>	<b>18</b>	<b>15</b>

<b>Second Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 123	Word Processing for Business	3	3	3
Busn 193V	Cooperative Vocational Education	-	3	3
** SpCo	SpCo 130 or SpCo 151	-	3	3
Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	-	3
** Eng 100	Composition I	-	-	3
<b>TOTAL</b>		<b>3</b>	<b>9</b>	<b>15</b>

<b>Third Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 170	Records and Information Management	-	3	3
Bus 120	Principles of Business	-	-	3
Acc 155	Spreadsheets in Accounting	-	-	3
Elective ††	Cultural Environment	-	-	3
Elective ††	Natural Environment	-	-	3
<b>TOTAL</b>		<b>-</b>	<b>3</b>	<b>15</b>

<b>Fourth Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
* Busn 158	Social Media & Cloud Collaboration	-	-	3
* Busn 178	Business Communications	-	-	3
* Busn 292	Integrated Office Procedures	-	-	3
Business	Electives (see below)	-	-	7-9
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>16-18</b>

<b>TOTAL (minimum)</b>		<b>15</b>	<b>30</b>	<b>61-63</b>
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Business Electives - The following courses will be accepted:

- Acc 124, 125, 126, 130, 132, 134, 201, 202, 252
- Busn 159(++), 184
- CENT 140, 240B, 240C, 241
- Econ 120, 130, 131
- Ent 120
- Hlth 125
- HosT 101, 150, 152, 260
- ITS 103, 104, 108, 118, 121, 151, 215, 221, 281, 282, 284
- Mgt 124
- Mkt 120, 121, 130, 151, 157, 185

(++) Required for the Virtual Office Assistant CO

#### **Virtual Office Assistant Certificate of Competence**

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

<b>Second Semester</b>		<b>CO</b>
Acc 120	College Accounting I (or Acc 201)	3
* Busn 151	Intermediate Business Computing (or Acc 155)	3
* Busn 159	Creating & Managing the Virtual Office	3
* Busn 193V	Cooperative Vocational Education	2
	<b>TOTAL</b>	<b>11</b>
	<b>TOTAL</b>	<b>23</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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

## Carpentry (CARP)

**Faculty:** G. Harada                      D. Vierra

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:

<u>Subject Area</u>	<u>Minimum placement into course</u>
Mathematics	Math 22 or Math 50 or QM 120T
Reading	Eng 21 or ESL 21

<b>First Semester</b>	<b>CA</b>	<b>AAS</b>
* Carp 50    Basic Carpentry I	3	3
* Carp 51    Basic Carpentry II	9	9
Blpr 30F    Blueprint Reading for Carpenters	3	3
** QM 120T    Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	3	3
<b>TOTAL</b>	<b>18</b>	<b>18</b>

<b>Second Semester</b>	<b>CA</b>	<b>AAS</b>
* Carp 55    Concrete Form Construction	12	12
Blpr 40    Blueprint Reading and Estimating	3	3
** Eng 102    College Reading Skills (or Eng 100 or Eng 106)	-	3
<b>TOTAL</b>	<b>15</b>	<b>18</b>

<b>Third Semester</b>	<b>CA</b>	<b>AAS</b>
* Carp 57    Framing and Exterior Finish	12	12
Electives ††    Cultural Env., Natural Env., Social Env.	-	6
<b>TOTAL</b>	<b>12</b>	<b>18</b>

<b>Fourth Semester</b>	<b>CA</b>	<b>AAS</b>
* Carp 60    Finishing	12	12
Math 55    Technical Math II	1	1
Elective ††    Cultural Env., Natural Env., Social Env.	-	3
Carp 93V    CVE (optional)	-	-
<b>TOTAL</b>	<b>13</b>	<b>16</b>
<b>TOTAL</b>	<b>58</b>	<b>70</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

## 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 Hawai'i CC and the employers contributes to the student's development in his or her chosen occupation.

## Creative Media (CM)

Formerly Digital Media Arts (DMA-AS)

**Faculty:** M. Hu V. Murakami

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

## 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.

<b>First Semester</b>		<b>AS</b>
* Art 107D	Intro to Digital Photography (or Art 113 or Art 120)	3
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
** Eng 100	Composition I	3
ICS 101	Digital Tools for the Information World	4
	<b>TOTAL</b>	<b>16</b>
<b>Second Semester</b>		<b>AS</b>
* Art 125	Introduction to Graphic Design	3
* Art	Electives (see below)	3
ITS 103	Intro to the Programming Process	4
** Math 103	Introduction to College Algebra	4
SpCo 151	Intro to Speech and Communication	3
	<b>TOTAL</b>	<b>17</b>
<b>Third Semester</b>		<b>AS</b>
Ent 120	Starting a Small Business	3
* Art	Electives (see below)	6
Elective	Cultural Environment †† (any 3-credit HwSt course numbered 100 or higher)	3
	<b>TOTAL</b>	<b>12</b>
<b>Fourth Semester</b>		<b>AS</b>
* Art	Electives (see below)	9
Elective	Social Environment †† (numbered 100 or higher)	3
Elective	Natural Environment †† (numbered 100 or higher)	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL</b>	<b>60</b>

Art Electives - The following courses will be accepted:

- Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 225, 226, 229, 248, 249, 257, 259, 293, 294

## Additional Requirement

- One Writing Intensive (WI) course with a "C" or better grade.

\* A grade of "C" or better is required to earn a degree

\*\* 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

## Culinary Arts (CULN)

**Faculty:** P. Heerlein                      B. Hirata

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
** QM 120H Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	-	3	3
<b>TOTAL</b>	<b>10</b>	<b>17</b>	<b>17</b>

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 106 Technical English for the Workplace (or Eng 100 or Eng 102)	-	-	3
<b>TOTAL</b>	<b>12</b>	<b>16</b>	<b>16</b>

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
<b>TOTAL</b>	<b>-</b>	<b>7</b>	<b>18</b>

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
<b>TOTAL</b>	<b>-</b>	<b>10</b>	<b>17</b>
<b>TOTAL</b>	<b>22</b>	<b>50</b>	<b>68</b>

Credits in ( ) are optional

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

†† Meets requirements in Cultural Env., Natural Env., or Social Env.

## 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.

### Entry Requirements

- Possess a valid driver's license

First Semester	CA	AAS
* DiMc 20 Introduction to Diesel Engines	12	12
** Eng 102 College Reading Skills (or Eng 100 or Eng 106)	-	3
** QM 120T Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
<b>TOTAL</b>	<b>12</b>	<b>18</b>

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
<b>TOTAL</b>	<b>12</b>	<b>18</b>



<b>Third Semester</b>		<b>CA</b>	<b>AAS</b>
* DiMc 40	Introduction to Power Trains	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>
<b>Fourth Semester</b>		<b>CA</b>	<b>AAS</b>
* DiMc 50	Heavy Duty Brakes, Steering, Suspension	6	6
* DiMc 55	Hydraulic and Hydrostatic Systems	6	6
DiMc 93V	CVE (optional)	-	-
	<b>TOTAL</b>	<b>12</b>	<b>12</b>
	<b>TOTAL</b>	<b>48</b>	<b>63</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

### Digital Media Arts (DMA)

for Digital Media Arts (AS) see Creative Media (AS)

Faculty: M. Hu V. Murakami

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

#### 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.

<b>First Semester</b>		<b>CO</b>
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
	<b>TOTAL</b>	<b>6</b>
<b>Second Semester</b>		<b>CO</b>
* Art 202	Digital Imaging	3
* Art 209	Image in Motion Studio	3
	<b>TOTAL</b>	<b>6</b>
<b>Third Semester</b>		<b>CO</b>
* Ent 120	Starting a Small Business	3
* Art 293	Internship (or Art 294)	3
* Art	Electives (see below)	3
	<b>TOTAL</b>	<b>9</b>
	<b>TOTAL</b>	<b>21</b>

Art Electives - The following courses will be accepted:

- Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 225, 226, 229, 248, 249, 257, 259, 293, 294

\* A grade of "C" or better is required to earn a certificate

### Early Childhood Education (ECED)

**Faculty:** J. Smith B. Watanabe  
**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 positive relationships and guide children through supportive interactions.
- Build respectful partnerships with children, families, colleagues, and communities.
- 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.

<b>First Semester</b>		<b>CO</b>	<b>CA</b>	<b>AS</b>
* 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	Eng 21 or ESL 21 or Eng 102 or higher	-	3	-
** Eng 102	College Reading Skills	-	-	3
Elective	Social Environment	-	-	3
	<b>TOTAL</b>	<b>9</b>	<b>12</b>	<b>15</b>

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	Guiding Young Children in Group Settings	(3)	3	3
ECEd 263	Language & Creative Exp. Curric.	-	-	3
or				
ECEd 264	Inquiry and Physical Curriculum	-	-	(3)
** Eng	Eng 22 or (ESL 22G and ESL 22W) or Eng 100	-	3	-
** Eng 100	Composition I	-	-	3
Elective	Cultural Environment	-	-	3
<b>TOTAL</b>		<b>3</b>	<b>9</b>	<b>15</b>

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
** SpCo	SpCo 51 or SpCo 151	-	3	-
** SpCo 151	Introduction to Speech and Communications	-	-	3
** Math	Math 22 or higher	-	3	-
** Math 100	Survey of Mathematics or higher (Math 115 recommended)	-	-	3
or				
Phil 110	Introduction to Deductive Logic	-	-	(3)
<b>TOTAL</b>		<b>4</b>	<b>13</b>	<b>16</b>

Fourth Semester		CO	CA	AS
* ECEd 291	Early Childhood Practicum II	-	-	4
Elective ††	Cultural Env., Natural Env., Social Env-	-	-	9
Elective	General Elective	-	-	3
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>16</b>
<b>TOTAL (minimum)</b>		<b>16</b>	<b>34</b>	<b>62</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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.  
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

**The Hawai'i CC 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 Hawai'i CC and UH Hilo. 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
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* EIMT 20	Interior Wiring	12	12
** Etro 120	Electronics I	5	5
<b>TOTAL</b>		<b>17</b>	<b>17</b>

Second Semester		CA	AAS
* EIMT 22	Electricity Theory and Practice	12	12
Blpr 22	Blueprint Reading and Drafting (Fall 17)	3	3
Blpr 22B	Blueprint Reading and Drafting (Spring 18)(3)	(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
<b>TOTAL</b>		<b>18</b>	<b>18</b>

Third Semester		CA	AAS
* EIMT 41	Commercial Wiring	12	12
Elective ††	Natural Environment (numbered 100 or above, Phys recommended)	-	3
Blpr 30C	Blueprint Reading for Electricians	3	3
<b>TOTAL</b>		<b>15</b>	<b>18</b>

Fourth Semester		CA	AAS
* EIMT 43	Industrial Wiring	12	12
Elective ††	Cultural Environment	-	3
Elective ††	Social Environment	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>
	<b>TOTAL</b>	<b>62</b>	<b>71</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

## 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	-
	<b>TOTAL</b>	<b>12</b>	<b>11</b>

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
	<b>TOTAL</b>	<b>15</b>	<b>18</b>

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
	<b>TOTAL</b>	<b>5</b>	<b>17</b>

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
	<b>TOTAL</b>	<b>7</b>	<b>16</b>
	<b>TOTAL</b>	<b>39</b>	<b>62</b>

### 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
	<b>TOTAL</b>	<b>7</b>

### 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
	<b>TOTAL</b>	<b>12</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

## 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, Emergency Medical Technician, 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.
- Take the National Registry Examination for certification as an Emergency Medical Technician.



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
<b>TOTAL</b>		<b>10</b>	<b>16</b>
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
Hlth 125	Survey of Medical Terminology	-	1
<b>TOTAL</b>		<b>6</b>	<b>14</b>
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
<b>TOTAL</b>		<b>9</b>	<b>16</b>
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
<b>TOTAL</b>		<b>9</b>	<b>16</b>
Fifth Semester		CA	AS
Fire 105	Emergency Medical Technician	-	7
Fire 106	Emergency Medical Technician Practicum	-	6
<b>TOTAL</b>		<b>-</b>	<b>13</b>
<b>TOTAL</b>		<b>34</b>	<b>75</b>

\*\* Meets competency requirement in mathematics or communications

† Any Social Environment elective numbered 100 or above.

†† Meets requirement for Cultural Env. or Natural Env.

## Hawai'i Life Styles Academic Subject Certificate (ASC-HLS)

The Hawai'i Life Styles ASC provides an engaging foundation for students interested in exploring and experiencing Hawaiian cultural traditions. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at Hawai'i CC.

### 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/liberal-arts](http://www.hawaii.hawaii.edu/liberal-arts) or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

Taupōuri Tangarō	(808) 934-2575
Pele Kaio	(808) 934-2606
Ku'ulei Kanahale	(808) 934-2605
E. Kalani Flores	(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 Hawai'i CC.
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, 130, 131, 140, 141, 150, 151, 201, 204, 206, 219

## Hawaiian Studies (AA-HWST) Associate in Arts Degree

<b>Faculty:</b>	E. Flores (WH)	P. Kaio
	K. Kanahele	T. Tangarō
<b>Staff:</b>	M. Burnett	T. Naea

A two-year Baccalaureate direct transfer Associate in 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. Please call the Counseling Office at (808) 934-2720.

For the latest information please visit the website [www.hawaii.hawaii.edu/hawaiian-studies](http://www.hawaii.hawaii.edu/hawaiian-studies)

### 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 Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 62 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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
- Kapuahi Foundations (13 credits, at least 2 courses must be at the 200-level): Haw 201, 202, HwSt 101, 102, 103, 105, 106, 140, 141, 150, 151, 201, 204, 206, 219, 260, 261



**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:** G. Baron

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 life-long 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.

<b>First Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
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
Eng 100	Composition I	-	3	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>	<b>15</b>

<b>Second Semester</b>		<b>CO</b>	<b>CA</b>	<b>AAS</b>
HosT 154	Food and Beverage Operations	3	3	3
HosT 258	Hospitality Marketing	-	3	3
HosT 260	Hospitality Law	-	3	3
HosT 290	Hospitality Management	-	3	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
	<b>TOTAL</b>	<b>3</b>	<b>12</b>	<b>15</b>

Third Semester		CO	CA	AAS
** SpCo 151	Intro to Speech & Communication	3	3	3
** Acc 130	Hospitality Accounting I (or Acc 124 or 201)	-	3	3
HwSt 101	Hawai'i Culture I: 'Aikapu (or any 3-credit HwSt course)	-	3	3
HosT 261	Meeting, Convention Management	-	-	3
HosT 265	Tourism and Destination Planning	-	-	3
Elective	Social Environment †† (numbered 100 or higher)	-	-	3
<b>TOTAL</b>		<b>3</b>	<b>9</b>	<b>18</b>

Fourth Semester		CO	CA	AAS
Bus 120	Principles of Business	-	-	3
Computer Literacy				
	ICS 100, ICS 101, or Busn 150	-	-	3
HosT 293V	Hospitality Internship	-	-	3
HosT 295	Hospitality Capstone	-	-	3
Elective	Natural Environment †† (numbered 100 or higher)	-	-	3
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>15</b>
<b>TOTAL</b>		<b>18</b>	<b>36</b>	<b>63</b>

\*\* Meets competency requirement in mathematics or communications

†† Meets requirement for Natural Env. or Social Env.

## 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 implement strategies to assess the multiple causes of social issues and concerns.

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 Psy 170	3
Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	3
Soc. Env. option courses approved by HServ. Coordinator		6
<b>TOTAL</b>		<b>21</b>

\* A grade of "C" or better is required to earn a certificate

## Information Technology (IT)

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 or Math 76
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
<b>TOTAL</b>		<b>18</b>	<b>18</b>



<b>Second Semester</b>		<b>CA</b>	<b>AS</b>
* 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
	<b>TOTAL</b>	<b>16</b>	<b>16</b>

<b>Third Semester</b>		<b>CA</b>	<b>AS</b>
* 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
	<b>TOTAL</b>	<b>-</b>	<b>17</b>

<b>Fourth Semester</b>		<b>CA</b>	<b>AS</b>
* 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
	<b>TOTAL</b>	<b>-</b>	<b>15</b>
<b>TOTAL</b>		<b>34</b>	<b>66</b>

<b>Computer Support Certificate of Competence</b>		
* ICS 101	Digital Tools for the Information World	4
* ITS 104	Computer Hardware Support	4
* ITS 108	Computer Software Support	3
	<b>TOTAL</b>	<b>11</b>

<b>Information Security and Assurance Certificate of Competence</b>		
* ICS 101	Digital Tools for the Information World	4
* ITS 121	Computing Topics	3
* ITS 215	Network Administration	4
* ITS 221	Advanced Computing Topics	3
* ITS 284	Data Communications Fundamentals	3
* ICS 281	Ethical Hacking	3
* ICS 282	Computer Forensics	3
	<b>TOTAL</b>	<b>23</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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.

## Liberal Arts (AA-LBRT) Associate in Arts Degree

<b>Faculty:</b>	
M. Bader	R. Brashear-Kaufers
L. Brezinsky	S. Claveria
T. Cravens (WH)	T. Dean (WH)
S. Dansereau	E. Flores (WH)
S. Giordanengo	M. Hu
B. Jones	L. Jones (WH)
P. Kaio	R. Kalauli
D. Kalei	T. Kanahale
K. Kotecki	M. Larish
B. Laurich	W. Lawrenz
C. Marlow	J. Marlow
C. Mospens	V. Murakami
C. Naguwa	T. Nahm-Mijo
R. Namba	M. Phillips
N. Rodriguez	D. Salvador
P. Scheffler	J. Schumaker
K. Sims (WH)	O. Steele
W. Sugikawa	T. Tangarō
J. Stradtman-Carvalho	D. Tsugawa (WH)
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:
- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
  - Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
  - Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
  - Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
  - Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

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

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
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 (Math 100, 115, 135)

*World Cultures* (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

## Graduation Requirements

*Writing Intensive:*

- One WI course with a “C” or better grade

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai‘i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai‘i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

## Area Requirements (19 credits)

*Humanities:* Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: *Biological Sciences*

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: *Physical Sciences*

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

*Social Sciences:* Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†-
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† 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 Hawai‘i CC or transferred in to Hawai‘i CC 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 with a grade of “C” or better. 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 Hawai‘i CC. 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 Hawai‘i CC.

### Sustainability and S-designated courses

Hawai‘i CC offers a designation of “S” for courses which teach students about sustainability across a variety of academic disciplines. These courses are designed to meet the system-wide goals to teach students ecological literacy and address local and global environmental challenges. While not a graduation requirement, S-designated courses allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards courses that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline. The S-designation of a particular section of a course indicates that the instructor has chosen to integrate sustainability themes into the course content and promotes active student engagement with global and local environmental issues.

Sustainability designated courses may be either S-focused or S-related.

- **S-focused:** these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens. Course content is at least 60% focused on sustainability.

- **S-related:** these courses incorporate a unit, module, or assignment on sustainability. A minimum of 10% of the course content is focused on sustainability.

### 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.

## Liberal Arts/Associate in Arts with a Concentration in Administration of Justice (LBRT)

This concentration provides students with a background in the scientific and experimental study of the Administration of Justice system. It focuses on the three major components of the AJ system in the United States, including the aspects of law enforcement; the state and federal judicial process; and local, state, and federal correctional systems. It also explores the historical and current economic, political, and societal issues of the AJ systems, and how they affect individuals, families, communities, and the greater society. It prepares students to transfer to a four-year institution that offers a degree in Administration of Justice, Criminal Justice, or related Social Sciences disciplines, and is a specific pathway for those who are interested in transferring to the University of Hawai‘i at Hilo to pursue a degree in Administration of Justice.

### 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 any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

*World Cultures* (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

### Graduation Requirements

*Writing Intensive:*

- One WI course with a “C” or better grade

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai‘i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai‘i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

## Area Requirements (19 credits)

**Humanities:** Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

### Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

### Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

- Psy 100
- Soc 100

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

## AJ Concentration Electives (23 credits)

- AJ 101, 131, 180, 210, 221, 280
- Subs 132, 268
- WS 151

## Liberal Arts/Associate in Arts with a Concentration in Art (LBRT)

This concentration provides students with a strong studio art experience and curriculum that integrates conceptual and technical artistic skills with personal and creative exploration. It prepares students to transfer to a four-year institution to further their studies in the various areas of studio art including ceramics, design, drawing, painting, photography, and sculpture, or to continue on their journey of becoming a professional artist. This concentration was also designed to be a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Art.

## 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 (Math 100, 115, 135)

**World Cultures** (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

## Graduation Requirements

**Writing Intensive:**

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

**Hawaiian-Asian-Pacific Cultures:**

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233



## Area Requirements (19 credits)

**Humanities:** Six (6) credits, GE designated in 2 different alphas:

*Required:*

- Art 114

*Choose 1 from the following:*

- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

### Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

### Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

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

## Art Concentration Electives (23 credits)

- Art 112\*, 113\*, 115\*, 202\*, 209\*, 293\* or 294\*
- Ent 120\*

*Choose 2 credits of General Electives numbered 100 or above*

## Liberal Arts/Associate in Arts with a Concentration in History (LBRT)

This concentration provides students with a strong History foundation. It prepares students to transfer to a four-year institution to major in History and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in History.

## 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 (Math 100, 115, 135)

*World Cultures* (6 credits):

- Hist 151\*†
- Hist 152\*†

## Graduation Requirements

*Writing Intensive:*

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

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

## Area Requirements (19 credits)

**Humanities:** Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

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

\* A grade of "C" or better is required to earn a degree

**Natural Science:** Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

*Required:*

- Geog 102\*†

*Choose 1 from the following:*

- Anth 150, 200
- ECEd 131
- FamR 230
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

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

**History Concentration Electives (23 credits)**

*Required:*

- ICS 101\*

*Choose five 3-credit courses from the following:*

- Hist 120, 153†, 154†, 241, 242, 274, 284, 288

*Choose 4 credits of General Electives numbered 100 or above*

- Recommended: Anth 200, Econ 131

\*UH Hilo requires that these courses be passed with a "C" or better grade

**Liberal Arts/Associate in Arts with a Concentration in Psychology (LBRT)**

This concentration provides students with a strong Psychology foundation. It prepares students to transfer to a four-year institution to major in Psychology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Psychology.

**Core Requirements (18 credits)**

*Communication* (9 credits):

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

*Quantitative Reasoning* (3 credits):

- Math 110<sup>‡</sup> or Math 115

*World Cultures* (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

**Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

**Area Requirements (19 credits)**

*Humanities:* Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

- FamR 230
- Psy 100

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

**Psychology Concentration Electives (23 credits)**

- HSer 110, 193, 293
- Psy 213, 214, 275† (see Hum 275)

Choose one 3-credit course from the following:

- Psy 170, 230, 270

‡ Math 110 will only fulfill UH Hilo's GE requirement if this AA is completed

**Liberal Arts/Associate in Arts with a Concentration in Sociology (LBRT)**

This concentration provides students with a strong Sociology foundation. It prepares students to transfer to a four-year institution to major in Sociology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Sociology.

**Core Requirements (18 credits)**

*Communication* (9 credits):

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

*Quantitative Reasoning* (3 credits):

- Math 110‡ or Math 115

*World Cultures* (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

**Graduation Requirements**

*Writing Intensive:*

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

*Hawaiian-Asian-Pacific Cultures:*

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

**Area Requirements (19 credits)**

*Humanities:* Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† 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, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

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

**Social Sciences:** Six (6) credits, GE designated in 2 different alphas:

- Psy 100
- Soc 100

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

**Sociology Concentration Electives (23 credits)**

- HSer 110, 193, 293
- Psy 213
- Soc 200

Choose three 3-credit courses from the following:

- Soc 208, 218, 251, 265, 289, 290

‡ Math 110 will only fulfill UH Hilo's GE requirement if this AA is completed

**Machine, Welding and Industrial Mechanics Technologies (MWIM)**

**Faculty:** D. Miyashiro

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 102	College Reading Skills (or Eng 100 or Eng 106)	-	-	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	-	3
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>18</b>



Second Semester		CO	CA	AAS
* MWIM 55	Intern Welding & Qual Procedures	4	4	4
* MWIM 52	Sheet Metal Machining	-	8	8
Blpr 30D	Blpr Reading for Machine Trades	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
<b>TOTAL</b>		<b>4</b>	<b>15</b>	<b>18</b>

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
<b>TOTAL</b>		<b>-</b>	<b>15</b>	<b>18</b>

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
<b>TOTAL</b>		<b>-</b>	<b>12</b>	<b>15</b>
<b>TOTAL</b>		<b>16</b>	<b>54</b>	<b>69</b>

\* A grade of "C" or better is required to earn a certificate and/or degree  
 \*\* 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 Env., Natural Env., Social Env.

## Marketing (MKT)

**Faculty:** 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 SpCo 151	-	3
<b>TOTAL</b>		<b>6</b>	<b>15</b>

Second Semester		CA	AAS
* Mkt 130	Principles of Retailing	3	3
* Mkt 185	Principles of E-Marketing	3	3
Busn 164	Career Success	3	3
Elective	Choose one of the following: Busn 170, Ent 120, or Mkt 292 (if not taken as a required course)	-	3
Eng 100	Composition I	-	3
<b>TOTAL</b>		<b>9</b>	<b>15</b>



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 188	Business Calculations	-	3
* Mgt 124	Principles of Supervision	-	3
<b>TOTAL</b>		<b>6</b>	<b>15</b>

Fourth Semester		CA	AAS
* Mkt 193V	Cooperative Vocational Education (or Mkt 292)	3	3
ECom 100	Introduction to E-Commerce	3	3
* Mkt 121	Marketing Topics	-	3
Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	3
Elective	Natural Environment	-	3
<b>TOTAL</b>		<b>6</b>	<b>15</b>
<b>TOTAL</b>		<b>27</b>	<b>60</b>

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 188	Business Calculations	3
Busn 150	Intro to Business Computing (or ICS 101)	3
Eng 100	Composition I	3
SpCo 151	Intro to Speech and Communication	3
<b>TOTAL</b>		<b>12</b>

#### Business Foundations Certificate of Competence

Busn 164	Career Success	3
Mkt 151	Principles of Customer Service	3
<b>TOTAL</b>		<b>6</b>

#### Entrepreneurship Certificate of Competence

Acc 120	College Accounting I	3
Busn 150	Intro to Business Computing (or ICS 101)	3
** Busn 188	Business Calculations	3
Ent 120	Starting a Small Business	3
* Mgt 124	Principles of Supervision	3
* Mkt 120	Principles of Marketing	3
<b>TOTAL</b>		<b>18</b>

#### Retail Foundations Certificate of Competence

Busn 164	Career Success	3
Mgt 124	Principles of Supervision	3
Mkt 130	Principles of Retailing	3
<b>TOTAL</b>		<b>9</b>

\* A grade of "C" or better is required to earn a certificate and/or degree

\*\* Meets competency requirement in mathematics or communications

## Natural Science (NSCI)

**Faculty:** L. Brezinsky      B. Laurich  
M. Phillips      P. Scheffler

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 NSCI tracks: Biological Science and Physical Science. For more information, contact Pamela Scheffler by e-mail ([pamelays@hawaii.edu](mailto:pamelays@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
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
<b>TOTAL</b>		<b>15</b>

Second Semester		AS
Biol 172	Introductory Biology II	3
Biol 172L †	Introductory Biology II Lab	1
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Eng 100	Composition I	3
Electives ††	Natural Environment	4
<b>TOTAL</b>		<b>15</b>

Third Semester		AS
Math 205	Calculus I	4
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
SpCo 251	Public Speaking	3
Electives ††	Natural Environment	3
	<b>TOTAL</b>	<b>15</b>

Fourth Semester		AS
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	6
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL</b>	<b>60</b>

### Additional Requirements

- Two Writing Intensive (WI) courses with a “C” or better grade.

† All labs should be taken in-person.

†† All elective courses must be numbered 100 or above. (Biol 281 also counts as a Natural Environment elective for Natural Science majors.)

### Physical Science (NSCI-PSC)

First Semester		AS
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
Electives ††	General Electives	3
	<b>TOTAL</b>	<b>14</b>

Second Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Eng 100	Composition I	3
SpCo 251	Public Speaking	3
Electives ††	Natural Environment	4
	<b>TOTAL</b>	<b>14</b>

Third Semester		AS
Math 205	Calculus I	4
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
	<b>TOTAL</b>	<b>15</b>

Fourth Semester		AS
Math 206	Calculus II	4
Phys 171	General Physics II	3
Phys 171L †	General Physics II Lab	1
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL</b>	<b>60</b>

### Additional Requirements

- Two Writing Intensive (WI) courses with a “C” or better grade.

† All labs should be taken in-person.

†† All elective courses must be numbered 100 or above. (Biol 281 also counts as a Natural Environment elective for Natural Science majors.)

### Nursing and Allied Health Programs

Faculty:	E. Cremer	L. Hill
	K. Kotecki	L. Miguel
	K. O’Leary	P. Pieron
	C. Puntill	

### How to Apply for Admission to the Associate in Science Degree (NURS) Program and/or the Practical Nursing (PRCN) Program for Fall 2018

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 (or the next business day if January 15 falls on the weekend or a holiday). The form can be found online at [www.hawaii.hawaii.edu/nursing](http://www.hawaii.hawaii.edu/nursing). Applications must be delivered to the Division office or postmarked on or before January 15. 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 (TEAS) examination. Preregistration for the TEAS exam is required. Information regarding registration, cost, and testing dates and times for the TEAS is available on the nursing website at [www.hawaii.hawaii.edu/nursing](http://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 test scores to the Nursing and Allied Health Division

by January 15. Applicants must wait a minimum of 30 days before retaking the TEAS. Applicants are also limited to taking the TEAS no more than 3 times per calendar year. Students who have taken the TEAS 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 Hawai'i CC or another University of Hawai'i (UH) system campus must fill out a UH Common Application Form indicating their desire to enroll in the College the next Fall semester. Students who have not been admitted to Hawai'i CC will not be considered for acceptance into the nursing programs. Students must apply online at [www.hawaii.edu/admissions](http://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. Hawai'i CC and other University of Hawai'i system students should refer to their STAR Academic Pathway via their MyUH Services 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. Hawai'i CC 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 Hawai'i CC (including UH Hilo). Non-Hawai'i CC 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 Hawai'i CC Admissions and Records Office (ARO) the "Authorization Form to Access UH System Credits per Campus" form found at [www.hawaii.hawaii.edu/admissions/admissions-forms](http://www.hawaii.hawaii.edu/admissions/admissions-forms). 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-Hawai'i CC 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 Hawai'i CC. Additionally, applicants should send their student copy of their non-UH sys-

tem 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-Hawai'i CC 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 2018**

1. Test of Essential Academic Skills (TEAS) test scores. Students must have an adjusted individual score or scaled score at the Proficient or higher level to be considered for admissions.
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. Proficiency in reading as evidenced by completion of courses or placement test scores.
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 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 2018**

1. Test of Essential Academic Skills (TEAS) test scores. Students must have an adjusted individual score or scaled score at the Proficient or higher level to be considered for admissions.
2. Completion of the 14 semester 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 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 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

The nursing and support courses for the Associate of Science Degree are:

<b>Year 1</b>		<b>AS</b>
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
Math 100	Survey of Mathematics or higher (not Math 120)	3
Micr 130	Microbiology	3
Micr 130L	Microbiology Lab	1
Phrm 203	General Pharmacology	3
Psy 100	Survey of Psychology (Introductory)	3
	<b>TOTAL</b>	<b>30</b>
<b>Year 2</b>		<b>AS</b>
<b>Fall Semester</b>		
Nurs 151	Mental Health Nursing	2
+ Nurs 153	Nursing Concepts and Skills	8
Nurs 158	Issues and Trends I	1
	<b>TOTAL</b>	<b>11</b>
<b>Spring Semester</b>		<b>AS</b>
Nurs 157	Adult Health Nursing	10
	<b>TOTAL</b>	<b>10</b>
<b>Year 3</b>		<b>AS</b>
<b>Fall Semester</b>		
Nurs 254	Family Health Nursing Care I	5
Nurs 255	Family Health Nursing Care II	5
	<b>TOTAL</b>	<b>10</b>
<b>Spring Semester</b>		<b>AS</b>
Nurs 251	Mental Health and Psychiatric Nursing	3
Nurs 257	Advanced Adult Health Nursing	5
Nurs 258	Issues and Trends II	1
Nurs 260	Nursing Management	2
	<b>TOTAL</b>	<b>11</b>
	<b>TOTAL</b>	<b>72</b>

+ 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](http://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 UH Hilo or UH Mānoa.

## 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](http://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

The prerequisite courses for the Certificate of Achievement in Practical Nursing are:

<b>Prerequisite Courses</b>		<b>CA</b>
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
	<b>TOTAL</b>	<b>14</b>

<b>Fall Semester</b>		<b>CA</b>
Nurs 101	Nursing Perspectives	1
Nurs 120	Practical Nursing I	9
FamR 230†	Human Development	3
	<b>TOTAL</b>	<b>13</b>
<b>Spring Semester</b>		<b>CA</b>
Nurs 122	Practical Nursing II	11
	<b>TOTAL</b>	<b>11</b>
<b>Summer</b>		<b>CA</b>
Nurs 126	Child Health	3
Nurs 128	Maternity Nursing	3
	<b>TOTAL</b>	<b>6</b>
	<b>TOTAL</b>	<b>44</b>

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**

These courses are no longer offered through Hawai‘i Community College’s Nursing Program.

### **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:

<u>Subject Area</u>	<u>Course Completion</u>	<u>or Placement into course</u>
Reading	Eng 21 or ESL 21	Eng 102
Writing	Eng 22 or (ESL 22G and ESL 22W)	Eng 100

<b>Substance Abuse Counseling Requirements</b>		<b>CO</b>
<b>First Semester</b>		
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 Use & Addiction	3
Subs 294	Seminar and Fieldwork I	3
	<b>TOTAL</b>	<b>10</b>
<b>Second Semester</b>		
Subs 132	STDs and Confidentiality	1
Subs 245	Group Counseling	3
Subs 270	12 Core Functions of Subs Abuse Counseling	3
Subs 295	Seminar & Fieldwork II	3
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL</b>	<b>20</b>
<b>Prevention Specialist Certificate of Competence</b>		
Subs 131	Ethics in Public Services	1
Subs 230	Prevention Specialist	3
Subs 268	Survey of Substance Use & Addiction	3
	<b>TOTAL</b>	<b>7</b>

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](mailto:forteam@hawaii.edu) or check the website at [www.hawaii.hawaii.edu/forestteam](http://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.

<b>First Semester</b>		<b>CA</b>	<b>AS</b>
Busn 150	Intro to Business Computing (or ICS 101)	3	3
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
	<b>TOTAL</b>	<b>14</b>	<b>14</b>

<b>Second Semester</b>		<b>CA</b>	<b>AS</b>
** 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
	<b>TOTAL</b>	<b>17</b>	<b>17</b>
<b>Summer</b>			
Ag 190V	Internship	-	1-4
<b>Third Semester</b>			
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
	<b>TOTAL</b>	-	<b>15</b>
<b>Fourth Semester</b>			
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
	<b>TOTAL</b>	-	<b>14</b>
	<b>TOTAL</b>	<b>31</b>	<b>61-64</b>

\*\* Meets competency requirement in mathematics or communications



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## Program Advisory Councils

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The Career and Technical Education (CTE) programs at Hawai'i CC 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 A. Egdamin, CPA, Yvonne Egdamin, CPA, LLC  
Cristin Gallagher, Taketa, Iwata, Hara and Associates, LLC  
Sherri-Ann Ha-Ahu, HPM Building Supply  
Gaylen Kalipi, Imiloa Astronomy Center  
Keith Marrack, Edward Jones  
Amy Yanagihara, Taketa, Iwata, Hara and Associates, LLC

### Administration of Justice

William "Billy" Kenoi, Lecturer, Hawai'i Community College  
Paul Ferreira, Chief of Police, Hawai'i County Police Department  
Mitch Roth, Prosecutor, Office of the Prosecuting Attorney, County of Hawai'i  
Wanda Craig, Warden, Kulani Community Correctional Center

### Agriculture

Michael DuPonte, Extension Agent, UH Manoa CTAHR  
Reggie Hasegawa, Location Manager, Crop Production Services, CPS  
Erin Lee, Director of Landscape, Hualalai Resort  
William Sakai, Professor of Horticulture, UH Hilo College of Agriculture, Forestry, and Natural Resource Management  
David Shiigi, Owner, Bromeliads Hawaii, LLC

### Architectural, Engineering and CAD Technologies

Asia Addlesberger, GIS Analyst III, Department of Information Technology, County of Hawai'i  
Jordanah AhPuck, AIT, Scott Fleming & Associates, LLC  
Daniel Berg, Land Surveyor, DLB and Associates, LLC  
Alukahe Kala, Tax Map & Records Tech II, Planning Department, County of Hawai'i  
Matt Okuno, Inspector, Public Works - Engineering, County of Hawai'i  
Jarrett Okutsu, LEED AP, Project Manager, Erskine Architects, Inc.

### Auto Body Repair and Painting

Jason Aguiar, Owner, ABRP Hawai'i  
Derrick Kiyon, Auto Shop Instructor, Waiākea High School  
Debbie Omori, Vice-President, Bob's Fender Shop, Inc.  
Randall Yoneda, Paint Department Manager, Automotive Supply Center

### Automotive Mechanics Technology

Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center  
Thomas Haraguchi, Retired Service Manager, Big Island Toyota  
Joseph Hawk, Service Manager, Kamaaina Motors  
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 Resources, County of Hawai'i  
Tiffany Ichimasa, Office Manager, Noguchi & Associates  
Holly Ka'akimaka, Director, Human Resources East Hawaii Region, HHSC, Hilo Medical Center  
Sheri Kojima, Business Academy Teacher, Waiākea High School  
Art Taniguchi, Senior Vice President/Regional Manager, Bank of Hawai'i  
Paulette Wilson, Department of Human Resources, County 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

Chris Damskey, Chef De Cuisine, Ulu at Four Seasons Hualalai Resort  
Mark Noguchi, Chef Owner, Pili Group  
Mark Pomaski, Chef Owner, Moon & Turtle  
Brooks Takenaka, Manager, United Fish Agency  
Dayne Tanabe, Chef of Restaurants, Hilton Waikoloa

## **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  
Curtis Lea, Cook, The Fairmont Orchid  
Ken Love, Director, Tropical Fruit Growers  
Rob Love, Cook, Mauna Kea Beach Resort  
Stephen Rouelle, Chef, The Fairmont Orchid  
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

## **Digital Media Arts**

GB Hajim, Island Planet One Production  
Meidor Hu, Associate Professor, Art Department, Hawai'i  
Community College  
Jensen 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, Resource Teacher, Department of Education - Hilo/  
Wai'ākea Complex  
Wendy Correa, Curriculum Manager, Tutu and Me Traveling  
Preschool  
Leslie Estep, Owner/Director, Melia's Child  
Marie Rieck, Director, Marie's Montessori Hale  
Lissa Van Kralingen, Director, YWCA Hawaii Island

## **Electrical Installation and Maintenance Technology**

Troy Haspe, Electrical Inspector, Department of Public Works,  
Building Division, County of Hawai'i  
John Mattos, Manager, WESCO Distribution, Inc.  
Miles Nagato, Technical Superintendent, HELCO, Inc.  
Dean Oshiro, President, DWE, Inc.  
Gene Villaruel, Electrical Contractor

## **Electronics Technology**

Stephen Hatada, Owner, Hatada's TV  
Miles Nagato, Technical Superintendent, HELCO, Inc.  
James O'Keefe, Department of Water Supply, County of Hawai'i  
Darryl Watanabe, Electronics Technician, Institute for As-  
tronomy  
John Wong, Verizon Wireless



## **Fire Science**

Greg Funderburk, Pacific Island Fire Management Officer,  
National Park Service  
Andrew Kikuta, Maintenance Supervisor, Hakalau National  
Wildlife Refuge, U.S. Fish and Wildlife  
Talmadge Magno, Director, Hawaii County Civil Defense  
Eric Moller, Fire Chief, Pohakuloa Military Training Area, U.S.  
Army  
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, Kona-Kohala Chamber of Commerce  
Mitch Sipiala, Senior Director of Human Resources, Four Sea-  
sons Resort at Hualalai

## **Human Services**

Kimo "Christian" Alamada, County Executive of Aging, Aging  
and Disability Resource Center  
Mary Correa, Retired Complex Area Superintendent, Depart-  
ment of Education  
Amy Mahealani Jones, Graduation Division and Articulation,  
University of Hawai'i at Hilo  
Carla Kurokawa, Manager Employment and Training, Alu Like  
Inc.  
Kathleen McGilvray, Chief Executive Officer, YWCA of Hawai'i  
Island  
Kaleo "Ian" Pilago, Educational Specialist/Manager for Hale  
Kea, Hawai'i Community College

## Information Technology

Jeremy Chong, Systems Analyst, KTA Superstores  
Don Jacobs, Director, Department of Information Technology,  
County of Hawai'i  
Tim Minick, Director of Information Technology, HPM Building  
Supply  
Kelvin Ono, Information Systems Analyst, Office of the Prosecuting  
Attorney, County of Hawai'i  
Ward Oshiro, Technical Support Specialist, KTA Superstores  
Polly Roth, Administration Specialist, PISCES

## Machine, Welding & Industrial Mechanics Technologies

Leonard Cardoza, Owner, Leonard's Auto Repair dba Orchid  
Isle Hauling and Rental  
Mark Devenot, Supervisor, W.M. Keck Observatory  
Russell Iyo, Owner, R&R Machine and Welding  
Steve Kirsch, Industrial Account Manager, Airgas/Gaspro  
Cooper Nakayama, Senior Mechanical Technician, Gemini  
Observatory  
Brian Ninomoto, President/Owner, Hawaii Sheetmetal and  
Mechanical, Inc.  
Arnold Tengan, Owner, Hilo Steel Works  
Adam Vandenberg, Machinist, W.M. Keck Observatory  
Matthew Wung, Electronic/Instrumentation Technician, Subaru  
Observatory

## Marketing

Kate Carvalho, Administrative Assistant, Hawaii Tribune-Herald  
Alia Chocol, Owner, Helping Hands Concierge  
Michael Polley, General Manager, Pacific Digital Signs  
Jason Walter, Marketing Director, Hawaii Opera Theater

## Nursing and Allied Health

David Aspili, Manager, Kaiser Permanente Hilo Clinic  
Megan Denny, RN Program Graduate  
Nicole Greenwald, Nursing Manager, Bay Clinic, Inc., Hilo  
Ann Hassett, VA Clinic, Kona  
Mary Ann Kaudk, Nursing Supervisor, Kaiser Kona Clinics  
Pat Kalua, Chief Nurse Executive, Kona Community Hospital  
Sheila Nicholas-Smith, Director of Operations, Fresenius Medical  
Care-Liberty Dialysis Hawaii  
Valerie Nishie, Director of Nursing, Life Care Center of Hilo  
Carmella Rice, Chief Nurse Executive, Kohala Hospital  
Arthur Sampaga, Chief Nurse Executive, Hilo Medical Center  
Kelly Silva, Director of Nursing, Hale Anuenue Restorative  
Care Center  
Miquel "Miki" Simms, VP Patient Care Services, North Hawaii  
Community Hospital

## Substance Abuse

Russell Hamilton, Lokahi Treatment Services  
Rachel Kruse, Clinical Supervisor, Hui Ho'ola O Nahulu O  
Hawai'i  
Denise Oguma, HOPE Services HI, Inc.  
Jan-Marie Osorio, Special Events Coordinator, Office of the  
Prosecuting Attorney, County of Hawai'i  
Valerie Poindexter, Councilwoman, County of Hawai'i







# Non-Credit Course Listings

Hawai'i CC offers non-credit courses for students needing to improve basic skills in preparation for credit-bearing courses.

## Grading for Non-Credit Courses

Grading for these courses is mandatory Pass/No-Pass (P/NP).

## How to Read the Non-Credit Course Listings

The listing of courses adheres to the following format:

### Alpha Number—Course Title (Credits)

*PreReq:* Courses required before enrolling in this course

Description of course. (number of lecture hours class meets per week - 8 weeks for ESOL, 15 weeks for Eng and Math.)

## 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.

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) 934-2697. Or view information online at [www.iephawaii.com](http://www.iephawaii.com)

## 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.)

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## Accelerate to Success Initiative

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The Community Colleges in the University of Hawai'i System have recently redesigned their models for offering developmental courses in English and Math. Beginning Fall 2016, Hawai'i CC has revised the offerings for developmental reading, writing, and math courses. These changes will most likely impact students currently placed in English and Math courses below the 100 level.

One reason for this redesign is to provide students an opportunity to accelerate through developmental coursework and complete the 100-level English and Math courses within one year (for those students placing in ENG 20R/20W or MATH 24 or higher).

Visit a Counselor or Faculty Advisor to learn more about how these models might impact the progression through English and/or Math courses.

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## Placement Qualifiers

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In addition to the new progression of English and Math courses, placement qualifiers for the 100-level courses have also been approved. For example, students with a minimum High School GPA of 2.6 qualify to take Eng 100 and Eng 102. Students who took the GED Reasoning Through Language Arts test and received a score of 170 or higher are eligible to take Eng 100 and Eng 102.

Students who had a High School GPA of 2.6 with successful completion of Algebra 2 with a "B" or better place directly into Math 103, Intro to College Algebra. Students who took the Smarter Balanced Assessment Test in High School with a score of 3 or 4 place directly into Math 100 or Math 115. A pre-Statistics course (Math 76) has been developed for students who place into Math 24.

Students should meet with a Counselor or Faculty Advisor to determine if one of the placement qualifiers applies.

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## Non-Credit English and Mathematics

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For students needing review or improvement of basic reading, writing, and math skills in preparation for credit-bearing college courses, Hawai'i CC offers the following English and Math non-credit courses.

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### English (Non-Credit)

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#### Eng 1—English Fundamentals (0)

Designed to help students improve basic reading and writing skills (including vocabulary, reading strategies, reading comprehension, summary, sentence, writing process, and composition skills). (4 lec hrs.)

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### Mathematics (Non-Credit)

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#### Math 1—Basic Math (0)

Students will review the procedures used to solve problems involving whole numbers, fractions, decimals, ratio, proportion, and percent. Covers addition, subtraction, multiplication, and division, exponential notation, order of operations, estimation, factorization, divisibility, least common multiple, concept of fractions and decimals, conversion between fractions, and decimals and applications. (4 lec hrs.)

#### Math 2—PreAlgebra (0)

*PreReq: Math 1 or Math 1ABCD or placement in Math 22 or placement in Math 2*

Prepares students for elementary algebra, technical math, 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.)

# Credit Course Listings

## Cooperative Vocational Education

### Course Numbers: 93V, 193V, 293V (Variable)

*PreReq: Consent of program faculty*

Programs participating in Cooperative Vocational Education (CVE) are identified by the course numbers ending in 93V. 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/admissions/records-forms](http://www.hawaii.hawaii.edu/admissions/records-forms)

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.

## Grading for English and Mathematics Developmental Corequisite Courses

Grading for these courses is Credit/No-Credit (CR/NC). Students who pass the 100-level course will earn credit for the corequisite course regardless of their grade (CR/NC) in the developmental corequisite course.

For the 100-level course, the grading option is A-F and CR/NC. The CR/NC option is only if a student does not intend to use the course (such as Eng 100 or Math 103) to fulfill a graduation or program requirement. Courses used to fulfill graduation and program requirements must be taken for letter grades.

## How to Read the Course Listings

The listing of courses adheres to the following format:

### Alpha Number—Course Title (Credits)

*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 120—College Accounting I (3)

*PreReq:* Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21

*Recommended:* Busn 188

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 Busn 188

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 188

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 188

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 155—Spreadsheets in Accounting (3)

*PreReq:* "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

*Recommended:* Acc 120 or higher (or concurrent enrollment)

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 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 188

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuing 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 252—Using Quickbooks in Accounting (3)

*PreReq:* "C" or better in Acc 120 or "C" or better in Acc 124 or "C" or better in Acc 201; and "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

*Recommended:* Students must be computer literate and have experience working on a computer

Provides a hands-on approach to computerized accounting using QuickBooks. Applies previously acquired accounting skills and knowledge in a computerized environment. Emphasis will be placed on the application of QuickBooks to the accounting cycle. (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 188

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.)



**Acc 295—Accounting Capstone (3)**

*PreReq:* "C" or better in Acc 124 and "C" or better in Acc 252 (was 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. (3 lec hrs.)

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## Administration of Justice

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**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—Criminalistics (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. 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—Dynamics of Family Violence and Sex Assault (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)

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## Agriculture

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**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 or placement in Math 103*  
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 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 1ABCD or QM 80 or placement in Math 22 or placement in Math 50 or placement in QM 120T*  
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 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 QM 80 or placement in Math 24 or placement in Math 26 or placement in Math 76 or placement in QM 120T*  
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 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 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 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 QM 80 or placement in Math 24 or placement in Math 26 or placement in Math 76 or placement in QM 120T

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 or placement in Math 103

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.)

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## Anthropology

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### 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/Ling 121 than in Ling 102, 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 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 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 (2)

*Recommended: Mechanical drawing and computer keyboarding experience*

Introduction to geomatics and land surveying science, terminology, field practices, equipment, and 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. (4 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 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 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 (2)

*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. (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)**

*PreReq:* 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 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 (2)**

*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. (4 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.)

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**Art**

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**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 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—Introduction to Drawing (3)**  
*Recommended: Art 101*  
 Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. (6 lec/lab hrs.)
- Art 114—Introduction to Color (3)**  
*Recommended: Art 101*  
 A studio course in aspects and theories of color and their practical applications. (6 lec/lab hrs.)
- Art 115—Introduction to 2D Design (3)**  
*Recommended: Art 101*  
 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. May be repeated for credit, up to 6 credits. (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 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)**

*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 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 229*

Builds upon interface design skills learned in Art 229. 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 (CSS). (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

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

+ Valid driver's license required.

### + ABRP 20A—Collision Repair (12)

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 30A—Metal and Plastic Refinishing (12)

*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 40A—Panel and Glass Replacement Techniques (12)

*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 50A—Frame Measuring and Alignment Techniques (12)

*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.)

## Automotive Mechanics Technology

+ Valid driver's license required.

### + 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.)

### + 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.)

### + 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.)

### + 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.)

- + **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.)
- + **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.)
- + **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.)
- + **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.)
- + **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.)
- + **AMT 60K—Diagnostic and Repair: Power Train/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—Introduction to Automotive Technology and Safety (2)**  
*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 or "C" or better in QM 80 or placement in QM 120T*  
*CoReq: AMT 120*  
 Covers the policies and procedures of the AMT program, various career opportunities in the automotive field, shop safety, nomenclature, proper use of technical reference manuals, and identifying and the proper use of basic hand tools, equipment and measuring tools. (4 lec/lab hrs.)
- AMT 120—Powertrain I (10)**  
*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 or "C" or better in QM 80 or placement in QM 120T*  
*CoReq: AMT 101 (or prior completion)*  
 Covers shop safety, tools, and components of various power generators and fuel systems. Designed to provide students with an understanding of the fundamental operation, construction, and maintenance of various power generators and fuel systems. (20 lec/lab hrs.)
- AMT 150—Powertrain II (12)**  
*PreReq: "C" or better in AMT 101 and "C" or better in AMT 120*  
 Covers shop safety, tools, and components of various drivetrain systems, emission systems, and basic electrical. Designed to provide students with an understanding of the fundamental operation, construction and maintenance of the drivetrain system, emission system, and basic electrical. (24 lec/lab hrs.)

**AMT 200—Undercarriage (12)**

*PreReq: "C" or better in AMT 150*

Covers shop safety, tools, and the undercarriage and related components. Provides students with an understanding of the fundamental operation, construction, and maintenance of the undercarriage and related components. (24 lec/lab hrs.)

**AMT 220—Diagnostics and Repair (12)**

*PreReq: "C" or better in AMT 200*

Covers shop safety, diagnosing and repair techniques, and various on the job types of training. Provides students with an understanding of industry standards with an emphasis on skills to become employable. (24 lec/lab hrs.)

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**Biochemistry**

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**BioC 241—Fundamentals of BioChemistry (3)**

*PreReq: Math 26 or placement in Math 100; 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.)

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**Biology**

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+ 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 protists, 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 protists, 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.)

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## Blueprint Reading

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Valid through Fall 2017

**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.)

Effective Spring 2018

**Blpr 22—Blueprint Reading and Drafting (3)**  
Deleted. (see Blpr 22B)

**Blpr 22B—Blueprint Reading and Drafting (3)**  
Formerly Blpr 22  
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 (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 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 Estimating (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.)

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## Botany

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**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.)

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## Business (Bus)

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**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 gwpm; 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 Cloud-Based Collaboration 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)

Deleted.

### 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 178—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*

Covers basic skills and techniques for effective business writing. Designed to develop and refine writing skills with an emphasis on basic writing, proofreading, and editing techniques. (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 188—Business Calculations (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 or placement in Math 26 or placement in Math 76 or concurrent enrollment in QM 78B

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed. (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 or placement in Math 26 or placement in Math 76 or concurrent enrollment in QM 78B

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 (1-5)**

*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:* Acc 155; and Busn 123 and Busn 164

*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)**

Deleted. (see Carp 50)

**Carp 21A—Basic Carpentry II (9)**

Deleted. (see Carp 51)

**Carp 22—Concrete Form Construction (12)**

Deleted. (see Carp 55)

**Carp 41—Rough Framing and Exterior Finish (12)**

Deleted. (see Carp 57)

**Carp 42—Finishing (12)**

Deleted. (see Carp 60)

**Carp 50—Basic Carpentry I (3)**

Formerly Carp 20A

*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 51

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 51—Basic Carpentry II (9)**

Formerly Carp 21A

*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 50 (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.)

**Carp 55—Concrete Form Construction (12)**

Formerly Carp 22

*PreReq:* "C" or better in Carp 50 and "C" or better in Carp 51

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.)

**Carp 57—Framing and Exterior Finish (12)**

Formerly Carp 41

*PreReq:* "C" or better in Carp 55

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.)

### Carp 60—Finishing (12)

Formerly Carp 42

*PreReq:* “C” or better in Carp 57

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

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 “C” or better in Math 103 or placement in Math 110 or placement in Math 135

*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)

*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

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### **Culn 111—Introduction to the Culinary Industry (2)**

*CoReq: Culn 112 and Culn 120*

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 and Culn 120*

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, and Culn 120*

*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 and Culn 112*

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*

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, and Culn 120*

*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, and Culn 120*

*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, and Culn 120*

*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, and Culn 170

*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, and Culn 170

*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 bakery 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, 131, 140, 150; and QM 120H or Math 100 or higher (not Math 120)

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.)

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## Dance

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**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 195—Introduction to Environmental Dance (3)**

An introduction to how dance interfaces with various environments—both natural and man-made—and explores how dance is a vehicle to express environmental and relevant social issues. Emphasizes the relationship of dance to other art forms and especially the creative power of collaboration when dealing with themes expressing the human relationship with the environment. (3 lec hrs.)

**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)

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## Diesel Mechanics

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+ Valid driver's license required.

**+ 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:* "C" or better in 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, and troubleshooting procedures. Other topics include: starting and charging systems and circuits. (12 lec/lab hrs.)

+ **DiMc 33—Introduction to Fuel Systems (6)**

*PreReq: "C" or better in 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 PowerTrains (12)**

*PreReq: "C" or better in DiMc 30 and "C" or better in 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 drives. (24 lec/lab hrs.)

+ **DiMc 50—Heavy Duty Brakes, Steering, & Suspension (6)**

*PreReq: "C" or better in 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: "C" or better in 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—Guiding Young 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 or placement in Math 103*

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 or placement in Math 103*

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: ETRO 120 (or prior completion)*

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.)

**Valid through Fall 2017**

### **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 22 (or prior completion)*

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.)

**Effective Spring 2018**

### **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 22B (or prior completion)*

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*

*CoReq: Blpr 30C (or prior completion)*

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)

Deleted.

### Etro 120—Electronics I (5)

*PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 21*

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*

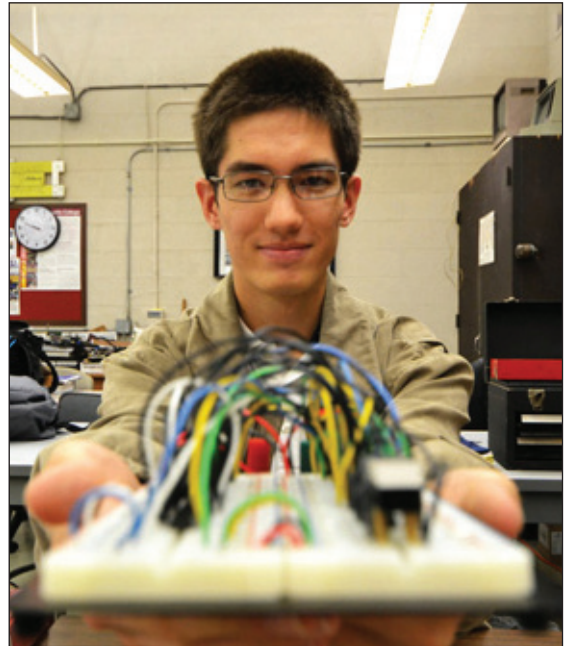
Provides the basic principles of vacuum tubes, semiconductor devices, integrated circuits (ICs), measurement and analysis of linear and switching power supplies, single and multi-stage analog amplifiers, and oscillator circuits. (5 lec hrs.)

### 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

**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.)

### 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.

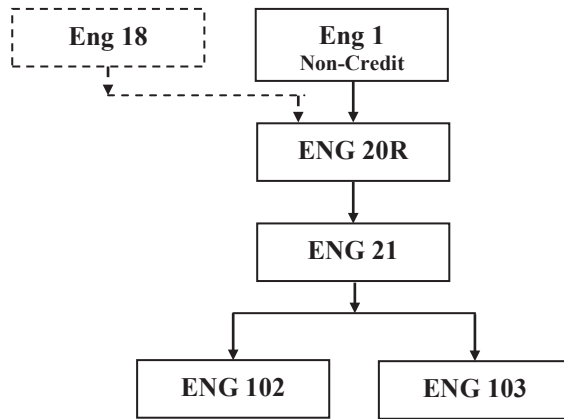
Placement is required for all Eng courses. Other Hawai'i CC courses may have Eng prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Psy 100 requires Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 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 Hawai'i CC's Intensive English Program - English for Speakers of Other Languages

## Reading Progression



Dotted boxes show courses that may no longer be offered.

### 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.)

### 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 20W—Writing Essentials (3)

*PreReq: "C" or better in Eng 19 or placement in Eng 20W*

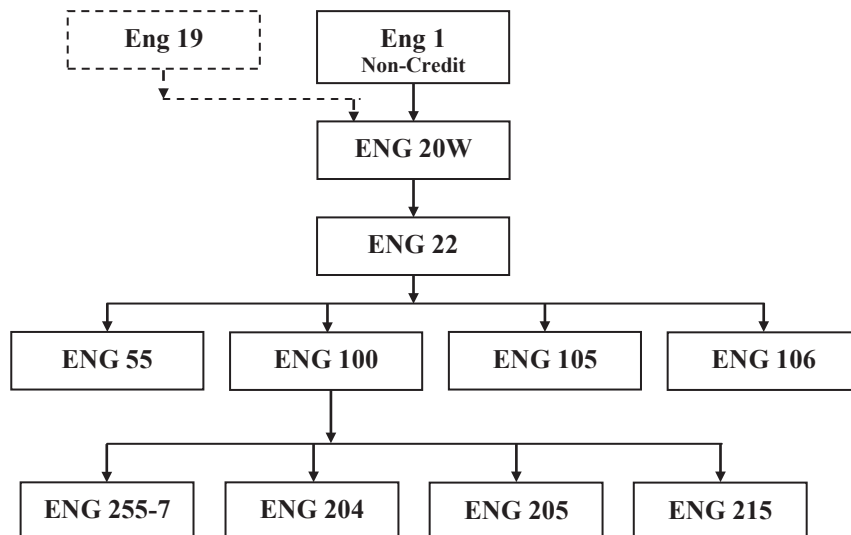
Instruction and practice in writing varied and effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Instruction and practice in writing and editing paragraphs which demonstrate proficiency in sentence skills. Exit examination required. (Not applicable to AA and AS degrees) (3 lec hrs.)

### Eng 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.)

## Writing Progression



Dotted boxes show courses that may no longer be offered.

**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.)

**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)**

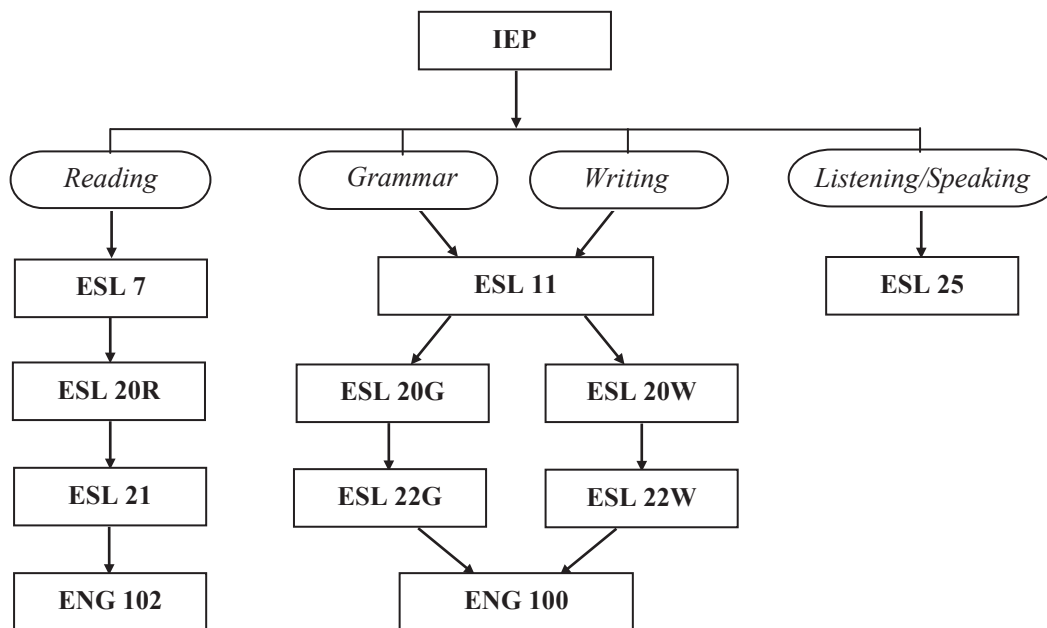
*PreReq:* Eng 100

*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.)



## ESL Progression Chart



### 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 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)

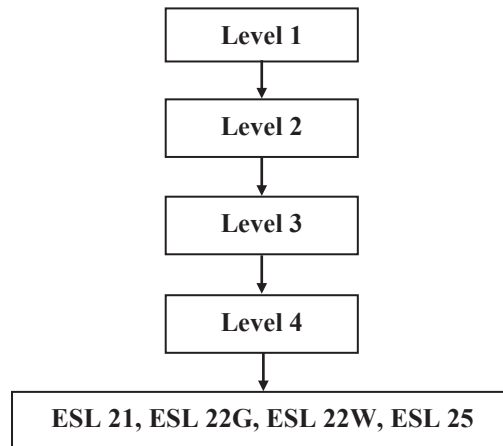
ESL 20W offers instruction and practice in writing varied and effective sentences, paragraphs, and basic essays. Students will learn to utilize the writing process and apply it to writing well-organized paragraphs and essays. Students will participate in peer review sessions in order to receive feedback 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.)

## IEP (ESOL) Progression



### 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

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### 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 105—Emergency Medical Technician (7)

*PreReq: Fire 210*

*CoReq: Fire 106*

*Recommended: American Heart Association CPR certification*

Provides students with theory and laboratory practice of basic life support skills (IV, Defibrillation 12 lead EKG skills are the only advanced life support skills taught. These skills are required by the state of Hawai'i to be taught in an EMT licensure program, and can only be performed with a MICT present) and procedures in the pre-hospital setting. Focuses on basic airway and circulatory management, assessment and treatment of medical and trauma related emergencies, pathophysiology, basic pharmacology, and mass casualty triage. Meets the curriculum standards set forth by the National Highway Traffic Safety Administration (NHTSA). (14 lec/lab hrs.)

### Fire 106—Emergency Medical Technician Practicum (6)

*PreReq: Fire 210*

*CoReq: Fire 105*

*Recommended: American Heart Association CPR certification*

Provides students with opportunities to apply EMT knowledge and skills in the setting of ambulances, hospitals, and clinics. (12 lec/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 or placement in Math 103*

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.)

## 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 or "C" in Busn 150*  
*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.)



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## Geology and Geophysics

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### 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.)

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## Hawaiian

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### 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. (4 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. (4 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. (4 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. (4 lec hrs.)

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## Hawaiian Studies

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### 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 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 or placement in Math 26 or placement in Math 76*

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—Mahi'ai I: Kanu'ai (3)

The first mahi'ai course in a series of four in Hawai'i cultivation practices. Covers the history, lore, and geographically specific methods of mahi'ai. Emphasis on the cultivation of kalo and related staple foods. (3 lec hrs.)

**HwSt 141—Mahi'ai II: 'Au'ai (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 or placement in Math 26 or placement in Math 76*

The second mahi'ai course in a series of four in Hawai'i cultivation practices. It continues the look at the history, lore, and methods of mahi'ai. The emphasis on cultivation of kalo and related staple foods continues. (3 lec hrs.)

**HwSt 150—Lawai'a I: Ku'ula Kai (3)**

The first in a series of courses in traditional Hawai'i marine resource knowledge. Will engage the learner in traditional Hawai'i thought and practice concerning the subsistence and environmentally respectful practice of fishing. (3 lec hrs.)

**HwSt 151—Lawai'a 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 or placement in Math 26 or placement in Math 76*

The second in a series of courses in traditional Hawai'i marine resource knowledge, or Lawai'a. Course continues to engage the learner in traditional Hawai'i 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 Ku'una I: Introduction to Hawai'i Stewardship (3)**

An introduction to Hawai'i stewardship methods as practiced through Hawai'i 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 Ku'una II: Foundations of Hawai'i 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 or placement in Math 26 or placement in Math 76*

The second in a series of four classes providing learners with opportunities to broaden their understanding of Hawai'i stewardship practices. With a focus on a historical timeline, this course explores the foundations of Hawai'i stewardship practices pre- and post-1819 and its evolution. (3 lec hrs.)

**HwSt 201—Hawai'i Culture II: 'Ai Noa (3)**

A study of the significant historical events in Hawai'i, 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—Ka'ao: Epic Foundations (3)**

*PreReq: HwSt 104; and Haw 102 or higher*

Examines in depth and complexity the indigenous Hawai'i national epics or Ka'ao. Course will delve deeply into Hawai'i mythic images and their impact on Hawai'i poetry, beliefs, practices, philosophy, and world view. (3 lec hrs.)

**HwSt 206—Hawai'i 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 Hawai'i oral arts through poetics, myth, and chant. (3 lec hrs.)

**HwSt 219—Hawai'i Island Cultural Sites (3)**

Explore wahi pana (cultural sites/noted places) and cultural traditions unique to Hawai'i Island. 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 230—Hula III: 'Auana (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 or placement in Math 26 or placement in Math 76*

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: Hu'elepo (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 or placement in Math 76*

*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 240—Mahi'ai III: Huki'ai (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 or placement in Math 26 or placement in Math 76*

The third in a series of four courses in Hawai'i cultivation practice. Emphasis on the harvest of kalo and related staple foods and preparation of mala'ai (dryland) and lo'i (wetland) patches for replanting. (3 lec hrs.)

**HwSt 241—Mahi'ai IV: Ku'i'ai (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 or placement in Math 76; and consent of instructor*

The capstone mahi'ai course in a series of four in Hawai'i 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 or placement in Math 26 or placement in Math 76; 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.)

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## Health

**Hlth 125—Survey of Medical Terminology (1)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102*

*Recommended: Biol 100*

Builds on knowledge of prefixes, suffixes, and word roots to analyze and build medical terms. It includes definition, spelling, and pronunciation of selected medical words dealing with all human body systems as well as surgical and diagnostic procedures, and disease conditions. Commonly used medical abbreviations and pharmacological terms as well as plural endings are also covered. (1 lec hr.)

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## 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*

Survey of history of Hawai'i from Polynesian origins to the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (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*

Survey of history of Hawai'i from the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (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 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.)

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## Hospitality and Tourism

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**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 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 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—Hospitality Internship (1-3)**

*PreReq: 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.)

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## Human Development

**HD 234—Aging (3)**

The emotional, physical, and social processes of aging. (3 lec hrs.)

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## 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 Ho'oponopono (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 Ho'oponopono (family) and Ho'oku'u 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 Hawai'i 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—Dynamics of Family Violence and Sex Assault (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*

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.)

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## 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.)

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## 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.)

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## 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.)

**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 placement in Math 26 or placement in Math 76

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.)

**ICS 281—Ethical Hacking (3)**

*PreReq:* "C" or better in ITS 215 and "C" or better in ITS 221 and "C" or better in ITS 284

Covers the basic ethical hacking techniques also known as white hat hacking. Stresses the moral and legal issues about hacking and how these techniques can be used to defend against attacks as well as to perform authorized system security evaluation testing. (3 lec hrs.)

**ICS 282—Computer Forensics (3)**

*PreReq:* "C" or better in ITS 215 and "C" or better in ITS 221 and "C" or better in ITS 284

Covers the basic computer forensics including operating system diagnostics, the use of forensic toolkits to examine and validate computer activity, and techniques for the proper collection, examination and preservation of forensic evidence. (3 lec 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)**

*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.)

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## Information Technology

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**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 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: ICS 101; and ITS 121*

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 prac hrs.)

## Interdisciplinary Studies

### IS 100V—Foundations in Leadership (1-3)

Introduces students to concepts, models, and practice of leadership that are effective in civic, community, and political organizations. Examines the purpose and structures of various types of organizations and reviews the various kinds of leadership styles. Also discusses strategies that match these organizations using case studies, simulations, and real life applications. Aims to help students develop leadership skills to better understand their organization's purpose, communication practices, and ways to mobilize effective action. (variable hours)

### 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.)

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## Journalism

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### 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.)

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## Learning Skills

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### 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.)

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## Linguistics

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### 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/Ling 121 than in Ling 102, 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.)

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## Machine, Welding, and Industrial Mechanics

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### 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)**

*PreReq: MWIM 45*

*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.)

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## 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.)

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## 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.)

## 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 is required for all Math courses. Other Hawai'i CC 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 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.)

### **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 (1-12)**

*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**

### **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 ratio 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.)

**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: QM 120T*

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 76—Introduction to Mathematical Reasoning (5)**

*PreReq: "C" or better in Math 22 or placement in Math 76*

*Recommended: Pre-Algebra review with EdReady, Khan Academy, or equivalent text*

Prepares students for college level courses that do not require algebraic foundations. Course topics include operations on real numbers, ratio and percent, fractions and decimals, estimation, unit conversion, dimensional analysis, proportional reasoning, data interpretation, graphs, basic algebra, solving linear equations, working with formulas, geometry and measurement, basic probability and special emphasis on pattern recognition, problem solving, critical thinking, and real world problems. (5 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 103—Introduction to College Algebra (4)**

*PreReq: "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 103; and Eng 20R or ESL 20R or Eng 20W 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)*

For students who need to improve algebraic skills prior to taking College Algebra, Statistics, or STEM-related courses. Topics include exponents and radicals, factoring, systems of equations, linear equations, quadratic equations, general properties of functions, graphing, polynomial and rational functions, exponential, and logarithmic functions. (4 lec hrs.)

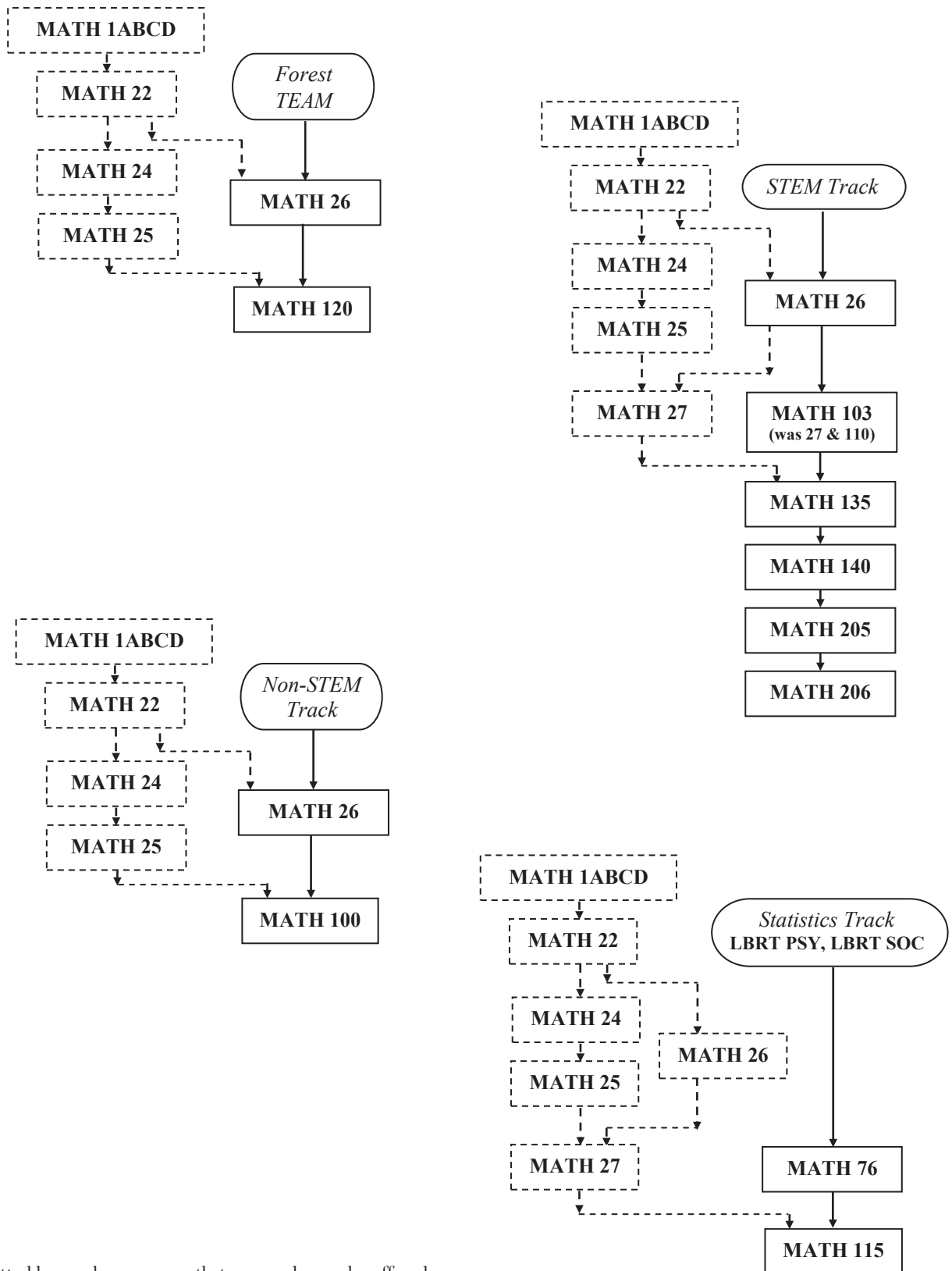
**Math 110—College Algebra (3)**

*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.)

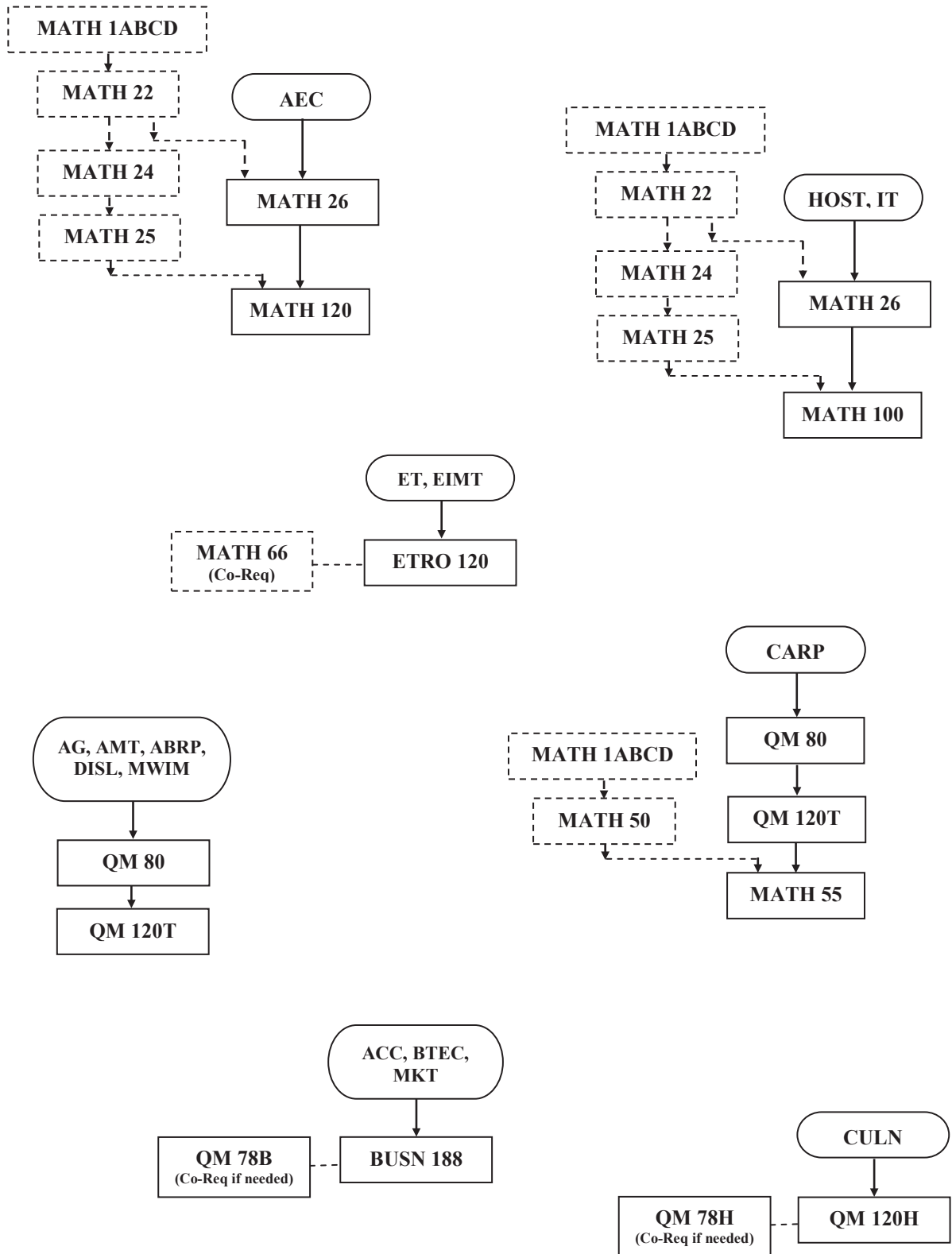


Progression for Liberal Arts and Public Services Students



Dotted boxes show courses that may no longer be offered.

Progression for Career & Technical Education Students



Dotted boxes show courses that may no longer be offered.

### Math 115—Statistics (3)

*PreReq:* “C” or better in Math 27 or “C” or better in Math 76 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 “C” or better in Math 103 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.)

## Microbiology

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+ 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 or placement in Math 100 or placement in Math 103; 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

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### 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.)

## Nurses' Aide

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### 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

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### Nurs 101—Nursing Perspectives (1)

*CoReq:* Nurs 120

Includes a discussion of the role of the practical nurse, the health care delivery system, legal and ethical concepts in nursing, and professional responsibilities of the practical nurse. Open to Practical Nursing Majors only. (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 hrs.)

**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, pharmacologic therapy, and nursing care. Emphasis on understanding the needs of patients with medical, surgical, and emotional disturbances, and applying the nursing process to meet these needs. Application of knowledge in patient-care situations, including medication administration, in health care agencies. Open to Practical Nursing majors only. (5 lec hrs., 18 lab 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

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**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 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)



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## Oceanography

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### 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 or placement in Math 100 or placement in Math 103*

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 UH Hilo 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.)

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## Pacific Islands Studies

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### 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.)

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## Pharmacology

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### Phrm 203—General Pharmacology I (3)

*PreReq: Biol 141 and Biol 141L; and Math 25 or Math 26 or placement in Math 27 or placement in Math 100 or placement in Math 103*

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.)

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## Philosophy

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### 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 Deductive 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*

An introductory course in the methods and principles of deductive reasoning. Focus on the symbolic representation of truth-functional statements, determining validity of deductive arguments, and demonstrating validity of deductive arguments through formal proofs. Includes sentential logic and predicate logic. (3 lec hrs.)

### Phil 111—Introduction to Inductive Logic (3)

*PreReq: "B" or better in Math 22 or Math 24 or placement in Math 26 or placement in Math 76; 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*

An introductory course in the methods and principles of inductive reasoning. Focus on the role of probability, statistics, and risk evaluations in decision-making. (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 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*

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: 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:* "C" or better in *Psy 100* and "C" or better in *Psy 213*; and "C" or better in *Eng 100*

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 designs 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.)

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## Quantitative Methods

**QM 78B—Quantitative Methods Companion for Business (1)**

*CoReq:* *Busn 188*

*Recommended:* English and Math skills at the High School Common Core level

Provides students concurrently enrolled in *Busn 188* with support with special emphasis on computational operations and problem solving. Course topics are tailored to the *Busn 188* topics and may include percents, strategies to solve word problems, estimating, data interpretation, basic algebra, accounting and finance terms and concepts, and international currency exchange rates. Credit for this course is dependent on successful completion of *Busn 188*. (1 lec hr.)

**QM 78H—Quantitative Methods Companion for Culinary Arts (1)**

*CoReq:* *QM 120H*

*Recommended:* English and Math skills at the High School Common Core level

Provides students concurrently enrolled in *QM 120H* with support with special emphasis on computational operations and problem solving. Course topics are tailored to the *QM 120H* topics and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas. Credit for this course is dependent on successful completion of *QM 120H*. (1 lec hr.)

**QM 80—Quantitative Methods Preparation (3)**

Will cover arithmetic skills that pertain to quantitative reasoning in various professions, which includes but not limited to: whole numbers, fractions, decimals, ratios, proportions, and percentages. Prepares students for the *QM 120T* course. (3 lec hrs.)

**QM 120H—Quantitative Methods for Culinary Arts (3)**

*PreReq:* "C" or better in *Math 50H* or "C" or better in *Math 22* or placement in *Math 24* or placement in *QM 120H* or concurrent enrollment in *QM 78H*

Introduces the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by professionals in the culinary field. Quantitative methods covered include computational operations; measurements and units; kitchen ratios, baker's percent, proportion, probability and statistics. Applications include conversions, yield percentages, recipe costing, and interpretation and analysis of quantitative information common in the culinary field. Designed for a Culinary Arts degree and certificate and does not satisfy the quantitative reasoning requirements of other programs. (3 lec hrs.)

**QM 120T—Quantitative Methods for Transportation Technology (3)**

*PreReq:* *Math 1ABCD* or placement in *Math 22* or placement in *Math 50* or "C" or better in *QM 80* or placement in *QM 120T*

Covers the quantitative methods, reasoning, and application necessary to perform tasks and solve problems encountered by transportation technologists. The quantitative methods covered include computational operations; geometry and measurements; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major transportation systems such as engines, drivetrain, chassis, ventilation, brakes and suspension. Designed for Transportation degrees and certificates but does not satisfy Foundation Symbolic Reasoning (FS) core requirements of an Associate in Arts degree. (3 lec hrs.)

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## Refrigeration and Air Conditioning

**RAC 121—Basic Refrigeration, Heating, Ventilating, and Air Conditioning (12)**

Deleted.

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## 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.)

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## 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.)

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## Social Science

**SSci 111—Food, Water, Energy, Technology: Then and Now (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 or placement in Math 103; 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.)

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## 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 UH Hilo College of Arts and Sciences) (3 lec hrs.)

**Soc 200—Career Opportunities in Sociology (1)**  
A forum for the presentation of career opportunities for Sociology majors and minors. Features speakers, and the development of practical professional skills, including writing a resume. (1 lec hr.)

**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 UH Hilo College of Arts and Sciences) (3 lec hrs.)

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## Speech and Communication

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**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.)

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**Substance Abuse**

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**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 Ho’oponopono (3)**

Cross-listed as HSer 141

An experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Ho’oponopono (family) and Ho’oku’u 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

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.)

**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 Use and Addiction (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*

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*

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—Seminar and Fieldwork 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. (1 lec hr. per week, 200 on-site internship hrs. per semester)

**Subs 295—Seminar and Fieldwork II (3)**

*PreReq: Subs 294*

*CoReq: Subs 270 (or prior completion)*

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. (1 lec hr. per week, 200 on-site internship hrs. per semester)

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## University

**Univ 101—Freshman Year Experience (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.)

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## 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 176—History of Gender, Sex, and Sexuality in Global Perspectives 1500 CE to Present (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*

Explores how gender, sex, and sexuality become key elements in human society from 1500 CE to present. Examines world cultures from multiple perspectives, stressing issues and forces of continuing influence. (3 lec hrs.)

**WS 256—Dynamics of Family Violence and Sex Assault (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*

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.)

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## 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)*

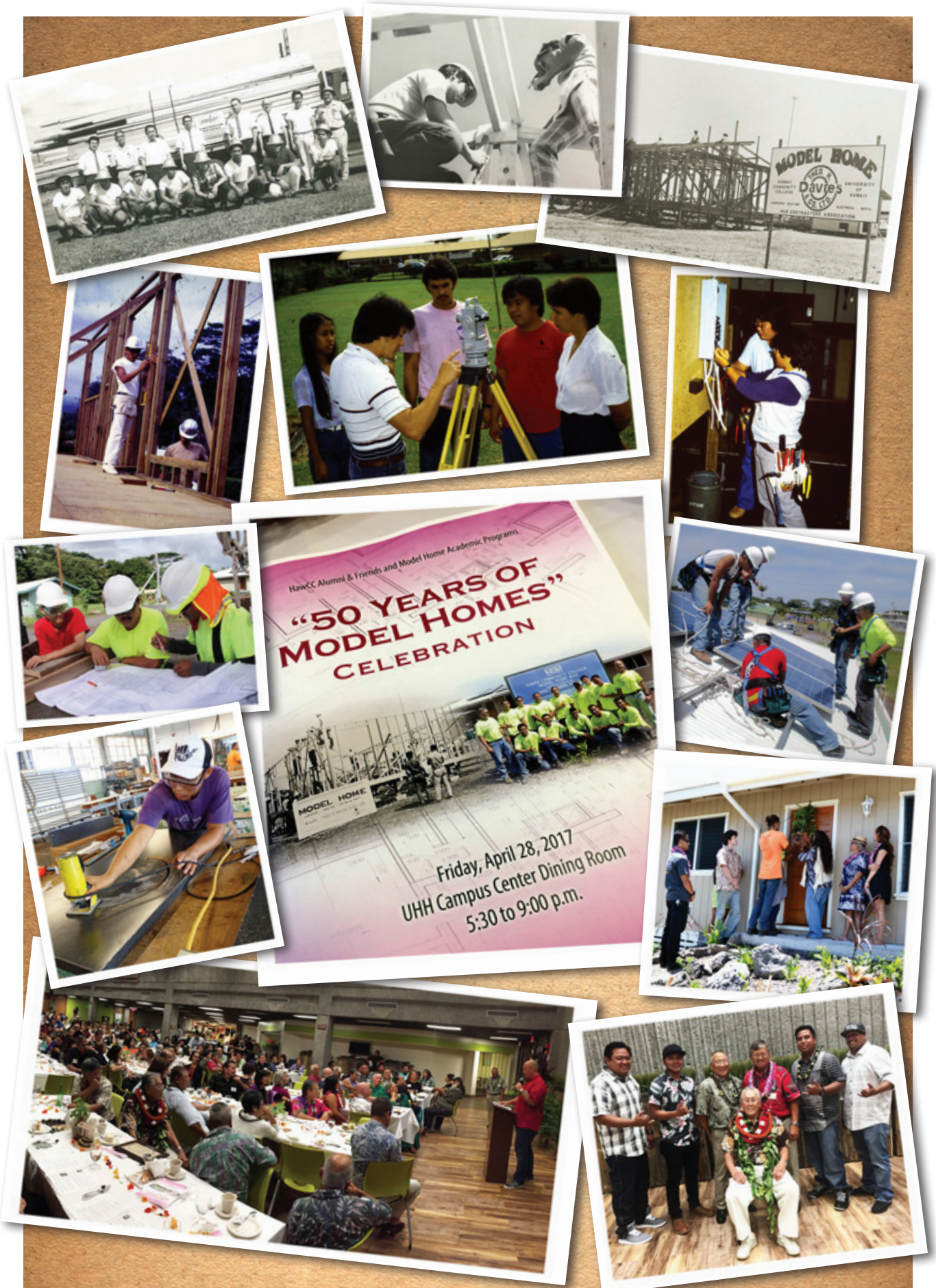
The biology of animals: kinds of animals, their structure, evolutionary relationships, physiology, ecology and development. (3 lec hrs.)

**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.)









**Susan Olsen**  
Recipient, Outstanding  
Service Award



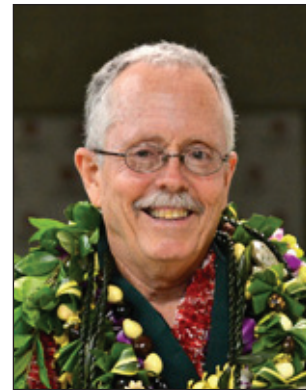
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Lecturer Award



**Darnette Gali**  
Recipient, Outstanding  
Staff Member



**Ho'olulu Council**  
Recipient, Chancellor's 'A'ali'i Award



**Erick Cremer**  
Recipient, Regents' Medal for  
Excellence in Teaching



**Kenoa Dela Cruz**  
Community College  
Leadership Champion



**Kesha Kubo and David Tsugawa**  
Wo Learning Champions



**Christine Quintana and Mari Giel**  
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Recipient, Western Business  
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Wo Learning Champion, Generation IX  
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Wo Global Champion, Generation I
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Chancellor's Award for Outstanding Service to the College, 2016
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Secretary, Dean of Liberal Arts and Public Services  
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Campus Award for Outstanding Staff Member, 2004
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Office Assistant, Hawai'i Community College-Pālanuanui  
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Diploma, 1985, DeVry University
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President's Emerging Leaders Program, 2009  
Chancellor's Award for Outstanding Service to the College, 2011
- MIYASHIRO, DARRELL S.**  
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Community Colleges Leadership Champion, Generation XII
- MURAKAMI, VIOLET S.**  
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A.S. 1996, A.S. 1997, A.A.S. 2001, Hawai'i Community College  
B.B.A. 2006, University of Hawai'i at Hilo
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- NAGATA, IRENE M.**  
Professor Emerita, Mathematics
- NAGIWA, CAROLINE R.**  
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M.F.A. 2001, Emerson College - Massachusetts
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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  
University of Hawai'i Community Colleges 50 Finest Award, 2015
- NAKAGAWA, APRIL H.**  
Secretary, Applied Technical Education Division  
A.S. 1983, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2010
- NAKAMURA, LEW M.**  
Instructor, Agriculture  
B.S. 1981, University of Hawai'i at Hilo
- NAMBA, RUIRIA**  
Instructor, Biological Science, Hawai'i Community College-Pālanuanui  
B.S. 1991, University of Washington  
Ph.D. 1998, Carnegie Mellon University
- 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
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Office Assistant, Academic Support Unit  
B.A. 1981, University of Hawai'i at Hilo



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A.A. 1997, Hawai'i Community College  
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Community College Leadership Champion, Generation III  
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Innovation Award, 2010

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Office Assistant, The Learning Center  
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Campus Award for Outstanding Staff Member, 2003

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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

**PACHECO, RENNETTE K.**  
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Wo Learning Champions - Community Building Award (Second Honorable Mention), 2007  
Community College Leadership Champion, Generation VII  
Wo Learning Champion, Generation VIII  
Wo Global Champion, Generation I

**QUINTANA, KALEOPONO S.**  
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B.F.A. 1997, University of Hawai'i at Mānoa  
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**RAMOS, PAUL G.**  
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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



- ROLDAN, ROCHELLE R.**  
Human Resources Specialist, Human Resources  
B.S. 2010, DeVry University
- ROSEHILL, ORDEAN SCOT**  
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- SALAVEA, SHELBI P.**  
Office Assistant, Planning, Operations and Maintenance
- SALVADOR, DESEREE L.**  
Assistant Professor, English  
B.A. 1988, University of California at Davis  
M.A. 1996, University of York Heslington  
Ed.D. 2015, University of Minnesota, Twin Cities
- 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-Pālanuanui  
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
- 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
- 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
- SIEMON, JENNIFER A.**  
Educational Specialist, Diesel Mechanics and Machine, Welding and Industrial Mechanics Technologies  
B.A. 2005, Sonoma State University
- SIMS, KATHRYN A.**  
Professor, English, Hawai'i Community College-Pālanuanui  
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**  
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A.S. 1987, Hawai'i Community College
- SOLEMSAAS, RACHEL M.H.**  
Chancellor  
B.S. 1985, De La Salle University  
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- STAUB, KELSIE J.**  
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B.A. 1992, University of Hawai'i at Hilo  
M.A. 1994, Johns Hopkins University
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M.S. 1991, University of Illinois at Urbana - Champaign  
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- SUPE-ROQUE, NEVA K.**  
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B.A. 1990, University of Washington  
M.S. 2013, Kaplan University
- SWEENEY, KEITH E.**  
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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
- TIOGANGCO, SHERISE U.J.**  
Admissions Specialist, Admissions and Records Office  
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B.A. 2014, University of Hawai'i at Hilo
- TOKESHI, RANDIANN M.**  
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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-Pālanui  
B.A. 1986, University of California, San Diego  
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**UEHARA, NEAL M.**  
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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

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Account Clerk, Business Office  
A.A. 1999, Maui Community College  
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Innovation Award, 2015

**VIERNES, SHYANN K.**  
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B.B.A. 2014, University of Hawai'i at Hilo

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**WATANABE, BRENDA I.T.**  
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B.B.A. 1978, University of Hawai'i at Mānoa

**WEHRSIG, TIMOTHY K.**  
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Wo Learning Champion, Generation XI

**WILSON, MELANIE F.**  
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Certificate 2007, M.S. 2008, Bemidji State University

**YAMADA, KORY KANANI**  
Secretary, Business Education and Technology Division and Hospitality Division  
A.A. 2013, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2016

**YAMAMOTO, JESSICA P.K.**  
Director, Office of Continuing Education and Training  
B.B.A. 1998, University of Hawai'i at Hilo  
M.B.A. 2007, University of Wisconsin, Whitewater

**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





## 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, EVP, Current Events

Gerald De Mello, Retired Director, University Relations, University of Hawai'i at Hilo

Blayne Hanagami, Retired Manager, Workforce Development

Allan Ikawa, CEO, Big Island Candies

Kirstin Kahaloa, Executive Director, Kona-Kohala Chamber of Commerce

Dwayne Mukai, Investment Professional, Mukai Investment Group

Barry Taniguchi, President/CEO, KTA Superstores

Eric Tanouye, President, Green Point Nurseries

Ross Wilson, Owner, Current Events

### Mahalo Award 2017

Fulfilling our mission to provide high-quality, accessible education to the residents of Hawai'i Island would not be possible without the support of the many generous partner organizations who collaborate with us. To formally recognize community-based organizations for their support, we established the Mahalo Award in 1995.

This year, Hawai'i Community College recognizes two organizations that have been especially supportive of our campuses in East and West Hawai'i. Mahalo nui loa to these organizations for their incredible support!



**HPM Building Supply** has been a key supporter of Hawai'i Community College for decades as a scholarship donor and supporter of the Model Home Project. HPM also provides up to two annual scholarships to students in the Carpentry program under the "Building Future Builders" program. For nearly 25 years, HPM has been the only bidder able to meet the materials needs for the Model Home Project. Several times the company even supported us by advancing the materials when there were delays in the approval of funding.



**Natural Energy Lab of Hawaii Authority (NELHA)** has been an enthusiastic supporter of the new Hawai'i Community College-Pālanui campus. NELHA's growing cluster of energy and aquaculture operations is a logical destination on the Science, Technology, Engineering and Math (STEM) career pathways available to West Hawai'i residents who will complete credentials at Hawai'i CC-Pālanui. NELHA has also been a critical operational partner to the college, providing access to laboratories for science classes during 2015-2016 while completion of the new labs at the Hawai'i CC-Pālanui campus was delayed.



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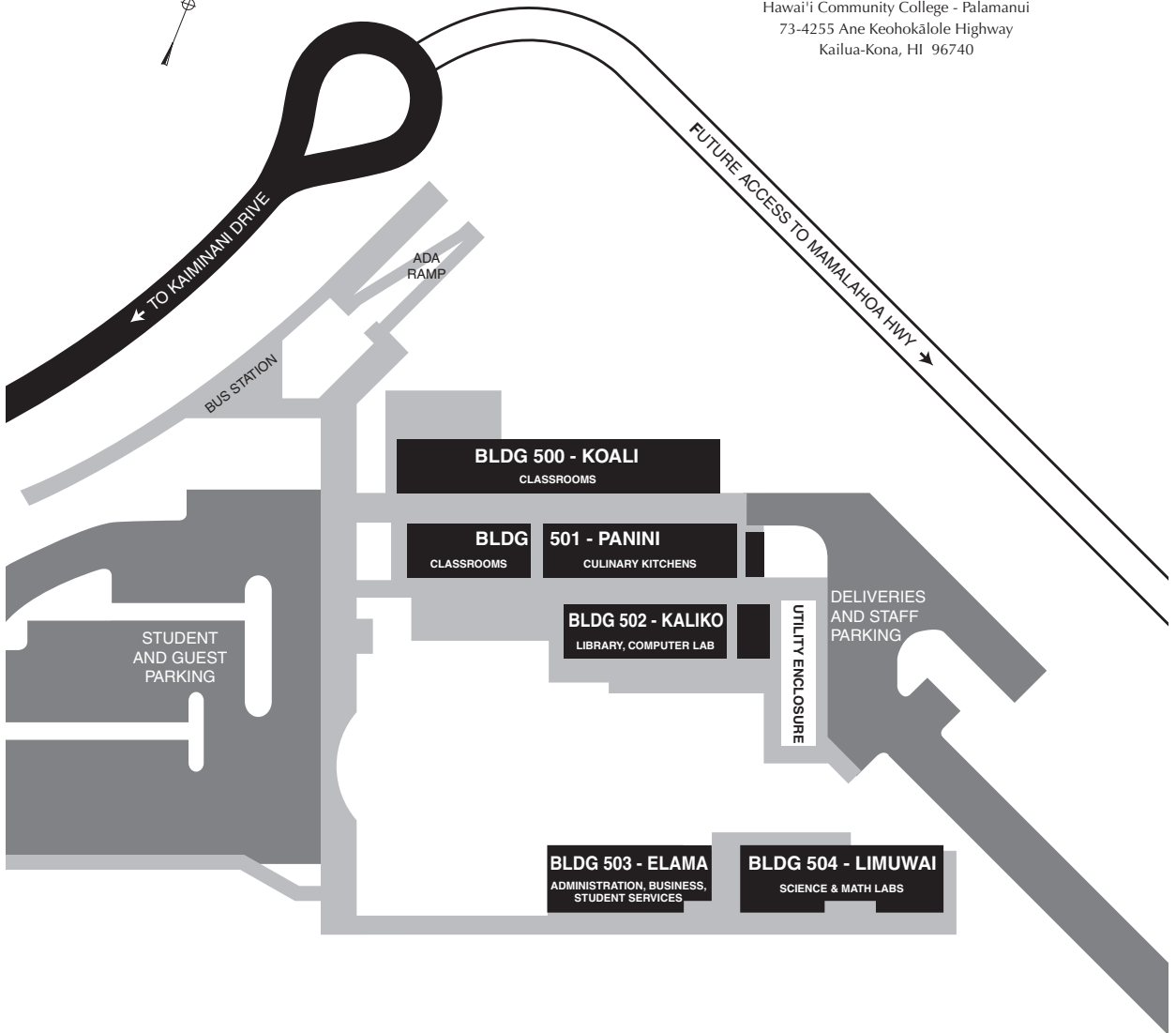
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