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## A Message from the Chancellor

As Chancellor, it is my pleasure to welcome you to Honolulu Community College (HCC). You will find the college to be a vibrant, leading-edge focused learning environment that specializes in hands-on contextual education. You will find faculty and staff who are ready to develop a strategy to meet your educational needs. The community college is a institution designed for access and to guide students to succeed.

At HCC you will find the most complete offerings of career and technical programs in Hawai'i's Community College system - 22 programs in all. Whether you want to become a fashion designer, a network systems manager, a professional airline pilot, a fire fighter, or a construction worker - these careers and many more are available for your choosing. In addition we offer a highly successful Liberal Arts program, which completes the first two years of general education courses needed at a 4-year college or university. Our graduates are listed among the distinguished alumni of the University of Hawai'i System, and have become community leaders contributing to the well being of our island home.

I invite you to join us here at HCC, and experience the personalized education we have to offer. The greatest experience a college can offer its students is not what to think, but how to think. HCC will provide you with the opportunity to analyze and diagnose issues in your field of study, and give you skills to carry you through life's journey. We truly are the community's college.

Ramsey Pedersen, Chancellor  
Honolulu Community College



## This catalog

provides general information about Honolulu 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.

**COVER DESIGN BY**  
**AMBER HOLTON**  
*Communication Arts 132*  
*Student*  
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**TITLE:** HCC Provides the Missing Pieces

**CONCEPT:** Find out what you are missing.

**AS DESCRIBED BY THE ARTIST:** When I first moved to Hawai'i, I wondered what my future would hold. It was hard for me to envision what it would be like. I was missing something, a piece of my life was needed to see a positive future.

When I saw all of the great programs that HCC offers, I was so excited. I found something that worked for me and now I am on my way to a positive future.

This cover design will encourage the reader to look inside to find what they need to build a strong, positive future. Throughout the puzzle you will see smiling faces and the tools of some of the unique and inviting programs offered at HCC.

## Fall 2006 (Aug. 21 - Dec. 15)

Aug 14	Faculty Duty period begins (9-month instructional)
Aug 18	<b>Statehood Day (State Holiday)</b> <sup>3</sup>
Aug 19	Saturday Registration hours 8:30-11:30 AM
Aug 20	Last day of Regular Registration
Aug 21	<b>INSTRUCTION BEGINS</b>
Aug 21-25	Late Registration Period, <b>\$30 fee</b>
Aug 21-25	Add period for open classes only, <b>\$5 fee</b> in person (no fee for online transactions)
Aug 21-Oct 30	Drop Period, <b>\$5 fee</b> in person (no fee for online transactions) <sup>1</sup> (See also Refund & Academic Record deadlines below)
Aug 25	Last day to Drop/Withdraw for a 100% refund <sup>1, 2</sup>
Sept 04	<b>Labor Day (Federal &amp; State Holiday)</b> <sup>3</sup>
Sept 10	Last day to Drop/Withdraw for a 50% refund <sup>1, 2</sup> Last day to Drop/Withdraw courses and not have it appear on Academic Record <sup>1</sup>
Oct 09	Columbus Day (Federal Holiday) <sup>3</sup>
Oct 16	Last day to apply for Fall Graduation
Oct 30	Last day to Drop/Withdraw courses with a "W" grade on Academic Record <sup>1</sup>
Oct 30	Last day for Students to submit Spring/Summer 2006 Incomplete ("I") Make-up Work to Instructors
Oct 30	Last day to change to CR/NC and AUDIT grading options
Nov 01	Last day to change MAJOR for Spring 2007 Early Registration
Nov 06	Spring 2007 Continuing Student Registration begins
Nov 07	<b>General Election Day (State Holiday)</b> <sup>3</sup>
Nov 10	<b>Veterans' Day (Federal &amp; State Holiday)</b> <sup>3</sup>
Nov 13	Last day for Instructors to submit Spring/Summer 2006 Incomplete ("I") Make-up Grades to Records Office
Nov 23-24	<b>Thanksgiving Recess (Federal &amp; State Holiday Nov. 23)</b> <sup>3</sup> (Classes scheduled at Military Bases; no classes at other facilities; Bookstore closed) <sup>3</sup>
Dec 07	<b>INSTRUCTION ENDS</b>
Dec 08	Study Period; no classes, no exams. (Not applicable to classes on Military Bases)
MyUH Portal	<b>PAYMENT DEADLINE</b> for Spring 2007 Registration
Dec 09-15	Evaluation Period (See <i>FINAL EXAMS</i> in the Schedule of Classes for dates)
Dec 15	<b>FALL SEMESTER ENDS</b>
Dec 18	FACULTY DEADLINE to submit grades for Fall 2006 via MyUH Portal by 4:00 PM
Dec 25	<b>Christmas (Federal &amp; State Holiday)</b> <sup>3</sup>
Jan 1, 2007	<b>New Year's Day (Federal &amp; State Holiday)</b> <sup>3</sup>

## Spring 2007 (Jan. 8 - May 11)

Nov 06, 2006	Spring 2007 Continuing Student Registration begins
MyUH Portal	<b>PAYMENT DEADLINE</b> for Spring 2007 Registration
Jan 02	Faculty Duty period begins (New 9-month Instructional)
Jan 06	Saturday Registration hours 8:30-11:30 AM
Jan 07	Last day of Regular Registration
Jan 08	<b>INSTRUCTION BEGINS</b>
Jan 08-12	Late Registration Period, <b>\$30 fee</b>
Jan 08-12	Add Period for open classes only, <b>\$5 fee</b> in person (no fee for online transactions)
Jan 08-Mar 16	Drop Period, <b>\$5 fee</b> in person (no fee for online transactions) <sup>1</sup> (See also Refund & Academic Record deadlines below.)
Jan 12	Last day to Drop/Withdraw for a 100% refund <sup>1, 2</sup>
Jan 15	<b><i>Dr. Martin Luther King Day (Federal &amp; State Holiday)</i></b> <sup>3</sup>
Jan 28	Last day to Drop/Withdraw for a 50% refund <sup>1, 2</sup> Last day to Drop/Withdraw courses and not have it appear on Academic Record <sup>1</sup>
Feb 19	<b><i>Presidents' Day (Federal &amp; State Holiday)</i></b> <sup>3</sup>
Mar 02 (Tentative)	<b><i>Excellence in Education Conference (Non-Instructional Day)</i></b>
Mar 15	Last day to apply for Spring Graduation
Mar 16	Last day to Drop/Withdraw courses with a "W" grade on Academic Record <sup>1</sup>
Mar 16	Last day to change to CR/NC and AUDIT grading options
Mar 16	Last day for Students to submit Fall 2006 Incomplete ("I") Make-up Work to instructors
Mar 26	<b><i>Prince Kuhio Day (State Holiday)</i></b> <sup>3</sup>
Mar 26-30	Spring Recess, State Recess (Bookstore closed) <sup>3</sup>
Apr 02	Last day to change MAJOR for Fall 2007 Early Registration
Apr 02	Last day for Instructors to submit Fall 2006 Incomplete ("I") Make-up Grades to the Records Office
Apr 06	<b><i>Good Friday (State Holiday)</i></b> <sup>3</sup>
Apr 09 (Tentative)	Summer/Fall 2007 Continuing Student Registration begins
May 02	<b>INSTRUCTION ENDS</b>
May 03-04	Study Period; no classes, no exams. (Not applicable to classes on Military Bases)
May 05-11	Evaluation Period (See <i>FINAL EXAMS</i> in the Schedule of Classes for dates)
May 11	<b>SPRING SEMESTER ENDS</b>
May 11	Graduation
May 14	FACULTY DEADLINE to submit grades for Spring 2007 via MyUH Portal by 4:00 PM

## Summer 2007 (May 21 - Aug. 10) \*

**1st Summer Session: May 21 - June 29**  
**Mid-Summer Session: June 12 - July 20**  
**2nd Summer Session: July 02 - August 10**

Apr 09	Registration begins for all Summer classes
MyUH Portal	<b>PAYMENT DEADLINE</b> for all Summer Registrations
May 21	<b>1st SESSION begins</b>
May 21	Late Registration begins for 1st Session ( <b>\$10 fee</b> ), through the first week of instruction
May 21	Add/Drop fee begins ( <b>\$5 fee</b> ), does not apply to on-line transactions
May 28	<b>Memorial Day (Federal &amp; State Holiday)</b> <sup>3</sup>
Jun 11	<b>King Kamehameha I Day (State Holiday)</b> <sup>3</sup>
Jun 12	<b>MID-SESSION begins</b>
Jun 12	Late Registration begins for Mid-Session ( <b>\$10 fee</b> ), through the first week of instruction
Jun 29	Bookstore closed for inventory
Jul 02	<b>2nd SESSION begins</b>
Jul 02	Late Registration begins for 2nd Session ( <b>\$10 fee</b> ), through the first week of instruction
Jul 4	Independence Day (Federal & State Holiday) <sup>3</sup>
Aug 15	<b>FACULTY DEADLINE</b> to submit grades via MyUH Portal by 4:00 PM
Aug 17	Admissions Day (State Holiday) <sup>3</sup>
Oct 29	Last day for Students to submit Summer 2007 Incomplete ("I") Make-up Work to Instructors
Nov 13	Last day for Instructors to submit Summer 2007 Incomplete ("I") Make-up Grades to Records Office

\* See the Schedule of Classes for Summer Drop/Withdraw dates.

*Note: Weekend classes meet before Monday holidays/recesses and following Friday holidays/recesses.  
Exception: no classes will meet the weekend following Spring Recess.*

<sup>1</sup> *Withdrawal and Drop Dates are different for classes that are NOT semester-length or a full summer session. See ACADEMIC REGULATIONS-REGISTRATION in this catalog, or Class Availability at <http://myuhportal.hawaii.edu>, or contact the Records Office.*

<sup>2</sup> *Refund Dates are different for classes that are NOT semester-length. See TUITION & FEES-REFUNDS in this Catalog, or Class Availability at <http://myuhportal.hawaii.edu>, or contact the Business Office.*

<sup>3</sup> *On Federal Holidays, classes scheduled on Military Bases and labs associated with Military-Base classes will not meet. On State Holidays and recesses, classes scheduled at other facilities will not meet.*

*Please refer to the HCC web site at <http://honolulu.hawaii.edu> for updated information.*

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General Information

# About the College

## History of the College

Honolulu Community College (HCC) was established in 1920 as the Territorial Trade School in Palama. Subsequently, it became part McKinley High School, but was later reestablished as Honolulu Vocational School. It became the Honolulu Technical School in 1955 before becoming part of the University of Hawai'i as a result of the Community College Act of 1964. In 1966, the Board of Regents approved the name Honolulu Community College and authorized the school to grant Associate in Arts and Associate in Science degrees.

As one of eight units of the UH Community College System, Honolulu Community College experienced very rapid growth between 1966 and 1976 and evolved into a fully comprehensive community college. The Main Campus, a short distance from the heart of Honolulu on Dillingham Blvd., offers liberal arts instruction leading to a two-year Associate in Arts degree, allowing students to transfer credits to achieve junior class standing at four-year higher education institutions within the State. The College also has facilities near Honolulu International Airport, at Kalaeloa Airport (Kapolei), on Kokea Street, and at Sand Island that currently offer Associate in Science, Associate in Applied Science, and Associate in Technical Studies degrees. Certificate programs in more than twenty Career and Technical Education areas that are integrated with a strong general education "core" help Honolulu Community College to provide an educated citizenry for the workforce of the State of Hawai'i.

## Accreditation

Honolulu Community College is a member of the American Association of Community Colleges and the Western Association of Schools and Colleges, and has been continuously and fully accredited since 1970 by Accredited Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

## Philosophy and Mission

The Hawai'i Community College Act of 1964 established the UH Community College System. As amended by the "University of Hawai'i Community College Plan" (November 1977), the purposes of the University of Hawai'i Community Colleges are to:

- Broaden access to higher education in Hawai'i by providing the opportunity for any high school graduate or adult aged 18 or older to enter quality educational programs within his or her community
- Specialize in the effective teaching of diverse liberal arts and sciences so that Community College graduates are prepared to enter the workplace or advance with confidence toward baccalaureate degrees.
- Provide semiprofessional, technical and vocational education and training that prepares students for immediate employment and supplies the paraprofessionals, technicians, and crafts people needed for Hawai'i's businesses and industry.
- Offer continuing education in the form of general and customized employment training, as well as non-credit instruction that emphasizes occupational advancement, career mobility, and personal enrichment.
- Contribute to the cultural and intellectual life of communities throughout Hawai'i by sharing leadership, knowledge, problem solving skills, and informational services; by offering forums for the discussion of ideas; and, by providing venues in which community members can both exercise creativity and appreciate creative work of others.

Additionally, the State Apprenticeship Law of 1977 states that "Related instruction for apprentices, coordination of instruction with job experiences, and the selection and training of teachers and coordinators for instruction shall be the responsibility of the Community College Division of the University of Hawai'i."

With these purposes to uphold, Honolulu Community College is committed to a comprehensive offering of career and technical and liberal arts programs as well as continuing education courses. The College offers open-door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training.

Consistent with the missions mentioned above as well as the mission of the University of Hawai'i System and the State Vocation Master Plan, the mission of Honolulu Community College is based on the belief that:

- Education is a lifelong process;
- Universal access to quality higher education is available to everyone;
- Education takes place in a learning-centered environment;
- Promotion of citizenship and individual community involvement is expanded through education; and,
- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society is paramount.

As such Honolulu Community College's mission is to

- Serve the community as an affordable, flexible, learning-centered, open-door, comprehensive community college that meets the post-secondary educational needs of individuals, businesses, and the community.
- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.
- To accomplish this mission, the goals of Honolulu Community College are to:
  1. Provide two-year transfer educational programs that offer students the general educational component of the Baccalaureate Degree.
  2. Provide two-year, four-year, short-term and apprenticeship occupational-technical curricula for employment, skill upgrading and career advancement and transfer to four year technical programs.
  3. Insure general education competency in communication, problem-solving, ethical deliberation, cultural diversity and global awareness.
  4. Provide developmental instruction to build skills necessary to pursue educational objectives.
  5. Maintain flexible educational delivery systems to enhance student access by providing affordable education when and where it is needed.
  6. Establish a systemic institutional effectiveness program that regularly assesses expected student and Program learning outcomes to ensure the highest quality education.
  7. Develop activities to increase resources for programs and operations.
  8. To provide co-curricular programs and activities to promote student learning and development and to prepare students for leadership roles and responsibilities in a global community.
  9. Contribute to the support of the community's economic and social growth.
  10. Maintain a multicultural environment where ethnic and gender diversity is appreciated, respected and promoted.
  11. Provide an opportunity for students to gain an understanding and knowledge of the host culture of Hawai'i, the Native Hawaiian language, culture and values.

## Educational Facilities

The main campus of Honolulu Community College has been almost totally rebuilt since 1970. Shops and laboratories equipped with appropriate tools and supplies are maintained for instructional programs in over twenty career and technical areas, and modern classrooms and laboratories have been built for liberal arts courses.

The Campus Center Building offers a modern central setting for student activities, as well as specialized instructional facilities for Communication Arts; Architectural, Engineering and CAD Technologies; Computer Science; and, the Pacific Center for Advanced Technology Training.

A trade-industrial complex provides up-to-date facilities for training in many trade areas. Students working toward Associate degrees use the complex during the day in Carpentry, Refrigeration and Air Conditioning, and Welding. Apprentices and journeyworkers in twenty different trades are trained in its shops and classrooms during evening hours and on weekends.

**AIRPORT TRAINING CENTER:** The Aeronautics Maintenance facility at Honolulu International Airport includes completely equipped shops which meet Federal Aviation Agency requirements.

**PACIFIC AEROSPACE TRAINING CENTER:** The Flight Training facility is located at Kalaeloa Airport (Kapolei).

**AUTOMOTIVE TECHNOLOGY (AMT) AND DIESEL MECHANICS (DISL) FACILITY:** Two transportation technology facilities are located on Kokea Street, makai of the main campus. The facilities house well-lighted classrooms and airy shops that complement both theoretical learning and hands-on training in Automotive Technology and Diesel Mechanics Technology. The Automotive facility is used during the evening hours and on weekends for in-service skill training.

**MARINE EDUCATION AND TRAINING CENTER:** The Marine Education and Training Center at Sand Island began operations in 1995 and is home to the Small Vessel Fabrication and Repair Program (MARR).

## Children's Center

Keiki Hau'oli Children's Center is the primary training site for Early Childhood students enrolled in certificate and degree programs at HCC. The children in the Center are children of HCC students, faculty and staff, and the community (when space is available). The Center is staffed by teachers who are trained in Early Childhood Education and by HCC teacher trainees under the supervision of a college instructor, and student assistants. Presently there are three programs: Infant, Toddler, and Preschool. Space is limited and students, faculty members, and staff members are encouraged to apply early.

The facility is located in Building 11, adjacent to Building 2. The Children's Center Office is in Building 2, Room 212. Phone 845-9466.

- **HOURS: INFANT PROGRAM**  
7:30 AM to 4:00 PM Monday through Thursday,  
7:30 AM to 2:00 PM Fridays
- **TODDLER PROGRAM**  
7:30 AM to 4:00 PM Monday through Thursday,  
7:30 AM to 2:00 PM Fridays
- **PRESCHOOL PROGRAM**  
7:30 AM to 4:00 PM Monday through Thursday,  
7:30 AM to 2:00 PM Fridays

The Children's Center observes all College holidays and non-instructional days. For a complete listing see *ACADEMIC CALENDAR*.

**PRIORITY FOR ENROLLMENT:** Priority for Children's Center enrollment will be given to:

- 1) Previously enrolled children of current HCC students;
- 2) Children of HCC students who are single parents and financial aid recipients; and,
- 3) Children of full time HCC students.

Parents of children must be HCC students carrying at least six credits or HCC faculty or staff members. Up to 25% of total enrollment may be reserved for faculty and staff children. Any unfilled faculty and staff slots may be allotted to children of HCC students.

**AGES: INFANTS** 3–18 months

**TODDLERS** 18–36 months

**PRESCHOOL** 2 years 9 months through 4 years of age

**FEES:** See *Tuition & Fees*.



*ECE students interact with a children.*

## Library

The Library supports the mission of Honolulu Community College by assisting students, faculty and staff in obtaining and using information resources effectively to enable and promote student learning.

The Library is located on the first two floors of Building 7. It supports the Liberal Arts and the Career and Technical Education programs of the College. Students can access online resources such as magazine and newspaper databases, web sites, and library catalogs, including the University of Hawai'i Voyager System and the Hawai'i State Public Library System. Library instruction is presented by HCC's reference librarians upon instructor request.

## Educational Media Center

The Educational Media Center is located on the third floor of Building 7 and in the Building 16 Print Plant. As an instructional support center, the EMC's Mission is to research, plan, develop, and deliver high quality media resources for faculty, administration, and student organizations.

The EMC supports the:

- Development and delivery of distance education using a variety of media, such as broadcast and cable television, web-based instruction, or other forms of digital delivery
- Production of Marketing Materials
- Design and development of instructional related web sites
- Operation of the print shop to provide duplication and print related services
- Coordination and production of graphics, print, and audio-visual materials for instructional and administrative uses
- Maintenance and repair of media and computing equipment
- Training of faculty and staff in the use of media

## The College Skills Center

The mission of the College Skills Center (CSC) is to provide access to the skills necessary for students to become responsible, self-directed learners. Located on the third floor of Building 7, CSC is the launching point for students' academic experience at Honolulu Community College. CSC provides testing for English and Math placement that is accepted throughout the UH Community College System. Testing is computerized, and the English portion is available in a version for non-native speakers. CSC also provides entry-level English and Math instruction that prepares students to meet program entry prerequisites. CSC instructional programs promote independent learning and help students practice conceptual skills in a lab setting through incorporating audio-visual materials, computers, hands-on activities, and reference materials with faculty, staff, and student-assistant support. Campus support services include testing for distance education students and accommodations for students with disabilities.

## Computer Lab Facilities

The College has various Computer Labs to support the development of computer literacy as well as programming and computer-assisted drafting and design (CADD). The computer labs are located on the fourth, fifth, and sixth floors of Building 2 as well as in the College Skills Center, and the Aeronautics, Communication Arts and Natural Science departments.

The Computer Lab in Building 2, Room 405 (845-9293) offers 1-hour hands-on introductory classes during the first two weeks of the fall and spring semesters. Word processing, Internet and E-mail are taught. The topics repeat each day at posted times. Students should go to the Computer Lab to see times and sign up for classes.

## Fujio Matsuda Technology Training and Education Center

Endowed by a significant gift to the UH Foundation, the Fujio Matsuda Technology Training and Education Center (MATSUDA TECHNOLOGY CENTER) serves as the technological bridge connecting Honolulu Community College with appropriate businesses and industries in Hawai'i.

The Matsuda Center introduces emerging technologies to the community through workshops, seminars, and non-credit classes. For more information on the Center call 845-9298.

## Transportation and Parking

Honolulu Community College is conveniently located where many bus routes cross. For current bus information call 848-5555 or visit <http://thebus.org>.

Parking Regulations are available at the Cashier's desk in the Administration Building. There is limited parking on or near the campus. See *PARKING*.

## Policies and Procedures

### Academic Rights and Freedoms of Students

The University of Hawai'i Honolulu Community College embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. Students, whether from the U.S. or from foreign countries, as members of the academic community are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

For its part, Honolulu Community College guarantees all students the freedom of silence. No student is required to engage in research on any topic or make statements of any kind, unless it is the student's wish to do so.

### Nondiscrimination and Affirmative Action

The University of Hawai'i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University:

- Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin);
- Age Discrimination Act of 1975 (age);
- Titles VII and VIII of the Public Health Service Act as amended (sex);
- Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision);
- Section 504 of the Rehabilitation Act of 1973 (disability).

The University of Hawaii also complies with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment, including, but not limited to, hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment:

- Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy);
- Executive Order 11246 as amended (race, color, national origin, religion, sex);
- Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex);
- Age Discrimination in Employment Act of 1967 (ages 40–70);
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status);
- Section 503 and 504 of the Rehabilitation Act of 1973 (disability);
- Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record).

The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I–IV of the Americans with Disabilities Act (ADA) P.L. 101–336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs. In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by the Honolulu Community College EEO/AA Coordinator.



The University of Hawai'i's nondiscrimination and affirmative action director is:

- Mary Perreira (EEO/AA)  
Office of VP for Administration/Chief Financial Officer  
2327 Dole Street Honolulu, Hawai'i 96822  
Phone: 956-4650 or 956-4651 (VIT)

Address inquiries to and obtain complaint forms and a copy of grievance procedures from:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Eileen Torigoe<br/>Honolulu Community College<br/>EEO/AA Coordinator and Personnel Officer<br/>874 Dillingham Boulevard<br/>Honolulu, Hawai'i 96817<br/>Phone: 847-9843</li> </ul> | <ul style="list-style-type: none"> <li>• Sandra Matsui<br/>Honolulu Community College<br/>Title IX Coordinator, Section 504 Coordinator<br/>and Dean of Student Services<br/>874 Dillingham Boulevard<br/>Honolulu, Hawai'i 96817<br/>Phone: 845-9235</li> </ul> |
|---|--|

## Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, marital status, disability, veteran's status or arrest and court record may file a complaint with the EEO/AA coordinator (Eileen Torigoe, 847-9843, Bldg. 6, 2nd Floor). The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

The process of addressing allegations of discrimination is described in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination and in the campus Section 504/ADA Grievance Procedure.

Students may also file complaints of discrimination with the Office of Civil Rights, Henry M. Jackson Federal Building, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 220-7920. FAX: (206) 220-7887.

## Sexual Assault and Harassment Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the College's Sexual Assault Prevention Program promoting awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. The Sexual Assault Prevention Program is presented by the Health Center in cooperation with Student Life and Development. A copy of the Sexual Assault Policy can be obtained at the Office of the Dean of Student Services, Administration Building, Second Floor. Procedures related to the Sexual Assault Prevention Program can be obtained from the Health Center (Bldg. 2-108A).

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to collective bargaining agreements. For more information, please contact the Office of the Dean of Student Services (845-9235) or the EEO/AA Coordinator, Eileen Torigoe (847-9843).

The University of Hawai'i (UH) Commission on the Status of Lesbian, Gay, Bisexual, Transgender, and Intersex supports a Safe Zone program aimed at keeping the University System a comfortable place for the lesbian, gay, bisexual, and transgendered population. A Safe Zone symbol identifies a person (student, teacher, staff, administrator) you can trust: someone who will be understanding, supportive, and helpful.



## Illicit Drugs and Alcohol

Copies of policies governing the possession, consumption, serving and sale of illicit drugs and alcohol on the University of Hawai'i, Honolulu Community College campuses are available in the Student Health Office (Bldg. 2-108A), Office of Student Services and the Office of the Chancellor for Community Colleges.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State laws and must be approved by the Chancellor in advance.

This Official Notice, by the University of Hawai'i, Office of the President is issued pursuant to the requirements of the Federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

To conform with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, 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, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

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. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code and the Hawai'i Penal Code are available in the Office of the Dean of Student Services.

## **UH Tobacco Products Policy**

Effective January 2003, the University of Hawai'i System implemented a new 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.

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 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned;
- d) Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- e) Within the gates of the University's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,
- f) 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.



## Lethal Weapons

Lethal weapons (firearms, spear guns, and bows and arrows) are prohibited on campus except with specific prior permission of the Chancellor.

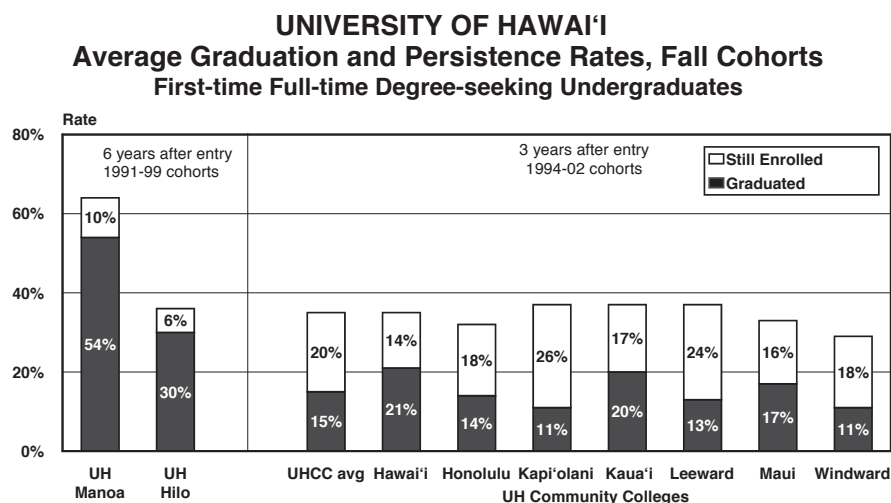
## Personal Property

The University of Hawai'i and Honolulu Community College are not responsible for lost, stolen, or vandalized personal property. Individuals are advised to safeguard their own personal property, including cars, purses, tools, books, etc. The Student Life and Development Office located on the first floor of Building 2 houses the lost and found center.

## Copyright Policy

A copy of the University of Hawai'i Copyright Policy is available in the Honolulu Community College Library. The policy is applicable to all UH campuses, including Honolulu Community College.

## Graduation and Persistence Rates



Success rate is the percentage of students who have either graduated or are still enrolled at a campus. **Average success rates** are 64% at UH Manoa, 36% at UH Hilo and 35% at the UH community colleges. **Graduation rates for the most recent cohort** are 51% at UH Manoa and 29% at UH Hilo for the Fall 1999 cohort six years after entry, and at the UH community colleges for the Fall 2002 cohort three years after entry: 14% overall, 21% at Hawai'i CC, 12% at Honolulu CC, 11% at Kapi'olani CC, 21% at Kaua'i CC, 12% at Leeward CC, 17% at Maui CC, and 7% at Windward CC. UH West O'ahu is an upper division institution with no first-time students, so is not included here.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual behavior.

Institutional Research Office, University of Hawai'i; February 2006.



Counseling  
Career Info  
Employment Info  
Disability Services  
Financial Aid  
Student Health  
Housing  
Food Service  
Bookstore  
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Regulations

# Services for Students



The College offers students a wide range of services and activities throughout the academic year and summer months. Students are encouraged to seek individual or group counseling, career and vocational exploration, and other related student services such as those listed below.

## Admissions and Academic Counseling

The Informed Consent Statement defines the scope of services provided for students at the Admissions and Counseling Office and provides information about confidentiality expectation. Review the statement at <http://honolulu.hawaii.edu/counseling/information>.

### Admissions Counseling

Counseling is available to help prospective students select appropriate programs. Counselors will assist students in assessing their educational needs, career interests, and academic qualifications. Information on program requirements, services, and financial aid helps students decide which program to undertake at the College.

### Advising for New Students

Advising is held on the day of registration or in group meetings where new students meet with a counselor and other students to become familiar with program requirements, college offerings, services, and regulations. Assistance is given for course selection.

### Academic Counseling

Counselors are available to assist students in setting educational goals and in planning programs of study. Information about course placement, prerequisites, course sequencing, and registration and transfer information are also provided. Students are encouraged to see a counselor or advisor at least once each semester. Other services include: financial aid academic certification, program status and eligibility, graduation information, counseling as related to academic success, course waiver/substitution, information on credit by exam, and transcript evaluation.

## Career Counseling

### Career Counseling

Counselors also work with students to explore career possibilities and training opportunities. Counselors help students assess their skills, interests, and values in developing career/life plans. Individualized assistance, workshops, and Student Development courses help students in self-directed career/life planning and job search activities. Visit the Career Counseling web site at <http://honolulu.hawaii.edu/career> to learn more.

### Individual Assessment

A variety of occupationally related tests are available at the Admissions and Counseling Center. Students may learn more about themselves by taking tests that determine interests, values, personality traits, and abilities.

### Career Resource Information

Career Resource Information covers occupations, colleges, job search, and personal development, including videotapes, audio cassettes, workbooks, periodicals, and other multimedia resources for student use.

### Career Exploration

A computerized career information system is available to Honolulu Community College students. Using Career Kokua, students can access the current local labor market and educational and career information, consider career choices based on their own needs and interests, make course selections based on their career decisions, and obtain college program information.

# Student Employment/Job Placement

## Career Readiness and Job Placement Center

Housed in the Administration Building, Room 104, the Career Readiness & Job Placement Center provides invaluable resources for students and graduates. Whether looking for a full or part-time job or information about careers, the Center provides a variety of programs and resources to help. Assistance is offered in the following: Job Search/Jobs, Career Fairs, Resume and Cover Letter Writing, and Interviewing. Currently, the Center has a number of computers with Internet access dedicated for student use for career and job search, grants and scholarship exploration, and college and educational research. Assistance is always available from the Center's staff to help students locate information. Appointments for resume and interview assistance are required. Job Leads are available by logging onto the Center's web site: <http://crjpc.hcc.hawaii.edu/jobplacement>.

Students seeking on-campus employment must register on the Student Employment SECE web site: [www.hawaii.edu/sece](http://www.hawaii.edu/sece).

For more information or to schedule an appointment, please call 845-9204.

Hours: Mon., Wed. and Friday, 8:00 AM – 5:00 PM, Tues. & Thurs. 8:00 AM – 6:00 PM. Other days and times can be arranged.

## Services to Students with Disabilities

In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, 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.

Through the Student Health Office, HCC provides coordinated services to help students with documented disabilities achieve their educational goals. The following support services may be arranged on an individual basis:

- Application, admissions, financial aid, and registration assistance;
- Career and academic counseling;
- Campus orientation;
- Auxiliary equipment in the classroom such as portable tables, adjustable height drafting tables, chairs and electronic equipment such as cassette tape recorders and closed circuit television for enlargements;
- Academic accommodations such as classroom materials in Braille, enlarged or taped formats, notetaker services, readers, scribes, special testing, sign language interpreters, and/or other academic support services as appropriate; and,
- Notetaking, mobility and laboratory aids, readers, sign language interpreters, special testing, and/or other academic support services, as appropriate.

Text Teletype devices are available in the:

Student Health Office	845-9282
Library	845-9220
College Skills Center	845-9272
Switchboard	845-9211
Operations and Maintenance	845-9142
Security	845-9273
Admissions	845-9270
Human Resources	845-9181
Academic Counseling	845-9228
Apprenticeship	845-9245
Non-credit Registration Office	845-9296



*Support services are available for students.*

Persons who are deaf, hard-of-hearing, or speech-impaired are invited to contact the College via the Telecommunications Relay Services by calling 711.

A campus accessibility map showing locations of ramps, rest rooms, elevator and disability parking stalls is available from the Student Health Office.

- Students with official disability parking placard and I.D. card may purchase semester parking through the Cashier's Office.
- Students requesting elevator access in Building 7 or 27 shall provide a M.D.'s note to the Student Health Office.

Students desiring special services must provide appropriate documentation and contact the Student Health Office as early as possible to allow sufficient time for services to be put in place. For further information contact Lorri Taniguchi, Student Health Office, located in Building 2, Room 108A, 845-9282 (voice/text), or Sheryl Legaspi, College Skills Center, located in Building 7, 3rd floor, 845-9272 (voice/text).

## Financial Aid

The financial aid program at HCC helps those students who can benefit from higher education, but who may have difficulty attending college without financial help. The financial aid program adds to the efforts of the student and the student's parents/spouse. All students may apply for financial aid at Honolulu Community College.

### How to Apply for Aid

To be considered for financial aid at HCC an applicant must:

1. Be accepted for admission (or be currently enrolled) in an eligible degree or certificate program at HCC; and,
2. Have filed the Free Application for Federal Student Aid (FAFSA).

The FAFSA is available at the Financial Aid Office at HCC, other college or university financial aid offices, at high school guidance offices, and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial aid is not automatically renewable and must be filed every year. Applicants who file a FAFSA will automatically be considered for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Hawai'i Student Incentive Grants, and need-based Tuition Waivers.

### When to Apply for Aid

Awards are made for an academic year (Fall/Spring). Applications should be filed as soon as they are available in January of each year. The College will begin making awards for Fall in May and Spring in October. Applicants who apply (and re-apply) early have the best opportunity to have their needs met.

Applicants must file a financial aid application for each academic year they seek aid. The amount and type of aid for each year depends upon the applicant's continued need, date of application, and academic progress.

### Financial Aid Satisfactory Academic Progress Policy

Students enrolled at HCC must make satisfactory progress in accordance with the HCC Financial Aid Satisfactory Academic Progress Policy before any financial aid will be awarded. Progress is measured in the number of credits completed toward the degree/certificate and grade point average. HCC measures students' progress at the end of the academic year.

#### Definition

##### Time Frame

- A. At HCC, students are determined to be making progress if they complete degree requirements within the equivalent of six full-time semesters. This applies to all students enrolled at HCC, including students who change majors or who seek a degree or certificate in more than one program.

- B. The number of semesters full-time students are eligible for financial aid is determined by their degree objective at HCC:

Degree Sought	Maximum Semesters of Eligibility
<i>AA or AS</i>	<i>6*</i>
<i>Certificate of Achievement</i>	<i>3*</i>

\* Programs requiring more than 60 credits may be considered for additional semesters of eligibility.

- C. Credits accepted in transfer from another institution will be used to calculate remaining credits required for completion of degrees or certificates.
- D. Because of limited funds, students who have earned sufficient credits applicable to their degree will not be eligible for additional semester(s) of aid, even though they may not have used their maximum semesters of eligibility.

### Credit Completion Requirements

- A. HCC has established the following minimum for financial aid satisfactory academic progress. Completed credit load refers only to credits applicable to the students' declared degree or certificate at HCC.

Semester Enrollment	Number of credits enrolled in each semester	Required credits completed for 1 semester	Required credits completed for 2 semesters
<i>full-time</i>	<i>12 or more</i>	<i>10 credits</i>	<i>20 credits</i>
<i>three-quarters</i>	<i>9, 10, 11</i>	<i>8 credits</i>	<i>15 credits</i>
<i>half-time</i>	<i>6, 7, 8</i>	<i>5 credits</i>	<i>10 credits</i>

Less than half-time students must complete all credits in which they are enrolled. If students change their enrollment from semester to semester, the credit completion requirement for the year will be the sum of the credit completion requirements for the semesters.

- B. Students may receive payment for repeating a required course in which a grade lower than a "C" was received. This option is available only once per required course. Each attempt will be counted toward the students' number of equivalent full-time semesters.
- C. The following will be considered as credits not successfully completed:
1. "F" Grades
  2. "W" Withdrawals
  3. "N" No Grade
  4. "I" Incompletes

An incomplete (I) grade is calculated as no credit received until the instructor changes the grade and it is added to the student's academic record by the Records Office. At that time, the grade received is calculated at face value. If students need that completed grade to change their status (probation/suspension) they should contact the Financial Aid Office when the grade is added to the transcript. The Financial Aid Office will not automatically review incomplete grades.

### Grade Point Average (GPA) Requirement

All financial aid recipients are expected to maintain a semester and cumulative grade point average of at least 2.00.

### Financial Aid Probation/Suspension

#### Financial Aid Probation

Credits and grades earned will be reviewed at the end of each semester.

- A. Students who do not meet the minimum credit completion for their enrollment status, but complete at least half of their credits will be placed on probation for the following term and receive aid.
- B. Students who do not meet the cumulative GPA requirement after their first semester of enrollment at HCC, but complete at least half of their credits will be placed on probation the following semester.
- C. Students may have their probationary period extended beyond one semester if their cumulative GPA has not been raised to a 2.00, but their semester GPA is at 2.00 or above at the discretion of the Financial Aid Office.

Students on financial aid probation will be notified in writing of their status and advised to take appropriate action.

## Financial Aid Suspension

Financial aid at HCC will be suspended and students will not be eligible for financial aid in subsequent semesters under the following conditions:

- A. At the end of the probationary period, students complete less than the required minimum earned credit hours or fail to achieve semester and cumulative grade point averages of at least 2.00 OR
- B. Students do not complete at least half of the credits for which they are enrolled. Enrollment will be the highest number of credits the student enrolled in for a semester.

Suspended students not enrolling at HCC in the succeeding semester will have their suspension stand until they have met the requirements for reinstatement.

## Reinstatement

Students who have been placed on financial aid suspension may re-establish their eligibility by demonstrating satisfactory academic progress.

1. To reinstate eligibility, students must:
  - Enroll at least half time (6 or more credits required for the degree);
  - Complete the required number of credits for their credit load; and,
  - Earn a semester and cumulative grade point average of at least 2.00.
2. Students who attempt to reinstate eligibility during the Summer Session must complete at least 6 credits during the summer (may combine sessions) with current and cumulative grade point averages of at least 2.00.
3. Students who wish to be reinstated upon successful completion of credits and satisfactory grade point averages, must notify the Financial Aid Office in writing. The Financial Aid Office will notify students, in writing, whether or not they have been reinstated.

**Note: For Summer Only**—Due to the short time between the end of the summer sessions and fall registration, it will not be possible for students to be reinstated before Fall registration. Requests for reinstatement will be processed in September. If students are reinstated, their aid application will be re-activated on the date they are reinstated. Students will need to pay their own tuition and fees at registration.

## Appeal Of Financial Aid Suspension

- A. Students who have been suspended from financial aid at HCC may appeal the decision. A written appeal must be submitted to the Financial Aid Office explaining in detail 1) the specific reasons which contributed to the students' lack of progress; and, 2) the steps being taken to ensure academic progress if students are reinstated.
- B. The Financial Aid Administrator will review the appeal and determine whether or not the students will be granted one semester of financial aid probation. Students will be advised in writing of the decision.

**Note:** Copies of the complete appeal policy are available at the Financial Aid Office. Check with the Financial Aid Office for the most up-to-date and complete policy.

## Federal Financial Aid

The majority of aid awarded by Honolulu Community College 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 (permanent resident);
- Be enrolled in a degree granting program (you must be a classified student at HCC);
- Be making satisfactory academic progress toward your degree;
- Not be in default on a loan or owe a refund on a Federal grant;
- Have demonstrated financial need;



- Have obtained a high school diploma, GED, or have passed a federally approved test; and,
- Be registered with Selective Service \*, if required.

All financial aid programs are subject to change.

*\* Note: Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai'i Student Incentive Grants (HSIG), Federal Perkins Loan Program monies, Federal Family Educational Loan Program funds, Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, Federal Parent Loans for Undergraduate Students, and Federal Work Study. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959. The group of males affected includes citizens and eligible non-citizens eligible except citizens of the Federated States of Micronesia, the Marshall Islands, or the permanent residents of Palau. For further information contact the Financial Aid Office at 845-9116.*

## Student Grants

**FEDERAL PELL GRANTS** are assistance grants which require no repayment. They are available to students who have not received a bachelor's degree. The Department of Education sends a Student Aid Report (SAR) directly to the student to confirm eligibility.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)** provide financial assistance to students with no repayment. They are available to students with exceptional need. Priority must be given to Pell grant recipients.

**HAWAI'I STUDENT INCENTIVE GRANTS (HSIG)** are available to students who are Hawai'i residents, enrolled at least half time, and eligible for Federal Pell Grants. The award covers tuition. A portion is paid by the Federal government.

## Student Loans

**FEDERAL PERKINS LOAN PROGRAM** (formerly NDSL program) is a long-term loan program. Students are limited to a total of \$4,500 from the loan program while attending HCC. Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after the borrower ceases to be enrolled at least half-time. Deferments are available.

**FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)** (formerly Guaranteed Student Loans) are long-term loans from private lenders such as banks and credit unions and guaranteed by the Federal government. The interest on these loans is fixed beginning with July 1, 2006 disbursements. There are three types.

1. **FEDERAL SUBSIDIZED STAFFORD LOAN** A Federal Subsidized Stafford Loan is made through a bank or lending institution and guaranteed by a State agency. Annual loan limits differ depending on students' academic level and existing Stafford loan balance. Repayment begins six months after borrowers cease to be enrolled at least a half-time. Deferments are available.
2. **FEDERAL UNSUBSIDIZED STAFFORD LOAN** The maximum amounts and interest rates of this loan program are similar to the Subsidized Federal Stafford Loan program. However, interest begins accruing upon disbursement of the funds. Deferments are available.
3. **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)** This program provides additional loan funds for students' educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance minus other student aid for their child from the FPLUS program.

The interest rate on FPLUS loans is fixed beginning with July 1, 2006 disbursements. Interest begins accruing upon disbursement of the funds. Deferments are available.

**STATE HIGHER EDUCATION LOANS (SHEL)** This loan program is available to Hawai'i residents. Students are limited to a total of \$4,500 from this loan program while attending HCC. Awards are based on demonstrated financial need and availability of funds. Repayment begins 9 months after the student ceases to be enrolled at least a half-time. Deferments are available.



Financial Aid Office.

## Student Employment

**FEDERAL WORK-STUDY (FWS)** provides part-time employment on campus. Students are limited to a maximum of 20 hours per week during the academic terms. An individual student's award is based upon his or her individual need and the availability of funds.

## Tuition Waivers (Pending Board of Regents action)

**TUITION WAIVERS** may be awarded to students on the basis of need, merit, or recruitment for particular programs. Refer to the Tuition & Fees section of the Catalog for additional information on tuition waivers.

**TUITION WAIVERS (NEED-BASED)** Students who submit a FAFSA application for financial aid are considered for tuition waivers based on need. FAFSA applications are available at the Financial Aid Office or via the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**TUITION WAIVER FOR RECRUITMENT (MERIT/RECRUITMENT)**- To encourage a balance of male and female students in HCC's various programs of study, tuition waivers may be awarded to students who are majoring in programs customarily dominated by members which the College has determined are of the opposite sex. Applicants must be accepted in a non-traditional major. Recipients must enroll in at least 6 credits applicable to the degree or applicable toward program readiness, maintain at least a 2.5 GPA, and maintain satisfactory academic progress requirements each semester. Non-traditional majors will be reevaluated periodically. For now, priority will be given to female students majoring in AMT, ABRP, CARP, EIMT, FIRE, MARR, and RAC; however, female students majoring in AEC, AERO, APTR, AVIT, CENT, DISL, IED, OESM, SMP, and WELD will also be considered. Non-traditional majors for male students are COSM, FT, and HSER.

### **TUITION WAIVER FOR PROMISING HIGH SCHOOL STUDENTS (MERIT/RECRUITMENT)**

The Promising High School Student Tuition Waiver is a recruitment award based on merit. The purpose of the award is to promote quality educational programs through the recruitment of promising high school graduates. Applicants must be a graduating high school senior nominated by their Principal or designee. They must be accepted in a major at Honolulu Community College at the time of the nomination and enroll in at least 6 credits per semester in the year of the award. The award is for one academic year and continuation of the award into the spring semester is contingent on the student making satisfactory academic progress. Students must use their tuition waiver in the academic year following their graduation from high school. An applicant's cumulative GPA must be 2.5 or higher. The criteria to determine a promising or outstanding graduate is left up to the high school to decide; however, the criteria must be documented on the Nomination Form and must also include a statement of how the student meets the criteria. In addition, a written statement by the student is required.

## Scholarship Programs

The **PHYLLIS LOVELESS SCHOLARSHIP** is available for individuals who live or work in Kalihi-Palama and are accepted for admission in the Early Childhood Education Option. Application and selection are made through the department.

**PACIFIC ASIAN SCHOLARSHIPS (PAs)** for the amount of tuition are for students with high scholastic merit who are pursuing a course of study important to the Pacific-Asian region. Students who have completed at least 12 credits at HCC in courses that meet their degree requirements; have a cumulative and previous GPA of 3.00 or higher; and, are enrolled full-time are eligible for this waiver. Preference is given to non-residents who are residents of Pacific, East Asian, and Southeast Asian countries; however, other non-residents and Hawai'i residents are considered. Recipients must enroll in at least 12 credits, maintain at least a 3.00 GPA, and maintain satisfactory credit completion requirements each semester. Applications are available at the Financial Aid Office.

**CHARLES HEMENWAY SCHOLARSHIPS** are available to Hawai'i residents who have demonstrated financial need through an application for financial aid. Scholarship applications are available at the Financial Aid Office.

**RUTH BLACK SCHOLARSHIPS** are available to students whose parents are or were employed in the Hawai'i construction industry and who have demonstrated financial need through an application for financial aid. Applications are available at the Financial Aid Office.

**HAWAI'I VETERAN'S SCHOLARSHIPS** are available to Hawai'i residents who have demonstrated financial need through an application for financial aid. Scholarship applications are available at the Financial Aid Office.

## Short Term Loans

Emergency Short Term Loans are available to help meet unexpected expenses. The loans are repayable within 30 days. Check with the Financial Aid Office for additional information and application.

## How Financial Need is Determined

Demonstrated financial need is the difference between the "cost of education" and the "expected family contribution"

$$\text{FORMULA: Cost of Education (minus) - Expected Family Contribution = Demonstrated Financial Need}$$

The financial aid application completed by the student and the student's family, determines the "expected family contribution." This is an amount based on income and assets, expenses, number of family members, etc. as reported on the FAFSA.

A Standard "cost of education" is established for each student. This amount is an average of typical expenses within the academic year.

- Tuition and fees\* (adjusted for enrollment status)
- Room and board allowance
- Books, supplies, and tools
- Personal expenses
- Transportation
- Child care

\* Students who intend to enroll concurrently at Honolulu Community College and another University of Hawai'i campus must contact the Financial Aid Office for more information.

With supporting documentation, additional expenses related to attending HCC can be considered in the standard budget.

## Changes in Financial Status

Changes in a student's financial status may result in an increase or decrease in the cost of education, or increase or decrease in the expected family contribution. A change in either would change the amount of aid for which the student is eligible. If a student's financial circumstances change significantly from the time that he/she originally applied for aid, he/she should see a Financial Aid Administrator.

## Selection, Notification, and Payment

Upon receiving a Student Aid Report, the Financial Aid Office will review the student's file for completeness and, if complete, determine the student's eligibility for aid. Notification will be made to all eligible applicants who have submitted complete applications. Awards will be made on the basis of need. Applicants are encouraged to apply as soon as applications are available in January each year; some funds are limited and run out.

Offers of aid will be made in an award letter. The letter will tell the student of the awards and the conditions of those awards. The letter will have a date due by which the student must sign the letter and return it to the Financial Aid Office.

Unless otherwise noted on the Financial Aid Award Offer Letter, all awards are paid equally for the fall and spring semester. With the exception of tuition waivers, awards cannot be credited to a student's account earlier than 10 days prior to the first day of classes for that term. A refund check will be mailed (unless otherwise noted) to the student within 14 days from the date that the balance occurs. By applying early, students will receive their Award Offer Letter prior to the start of school.

## Changes in Enrollment Status

It is the student's responsibility to inform the Financial Aid Office of any changes in enrollment because changes in enrollment status may result in an increase or decrease in the cost of education and resultant financial aid offer. In the event a student should completely withdraw from Honolulu Community College, the Financial Aid Office will adhere to all institutional refund policies (see Tuition and Fees section). In addition, Federal regulations stipulate that any recipients of Federal Title IV funds who withdraw from school or disappear prior to the 60% period of enrollment will be subject to a calculation which will determine the amount of Title IV funds that the student and the school is responsible for returning to the Federal government. Failure of the student to return these funds may affect future Title IV eligibility.

Students who completely withdraw should contact the Financial Aid Office prior to withdrawing from classes. Copies of the most up-to-date and complete Refund Policy are available at the Financial Aid Office.

## Rights and Responsibilities

The student has the right to know:

- The cost of attending HCC and the policy on refunds to students who drop out;
- What financial assistance is available;
- Procedures and deadlines for submitting applications for each available financial aid program;
- How HCC selects financial aid recipients;
- How need is determined;
- How much of the student's need has been met;
- How and when the student will be paid;
- The interest rate on any loans offered to the student and the conditions of repayment;
- If offered Federal Work-Study, what kind of job is offered, what hours must be worked, duties, rate of pay, and method of payment;
- How an aid package is reconsidered if a student believes a mistake has been made or if enrollment or financial circumstances have changed; and,
- How HCC determines satisfactory academic progress.

The student is responsible for:

- Reviewing and considering all information about a school's program before enrolling;
- Submitting complete and accurate information concerning enrollment and financial circumstances;
- Knowing and complying with all deadlines for applying and reapplying for financial aid;
- Providing all documentation, corrections, and/or new information requested by the Financial Aid Office;
- Notifying the Financial Aid Office of any information which has changed;
- Reading, understanding, and keeping copies of all forms requiring a signature;
- Repaying any student loans and attending entrance and exit interviews for those loans;
- Performing satisfactorily work agreed upon in a Federal Work-Study job; and,
- Understanding HCC's refund policy.

For additional financial aid information, contact the Financial Aid Office at 845-9116.

## Veterans Administration Benefits

The College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill), the Veteran's Readjustment Act, and the Dependents' Educational Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. See the Records Office for VA enrollment certification.

## Student Health Office

The Student Health Office, located on the first floor of Building 2, is open Monday through Friday from 8:00 a.m.–4:30 p.m. and provides first aid assistance, health education, and referrals to community agencies and services.

Services and activities are provided by a registered nurse for students currently enrolled at the College. NON-COLLEGE SERVICES, SUCH AS AMBULANCE AND EMERGENCY ROOM FEES, ARE NOT COVERED BY THE COLLEGE. Therefore, students should expect to pay these costs on their own.

No comprehensive health care is available at the College. Therefore, students are encouraged to explore other medical and health options, such as the University of Hawai'i Medical Insurance Plans, which are designed for student needs and are less expensive than most other health insurance plans available to students. Brochures and applications for the Student Health Plans are available at the Student Health Office.

Current information about activities and programs, medical insurance plans, and other health related matters may be found at the Student Health Office (phone 845-9282 voice/text, e-mail [health@hcc.hawaii.edu](mailto:health@hcc.hawaii.edu), online <http://honolulu.hawaii.edu/health/index.html>.)

See "Health Requirements for Admission" for medical clearance requirements for admission.

## Housing Information

Honolulu Community College has no housing facilities and the College does not supervise, recommend, or assume responsibility for any housing facility. Options may be available within the University of Hawaii System. The best listing of housing for UH students on Oahu can be found at [www.housing.hawaii.edu/och](http://www.housing.hawaii.edu/och).

## Food Service

During the Academic year the Cafeteria serves breakfast, snacks, lunch and dinner (Monday - Thursday, subject to change).

Vending machines for soft drinks, and snacks are available in Buildings 5 and 7. The Bookstore also sells soft drinks and snacks.



*Student lounge- a place to hang out and relax.*

## Bookstore

The bookstore is on the first floor of the Campus Center Building for student convenience and is open 8:00 a.m. to 3:30 p.m. Monday through Friday. Hours are extended during registration periods and the first week of each semester. The bookstore is closed recesses and holidays. The main items for sale are required textbooks and supplies.

## Student Life

**CONTACT:** <http://honolulu.hawaii.edu/stuorgs>

**LOCATION:** Building 2, First Floor

Honolulu Community College recognizes the need for active student involvement in college governance and the necessity for out-of-classroom enrichment experiences for the total development of the student. Student Life activities add a dynamic dimension to the college experience by providing new learning experiences and opportunities.

## The Campus Center

The Campus Center in Building 2 includes offices for the ASUH-HCC Senate, the Student Media Board, meeting rooms, the Bookstore and the Student Health Office. The Student Life and Development Office, located on the first floor, provides support for all student organizations on campus, houses the Lost and Found, and produces Student IDs for the College.



## Student Government

**CONTACT:** <http://honolulu.hawaii.edu/asuh-hcc>

All fee paying students are regular members of the Associated Students of Honolulu Community College (ASUH-HCC) (see also Tuition and Fees).

The Student Senate represents the ASUH-HCC on most College committees, Faculty Council committees, and University councils and committees. It is through this important student organization that students play a prominent role in the governance of the College and the University System.

Student Government provides interested students the opportunity to learn and develop leadership skills. Student leaders learn parliamentary procedures and individual and group decision-making and interaction techniques. For more information contact the ASUH-HCC Senate office.

The Campus Activities Board sponsors social, cultural, recreational and educational programs. It initiates activities and supports other campus clubs and organizations in delivering a wide range of interesting programs to the campus community. For example, there are musical offerings, dances, films, concerts, lectures, informal gatherings and special interest clubs. For more information contact the Student Life and Development Office in the Campus Center, on the first floor.



*ASUH -HCC's successful toner recycling campaign.*

## Media/Publications

The Student Media Board is responsible for the formulation of policies, bylaws and procedures applicable to student publications and other media.

The *Ka La* is Honolulu Community College's student news magazine and *Art & Soul* is the student literary and art publication.

Students are encouraged to submit articles, stories, and photos. *Ka La* is a great means for students to voice themselves, build resumes and gain experience in the world of journalism. Students who are interested need no experience; however, they need to be motivated and willing to work with deadlines. Sportswriters, photographers, news reporters, movie reviewers, editors, and ad managers are some of the many opportunities offered to students who join the publication.

## Student Regulations

**GENERAL RIGHTS AND RESPONSIBILITIES:** The process of teaching and learning involves rights and responsibilities on the part of faculty members, students and other members of the College and community. Honolulu Community College seeks to create and maintain the best possible environment for teaching and learning to take place. Students are expected to understand and follow the course requirements as presented by each instructor; to act with respect toward their instructors, fellow students, and others with whom they may interact in the course of their studies; and, to complete all work required for their courses. Students may, in turn, expect to be treated with respect and evaluated fairly based on their academic performance.

Students are encouraged to become familiar with important policy statements that explain, in greater detail, their rights and responsibilities. These policies also outline the ways in which the college will address concerns or problems students might encounter. In general, the College wants to ensure that such issues are resolved as quickly and as fairly as possible for all involved, so that faculty and students can return to their primary focus: education. The full texts of the Student Conduct Code, the Student Academic Grievance Procedure, and the policies on Sexual Harassment and Sexual Assault, outlined briefly in this catalog, are posted on the College web site (<http://honolulu.hawaii.edu>) and are also available from the Dean of Student Services Office.

**STUDENT CONDUCT CODE** (A brief summary): 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:

- Interference with the rights of others, including interference with freedom of speech and the right to peaceful assembly, such as demonstrations which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property; interference with campus operations; or non-compliance with campus behavioral restrictions on demonstrations;
- Interference with University processes, including false or fraudulent information, personal misconduct, theft or mutilation of University property, disruption, abuse of controlled substances, off-campus behavior in violation of professional standards of the University or not in compliance with applicable Federal and State laws; and academic dishonesty, such as cheating, plagiarism, or violation of other existing University regulations.

One or more of the following sanctions may be imposed whenever a student is found to have violated any of the rules contained in this code: warning, probation, restitution, temporary suspension, suspension, expulsion, or rescission of grades or degrees.

Disciplinary procedures include temporary suspension in emergency situations, reporting of infractions, preliminary investigation, initiation of charges, administrative disposition, Student Conduct Committee disposition, a disciplinary hearing, Committee recommendations, review by the Chancellor, and the final decision and orders by the Chancellor.

**ACADEMIC DISHONESTY:** Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

- **Cheating** includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining 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.
- **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 drylabbing, 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.

Copies of the Student Conduct Code are available at the Honolulu Community College Office of the Dean of Student Services.

**FINANCIAL OBLIGATIONS TO THE UNIVERSITY:** Students who have not satisfactorily adjusted their financial obligations, such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc., may be denied grades, transcripts, diplomas and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i," promulgated by the Board of Regents, is on file in the Business Office.

**STUDENT GRIEVANCES:** The process of addressing allegations of misconduct or acts of discrimination is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Office of the Dean of Student Services.

**OTHER REGULATIONS** that apply to students may be found in the *GENERAL INFORMATION* section.





Classification  
Admissions  
Health Requirements  
Registration Changes  
Credits, Grades & Exams  
Privacy Act

# Academic Regulations



## Classification of Students in Credit Programs

**CLASSIFIED STUDENT:** A student who is enrolled for credit in an official program leading to an Associate Degree, Certificate of Achievement, Certificate of Completion, or Certificate of Competence.

**UNCLASSIFIED STUDENT:** A student who is enrolled for credit, but is not in an official program leading to an Associate Degree, Certificate of Achievement, Certificate of Completion, or Certificate of Competence.

**SPECIAL STUDENT:** A student who is enrolled for credit as an early admittee.

### Educational Level

**FRESHMAN:** A student who has earned fewer than 25 credits towards an Associate Degree, Certificate of Achievement, or Certificate of Completion.

**SOPHOMORE:** A student who has earned 25 credits or more towards an Associate Degree or Certificate of Achievement.

### Full Time and Part Time Students:

**FULL TIME STUDENT:** A student who is enrolled in 12 semester credits or more in a semester or in a 12-week summer term. A student is also considered to be full time under the following conditions: enrolled for 6 credits or more in a 6-week summer session where full-time status is for the 6-week session only or enrolled for 8 credits or more in a 10-week term.

**PART TIME STUDENT:** A student who enrolls in fewer than 12 semester credits in a semester or fewer than the minimum semester credits required for full time status in shorter terms or sessions.

**HALF-TIME STUDENT:** A student who enrolls in at least 50% of the semester credits required for full time status in a semester or shorter term or session.

The definitions of a full time student and of a part time student are Honolulu Community College definitions used for certifying enrollment. A summer term may consist of more than one session. A third party such as Veterans Administration (VA) benefits or Federal financial aid may have another definition of a full time student that is used in determining eligibility for benefits.

## Admissions Information

### Eligibility

Honolulu Community College welcomes applications from any U.S. high school graduate, GED (General Education Development) recipient or persons 18 years of age or over who can benefit from the instruction offered. Students under the age of 18 may be considered for Early Admission or the Running Start program (see Early Admission or the Running Start Program later in the Academic Regulations).

(International Students please see "Admission of International Students".)

### Application Deadlines

Deadlines for filing applications for priority admission are July 1 for the Fall Semester and December 1 for the Spring Semester. The deadline for the Summer Session will be announced. Individuals are advised to file their applications as early as possible.

### How to Apply

To be admitted to Honolulu Community College, complete the University of Hawaii System Common Application and return it by mail (or in person) to the Admissions Office. Forms can be downloaded from our web site at <http://honolulu.hawaii.edu/admissions> or picked up from any Hawai'i high school counselor's office or the HCC Admissions Office.

Some programs have non-academic prerequisites that must be met before taking major courses:

- Auto Body Repair and Painting
  - submit Respirator Use Clearance
- Automotive Technology
  - submit copy of valid Driver's License
- Commercial Aviation
  - submit copy of Flight Medical Clearance
- Cosmetology
  - submit copy of high school diploma, GED or college degree
- Small Vessel Fabrication and Repair
  - submit Respirator Use Clearance

If you are military personnel (or dependent) stationed in Hawaii, submit a copy of your military orders along with your application for admission. Section F needs to be completed and signed by your Commanding Officer.

International students, please see "Admission of International Students" for further information.

Please note that all documents, transcripts, and forms submitted become the property of HCC and will not be returned to the applicant.

Applicants will be notified by mail of their acceptance. Further information on orientation, placement testing, and counseling services will be included with your acceptance letter.



*Friendly staff are eager to assist students.*

## Placement-Test Policy

1. A placement test may not be retaken within a 120-day period; additionally, it is advised that some preparation be done before the placement test is retaken.
2. A placement test may not be taken more than twice in one semester.
3. Placement test scores are valid for only 2 years.

## Acceptance Information

Once a student has been accepted, the student must:

1. Submit proof of negative tuberculin (TB) test or chest x-ray report and Measles, Mumps and Rubella (MMR) immunization before registration. TB results must be less than a year old. For more information on HCC health regulations, see "Health Requirements for Registration".
2. Complete the English and Math placement test (unless you have successfully completed English and/or Math credits from another accredited institution or previously completed an Associate's, Bachelor's or Master's degree).
3. Meet with a Counselor if you need assistance with selecting courses and/or registering for classes.
4. Pay all applicable tuition and fees by the posted deadline.

A student is accepted into a program or major of his or her choice. However, in a few cases the student may not be able to enroll in the beginning courses in the program because:

- Certain academic and non-academic prerequisites for the courses have not been met
- The program may be filled
- Beginning courses in the program are not offered in that semester.

Check "Starting Dates for Programs" below to see which programs accept students into both Fall and Spring semesters. If the program is filled, students are unable to enroll in the beginning courses in their program and are advised to take required related courses during the first semester. 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.

Counselors are available to provide information about HCC and its programs and to assist each applicant in choosing a program which offers the maximum opportunity for self-development.

If students do not wish to attend Honolulu Community College after being accepted and would like to:

- Transfer to another UH Community College, they should submit a Change of Home Institution Form to the institution they wish to attend.
- Transfer to a UH four-year institution, they should submit a new System Application for admission.

## Starting Dates for Programs

The chart below indicates when new majors may start a program. Symbols in the Fall column mean a student may enter the program in a Fall Semester. Symbols in the Spring column mean a student may enter the program in a Spring Semester. The chart legend explains the different symbols.

Program	Fall	Spring	Program	Fall	Spring
<i>Administration of Justice (AJ)</i>	•	•	<i>Diesel Mechanics Technology (DISL)</i>		
<i>Aeronautics Maintenance (AERO)</i>	•	•	<i>Electrical Installation &amp; Maintenance Technology (EIMT)</i>	•	
<i>Applied Trades (APTR)</i>	•	•	<i>Fashion Technology (FT)</i>	•	
<i>Architectural, Engineering &amp; CAD Technologies (AEC)</i>	•	•	<i>Fire and Environmental Emergency Response (FIRE)</i>	•	•
<i>Auto Body Repair and Painting (ABRP)</i>	•		<i>Human Services (HSER)</i>	•	•
<i>Automotive Technology (AMT)</i>	•	•	<i>Industrial Education (IE)</i>	o	o
<i>Carpentry (CARP)</i>	•		<i>Liberal Arts (LBRT)</i>	•	•
<i>Commercial Aviation (AVIT)</i>	•	•	<i>Occupational and Environmental Safety Management (OESM)</i>	•	•
<i>Communication Arts (CA)</i>	•	•	<i>Refrigeration and Air Conditioning (RAC)</i>	•	
<i>Computing, Electronics, &amp; Networking (CENT)</i>	•	•	<i>Sheetmetal and Plastics (SMP)</i>	•	
<i>Cosmetology (COSM)</i>	•	•	<i>Small Vessel Fabrication and Repair (MARR)</i>	•	
			<i>Welding (WELD)</i>	•	

• Program entry semester(s) | Program entry every odd year o Check with Admissions regarding program status

## 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 non-resident 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 non-resident, students continue to be so classified during their term at the College until they can present satisfactory evidence to the Residency Officer that proves otherwise. Some of the more pertinent University Residency Regulations follow. For additional information or interpretation, contact the Registrar at Honolulu Community College, Building 6, 845-9120.

**DEFINITION OF HAWAII RESIDENCY:** For tuition purposes, students are deemed residents of the State of Hawai'i if they (or if under 18 their parents or legal guardian) have:

1. Demonstrated intent to permanently reside in Hawai'i (see the following for indicia);
2. Been physically present in Hawai'i for 12-14 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i their legal residence; and,
3. Not been claimed as a dependent for tax purposes by their parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i your legal residence, the following indicia apply:

- a. Voting or registering to vote in the State of Hawai'i.
- b. Filing a Hawai'i Resident State Personal Income Tax Return.

Other indicia, such as permanent employment or the leasing of a dwelling in Hawai'i may apply, but no single act is sufficient to establish residency in the State of Hawai'i.

Other legal factors involved in making a residency determination include that:

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see indicia above) is made to make Hawai'i one's 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. Continued presence in Hawai'i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. The residency of a married person may follow that of the spouse.
6. 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 the determination of residency. For more information, consult the "Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i."

## Non-Resident Students

Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Records Office that proves otherwise.

The maximum number of non-resident students that can be accepted by the College is limited by Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition.

## Statutory Exemptions

Non-residents may be allowed to pay resident tuition if they qualify as one of the following:

1. United States military personnel and their authorized dependents (as defined by the Armed Services) during the period such personnel are stationed in Hawai'i on active duty.
2. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
3. East-West Center student grantees pursuing baccalaureate or advanced degrees.
4. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
5. Persons who are legal residents of any Pacific Island or Asian district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions of higher learning. These currently include the following:

<i>American Samoa</i>	<i>Republic of Belau</i>
<i>Commonwealth of the Northern Marianas</i>	<i>Republic of the Marshall Islands</i>
<i>Cook Islands</i>	<i>Solomon Islands</i>
<i>Federated States of Micronesia</i>	<i>Tokelau</i>
<i>Futuna</i>	<i>Tonga</i>
<i>Kiribati</i>	<i>Tuvalu</i>
<i>Nauru</i>	<i>Vanuatu</i>
<i>New Caledonia</i>	<i>Wallis</i>
<i>Niue</i>	

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

**APPEAL PROCESS:** Residency decisions may be appealed by submission of *The Residency Classification* form and any supporting documentation by the deadline. Students desiring to initiate a residency appeal should contact the Residency Officer for more information on the appeal process, applicable tuition payments, and deadlines. Appeals are heard by the Committee on Resident Status.

## Admission of International Students

International applicants must comply with all regulations of the United States Citizenship and Immigration Services as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Honolulu Community College. For the purpose 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. Honolulu Community College is authorized under Federal law to enroll non-immigrant alien students.

International students must meet the General Admissions Requirements as well as the following special admissions requirements by June 15 for Fall semester and November 1 for Spring semester.

1. Have official test results of the Test of English as a Foreign Language (TOEFL) sent directly to the College. Scores must be from a test taken within the last two years. Acceptable scores for admission are 500 and above on the paper-based test and 173 and above on the computer-based test.

Applications and/or requests for scores to be sent to the College should be made by writing to TOEFL, Educational Testing Service, Princeton, New Jersey, 08540, or by contacting the American Consulate in the applicant's country. Applicants in the following categories are exempt from taking the test:

- a. Applicants whose native language is English.
  - b. Applicants who have completed either three years of high school education or 30 semester credits of college level work (30 transfer semester credits for the Associate in Arts degree program) from an accredited college or university in the United States, Australia, Britain, Canada or New Zealand.
  - c. Applicants transferring from accredited colleges and universities in the United States, Australia, Britain, Canada or New Zealand, who have completed the equivalent of freshman level English (English 100) with a grade of "C" or better.
  - d. Applicants who have attended American, British or Canadian "international schools" in foreign countries for three years may qualify for exemption upon request.
2. Submit a System Application for Admission.
  3. Submit a Supplementary Information Form for International Students.
  4. Submit a completed Certificate of Health Form (see additional instructions under Health Requirements for Admissions on the next page under Foreign non-immigrant students).
  5. Submit evidence of ability to pay all expenses either personally or through a sponsor.
  6. International applicants must submit their high school transcripts (and college transcripts if applicable) directly to the College. A complete and certified English translation of secondary school and college records should be submitted along with official transcripts.
  7. Submit evidence of enrollment in a health and accident insurance plan prior to registration. Enrollment in such a plan must be for the duration of the student's stay in Hawai'i. Choice of plans is left to the discretion of the student.

The Student Health Office has descriptive literature on several plans, and the student may choose one that meets his or her needs. Health and accident insurance is mandatory.

All documents and application material must be received by the deadline for the appropriate semester.

International students will be sent an official notice of acceptance and Form I-20 in the mail.

International students will be accepted into a particular degree program that has been identified as being an open program for international students. Each semester, all HCC programs will be evaluated for space availability and course offering to ensure that international students with appropriate prerequisites will be able to obtain entrance into required courses. All international students must carry an academic credit load of at least twelve (12) credits per semester. These 12 credits must be required in the student's program. Based on the number of credits required to complete the degree, a student will be given an appropriate amount of time to complete degree requirements.



## Early Admission

Applicants under 18 years of age are encouraged to provide evidence of high school diploma or equivalent as recognized by the Hawaii State Department of Education, including successful completion of the GED. Applicants under the age of 18, without the equivalent of a high school diploma/GED may be considered for admission as an Early Admit Student. Early Admit students may enroll as unclassified and take HCC courses approved by their HCC Counselor. Early Admit students must reapply each semester and admission is limited to Honolulu Community College courses. For more information on application procedures, please contact the Admission and Counseling Office.

## Running Start Program

The Running Start program allows public high school juniors and seniors to attend college classes while earning both high school and college credits. Students apply through their high school counselors. For additional information contact your High School counselor or the HCC program coordinator at 845-9219.

## Health Requirements for Registration

In compliance with public health regulations, students must show evidence that they are free of active Tuberculosis (TB), and Measles Mumps Rubella (MMR). TB and MMR Clearance, and the HCC Health Clearance Form must be submitted prior to registration.

**TUBERCULOSIS CLEARANCE:** In compliance with public health regulations, all students prior to enrollment must show evidence that they are free of active Tuberculosis. Therefore, all students must submit a report of a chest x-ray or Tuberculosis (intradermal) skin test. The date of the x-ray or skin test must be no earlier than 12 months before the first day of instruction for the term as published in the academic calendar for first time college students. Skin tests and chest x-rays may be obtained at the Lanakila Health Center, 1700 Lanakila Avenue, Honolulu, telephone 832-5731. The Student Health Office at Honolulu Community College (845-9282 voice/text) maintains a list of health agencies which administer free Tuberculin skin tests.

**MEASLES MUMPS RUBELLA (MMR) CLEARANCE:** MMR Clearance is a requirement of all students attending the College. Students must submit proof of two MMR vaccinations (given one month apart and after 1/1/68) or blood (IgG) testing proving immunity. Students exempt from submitting proof of MMR Clearance are students born before 1957. All others, including distance education, international, and military off-campus education students must submit MMR Clearance. UH concurrent or transfer students found to not have MMR Clearance documented in the UH student information system will be asked to submit MMR Clearance. Photocopies of the following may be attached to the HCC Health Clearance Form: Pupil's Health Record (State of Hawai'i Department of Education Form 14), immunization record from M.D.'s medical file, yellow Public Health Immunization Record, Military Vaccine Administration Record (DD2766C) or Immunization Record Form (SF601), or IgG blood test reports proving immunity.

**HCC HEALTH CLEARANCE FORM:** Students are requested to complete the HCC Health Clearance Form at the time of enrollment. Verification of TB and MMR Clearance and emergency contact information are entered into the UH System's Student Information System and accessed only by authorized personnel for registration or emergency purposes. All other medical or disability information is kept confidential. Students with serious health conditions are invited to make an appointment with the Health Nurse. Emergency contact information should be updated at the Health Office as needed and upon re-entering HCC.

International students are required to submit a Certificate of Health Form with a chest x-ray clearance along with the application for admission. Proof of two Measles Mumps Rubella (MMR) vaccinations or positive blood (IgG) tests must be submitted. In addition, a State of Hawai'i TB skin test or Chest X-rays must be done upon arrival in the United States. A negative State of Hawai'i TB Clearance report and proof of MMR Clearance are required before non-resident foreign students are allowed to register.

Honolulu Community College complies with all applicable requirements of other State health agencies and councils as may be required by law or by rules and regulations.

# Registration, Withdrawals, and Other Changes

## Registration

Early Registration for currently enrolled students is held the semester before.

Registration for new, returning and transfer students who meet the priority deadline is held prior to late registration. An incoming student is assigned a time to register for courses only after completing all the General Admissions Requirements and other related requirements.

Students are considered officially enrolled only after registering, paying tuition and fees, and attending the first two classes. Those students who are unable to attend classes during the first and second class session(s) of the semester must notify their instructors before the first class session, or they may be dropped.

A Schedule of Classes is published each semester and is available to students prior to registration. The College Catalog should also be used in planning the program of studies.

## Late Registration

Students registering after the regularly scheduled registration period are assessed a late registration fee beginning the first day of instruction for any given semester.

## Auditing Courses

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit certain classes with the written consent of the instructor. Auditors generally are not allowed in laboratory science, mathematics, elementary and intermediate modern languages, English composition, speech courses, or in classes where they might take the place of credit students.

Students who want to audit a course must submit a signed Instructor Approval Form authorizing the audit to the Records Office by the deadline. No credit is given for an audited course and a grade of "L" will be recorded for the course on the student's transcript. The extent of classroom participation is at the option of the instructor.

## Class Attendance

**No-show Policy:** Students must attend the first two class sessions of the semester. It is the student's responsibility to notify the instructor of anticipated or unavoidable absences. If a student is not able to attend the first two class sessions, he or she may be dropped by the instructor to make room for other students waiting to enroll in the class.

Students registered in Distance Education courses must communicate to the instructor by the end of the second day of the semester, otherwise they may be dropped by the instructor to make room for other students waiting to enroll in the class. It is the students' responsibility to notify the instructor of anticipated or unavoidable absences.

**DISAPPEARER POLICY:** Students who have ceased to attend class or never attended class and do not officially drop the class are considered "Disappears." Students who have stopped attending class or never attended class and do not officially drop the class by the deadline date may receive an "F" grade. A student who has a justifiable reason for temporarily not attending a class must notify the Instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so by the deadline.

Students registered in Distance Education courses who have ceased to communicate or never communicated with their instructor since the first day of the semester are also considered "Disappears." Distance education students who have stopped communicating or never communicated with the instructor and do not officially drop the class by the deadline date may receive an "F" grade. A student who has a justifiable reason for not communicating with an instructor must notify the instructor or Division Chair or Program Dean. A student who has a justifiable reason for dropping a class must do so by the deadline.



## Change of Registration: Adds and Drops

Adding or dropping a course is official only after students have completed add/drop changes online, or submitted an Add/Drop Card to the Records Office and have paid the required fee(s) to the Cashier's Office. A fee is charged each time students add or drop classes in person. The fee is charged for each transaction. A transaction may involve adding or dropping more than one class. If applicable, additional tuition and fees, , will also be charged when students add a class or classes. There is no fee for adding or dropping courses online.

Courses may be added only during the published dates, thereafter instructor approval is required. The deadlines for officially adding or dropping are in the Academic Calendar. If a student stops attending class or never attends class, but does not officially drop by the deadline date, the instructor may assign an "F" grade.

1. Semester-length classes officially dropped during the first three weeks of instruction each semester will not appear on the student's academic record. Semester-length classes officially dropped after the first three weeks will be assigned a "W" on the academic record. Students may drop classes and receive a "W" grade up to the deadline stated in the Academic Calendar.
2. Classes that are not semester-length and are:
  - a. Dropped during the first 20% of calendar days within the published class dates will not appear on the transcript.
  - b. Dropped after the first 20% and up to the first 60% of the calendar days within the published class dates will be assigned a grade of "W" on the academic record.



*The Records Office can assist students with registration.*

## Cancellation of Registration and Cancellation of Classes

Students may be dropped from classes for the following reasons:

- The student is a no-show (see no-show policy);
- The class is canceled;
- The student doesn't pass a prerequisite course with the required grade; and,
- The student doesn't make required payment by the established deadline.

Classes may be canceled for the following reasons:

- Instructor availability;
- Funding change;
- Low enrollment; and,
- Facility availability.

## Complete Withdrawal From College

Students who wish to withdraw completely from all courses within the UH System should fill out a Complete Withdrawal Form available at their home institution's Records Office. The deadline dates for officially withdrawing are in the Academic Calendar. If a student stops attending class or never attends class, but does not officially withdraw by the deadline date, the instructor may assign an "F" grade.

1. Semester-length classes officially dropped during the first three weeks of instruction each semester will not appear on the student's academic record. Semester-length classes officially dropped after the first three weeks will be assigned a "W" on the academic record. Students may drop classes and receive a "W" grade up to the deadline stated in the Academic Calendar.

2. Classes that are not semester-length and are:
  - a. Dropped during the first 20% of calendar days within the published class dates will not appear on the transcript.
  - b. Dropped after the first 20% and up to the first 60% of the calendar days within the published class dates will be assigned a grade of "W" on the academic record.

The refund policy for withdrawals is explained under "Tuition and Fees—Refunds."

## Change of Major

**ENTERING STUDENTS:** All new, returning, and transfer students who want to change a major and have the change effective for their first semester must contact the Admissions and Counseling Office.

**CONTINUING STUDENTS:** Continuing students may request a change of major any time during the year. To be in effect for Early Registration, the change must be received by the Records Office by the deadline (see Academic Calendar). Requests for change of major made after the deadline will be processed after early registration.

A student who is requesting a change of major must see an Academic Counselor and complete the required "Change of Major" form. It is the student's responsibility to submit the completed form to the Records Office.

## Change of Personal Data or Address

Any changes of permanent address, name, and citizenship must be reported to the Records Office in writing. A change in mailing address may be done online. Out-of-state students should provide their local address upon arrival. Failure to do so will result in an inaccurate education record and/or failure to receive important College announcements and information.

# Credits, Grades, and Examinations

## Credits

Credits (also called semester hours, credit hours, or units) are granted in recognition of work successfully completed in specific courses. A lecture course of semester duration which meets three hours a week is assigned three hours credit and normally requires two hours of outside preparation for each hour of lecture.

A laboratory course of semester duration usually requires three hours of laboratory for each assigned credit.

## Credit Load

The usual credit or course load for students is approximately one-half of the total requirement for one-year programs or one-fourth of the total requirement for two-year programs. A student may not register for more than 18 credits during any one semester except under special circumstances and with an Academic Counselor's approval. Counselor's approval is not needed in programs which require more than 18 credits per semester.

## Course Numbering

Courses numbered below 100 generally do not transfer to baccalaureate degree colleges. Courses numbered 100 and above are eligible to be transferred to any baccalaureate degree institution including campuses within the University of Hawaii System. Course credits may be accepted, but not applicable to a specific program at the receiving institution. Students are advised to plan any transfer early in accordance with requirements of the receiving institution as each establishes its own transfer regulations, including acceptability and applicability.

## Variable Credit Courses

Certain courses designated by “V” in this catalog and in the Schedule of Classes, are offered for variable credit. The number of credits for which a student enrolls must be approved by the instructor prior to registration.

## Transfer Credit Policy

Honolulu Community College (HCC) thoroughly and comprehensively evaluates transfer credits to ensure a student’s smooth transition and to ensure applicability to the student’s program. Requests for transfer credit not specifically covered by this policy will be handled on a case-by-case basis.

Expected student learning outcomes (SLO)s of the course should be the basis of all transfer decisions. HCC will refrain from creating artificial barriers that inhibit the transfer of credit from one institution to another by concentrating on student learning outcomes. A course does not have to exactly match the title, number, course descriptions, outlines/syllabi or SLOs to be eligible for transfer credit. Generally, the College will accept a course if at least 70% of the SLOs match a comparable HCC course although some disciplines may require a higher percentage. In some cases, a pair or group of courses from one program or institution may transfer as meeting the requirements of a pair or block of HCC courses. In instances where course information does not include SLOs, a faculty member of the discipline will use appropriate professional criteria to determine whether or not the course should be accepted as equivalent.

While transfer coursework is not calculated directly into the HCC Cumulative Grade Point Average (GPA), transfer courses with a “D” grade may be accepted as long as the cumulative GPA of all applicable transfer courses from that institution is a 2.0 or higher. This is to ensure that at the point of graduation, students meet the appropriate HCC graduation standards.

If transfer students have earned a “D” grade in courses that serve as an HCC program or course prerequisite and that program/course requires the completion of the prerequisite course at a “C” or higher level, students must take and complete the HCC prerequisite course and earn the required grade before proceeding.

## Transfer Credits and Articulation Agreements

Transfer courses from the UH System which are included in UH system articulation agreements will be accepted in transfer.

## Procedures to Transfer Credits

Students must request that an official transcript of all coursework taken at a non-University of Hawaii (UH) system institution be sent directly to HCC Records Office. Comprehensive course information is important for a thorough assessment of courses; therefore, course descriptions and preferably course outlines/syllabi and student learning outcomes (SLOs) must be provided for out-of-state institutions. UH System transcripts with records from 1987 to present should not be sent to HCC as such records are accessible through the UH student information system.

Once enrolled in HCC classes, students must complete a Transcript Evaluation Request Form and submit the form to the Records Office. The Records Office will verify the official transcripts then send the transcripts to the appropriate program counselor for evaluation. Students will be notified which of their courses have transferred and those courses will be posted to students’ HCC transcripts after completion of coursework at HCC.

If courses have been previously approved for transfer from the student’s former institution(s), those courses will automatically be granted acceptable within the same general education or program area.

If a course has not been previously approved for transfer from the student’s former institution(s), a counselor prepares a Request for Articulation Form and attaches the course information and forwards the Request Form to the faculty member responsible for the discipline or program.

A faculty member in the discipline decides whether the course will be accepted for transfer credit and the status of the transfer credit e.g. meeting specific general education requirements, program requirements, or elective credits and completes, signs, and returns the Request Form to the counselor.

The transfer course is then entered into the Transfer Database so future students transferring from the same institution will receive the designated credit.

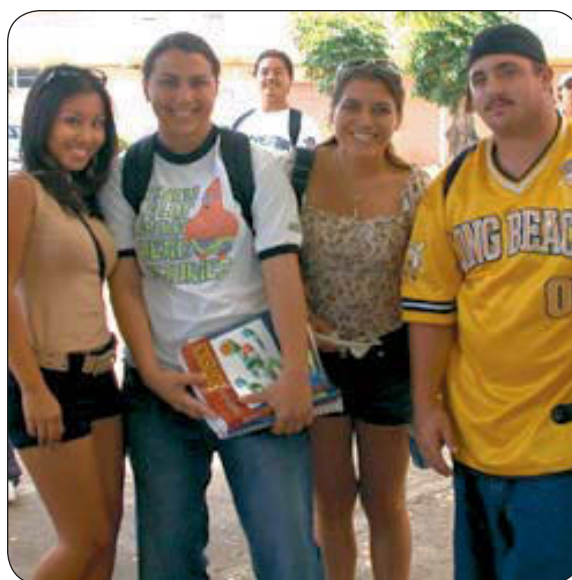
## Prior Learning Credit

When requested, transfer credits may be granted:

1. If the course has direct equivalence to a Honolulu Community College course and is from a regionally accredited U.S. institution and meets the transfer credit requirements in effect at the time of approval.
2. If non-credit training has been evaluated by the American Council of Education (ACE) using guidebooks such as:
  - The National Guide to the Educational Credit for Training Programs;
  - The Guide to the Evaluation of Educational Experiences in the Armed Services; and,
  - Guide to Educational Credit by Examination.
3. If Honolulu Community College has a formal agreement with an institution/ organization.

## Course Waivers and Substitutions (Career and Technical Education Programs)

A student seeking to waive or substitute courses must see a counselor to complete the Request for Course Waiver/Substitution for Career and Technical Education Programs. The counselor will conduct a credit/progress check with the student to verify that the substitute course is appropriate and not being used to satisfy another requirement. A transcript and course description (for non-Honolulu Community College courses only) must be attached to EACH request and both counselor and student sign the form. The form will be submitted to the Discipline Curriculum Liaison, Division Chair of the student's major, Division Chair of the academic area for comments and recommendations and then to the Dean of the student's program for approval. The form will then be forwarded to the Records Office. If the waiver or substitution is approved, it will be noted on the student's academic record, and the student will be notified of the approval or disapproval.



## Course Waivers and Substitutions (Liberal Arts)

A student must request a Liberal Arts Course Waiver or Substitution Form through a Pre-Major Advisor or Academic Counselor.

The Registrar approves substitutions for Liberal Arts majors under the following conditions:

- Course waivers and substitutions may be made only in the area of HCC electives. Students may substitute other Honolulu Community College courses if the Vice Chancellor of Academic Affairs or University College Dean agrees that the substitution will receive applicable transfer credit at the schools to which the student intends to transfer.
- The substitution must not conflict with other requirements of the Honolulu Community College catalog for the year used for graduation (total credits, GPR, numbering, area requirements, writing intensive requirements, lab requirements).
- The substitution must satisfy the transfer AA degree definition of the University of Hawai'i Articulation Policy.

Approval will be noted on the student's academic record and the student will be notified of the decision.

## Credit by Examination

Credit by Examination is available in a few courses at Honolulu Community College. To be eligible to apply for Credit by Examination, students must be enrolled in a course other than the course that the student is trying to satisfy by taking the exam. Eligible students who learned the course content through previous training or experience, but did not receive college credit for the course may apply for Credit by Examination following the procedures outlined below:

1. The student contacts the Division Chair to determine if Credit by Examination is available for the particular course the student wishes to challenge. Whether or not a course is appropriate for this process is decided by the faculty member who will create and evaluate the examination for that course.
2. The student obtains a request form at the Records Office.
3. The student presents the request to the Division Chair who interviews the student and signs and forwards the request to the appropriate Dean of program for processing.
4. The student will complete the examination prepared for the course at a time set by the examiner.
5. Upon completion of the examination, the examiner records the result. A "CE" or "N" grade is recorded on the student's record. The "CE" grade is assigned if the student earns credit through Credit by Examination. To earn credit, a student must pass the examination with the equivalent of a "C" grade or higher. The "N" grade is assigned if the student fails to earn credit through Credit by Examination.
6. Students will be charged for a course challenged through Credit by Examination at the prevailing tuition and fee regardless of the outcome of the examination.

## Repeating a Course

Students may repeat any course in which a D, F, N, W, or L was received. Credit is allowed only once for a repeated course. The first and all subsequent grades will remain on the student's record and all grades will be used to compute the grade point average and to determine academic status.

Certain courses may be repeated for additional credits. The course description in the Catalog indicates whether or not a course is repeatable.

If a student inappropriately repeats a course (i.e., in circumstances other than those described above), neither the credits nor grade points will be computed on the G.P.A.

*Special Provision For Repeating Writing Intensive (WI) Courses:* Students who receive a grade of C or higher in a course previously not designated as WI are not allowed to repeat the course to satisfy the WI requirement for the A.A. degree.

*Special Provision For Repeating English (except ENG 20B, C, D, E; LSK 30):* A student who receives a D, F, N, or W the first time may repeat the course without written approval. The student is strongly encouraged to consult with his or her Academic Counselor or previous instructor prior to repeating the course.

A student who receives a D, F, N, or W the second time must either:

- 1) Obtain written approval from both the most recent instructor and the receiving instructor;
- OR
- 2) Register for the course during late registration on a space-available basis in order to take the course another time.

*Special Provision For ENG 20B, C, D, E; LSK 30; MATH 20B, C, D, E, F, G:* Students who receive a grade of I/N, N, or W the first time they take a course may repeat the course once without instructor approval.

Other students require written approval from:

- An ENG instructor in Building 7, Room 313
- A MATH instructor in Building 7, Room 313

*Exceptions:* Any exceptions to the repeat policy must be approved by the Vice Chancellor of Academic Affairs/designee.

## Final Examinations

Final examinations are given during the Evaluation Period, as published in the Academic Calendar in this catalog and in the Schedule of Classes.

## Grade Reports

Grades are available online at MyUH Portal. Each student is responsible for reporting any error in grades to the Records Office within ten days following the end of the semester.

**GRADING:** Students are assigned grades based on standards of achievement established by the instructor of each class. Students will be informed of these standards by the instructor. Written papers, participation in class discussion, performance on assigned projects, and mid-term and final examinations and other evaluative methods are used by instructors to assess achievement and assign grades. Instructors maintain office hours to provide special assistance to students outside of class.

**GRADING SYSTEM:** The "Letter Grading System" is used to report student achievement or standing in most areas. The "Credit/No-Grade System" is used only in the courses in this catalog designated "Credit/No-Grade" (CR/N).

### LETTER GRADING SYSTEM

<i>Grade</i>	<i>Grade Points</i>	<i>Interpretation</i>
<i>A</i>	<i>4</i>	<i>Excellent Achievement</i>
<i>B</i>	<i>3</i>	<i>Above Average Achievement</i>
<i>C</i>	<i>2</i>	<i>Average Achievement</i>
<i>D</i>	<i>1</i>	<i>Minimal Passing Achievement*</i>
<i>F</i>	<i>0</i>	<i>Failure</i>
<i>W</i>	<i>Not Computed</i>	<i>Withdraw</i>
<i>N</i>	<i>Not Computed</i>	<i>No Grade</i>
<i>I</i>	<i>Not Computed</i>	<i>Incomplete</i>

*\*Note: Some courses require a "C" grade for minimal passing.*

### CREDIT-NO GRADE GRADING SYSTEM

<i>Grade</i>	<i>Grade Points</i>	<i>Interpretation</i>
<i>CR</i>	<i>Not Computed</i>	<i>Satisfactory Completion</i>
<i>CE</i>	<i>Not Computed</i>	<i>Satisfactory Completion</i>
<i>N</i>	<i>Not Computed</i>	<i>No grade</i>
<i>I</i>	<i>Not Computed</i>	<i>Incomplete</i>

### DEFINITIONS:

- **"CR" / "CE" Grade:** The "CR" grade is used to denote passing work deserving of credit for all courses taken on a credit-no-credit basis. The "CE" grade is used to denote passing of a course through Credit by Examination.
- **Incomplete or "I" Grade:** The "I" grade may be given to a student who has yet to complete a small, but important part of the work in a course. The "I" will revert to the level of accomplishment obtained at the end of the course if the work is not made up. For example, if "I/D" is assigned by the instructor, and if the student takes no further action before the make-up deadline, the "I" grade will be changed to "D" after the make-up deadline. In no case will an "I" revert to a "W".

Instructors must submit make-up grades to the Records Office by March for the Fall Semester and by November for the Spring and Summer Semesters. Student deadlines are two weeks prior to this. (See the Academic Calendar for specific dates). A student is advised to contact the instructor and make arrangements for completing and for submitting make-up work well before these deadlines.

- **"L" Grade:** The "L" grade is only recorded for audited courses.



- **"N" Grade:** The "N" grade indicates that a student has not completed the requirements of the course, or has not reached a level of accomplishment within a specified time period which will allow for an evaluation. This grade may also be used when a student fails to earn credit after challenging a course through Credit by Examination.

The use of the "N" grade is at the individual instructor's discretion, and is not given automatically. Students are advised to consult with their instructor if they wish to request an "N" grade.

- **"RD" Record Delayed:** The grade has not been received for the class by the deadline to enter grades into Banner.
- **Withdraw or "W" Grade:** The "W" is assigned to a course taken by a student who then formally withdraws from that course by the last day to withdraw as stated in the Academic Calendar. (See Change of Registration: Adds and Drops)

**GRADE POINT AVERAGE (RATIO):** A student's grade point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding credits for which grades of "CE", "CR", "I", "N", "L", or "W", are assigned.

#### HOW TO COMPUTE YOUR GRADE-POINT AVERAGE (RATIO) GRADE POINTS

<i>Grade</i>		<i>Points</i>
<i>A</i>	=	<i>4 per credit</i>
<i>B</i>	=	<i>3 per credit</i>
<i>C</i>	=	<i>2 per credit</i>
<i>D</i>	=	<i>1 per credit</i>
<i>F</i>	=	<i>0 per credit</i>
<i>CE</i>	=	<i>Not Computed</i>
<i>CR</i>	=	<i>Not Computed</i>
<i>I</i>	=	<i>Not Computed</i>
<i>L</i>	=	<i>Not Computed</i>
<i>N</i>	=	<i>Not Computed</i>
<i>W</i>	=	<i>Not Computed</i>

**FORMULA:** 
$$\frac{\text{Total no. of grade equivalents by}}{\text{Total no. of credits attempted}}$$

Current G.P.A. (G.P.R.) = grade point average (ratio) for the current semester

Cumulative G.P.A. (G.P.R.) = grade point average (ratio) for all semesters at HCC combined

AA G.P.A. (G.P.R.) - See AA degree section.

In accordance with the HCC Repeat Policy, some grades may be averaged.

In accordance with the HCC Transfer Policy, transfer courses are not included in the G.P.A. calculations.

**GRADE CHANGE:** A student may request a Change of Grade up to a year from the date of receiving the grade for the course.

## Academic Probation and Suspension

The Academic Probation and Suspension Procedures serve to place a student on notice that academic performance is below minimum college standards. The intent of probation and suspension is to encourage a student to take necessary actions to become a successful student. Each student has an obligation to use the opportunity for publicly supported education effectively. Students on academic probation or suspension are strongly urged to seek the assistance of an Academic Counselor and limit their credit load to a maximum of 12 credits.

**ACADEMIC PROBATION:** A student will be placed on academic probation at the end of any Fall or Spring Semester or Accelerated Term for any one of the following reasons:

1. A cumulative grade point average below 2.00. The student on academic probation for a cumulative grade point average below 2.00 may continue at the College if he or she maintains a current grade point average of 2.00 or higher for all credits graded. The regulations for probationary status apply.
2. A current semester grade point average below 2.00 for all graded credits.



**ACADEMIC SUSPENSION:** A student who fails to achieve at least a 2.00 current grade point average in all credits graded at the end of the Fall or Spring Semester or Accelerated Term while on academic probation shall be suspended for one semester. Written notice of suspension will be sent by the Dean, to each suspended student.

**APPEAL FOR READMISSION FOLLOWING SUSPENSION**

- **APPEAL WITHOUT A BREAK OF ENROLLMENT:** A suspended student may appeal, in writing, to the Committee on Academic Standing. Instructions on filing an appeal are included in the Notice of Suspension. If the appeal is accepted, the student's academic status is, "Readmitted Following Suspension." The student must achieve a current grade point average of at least 2.00 or face dismissal.
- **READMISSION FOLLOWING SUMMER SESSION ENROLLMENT:** A student on suspension from Spring is permitted to attend Honolulu Community College's Summer Session(s) and may register for 3–6 credits. If the student's Summer Session current grade point average is 2.50 or above, the student's academic status may be changed to "probation". The student must notify the Records Office and file an appeal. The rules for "Probation" academic status apply.
- **APPEAL FOLLOWING A BREAK OF ENROLLMENT:** A student who has been suspended from HCC and who has not been enrolled for one or more Fall or Spring semesters may Petition for Readmission Following Suspension by completing a petition with a counselor. Appeal forms are available from the Admissions and Counseling Office.

After readmission, the student will be placed on probation until the minimum academic standards to clear probation, as outlined in the section on probation, are met.

**DISMISSAL:** During the first semester after readmission from suspension, a student who fails to earn a current grade point average of at least 2.00 in all credits graded will be dismissed. Written notification of dismissal will be sent to each dismissed student. Instructions regarding Readmission After Dismissal will be included in the written Notification of Dismissal. Regulations governing academic dismissal will be applied at the end of each Fall and Spring semester. Dismissed students cannot attend Honolulu Community College for at least one semester/term before applying for readmission. A student who has been dismissed from HCC and who has not been enrolled for one or more Fall or Spring semesters, may petition for Readmission Following Dismissal by completing a petition with a counselor. Please file a "Petition for Readmission Following Academic Dismissal" form available at the Admissions and Counseling Office (Building 6, First Floor).

## Scholastic Honors

Effective Fall 1998, students who meet the following criteria will earn a place on the Dean's List:

1. A minimum of six credits of letter grade courses completed in the semester of eligibility;
2. A cumulative grade point ratio of 3.0;
3. The grade point qualification of 3.6 in the semester of eligibility;
4. Minimum of 12 credits earned at HCC. The 12 credits may have been earned during or before the term for which the student is being considered for the Dean's List; and,
5. No N's, I's, or F's, and a maximum of one W in the semester of eligibility. A student will not be named retroactively to the Dean's List based on any Change of Grade submitted after the applicable end-of-semester deadline.



*Phi Theta Kappa supports American Red Cross Hurricane Katrina Relief.*

Students named to the Dean's List shall be so informed, in writing, by the Vice Chancellor of Academic Affairs. If a student believes that he/she should have been named to the Dean's List but was not, the student is encouraged to make a timely inquiry to the Vice Chancellor of Academic Affairs or designee.

Interested students may choose to join Phi Theta Kappa, a national honors society for Community College students. Interested scholars should contact the Office of the Vice Chancellor of Academic Affairs.

To graduate with honors, students must earn at least 24 credits at Honolulu Community College and have a cumulative grade point average of 3.50 or better.

## Transcript Requests

A student must file a written request for official transcripts at the Records Office. A minimum of seven working days should be allowed for the processing of requests. (See Transcript Fee).

## Transferability of HCC Credits

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Students considering continuing their education at or transferring to other institutions, must not assume that credits earned at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the receiving institution to determine what credits, if any, that institution will accept.

## College-Credit Equivalency

Honolulu Community College recognizes that there are experiences outside of the college classroom that can provide College-level competency. Students with such life experiences may choose to validate their expertise through a number of evaluation procedures. Students should be aware, however, that transfer credits awarded by HCC may be reevaluated and not necessarily accepted by another institution when transferring from Honolulu Community College to that institution.

**NATIONWIDE EQUIVALENCY EXAMINATION:** Students may apply for credits by having official transcripts from Examination Programs sent to the Records Office. Examination Programs are administered by the College Entrance Examination Board of The College Board with the assistance of the Educational Testing Service. These Examination Programs include the College Level Examination Program (CLEP), the Advanced Placement (AP) examinations, and the Defense Activity for Nontraditional Educational Support (DANTES), a testing service provided The Chauncey Group International and a subsidiary of Educational Testing Service. At this time HCC does not administer any of these examinations. A list of accepted tests and cutoff scores for transfer of credit may be obtained from the Admissions and Counseling Office.

**ADVANCED PLACEMENT:** Honolulu Community College accepts Advanced Placement Examination scores for credit, and in some instances, placement. For examination scores to be evaluated, students must have official transcripts of examination results sent to the Records Office and submit a Request for Transcript Evaluation form. Generally, credit and placement are granted for examination scores of 3 or higher. Further information is available from the Admissions and Counseling Office.

**COLLEGE TRANSFER CREDITS:** Courses completed with a grade of "D" or better at other regionally accredited Colleges and Universities may be transferred. The transcript will be evaluated in relation to a specific degree or certificate. If students changes majors, they may have their transcripts reevaluated. AARTS/SMARTS transcripts sent directly to the HCC will be evaluated and appropriate credits granted toward a specific degree. HCC reserves the right to reject recommendations made by the American Council on Education (ACE) guidelines. It is the responsibility of the student to have official transcripts sent directly to the Records Office along with course descriptions.

**CREDIT FOR NON-COLLEGIATE TRAINING:** Proper documentation of training must be provided to the program that would be accepting credit in transfer. Course credit recommendations provided by the ACE in the National Guide to Educational Credit for Training Programs may be used by programs in deciding on the type and amount of credit that may be granted. The HCC Request for Articulation of Non-Collegiate Credits form is available in the Admissions and Counseling Office.

**CORRESPONDENCE COURSES:** Correspondence courses are not accepted in transfer unless proof of proctored examinations and grading system is provided by the course source, and it is acceptable to the appropriate program's faculty.

**FOREIGN COLLEGES AND UNIVERSITIES:** Credits earned in institutions of higher education in foreign countries may be transferred in some cases. Official transcripts must be sent directly to the Records Office at HCC. Transcripts and related documents are to include course descriptions and must have certified English translations attached. Students are advised to check with the Records Office before ordering transcripts to see if transfer of credit will be considered.

## Family Educational Rights and Privacy of Students

### Notification of Rights Under FERPA

Pursuant to Section 99.7 of the Rules and Regulations governing the Family Educational Rights and Privacy Act of 1974, hereinafter the Act, students in attendance at Honolulu Community College are hereby notified of the following:

1. It is the policy of Honolulu Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the Rules and Regulations governing the Act, which protect the privacy rights of students.
2. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These are:

- a. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Head of the Academic Department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University 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 University Official to whom the request was submitted, that Official shall advise the student of the correct Official to whom the request should be addressed.

- b. The right to request the amendment of the student's education records if the student believes the records are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the Request for Amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted, such as an attorney, auditor, or collection agent; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Honolulu Community College Records Office.
4. Students are advised that certain personally identifiable information listed below is considered by HCC to be Directory Information, and, in response to public inquiry, may be disclosed at the College's discretion, in conformance with State law, without prior consent of the student unless the student otherwise so informs the College not to disclose the information.
  - a. Student's name;
  - b. Local address and zip code;
  - c. Local telephone number;
  - d. Major field of study;
  - e. Educational level (i.e. freshman, sophomore, etc.);
  - f. Participation in officially recognized activities and sports;
  - g. Athletic team members' weight and height;
  - h. Attendance Dates;
  - i. Most recent educational institution attended;
  - j. Degrees, academic honors, and awards received;
  - k. E-mail address; and,
  - l. Enrollment status (full-time and part-time).

A student has the right to request that any or all of the above items not be designated Directory Information. Should students wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a Summer Session, inform the Records Office which of the above items are not to be disclosed without prior consent of that student.

5. A student's parent or spouse is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed without the prior written consent of the son, daughter or spouse.



Tuition & Fees  
Refunds  
Parking



**Tuition and Fees**

## Tuition and Fees

All tuition and fee charges at University of Hawaii campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawaii Board of Regents or College Administration.

### Schedule of Tuition and Fees (Per Semester)

All required tuition and fees must be paid by the student by the deadline or registration may be canceled. Students in need of financial aid may be assisted through the College's financial aid program, or in unusual cases by short-term emergency loans, if available. Additional charges may apply.

#### Resident Tuition (per semester)

Tuition	\$56.00/credit
Activity Fee	\$ 0.50-\$5.00
Publication Fee	\$ 5.00
Student Life Fee	\$ 5.00

#### Non-Resident Tuition (per semester)

Tuition	\$249.00/credit
Activity Fee	\$ 0.50-\$5.00
Publication Fee	\$ 5.00
Student Life Fee	\$ 5.00

#### Summer 2007 Tuition Schedule

Residents	\$147.00 per credit
Non-residents	\$180.00 per credit

#### Off Campus Education Tuition Schedule

(Same as Summer Tuition Schedule)

Residents	\$147.00 per credit
Non-residents	\$180.00 per credit

#### Deferred Payment of Tuition

Except for published payment deadlines for each term, University of Hawai'i System Policy forbids a student to register under a deferred payment of tuition arrangement.

#### Non-Credit Course Tuition and Fees

**Apprentice & Journey Worker:** \$0.40 per clock hour.

Fees for other non-credit courses vary. See course announcements for details.

#### Non-Resident Application Fee

For non-residents, there is an application evaluation fee of \$25.

#### Student Activity Fee

1-9 credits	\$.50 per credit
10 credits and above	\$5.00 (flat rate)

(Not assessed for Summer Session)



### Student Publication Fee

\$5.00 per student per semester, excluding Summer Session

### Student Life Fee

\$5.00 per student per semester, excluding Summer Session

### Telecourse Fee

Charges for telecourses are based on the prevailing tuition & fee schedule. A telecourse fee is added to cover licensing to the copyright holder. Currently, the fee is \$22.00.

### Late Registration Fee:

\$30.00 for Fall and Spring Semesters, and \$10.00 for Summer Session.

### Change of Registration Fee

A fee of \$5.00 is charged each time a student completes a Change of Registration Form to add or drop a class or classes in person, except when replacing a canceled class. There is no fee for adding or dropping courses online. In the event a student adds a course(s), there is the tuition balance in addition to the change fee, if applicable (see Schedule of Tuition).

### Credit by Examination Charges

Charges for Credit by Examination are based on the prevailing tuition and fee schedule.

### Transcript Fee

A \$5.00 fee is charged for each transcript that is sent outside of the University of Hawai'i System, or for student copies or for UH non-admission purposes. Additional postage fees are charged for a transcript that is sent outside of the United States. Rush requests are \$15.00 per copy for 24-hour processing.

### Fee for a Copy of an Educational Record

A fee of two dollars (\$2.00) is assessed students who request a copy of their educational record on each occasion a copy of such a record is requested. Students are also charged \$2.00 for each copy of a fee statement or other educational record requested.

### Financial Obligations to the College

See Student Services, Student Regulations.

### Fee for Dishonored Checks

A \$15.00 service charge plus interest will be assessed for checks that are made out to Honolulu Community College and returned for any cause.

### Graduation Fee

See Degrees and Certificates, Graduation Information.

### Child Care Fees

For information about current fees and payment schedule, call 845-9466. There is a \$25 fee to hold a child's space in the program after Notification of Acceptance. A semester fee payable in four installments is charged. Your child may not be allowed to continue if fees are not paid according to the payment schedule.

Financial Aid may be used for child care expenses. Contact the Financial Aid Office at 845-9116.



*HCC's helpful Business Office Staff.*

### Senior Citizens Visitor Program

Although UH Policy no longer provides tuition waivers for senior citizens, there are provisions for seniors who are not seeking credit. The Senior Citizens Visitor Program is available for seniors who are 60 years of age or older on the first day of instruction, and who are residents of the State of Hawai'i. Contact the Admissions Office (808) 845-9129 for more information.

## Faculty/Staff Tuition Waiver

Faculty and staff may apply for a tuition waiver.

### PROCEDURES FOR WAIVER APPLICATION AND REGISTRATION:

1. Complete the following forms: University of Hawaii (UH) Faculty/Staff Tuition Waiver Form and a Request for Tuition Waiver Form. (Forms are available online at <http://www.honolulu.hawaii.edu/intranet/forms>.)
2. Obtain form approval by supervisor, and eligibility authorization by Human Resources.
3. Submit forms to the Business Office to receive the waiver.
4. New Students: submit an application to Admissions.  
Continuing Students: register online at <http://myuhportal.hawaii.edu>.

Registration is during the Late Registration period on a space available basis. Faculty and Staff who register before this period will be assessed all applicable tuition and fees. No refunds will be made, nor will changes be made in tuition status after registering.

## Other Tuition Waivers

See Financial Aid.

## College Catalog

The College Catalog may be purchased at the College Bookstore. Postage and handling charges will be assessed. The Catalog is also available online at <http://honolulu.hawaii.edu/catalog>.

## Cost of Books, Tools, and Other Supplies

The cost of textbooks, tools and other supplies varies with the program and is noted in the degrees or program description sections of this catalog.

# Refunds (See Academic Calendar for Refund Schedule)

The following students are eligible to receive refunds:

1. Students withdrawing completely from HCC (see Complete Withdrawal from College)
2. Full time students changing to part-time status.
3. Part time students reducing credit load.
4. Students dropping classes because of administrative cancellations and students dropped as "No-Shows" by instructors.

Refunds of less than \$1.00 will not be made.

Some refunds are subject to Federal refund regulations. Contact the Financial Aid Office for more information.

**TO OBTAIN A REFUND:** Students must process a Change of Registration Form at the Records Office or online. Students completely withdrawing from HCC must submit a Complete Withdrawal Form. Refunds will be processed according to the schedules below.

**TUITION AND SPECIAL COURSE FEES REFUND POLICY—REGULAR ACADEMIC SEMESTER:** In the event a student initiates before the fourth week of instruction a Complete Withdrawal from HCC, change from full time to part time status, or change from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

1. 100% refund for Complete Withdrawal only if made on or before the last day of Late Registration (Add Period).
2. 100% refund for Change in Status or Tuition Rate if made on or before the last day of Late Registration (Add Period), unless otherwise stipulated by Federal regulations.
3. 50% refund for Complete Withdrawal or Change in Status or Tuition Rate if made after the Late Registration period (Add Period), but on or before the end of the Refund Period, (third week of instruction), unless otherwise stipulated by Federal regulations.
4. 0% refund if Complete Withdrawal or Change in Status or Tuition Rate is made after the Refund Period, unless otherwise stipulated by Federal regulations.

When changes to the published Schedule of Classes made by the College precipitate a Complete Withdrawal, or a change from full time to part time status, or a change from one tuition rate to another rate, and the changes to the published Schedule occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the Dean.

1. 100% refund if Complete Withdrawal is necessary and if Application for Refund is made within two weeks of the date of the change(s) to the published Schedule.
2. The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate, if such a change is necessary, and if Application for Refund is made within two weeks of the date of the change(s) to the published schedule.

**ACTIVITY FEE, PUBLICATION FEE, AND STUDENT LIFE FEE REFUND POLICY:**

1. 100% refund if Complete Withdrawal is made on or before the last day of Late Registration (Add Period).
2. No refunds of less than \$1.00.

**PAYMENT OF REFUNDS:** For a partial withdrawal, the student should receive a refund within four weeks following the end of the 50% refund period. For a Complete Withdrawal, the student should receive a refund within four weeks following the withdrawal date.

**TUITION AND SPECIAL COURSE FEES REFUND POLICY—CONTINUING EDUCATION, SUMMER SESSION, AND OTHER SHORT-TERM COURSES:**

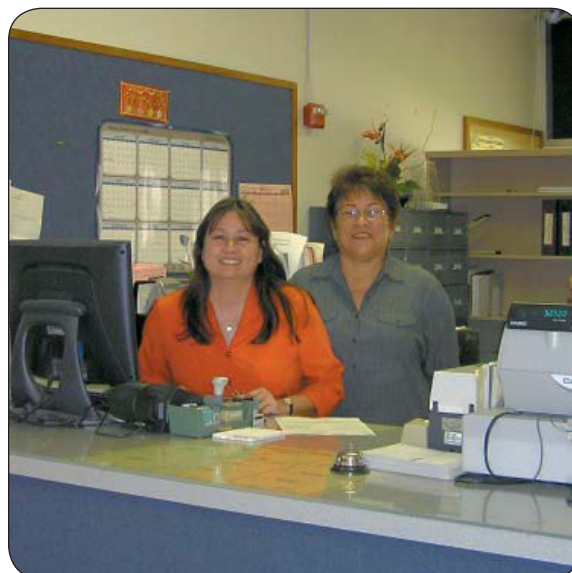
1. The refund period shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction. No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction. Refunds for credit courses that are not semester long shall be as follows:
  - a. 100% refund for Complete Withdrawal only if made on or before the last day before the first day of instruction.
  - b. 50% refund for Complete Withdrawal or Change in Status or Tuition Rate if made on or after the first day of instruction, but on or before the end of the Refund Period as defined above, unless otherwise stipulated by Federal regulations.
2. For Non-Credit Courses or Workshops:
  - a. One to five weeks in length: 100% refund for Complete Withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
  - b. Six weeks or longer: 100% refund for Complete Withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter, no refund.

## Parking

Parking permits will be sold during registration. Specific dates, procedures, and student lottery information are included in the Schedule of Classes, and at <http://honolulu.hawaii.edu/schedule>. Parking permits are not required during the Summer Sessions.

Parking regulations will be provided at registration upon request from the Cashier's Office and are also posted at <http://honolulu.hawaii.edu/parking>.

Parking Lot locations may be found on the campus map inside the back cover of this Catalog or at <http://honolulu.hawaii.edu/map>.



*Friendly faces at the Cashier's Counter.*

## Purchasing Parking Permits:

1. When buying permits students must present:
  - a) Current Class Schedule/Fee Statement;
  - b) Current Driver's License;
  - c) Current Vehicle Registration;
  - d) Current Proof of Insurance Coverage (No-Fault Card);
  - e) Current Safety Check Certificate; and,
  - f) For disability parking, an official and valid State of Hawai'i Disability Parking ID Card.
2. Students may purchase permits (cash and checks only) for the following lots:
  - a) Lottery Permits (LOTS 1, 1c, 3) \$20.00/semester (Parking LOT 1c: please refer to *PARKING* in the Schedule of Classes for important details)
  - b) Non-Lottery Permits (LOT 8) \$15.00/semester
  - c) Motorcycle Permits (LOTS 2, 3) \$1.50/semester
  - d) On Campus Evening (3:00 PM-10:00 PM), and Saturday (6:00 AM-2:30 PM), \$7.00/semester



*Whirly Bird Ride at HCC Carnival.*

## Permit Information:

1. **LOT 8 PERMITS** (Off-Campus, 10-minute walk): Students with LOT 8 Permits will be allowed to park in LOTS 3 and 7 on a space available basis after 1:30 PM.
2. **STUDENTS ATTENDING EVENING CLASSES** are encouraged to purchase Evening/Saturday Parking Permits and park in On-Campus student designated lots. Off-Campus parking surrounding the campus is on poorly lighted and isolated streets; therefore, parking on campus is strongly recommended.
3. **MOTORCYCLE PARKING PERMITS** are required for motorcycle parking on campus. Parking is restricted to designated areas in LOTS 2 and 3.
4. **DISABILITY PARKING:** Use of on-campus disability parking stalls (LOTS 1 and 3) requires that students purchase an On-Campus Parking Permit and present their Disability Parking ID and completed Disability Parking Request Form (available from the Health Office or the Cashier's office) to the Cashier at the time of purchase.

If disability parking stalls are occupied, parking is permitted in any marked parking stall on campus.

On-campus Disability Parking eligibility expires when the Disability Parking ID expires or when the semester ends, whichever comes first.

For more Disability Services information, please visit <http://honolulu.hawaii.edu/disability> or call 845-9282 (voice/text) or 845-9272 (voice/text).

5. **REPLACEMENT PERMITS:** \$5.00 per permit.

For more PARKING information, please refer to the web site <http://honolulu.hawaii.edu/parking>.





Mr. and Ms. HCC Pageant winners 2006 and 2005.



Cancer fund raiser for HCC "Relay for Life" team.



911 Memorial dedication.



AJ students lead Weed and Seed efforts on Campus.



Chinese New Year festivities.



Graduation:  
Certificates  
Career & Technical Degrees  
(A.S., A.A.S., A.T.S.)  
Liberal Arts Degree (A.A.)  
Pre-Professional Courses

# Degrees and Certificates





# Graduation Information

## Eligibility for Graduation

Graduation requirements are based on approved program requirements.

In determining graduation eligibility, the terms “Major Courses” and “Courses in the Major” and “Credits in the Major” refer to the following:

- (1) Courses which are trade specific, i.e., the course title or the course description indicates that the course is specifically for students in the major (e.g., CHEM 55 for Cosmetology Majors),
- (2) Courses which satisfy program requirements and have the alpha associated with the major (e.g., WELD 20 for Welding program but not WELD 19).

For A.S., A.A.S. and A.T.S. programs, the final twelve (12) credits in the major, as defined above, must be earned from Honolulu Community College. For the Applied Trades Degree, any twelve (12) credits that may be applied to the A.A.S. degree should be earned at Honolulu Community College, including credits converted from a Honolulu Community College Apprenticeship Program, will satisfy this requirement. This requirement may be waived for cause at the option of the Vice Chancellor of Academic Affairs or Chancellor. The Chancellor may approve use of Credit by Examination to meet this requirement.

For the A.A. degree, the final twelve (12) credits towards the degree or thirty (30) credits applicable to the degree must be earned from Honolulu Community College. This requirement may be waived for cause at the option of the Vice Chancellor of Academic Affairs or Chancellor. The Chancellor may approve use of credit by examination to meet this requirement (by his/her discretion).



## Graduation Options

Enrolled Students: (students maintaining continuous enrollment at Honolulu Community College) may be graduated according to:

- The requirements in effect at the time they enrolled; or,
- The requirements in effect at the time of graduation.

Students who change their major while enrolled may be graduated according to:

- the requirements of their major in effect at the time they changed their major; or,
- the requirements in effect at the time of graduation.

**IMPORTANT:** Students who have a break in enrollment and apply for graduation will be graduated according to the requirements in effect at the time of graduation. If the break in enrollment has been less than one year, students have the option of following the requirements for enrolled students.

(Graduation options do not apply to course registration. Students must meet current requirements to register for a class.)

## Time Within Which Work Must Be Completed

The normal expectation is that students will complete their academic work in a 10-year period. Credits earned more than 10 years ago in courses which have materially changed content or standards will be denied.

## Application For Graduation

Students should consult with their Academic Counselor for a graduation evaluation before registering for their final semester.

Candidates for the Certificate of Achievement, Associate in Arts, Associate in Applied Science and Associate in Science degrees must file an application for graduation with the Records Office as follows:

Fall Semester graduates ..... file by October 15

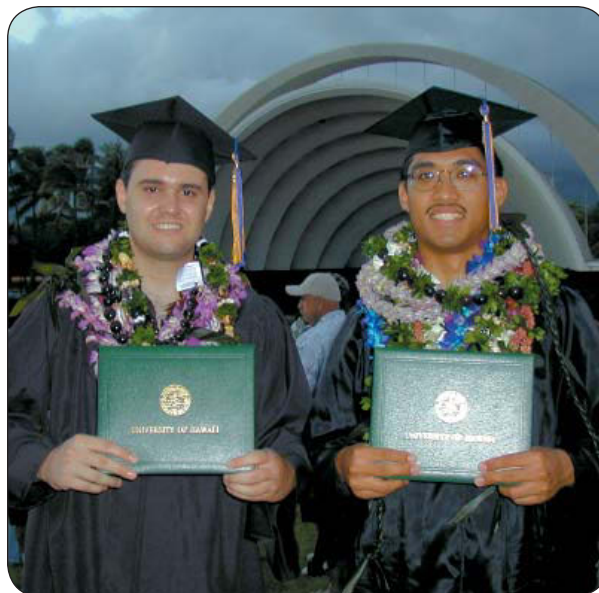
Spring Semester graduates ..... file by March 15

Applications received after the announced deadline will be processed for graduation in the following semester.

A \$15.00 graduation fee (\$15 extra for a Hawaiian Language diploma) is payable at the time a student submits an Application for Graduation. This covers the cost of ordering and printing the diploma\* and cover. If the student does not graduate that semester, the fee will be applied to the semester he or she graduates. However, another application for graduation must be filed with the Records Office by the announced deadline.

Participants will be charged a fee if the Graduation Committee decides to require caps and gowns for graduation. Graduation ceremonies are conducted only during the Spring semester; however, the previous Fall semester graduates are eligible and are invited to participate in the ceremonies.

Candidates for the Certificate of Completion and Certificate of Competence must file an application with the Records Office by the last day of the semester. No fee is charged and no graduation exercises accompany the award.



## UH Community Colleges Academic Credentials

### I. Certificates and Competencies

#### Certificate of Participation (C.P.)

A document issued to students who have participated in non-credit courses or activities which do not meet the requirements for other certificates or degrees. This certificate does not reflect academic performance and no performance evaluation is implied by its issuance.

#### Certificate of Professional Development (C.P.D.)

A college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with industry specific job upgrading or entry-level skills. The issuance of a Certificate of Professional Development requires that the students' work has been evaluated and stated competencies have been met. Credit course sequences shall be less than 4 credit hours.

#### Certificate of Competence (CoC)

A college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. Credit course sequences shall not exceed 9 credit hours. The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. In a credit course sequence the student must earn a GPA of 2.00 or better for all courses required in the Certificate. There are no graduation exercises accompanying the award.

### Academic Subject Certificate (A.S.C.)

A college credential for students 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 2.00 or better for all courses required in the certificate.

### Certificate Of Completion (C.C.)

A college credential for students who have successfully completed designated short-term Career and Technical-Professional Education credit course sequences, which provide them with entry-level skills, or job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours. There are no graduation exercises accompanying the award. The issuance of a Certificate of Completion requires that the student must earn a GPA of 2.00 or better for all courses required in the Certificate.

### Certificate Of Achievement (C.A.)

A college credential for students who have successfully completed designated medium-term Career and Technical-Professional Education credit course sequences which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours, unless external employment requirements exceed this number. The issuance of a Certificate of Achievement requires that the student must earn a GPA of 2.00 or better for all courses required in the Certificate.

- Credits earned in MATH 20B&C&D, ENG 20B&C&D&E, ELI courses; ESL courses, or SD 95 may not be used to fulfill Certificate of Achievement requirements.
- Students must have completed ENG 20B&C&D or place higher than ENG 20B&C&D on the English placement test.
- Students must have completed MATH 20B&C&D or place higher than MATH 20B&C&D on the Mathematics placement test. MATH 21 does not meet this requirement.
- Residency: The final 12 credits in the major must be taken at Honolulu Community College. The residency requirement may be waived for cause at the option of the Vice Chancellor of Academic Affairs or Chancellor. The Chancellor may approve use of Credit by Examination to meet residency requirements at his discretion.

### Advanced Professional Certificate (A.P.C.)

A college credential for students who have successfully completed a one-year advanced Career and Technical-Professional Program beyond the Associate Degree. Currently, the only program offering this certificate at Honolulu Community College is the Computing, Electronics, and Networking Technology (CENT) Program. Please see details in the Career and Technical Education Programs/CENT section of this catalog.

## II. Career and Technical Education Degrees

Beginning with the 1996-97 academic year, certain Career and Technical Education Programs began to offer the Associate in Applied Science (A.A.S.) degree, while others offer an Associate in Science (A.S.) degree. In addition, a customized degree opportunity, the Associate in Technical Studies (A.T.S.) degree is available. The definitions follow:

### Associate In Science (A.S.) Degree

A two-year Career and Technical-Professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment, entirely at the baccalaureate level. The issuance of an A.S. degree requires that the student must earn a GPA of 2.00 or better for all courses applicable toward the degree.

### Associate In Applied Science (A.A.S.) Degree

A two-year Career and Technical-Professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. A.A.S. programs may, however, include some baccalaureate level course offerings. The issuance of an A.A.S. degree requires that the student must earn a GPA of 2.00 or better for all courses applicable toward the degree.

### Associate In Technical Studies (A.T.S.) Degree

A two-year Career and Technical-Professional degree, consisting of at least 60 semester credits, which 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, and employers who have needs for specialized training for a limited number of employees. This degree must have advanced approval, and cannot be requested based upon previously completed coursework. The issuance of an A.T.S. degree requires that the student must earn a GPA of 2.00 or better for all courses applicable toward the degree.

It is important that students consult with major program advisors or Academic Counselors when preparing their courses of study to ensure that the proper sequence is followed. The responsibility for meeting program requirements rests with the student.

### Competencies for the A.S., A.A.S., and A.T.S. Degrees

Graduates of Honolulu Community College who complete one of the Career and Technical degrees should be able to:

- Demonstrate competence in a selected program of study;
- Demonstrate basic proficiency in English and Math;
- Demonstrate by course completion, communication and quantitative or logical reasoning skills useful in the career field; and,
- Demonstrate by course completion, skills useful to function in society and/or understanding of the natural environment, the social environment, and/or world cultures and values.

More specific program competencies are described in the Honolulu Community College online catalog at [www.honolulu.hawaii.edu/catalog](http://www.honolulu.hawaii.edu/catalog).

### Requirements for the A.S., A.A.S., and A.T.S. Degrees

- Credits earned in MATH 20B&C&D&E&F&G, ENG 20B&C&D&E, ELI courses, ESL courses, or SD 95 may not be used to fulfill degree requirements.
- Students must have completed ENG 20B&C&D or ESL 11&13&14&17 or place into ENG 21/51 or higher on the English placement test.
- Students must have completed MATH 20B&C&D or place higher than MATH 20B&C&D on the Mathematics placement test. MATH 21 does not meet this requirement.
- General Education Requirements: Only active courses are listed. Obsolete courses effective as general education courses Fall 1979 to the present continue to satisfy a requirement in the same category as when they were active.

**MINIMUM GENERAL EDUCATION REQUIREMENTS FOR THE A.S., A.A.S., AND A.T.S. DEGREES: 15 CREDITS**

(1) Skills (must include one course from each category)

(a) Communications

ENG 21, 22, 51, 60, 100, 120  
HUM 35  
SP 20, 151, 200

(b) Quantitative or Logical Reasoning

EE 150  
ICS 111, 141, 151C, 211, 241  
MATH 24, 25, 50, 53, 55, 58, 100, 103, 107, 115, 135, 140, 203, 205, 206, 231, 232  
PHIL 50, 110  
QM 121

(2) Other areas: (must include courses from at least three of the categories listed below)

(a) Understanding the Natural Environment (For hyphenated courses, each part equals one course, e.g., CHEM 100 is one course and CHEM 100L is one course.)

ANTH 20, 215  
ASTR 110  
BIOL 22, 100  
BOT 101–101L, 130–130L  
CE 211, 271  
CHEM 100–100L, 105, 151–151L, 152–152L, 161–161L, 162–162L  
FSHN 75, 185  
GEOG 101  
GG 101, 103  
ME 113  
MET 101, 101L  
MICR 125, 130–140  
OCN 180, 190, 201, 201L, 230  
PHRM 203  
PHYS 51V, 53, 55, 56, 100–100L, 130, 151–151L, 152–152L, 170–170L, 272–272L, 274  
SCI 101, 121, 122, 225–225L  
ZOO 101, 200

(b) Functioning Effectively in Society:

AJ 180  
ENG 102, 210  
FAMR 100, 141, 296 (For non-HSER majors)  
FSHN 19, 184  
HE 153, 260  
HUM 36, 50  
ICS 100, 100E, 100M, 100T, 101, 113  
IEDB 20  
IS 103, 104, 105  
JOUR 205  
JPNS 30, 31  
LSK 30, 100  
MGT 20  
POLS 24  
PSY 170  
SD 21, 85, 85C  
SOSE 21, 22, 55, 270 (For non- HSER [Community Service] majors)  
SP 251, 253

(c) Understanding the Social Environment

AMST 211, 212  
ANTH 135  
AEC 135

BOT 105  
 BUS 20  
 CA 101  
 ECON 120, 130, 131, 211  
 ED 105, 234 (For non-HSER majors)  
 FAMR 133, 230, 231, 232, 244 (For non-HSER majors)  
 FIRE 100 (For non-FIRE majors)  
 GEOG 102, 122, 151  
 HUM 151  
 HWST 105  
 JOUR 150  
 OESM 101 (For non-OESM majors)  
 POLS 110, 120, 130, 171, 180, 190, 221  
 PSY 100, 180, 240, 250, 260  
 REL 151  
 SOC 22, 100, 200, 214, 218, 231, 251  
 SSCI 120, 125, 250  
 SW 200 (For non-HSER [Community Service] majors)  
 WS 151

(d) Understanding and Appreciating World Cultures and Values

AMST 201, 202  
 ANTH 150, 151, 152, 200, 210  
 ART 30, 100, 101, 104, 112, 113, 115, 123, 170, 180  
 ASAN 29, 100, 244  
 CA 100  
 CHNS 101, 102  
 EALL 271, 272  
 ENG 250, 251, 252, 253, 254, 255, 256, 257, 257L  
 FIL 101, 102  
 FR 101, 102  
 FT 111 (For non-FT majors)  
 HAW 101, 102, 201, 202, 261  
 HIST 23, 24, 27, 30, 32, 151, 152, 182, 231, 232, 241, 242, 244, 281, 282, 284  
 HUM 20, 37  
 HWST 24, 107, 110, 110L, 212, 231  
 JPNS 24, 101, 102, 201, 202  
 LING 102  
 MUS 106, 108, 121D, 122D, 253  
 PHIL 100, 101, 120, 202, 211, 213, 255  
 REL 20, 150, 200, 201, 203, 204, 205, 210  
 SPAN 101, 102, 201, 202  
 SSCI 220, 221, 225  
 THEA 101, 201

- Courses required by major program (see Programs and Courses sections).
- Electives as needed to meet total credit hour requirements.
- For A.S., A.A.S. and A.T.S. programs, the final twelve (12) credits in the major (as defined above) must be earned from Honolulu Community College. For the Applied Trades Degree, any twelve (12) credits which may be applied to the A.A.S. degree and earned at Honolulu Community College, including credits converted from a Honolulu Community College Apprenticeship Program, will satisfy this requirement. This requirement may be waived for cause at the option of the Vice Chancellor of Academic Affairs or Chancellor. The Chancellor may approve use of Credit by Examination to meet this requirement.



### III. Liberal Arts Degree

#### Associate in Arts (A.A.) Degree Program

Honolulu Community College's Associate in Arts (A.A.) Degree is a two-year liberal arts degree designed to provide students with (1) skills and perspectives fundamental to undertaking higher education and (2) a broad exposure to different domains of academic knowledge.

Sixty semester credits of courses numbered at the 100 and 200 levels are required for the degree. Requirements include a core of 31 credits: 12 credits of Foundation courses in three areas: (1) Written Communication; (2) Symbolic Reasoning; and (3) Global and Multicultural Perspectives; and 19 credits of Diversification courses in three areas: (1) Arts, Humanities, and Literatures; (2) Natural Sciences; and (3) Social Sciences.

In addition, students are required to take Focus Courses to enhance their knowledge and skills in: (1) Writing; (2) Speaking; (3) Understanding the Cultural Diversity in Hawai'i, the Pacific and Asia; and (4) Analyzing and deliberating on ethical problems.



#### Learning Outcomes for the A.A. degree

Graduates of Honolulu Community College who complete an Associate in Arts degree should be able to:

- Employ skills and knowledge in Communication, Quantitative or Logical Thinking, and History essential to Upper Division College Work;
- Demonstrate basic proficiency in Symbolic Reasoning;
- Demonstrate proficiency in Expository Writing and Speech;
- Demonstrate by course completion understanding of Arts and Humanities or Literature; Natural Sciences, and Social Sciences; and,
- Follow steps employed in the scientific method as used in Natural Sciences.

#### Transferring to Another College or University

**TRANSFERRING WITH AN A.A. DEGREE TO UH-MANOA, UH-HILO, AND UH-WEST O'AHU:** Since 1975, HCC has been a member of the University of Hawai'i System of Colleges and Universities. Students who earn an Associate in Arts (A.A.) degree from HCC are accepted as having completed the General Education requirements at UH-Manoa, UH-Hilo, and UH-West O'ahu (UH Executive Policy E5.209, effective Fall 1994).

All the courses taken for an A.A. degree are transferable within the UH System. However, some programs and majors may require additional courses beyond those required for the A.A. degree. For example, some programs require competency in a second language in addition to English.

Consult a Liberal Arts Academic Counselor or Pre-Major Advisor, for example, Pre-Business or Pre-Education, for assistance in planning your courses so they match the graduation requirements for the Bachelor's degree program to which you plan to transfer. If you are uncertain about what your major will be at a transfer institution, a Career Counselor can assist you in selecting a major. Deciding on a major you want to pursue, even tentatively, helps you plan what courses you select at HCC.

Be aware of application deadlines for the schools you plan to transfer to. For UH-Manoa priority deadlines are February 1 for the Fall semester and September 1 for the Spring semester; final deadlines are May 1 for the Fall semester and October 1 for the Spring semester. International applicants must meet the priority deadlines. Some programs at UH-Manoa have earlier deadlines.

**TRANSFERRING TO UH-MANOA AND UH-HILO WITHOUT AN A.A. DEGREE:** You may transfer to UH-Manoa or UH-Hilo before you receive an A.A. Degree, as long as you have completed 24 transferable credits (numbered 100 and above) by the time of application, with a grade-point average (GPA) of 2.0 (residents) or 2.5 (non-residents) for all transferable credits from all colleges you have attended. NOTE: Some programs at UH Manoa or UH Hilo may have additional admission requirements or may require a GPA higher than 2.0 or 2.5.



While your HCC GPA is not used in calculating your cumulative GPA at four-year campuses, it is considered for admissions purposes. "D" grades from the UH System are accepted for general admissions to UH Manoa; however, they may not be accepted as graduation requirements in some programs.

Students who do not have 24 transferable credits are subject to the same admission requirements as entering freshmen at UH-Manoa and UH-Hilo, such as satisfactory high school transcripts and official scores of the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

**TRANSFERRING TO UH-WEST OAHU WITHOUT AN A.A. DEGREE:** The University of Hawai'i-West O'ahu is an upper-division baccalaureate degree-granting institution, offering courses at the 300 and 400-level. A student without an A.A. degree who has successfully completed 55 or more lower-division transferable credits at any campus in the University of Hawai'i System (or other accredited institutions) with a GPA of at least 2.00 is eligible for admission.

**TRANSFERRING TO OTHER INSTITUTIONS:** Students may transfer courses from HCC to colleges and universities outside the UH System in Hawai'i and on the Mainland. The institution to which the student transfers determines the courses that will transfer. In Hawai'i, HCC has articulation agreements with Hawai'i Pacific University and Chaminade University.

For more detailed information on how to apply and transfer to other colleges or universities, contact the college or university directly or see the HCC Liberal Arts Transfer Counselors for assistance. Application deadlines for individual schools vary.

## Honolulu Community College A.A. Degree Prerequisites and Requirements:

**PROGRAM PREREQUISITE:** ENG 20B & 20C & 20D & 20E or ESL 11 & 13 & 14 & 17 OR placement in ENG 21/51 or higher

**PROGRAM PREREQUISITE AND PROFICIENCY REQUIREMENT:** MATH 20B & 20C & 20D OR placement in MATH 24/50/53

## General Requirements for the A.A. Degree:

1. Required credit hours: 60
2. Minimum A.A. GPR: 2.00 (The A.A. GPR is based on all courses numbered 100 or higher.)
3. All courses must be numbered 100 or above.
4. At least two courses must be Writing Intensive (W), passed with a grade of "C" or higher. Only one ENG course, with the exception of ENG 209, may be used to fulfill the W requirement.  
Note: ENG 100 with a grade of "C" or higher is a prerequisite for Writing-Intensive courses.
5. At least one course in each of the following three focus areas: (1) Hawaiian, Asian, Pacific Issues; (2) Ethical Issues; (3) Oral Communications.
6. Either the final twelve (12) credits towards the degree or thirty (30) credits applicable to the degree must be earned from Honolulu Community College. The Liberal Arts Program Dean may waive this requirement for cause.

## Cost of Textbooks/Supplies:

The cost for books is estimated to be approximately \$150-\$200 per semester for full-time Liberal Arts majors.

## Course Requirements for the A.A. Degree:

1. **FOUNDATIONS REQUIREMENT FOR THE A.A. DEGREE: 12 CREDITS** Foundation courses include courses in Written Communication, Symbolic Reasoning, and Global-Multicultural Perspectives. Because these courses are intended to give students skills and perspectives that are fundamental to undertaking higher education, students are encouraged to take their Written Communication, Symbolic Reasoning, and Global-Multicultural Perspectives courses in their first year. Note: Courses taken to fulfill the Foundations Requirement may not be used to fulfill requirements in other categories (i.e., Diversification or Focus Requirements).
  - **Written Communication (FW) Requirement: 3 Credits.** Courses designated FW introduce students to the rhetorical, conceptual, and stylistic demands of writing at the college level. The course provides instruction in composing processes, search strategies, and composing from sources. It also provides students with experience in the library and on the Internet as well as enhancing skills in accessing and using various types of primary and secondary materials.

*Courses Approved to Date:* ENG 100

- **Symbolic Reasoning (FS) Requirement: 3 Credits.** Courses designated as FS expose students to the beauty and power of formal systems, as well as to the clarity and precision of these systems. FS courses focus not solely on computational skills; students learn the concept of proof as a chain of inferences and apply formal rules or algorithms. They also engage in hypothetical reasoning. An FS course aims to develop the ability of students to use appropriate symbolic techniques in the context of problem solving and in the presentation and critical evaluation of evidence.

*Note:* Students who take Phil 110 for their Symbolic Reasoning requirement must also test out of or pass Math 20B, C, and D.

*Courses Approved to Date:* MATH 100, 103, 107, 115, 135, 140, 203, 205, 206, 231, 232; PHIL 110; QM 121

- **Global And Multicultural Perspectives (FG) Requirement: 2 Courses, 6 Credits.** Courses designated FG provide thematic treatments of global processes and cross-cultural interactions from a variety of perspectives. Students gain a sense of human development from prehistory to modern times through consideration of narratives and artifacts from diverse cultures. At least one component of each of the two courses covers the indigenous cultures of Hawai'i, the Pacific, and Asia.

*Courses Approved to Date:* ANTH 151, 152; HIST 151, 152

2. **DIVERSIFICATION REQUIREMENT FOR THE A.A. DEGREE: 19 CREDITS.** The diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge while, at the same time, allowing flexibility for students with different goals and interests.

*Note:* Diversification courses must come from different departments than the courses students used to satisfy the Foundations Global & Multicultural Perspectives requirement.

- a. **Arts (DA), Humanities (DH), and Literatures (DL) Requirement: 6 Credits, from two different groups)**

Courses Approved to Date:

**Group 1: The Arts (DA)**

Mainly Theory: ART 101, 170, 180; MUS 106; THEA 101, 201

Mainly Practice: ART 100, 104, 112, 113, 115, 123; HWST 212; MUS 121D, 122D, 253; SP 151, 251, 253

(Any combination of one-credit courses that totals three-credit hours will be considered the equivalent of a one-semester course.)

**Group 2: Humanities (DH)**

AMST 201, 202

ASAN 100, 241, 242, 244

HWST 107, 110, 280

HIST 231, 232, 241, 242, 244, 281, 282, 284, 288

PHIL 100, 101, 120, 202, 211, 213, 255

REL 150, 151, 200, 201, 203, 204, 205, 207, 210

**Group 3: Literature and Language (DL)**

EALL 271, 272

ENG 250, 251, 252, 253, 254, 255, 256, 257F, 257L, 257M, 257P, 257X

HAW 261

LING 102

- b. **Natural Sciences Requirement: 6-7 Credits, one Biological Science (DB), one Physical Science (DP), and one Laboratory (DY)**

Courses Approved to Date:

**Group 1: Biological Sciences (DB)**

BIOL 100

BOT 101/101L, 130/130L  
 FSHN 185  
 MICRO 130, 140  
 SCI 101, 121 (lab incl.)  
 ZOOL 101 (lab incl.), 200 (Marine Biology lab incl.)

**Group 2: Physical Sciences (DP)**

ASTR 110  
 BIOC 241, 251  
 CHEM 100/100L, 105, 151/151L, 152/152L, 161/161L, 162/162L  
 GEOG 101  
 GG 101/101L, 103  
 MET 101, 101L  
 OCN 180, 190, 201, 201L, 230  
 PHYS 100/100L, 122 (lab included, cross-listed as SCI 122), 151/151L, 152/152L, 170/170L, 272/272L, 274  
 SCI 122 (lab included, cross-listed as PHYS 122)

**c. Social Sciences (DS) Requirement: 6 Credits (3 credits each from 2 different disciplines)**

Courses Approved to Date:

AMST 211, 212  
 ANTH 135, 150, 151, 152, 200  
 BOT 105  
 ECON 120, 130, 131, 211  
 FAMR 230  
 GEOG 102, 122, 151  
 JOUR 150  
 HWST 105  
 POLS 110, 120, 130, 171, 180, 190, 221  
 PSY 100, 170, 180, 240, 250, 260  
 SSCI 120, 125, 250  
 SOC 100, 214, 218, 231, 251  
 WS 151, 218, 275

3. **FOCUS REQUIREMENTS FOR THE A.A. DEGREE:** The four Focus Requirements for HCC's A.A. degree identify four skills and discourses essential to General Education: writing; speaking; ethical analysis and deliberation; and, Hawaiian, Asian, and Pacific issues.

Courses fulfilling focus requirements may come from across the curriculum. Any course in the A.A. degree curriculum may be given these designations, except for Foundation courses (FW, FS, and FG courses). Courses are approved for Focus Designations by a faculty committee and are identified in the Schedule of Classes by W, H or HCC-H, HCC-E, and HCC-O before the course titles. (See below for explanation of these designations.)

For a list of currently approved Focus Courses, see your counselor or faculty advisor.

- **Writing Intensive (W): 2 Courses Required.** Courses designated W are designed to increase a student's writing proficiency. Before enrolling in W courses, students must complete English 100 with a grade of "C" or higher. A grade of "C" or higher must also be earned in a W course for it to satisfy the Writing Intensive requirement. Writing Intensive courses are identified in the Schedule of Classes by W before the course titles. **EXAMPLES:** ENG 250 W-American Literature or SOC 251 W-Intro Soc Family. **NOTE:** Students who transfer to UH-Manoa must take a total of five (5) W courses to meet UH Manoa's baccalaureate graduation requirements. At least two of the five W courses must be numbered 300 and above.

- **Hawaiian, Asian, and Pacific Issues (H): 1 Course Required.** Courses designated H are designed to increase a student's understanding of Hawaiian, Asian, and Pacific issues and to foster multicultural understanding and respect. Hawaiian, Asian, and Pacific Issues courses are identified in the Schedule of Classes by H or HCC-H before the course titles. **EXAMPLES:** HWST 107 H-Hawai'i: Center of the Pacific; HIST 241 HCC-H-Civilizations of Asia. **NOTE:** Courses designated H fulfill the H-focus requirement at Honolulu Community College, UH-Manoa, and Kapi'olani Community College. Courses designated HCC-H fulfill the H-focus requirement at Honolulu Community College only.
- **Contemporary Ethical Issues (E): 1 Course Required.** Courses designated E are designed to give students tools for the development of responsible deliberation and ethical judgment. Contemporary Ethical Issues courses are identified in the Schedule of Classes by HCC-E before the course titles. **EXAMPLES:** PHIL 101 HCC-E-Intro: Morals and Society or POLS 120 HCC-E-Intro to World Politics. **NOTE:** Courses designated HCC-E fulfill the E-focus requirement at Honolulu Community College, but not at UH Manoa. UH-Manoa requires a 300-level E-focus course for graduation.
- **Oral Communication (O) Requirement: 1 Course.** Courses designated HCC-O are designed to improve a student's proficiency in oral communication. Oral Communication courses are identified in the Schedule of Classes by HCC-O before the course titles. **EXAMPLE:** Speech 151 HCC-O-Personal and Public Speech. **NOTE:** Courses designated HCC-O fulfill the O-focus requirement at Honolulu Community College, but not at UH Manoa. UH-Manoa requires a 300-level O-focus course for graduation.



Mr. HCC talent competition.



Ms. HCC performs at May Day festivities.



HCC student designer at Fashion Show.



Rose sale supports Faculty/Staff development.

## IV. Pre-Professional Course Sequences

### Pre-Business Administration Courses

Honolulu Community College offers most of the lower division courses required for the first two years of the Bachelor of Business Administration (B.B.A.) degree at the University of Hawai'i at Manoa (UH Manoa). These offerings include:

#### GENERAL EDUCATION REQUIREMENTS

#### PRE-BUSINESS CORE COURSES

ENG 100

SP 151 or SP 251

ACC 201

ACC 202

MATH 203 or MATH 205

ECON 130

ECON 131

ICS 101

The following courses are applicable to the B.B.A. degree:

BLAW 200

ENG 209

PSY 100 or SOC 100, a recommended prerequisite to BUS 315 in the business core

#### ARTS AND HUMANITIES COURSES

#### NATURAL SCIENCE COURSES

#### FOREIGN LANGUAGE 101, 102, 201, 202 (GRADUATION REQUIREMENT)

### Pre-Education Courses

Honolulu Community College offers lower division courses required for the Bachelor of Education (B.Ed.) degree at the University of Hawai'i at Manoa. See a Liberal Arts Counselor for information regarding specific requirements for Elementary Education majors and for Secondary Education majors in various teaching areas.

### Pre-Nursing Courses

Honolulu Community College offers most of the lower division courses required for the Bachelor of Science in Nursing degree programs at the University of Hawai'i at Manoa, the University of Hawai'i at Hilo, and other four-year colleges, as well as Kapi'olani Community College's Nursing program. See a Liberal Arts Counselor for information regarding specific courses required by the various nursing programs.

### Lower Division Social Work

Honolulu Community College offers all the knowledge-base courses required for admission into the Bachelor of Social Work (B.S.W.) degree program at the University of Hawai'i at Manoa. Some requirements overlap with the General Education Core. Interested students should contact their Liberal Arts Counselor for transfer information.

SW 200

A Logic Course, e.g. PHIL 110

PSY 260 Psychology of Personality (prerequisite: PSY 100)

Any Political Science course

Any biological science course emphasizing Human Biology or Nutrition





# Career & Technical Education

Administration of Justice

Aeronautics Maintenance Tech

Applied Trades

Architectural, Engineering & CAD Tech

Auto Body Repair & Painting

Automotive Technology

Carpentry Technology

Commercial Aviation

Communication Arts

Computing, Electronics, & Networking Tech

Cosmetology

Diesel Mechanics Tech

Electrical Installation & Maintenance Tech

Fashion Technology

Fire & Environmental Emergency Response

Human Services: Community Service,

Early Childhood Education

Industrial Education

Occupational; & Environmental Safety Mgt.

Refrigeration & Air Conditioning Tech

Sheet metal & Plastics Tech

Small Vessel Fabrication & Repair

Welding Tech

## Liberal Arts

Humanities

Information & Computer Science

Language Arts

Mathematics

Natural Sciences

Social Sciences

College Skills Center

# Program Descriptions





# Career and Technical Education Programs

Program prerequisites are conditions which must be met before a student is eligible to take courses restricted to majors.

## AJ - Administration of Justice

**DEPARTMENT LIAISON:** Diane Caulfield.

**PROGRAM MISSION:** The Administration of Justice program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** This program is designed to prepare the student academically for entry into the Administration of Justice career field; i.e., law enforcement, courts, corrections or private security. Courses are also provided to meet the training needs of the in-service professional.

A student at Honolulu Community College who completes twelve (12) units of Administration of Justice work may receive up to twelve (12) additional units for completing Basic Recruit Training in law enforcement or corrections, as required by governmental agencies:

*Basic Recruit Training (e.g., Corrections) graduating with a minimum of 250 hours training—6 credits.*

*Basic Recruit Training (e.g., DPS - Law Enforcement) graduating with a minimum of 500 hours training—9 credits.*

*Basic Recruit Training (e.g., HPD) graduating with a minimum of 900 hours training—12 credits.*

### Program Prerequisite:

"C" or higher in ENG 22/60 OR Placement in ENG 100

Suggested Course Sequence	Associate in Applied Science Degree Credits
<b>First Semester</b>	
AJ 101 Introduction to Administration of Justice	3
Administration of Justice Elective	6
General Education Requirement*	3
Elective**	3
	<hr/> 15
<b>Second Semester</b>	
AJ 138 Criminal Justice System Reports and Communications	3
AJ 200 Procedures in the Hawai'i Justice System	3
Administration of Justice Elective	3
General Education Requirement*	3
Elective**	3
	<hr/> 15
<b>Third Semester</b>	
AJ 221 Introduction to Criminal Law	3
Administration of Justice Electives	3
General Education Requirement*	3
Electives**	6
	<hr/> 15
<b>Fourth Semester</b>	
AJ 224 Rules of Evidence	3
Administration of Justice Elective	3
General Education Requirements*	6
Elective**	3
	<hr/> 15
<b>Minimum Credits Required</b>	<hr/> <b>60</b>

\* A minimum of 15 General Education credits are required. General Education requirements for the A.A.S. Degree are listed under Degrees and Certificates.

\*\* 12 elective credits must be selected from AJ or General Education courses or courses numbered 100 and above and 3 elective credits may be selected from any courses that are not excluded from the A.A.S. degree. Up to four credits of AJ 193 may be applied to AJ program requirements. (See Degrees and Certificates section.)

The following elective is highly recommended for Administration of Justice students: SP 151, Personal and Public Speech.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$200 per semester.

**ADVISORY COMMITTEE:**

Jerry Brown, Psy.D., major (ret.) Honolulu Police department

Lane Martin, Sgt. - Dept. of Public Safety

Debora Tandal, Major Honolulu Police Department



*Police dog training.*



*Police helicopter operations.*



*S.W.A.T. team operations.*

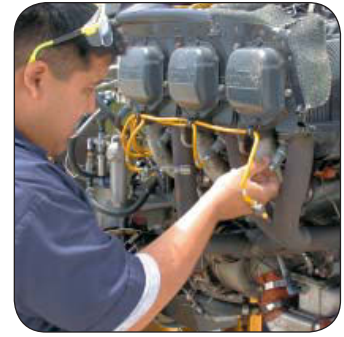
## AERO - Aeronautics Maintenance Technology

**ADDRESS:** 140 Iako Place (Honolulu International Airport), Honolulu, HI 96819/  
ph. 831-6835.

**FACULTY:** Brian Isaacson, Bill Rothe, Evelyn Lockwood, Robert Takamine,  
Mike Willett and Brian Quinto.

**PROGRAM MISSION:** The Aeronautics Maintenance & Technology program's mission is to:

- Provide students with the opportunity to gain the documented knowledge and experience to qualify for certification as aircraft mechanics as required by Part 65 and in the manner prescribed by Part 147 of the Federal Aviation Regulations, as approved by the Honolulu Flight Standards District Office.
- Enable students to attain their personal educational goals by becoming highly qualified aviation maintenance technicians, meeting the needs of the aviation industry and thereby promoting safety in aviation.
- Provide specialized training as necessary for prospective aircraft technicians and industry.



*AERO students works on an airplane engine.*

**PROGRAM DESCRIPTION:** The Aeronautics Maintenance Department is an approved aviation maintenance technician training facility operating under Federal Aviation Administration Air Agency Certificate No. D19T087R with Airframe, Powerplant, and combined Airframe and Powerplant ratings. It is the only such school in the Pacific Basin. Students enrolling in the Aeronautics program have three choices as outlined below.

The first is the **AVIATION MAINTENANCE TECHNICIAN CERTIFICATION PROGRAM**. It consists of the General Maintenance curriculum of 500 hours, the Airframe Maintenance curriculum of 750 hours, and the Powerplant Maintenance curriculum of 750 hours which meets the FAR Part 147 minimum required total of 1900 hours of theory and laboratory instruction in four (4) semesters and an additional semester of General Education courses. A Certificate of Achievement will be awarded to students completing the Aviation Maintenance Technician Certification program.

The second is an **ASSOCIATE IN SCIENCE DEGREE IN AERONAUTICS MAINTENANCE TECHNOLOGY**. It is awarded to students who complete the additional Federal Aviation Administration approved General Education requirements as well as the General, Airframe, and Powerplant Maintenance curricula as outlined under the Certificate program.

The third is a **TRANSFER OPTION TO PREPARE FOR THE COMPLETION OF THE AVIATION SYSTEMS MANAGEMENT DEGREE AT THE UNIVERSITY OF NORTH DAKOTA** or another 4-year program. Contact Brian Isaacson for details.

Students will not be allowed to enter the Airframe or Powerplant courses without first completing the requirements of the General Maintenance course. Either or both the Airframe and/or Powerplant courses must be completed in order.

Classes may be offered as both a day program and a night program. Students enrolling in either program will be committed to that program and will not be allowed to switch to the other without prior approval from the Aeronautics Maintenance Technology Department. Check the current Schedule of Classes and addenda for day or night program availability.

Successful completion of each FAR Part 147 approved course requires at least a "C" grade in each unit, with all absences made up or the course must be repeated. Completion of the college requirements for the Certificate of Achievement, Associate in Science Aeronautics Maintenance Technology Degree, or the transfer requirements of the Aviation Systems Management Degree does not necessarily qualify a student to be eligible to take the FAA examinations for certification. No more than three days may be missed in each FAR Part 147 approved course or the course must be repeated.

As part of the preparation for working in the industry, during the last airframe class students, will be expected to taxi an aircraft and communicate with ground control under the direction of a commercial flight school flight instructor at a flight school of their choice for an approximate cost of \$50.00.

Health and physical requirements vary with employers in the aviation maintenance industry. Students with special needs are encouraged to discuss their specific career goals with faculty during advising. Prospective students with military aviation maintenance experience should refer to Federal Aviation Regulation 65.77 and the Flight Standards District Office for possible certification alternatives.

Upon completion of the General and either the Airframe or the Powerplant curricula, students are eligible to take the FAA written examination for the appropriate Airframe or Powerplant rating without waiting to complete the program. Upon passing the written exam(s), the student is eligible to take the oral and practical examinations for Federal certification as an Aviation Maintenance Technician (Mechanic: Airframe, Powerplant, or A&P as appropriate).

**Program Prerequisites:**

AERO 100

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR Placement in ENG 22/60

"C" or higher MATH 50 or 53 OR Placement in MATH 27/103

**Recommended preparation before enrolling in the AERO 130-137 series: PHYS 51V AND ICS 100T**

		Suggested Semester *		Certificate of Achievement Credits	Associate in Science Degree Credits
		1	2		
AERO 130	General Aircraft Maintenance I	✓		7	7
AERO 131	Advanced Gen. Aircraft Maintenance. II	✓		7	7
AERO 132	Powerplant Maintenance I		✓	7	7
AERO 133	Airframe Maintenance I		✓	7	7
AERO 134	Powerplant Maintenance II			7	7
AERO 135	Airframe Maintenance II			7	7
AERO 136	Powerplant Maintenance III			7	7
AERO 137	Airframe Maintenance III			7	7
				56	56
AERO 100	Introduction to Aviation				3
ENG 120	Advanced Technical Writing				3
SP 151	Personal and Public Speech				3
General Education Requirement** (Group C and D)					
Recommended: PSY 100 or 180					6
MATH 135	Pre-Calculus: Elementary Functions				3
PHYS 151-151L	College Physics/College Physics Laboratory				4
ICS 100T	Computing Literacy and Applications (Transportation)				
or ICS 100	Computing Literacy and Applications				
Recommended: ICS 100T					3
					25
<b>Minimum Credits Required</b>				56	81

\* Suggested courses for the first or second semester are designated with a "✓".

\*\* General Education Requirements for the A.S. program are listed under Degrees and Certificates and must be numbered 100 or higher. PSY 100 and 180 are in Group C; IS 100 satisfies either Group C or Group D, but not both.

Note: Students must meet the minimum proficiency standards in Communication & Computation established by HCC to qualify for the Certificate of Achievement.

The following 4-year degree programs accept AERO 130-137 for advanced standing credit towards a B.S. in Aeronautics Maintenance Management or other related degrees: Central Missouri State University, San Jose State University, Embry-Riddle Aeronautical University, University of North Dakota, Middle Tennessee State University, National University, Parks College of St. Louis University, Purdue University, Southern Illinois University at Carbondale, Central Washington University, Kent State University, Lewis University, Metropolitan State College of Denver, Utah State University, University of the District of Columbia. A complete listing can be obtained through the University Aviation Association or the FAA.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks, uniforms, and a required tool kit is approximately \$2200.

**ADVISORY COMMITTEE:**

Thomas Anusewicz, VP, Bradley Pacific Aviation  
 Mark Brommer, Manager of Maintenance, United Airlines  
 Michael Heit, Boeing Commercial Airplanes  
 Lance Higa, Sr. Director of Maintenance  
 Jesse Ikei, International Association of Machinists & Aerospace Workers  
 Wendell R. Nelson, Mgr. Maintenance, Northwest Airlines  
 Edgar Silva, Maintenance Manager, Continental Airlines  
 Frank Young, President, Gold Wing, Inc.



## APTR - Applied Trades

**PROGRAM MISSION:** The Applied Trades program's mission is to provide students who are in a state or federally approved apprenticeship program with the opportunity to attain an Associate's Degree in Applied Science.

**PROGRAM DESCRIPTION:** Any person who has completed or is enrolled in a State of Hawai'i or a Federally approved Apprenticeship Program or an approved Pearl Harbor Naval Shipyard Cooperative Education Training sequence is eligible for admission to the Honolulu Community College Associate in Applied Science degree program in Applied Trades.

Persons who have completed all the "work process hours" and "related instruction" necessary for journeyworker status in their respective trades will receive up to 45 credits for this training, which will apply toward the "Major courses" requirements of their degree, according to the following schedule:

Five (5) credits will be awarded for each 144–160 hour segment of related classroom instruction

Seven (7) credits will be awarded for each 2000 hour segment of work process.

Persons completing Apprenticeship Programs of less than four years in duration will need to take sufficient additional recommended courses to meet the minimum credit requirement for the degree.

A Pearl Harbor Naval Shipyard (PHNSY) Cooperative Education training sequence includes a minimum of 780 hours of approved PHNSY Trade Theory and General Experience Training (26 credits), registering in the WORK 94V course every semester, and completing a minimum of 750 hours of work experience, as well as 10 credits of Cooperative Education at PHNSY, and 24 credits of General Education and Technical Support courses. PHNSY Trade Theory and General Experience Training are converted to credits upon completion of certification (30 training hours = 1 credit).



*Student works on sheet metal fabrication.*

Associate in Applied Science	Degree Credits
<i>Apprenticeship Training or approved PHNSY Training sequence</i>	26
<i>General Education Requirements and Technical Support Courses*</i>	24
<i>Cooperative Education - Work 94V</i>	10
<b>Minimum credits required</b>	<b>60</b>

\*General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates. For Pearl Harbor Naval Shipyard (PHNSY) students, the following courses are required: ENG 120, SP 151, PHYS 51V, MATH 50, MATH 55, PSY 180, IEDD 101, and IEDD 102. Substitutions may be made with prior approval from PHNSY and HCC.

**COST OF TEXTBOOKS/SUPPLIES:** General education texts average \$25–\$125 each. Supplies average \$25-100.

**ADVISORS:**

James Niino, Apprenticeship Coordinator, Honolulu Community College

Jeannie Shaw, Education Coordinator Pearl Harbor Apprentice Program, Honolulu Community College

Nolan Chang, Apprentice Program Administrator, Pearl Harbor Naval Shipyard & IMF.

## AEC - Architectural, Engineering and CAD Technologies

**FACULTY:** Michael Jennings, Douglas Madden.

**PROGRAM MISSION:** The Architectural, Engineering and CAD Technologies program's mission is to:

- Provide students with state-of-the-art technical training in preparation for employment in architectural, engineering, and related jobs.
- Meet the needs of students with specialized interests and objectives who need or desire similar training.
- Provide students with the general education skills, attitudes, and values for effectively working with others, contributing to the AEC industry, and accepting the responsibilities implied in support of a safe and sustainable natural and built environment.



*Original drawing by an AEC student.*

**PROGRAM DESCRIPTION:** The Architectural, Engineering and CAD Technologies program is designed to prepare students for immediate employment as architectural or engineering drawing technicians. Some students, however, use the program to prepare for employment in building construction, interior design drawing, kitchen and bath design drawing, construction supervision, and various other fields. Still other students use the program as a step on the way to a bachelor's degree in Architecture or Engineering.

The emphasis in the program is on AutoCAD and other technical drawing software in the creation of construction drawings. An Authorized Autodesk Training Center is offered in conjunction with the program and provides nationally standardized, non-credit training in Autodesk products such as AutoCAD, Revit, Civil 3D, Autodesk VIZ, and others.

New students are required to attend an orientation session, and there is a requirement of 40 hours of AEC-related program and community service apart from coursework prior to graduation.

The program leads to the Associate in Science degree. There is also a Certificate of Achievement available for students desiring specifically only computer drawing training.

Recommended high school preparation: Drafting, Geometry, English, Art, Basic Science, and Computer Literacy.

MATH 53, 55, 107, or 140 OR placement in MATH 205 is a prerequisite (not shown in the program plan below) for AEC 127 and needs to be satisfied before enrolling in that second semester course.

ENG 100 is a prerequisite (not shown below) for AEC 131 and 138 and needs to be satisfied before enrolling in these Third Semester courses.

Students may take the following courses in any order that respects course prerequisites and corequisites.



<b>Program Prerequisites:</b>		
<i>AEC 80 OR instructor approval based on high school drafting or other prior training/experience</i>		
<i>ENG 22/60 OR Placement in ENG 100 or higher</i>		
<i>MATH 20B &amp; C &amp; D OR Placement in MATH 50/53 or higher</i>		
	Certificate of Achievement Credits	Associate in Science Degree Credits
<b>Suggested First Semester</b>		
<i>AEC 110 Basic AutoCAD</i>	4	4
<i>AEC 114 Architectural Graphics (incl. Intro to SketchUp)</i>	3	3
<i>AEC 118 Construction Materials</i>		3
<i>ENG 100 Composition I</i>		3
	7	13
<b>Suggested Second Semester</b>		
<i>AEC 120 Introduction to Construction Drawings</i>	3	3
<i>AEC 123 Residential Planning and Design</i>		3
<i>AEC 124 Building Information Modeling Software</i>	3	3
<i>AEC 127 Civil Engineering Drawing</i>	3	3
<i>General Education Requirement* (100-level Group A B, or D; Recommended: FAMR 296)</i>		3
	9	15
<b>Suggested Third Semester</b>		
<i>AEC 130 Residential Working Drawings</i>	3	3
<i>AEC 131 Construction Codes</i>		2
<i>AEC 135 Introduction to the Built Environment (Gen. Ed. Group C)</i>		3
<i>AEC 136 Structural Drawing</i>	3	3
<i>AEC 138 Construction Estimating and Bidding</i>		3
<i>AEC 139 Field Shadow Experience</i>		1
	6	15
<b>Suggested Fourth Semester</b>		
<i>AEC 140 Commercial Working Drawings</i>	3	3
<i>AEC 141 Building Services</i>	3	3
<i>AEC 146 AutoCAD 3D Studio VIZ</i>	3	3
<i>AEC 149V Preparation for Employment in the AEC Industry</i>		2
<i>100-level Quantitative/Logical Reasoning Requirement*</i>		3
<i>General Education Requirement * (100-level Group A, B, or D)</i>		3
	9	17
<b>Completion of 40 hours of program-related community service</b>		
<b>Minimum Credits Required</b>	31	60

\*General Education and Quantitative/Logical Reasoning Requirements for A.S. degree are listed under Degrees and Certificates.

Note: Students must meet the minimum proficiency standards in communication and computation established for HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:**

**ADVISORY COMMITTEE:**

James Lyon, PE, Lyon Associates  
Milton Matsunaga, MK Engineers  
Bettina Mehnert, AIA, Architects Hawai'i, Ltd.  
Paul Morgan, AIA, Suzuki-Morgan Architects, Inc.  
Linda Miki, AIA, Group 70 International, Inc.  
June Nakamura, PE, Engineering Solutions, Inc.  
Albert Rivera, Belt Collins

## ABRP - Auto Body Repair and Painting

**FACULTY:** Steven Chu, Milton Tadaki.

**PROGRAM MISSION:** The Auto Body Repair & Painting program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the auto body repair industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The curriculum used for the program is published by the I-CAR Education Foundation and is based on the National Automotive Technicians Education Foundation (NATEF) Auto body Task List and the National Institute for Automotive Service Excellence (ASE) technician certification standards. Students completing the program will be prepared for employment in the Auto Body Repair and Painting industry and related areas. Classroom and laboratory work is offered in a modern and well-equipped facility. The program is certified by NATEF.

**RECOMMENDED HIGH SCHOOL PREPARATION:** Industrial Arts, Mechanical Drawing, Mathematics, Physical Science, Communication Skills—reading and speaking.



ABRP student practicing repair procedure.

### Program Prerequisites:

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17

OR Placement in ENG 21/51

MATH 20B & C & D OR Placement in MATH 50/53

**NOTE: RESPIRATOR USE CLEARANCE ALSO REQUIRED**

### First Semester

ABRP 62 Metal Straightening/Body Filler Techniques	2	2
ABRP 63 Welding and Cutting Techniques	2	2
ABRP 64 Corrosion Repair Techniques	2	2
ABRP 65 MIG Welding	2	2
ABRP 66 Refinishing Safety & Vehicle Preparation	3	3
ABRP 67 Detailing	1	1
PHYS 55 Metallurgy and Plastics		4
	12	16

### Second Semester

ABRP 68 Corrosion Protection Principles	1	1
ABRP 69 Color Mixing & Matching	3	3
ABRP 70 Paint Blending Techniques	3	3
ABRP 71 Paint Application Problems	2	2
ABRP 72 Automotive Composite Repairs	3	3
MATH 50 Technical Mathematics or MATH 53 Technical-Occupational Math		3/4
	12	15/16

### Third Semester

ABRP 73 Collision Prep & Panel Alignment	4	4
ABRP 74 Quarter Panel Replacement Techniques	2	2
ABRP 75 Door Skin Alignment & Replacement	2	2

ABRP

ABRP 76	Advanced Welding Methods	2	2
ABRP 77	Estimating Vehicle Damage	2	2
ENG 51	Technical Reading or ENG 60 Technical Writing or ENG 100 Expository Writing <b>Recommended: ENG 51</b>		3
ICS 100T	Computer Literacy and Applications (Transportation) or ICS 100 Computer Literacy and Applications <b>Recommended: ICS 100T</b>		3
		12	18
<b>Fourth Semester</b>			
ABRP 78	Collision Damage Analysis	3	3
ABRP 79	Structural Straightening Techniques	3	3
ABRP 80	Panel Replacement	6	6
SP 151	Personal and Public Speech		3
General Education Requirement * (Group C or D)			3
		12	18
<b>Minimum Credits Required</b>		48	67/68

\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

Note: Students must meet the minimum proficiency standards in communication and computation established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for tools, supplies and textbooks is approximately \$1500-2000. Purchases of additional tools and textbooks may be required each semester.

**ADVISORY COMMITTEE:**

Ronald Burkhart, Owner, Pearlridge Fender & Body  
 Alex Cho, Owner, A.C. Marketing  
 Scott Furuta, Shop Manager, Kamoi Auto Repair, Inc.  
 Tim Gruber, Owner, Classic Bodyworks  
 Dexter Kakazu, Director, Servco Automotive Vehicle Processing Center  
 Michael Ma, Supplement Coordinator, Central Body & Paint  
 Dale Matsumoto, Shop Manager, Auto Body Hawai'i  
 Francis Parsons, Instructor, Kamehameha Schools  
 Jerry Ranion, Instructor, Waipahu High School  
 Warren Takata, Instructor, Kamehameha Schools  
 Eric Takemoto, Shop Manager, Island Fender  
 Steven White, Vice President, Hi-Line Distributors, Inc.  
 John Yim, Instructor, Waipahu High School  
 Walden Zane, Instructor, James Campbell High School



ABRP student prepares a car for painting.

## AMT - Automotive Technology

**ADDRESS:** 445 Kokea St., Honolulu, HI 96817/ph. 847-1578

**FACULTY:** Paul Allen, Ivan Nitta, Craig Ohta, Bert Shimabukuro, Gordon Talbo, Clifford Yamashiro.

**PROGRAM MISSION:** The Automotive Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the automotive industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The Automotive Technology (AMT) program at HCC is a comprehensive five-semester program master certified by the National Automotive Technology Education Foundation (NATEF) that prepares students for employment as automotive technicians. Students completing the program may earn a Certificate of Achievement after one semester or an Associate in Applied Science degree upon program completion. The program has maintained its NATEF certification since 1993, undergoing a review every five years. It is certified in all eight ASE areas: engine repair, automotive transmission and transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronics systems, heating and air conditioning, and engine performance.

**RECOMMENDED HIGH SCHOOL PREPARATION:** Pre-Algebra, Electronics, Chemistry or Physics, Industrial Arts.



AMT students fixing engine.

### Program Prerequisites:

Valid driver's license<sup>1</sup>

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR Placement in ENG 22/60 "C" in MATH 24 or in 50 or in 53 OR Placement in MATH 25 or 55

Certificate of Completion Credits	Associates in Applied Science Degree Credits
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If the MATH program prerequisite is met by Placement Test scores, credit in MATH 50 or 53 (53 is recommended) or appropriate substitute is needed to meet the General Education Requirement for the A.A.S. degree.

3-4

### First Semester

AMT 20 Introduction to Automotive Mechanics

(2)

2

AMT 53 Brakes

(5)

5

AMT 55 Suspension and Steering

(5)

5

PHYS 56 Basic Electrical Theory and Lab

4

(12)

16

### Second Semester

AMT 46 Powertrain and Manual Transmissions

5

AMT 50 Automatic Transmissions/Transaxles

7

ICS 100 T Computing Literacy and Applications (Transportation)

or ICS 100 Computing Literacy and Applications

**Recommended: ICS 100T**

3

WELD 16 Welding for AMT Majors

1-3

or WELD 19 Welding for Trades and Industry

16-18

### Third Semester

AMT 30 Engines

8

AMT 40 Electrical Systems I

4

General Education Requirement (SP 151 or ENG 60/100/120)

3

15

AMT

<b>Fourth Semester</b>	
AMT 42 <i>Electrical Systems II</i>	8
AMT 43 <i>Air Conditioning</i>	4
General Education Requirement* (Group C or D)	
Acceptable Courses: 100 level or above in ECON, PHIL, PSY, SOC	3
	<hr/> 15
<b>Fifth Semester</b>	
AMT 67 <i>Engine Performance</i>	12
AMT 93V <i>Cooperative Education</i>	1-4
	<hr/> 13-16
<b>Minimum Credits Required</b>	<hr/> 78-84

<sup>1</sup> Driver's license must remain valid throughout the time the student is in the program.

Note: Students must meet the minimum proficiency standards in communication and computation established by HCC to qualify for the A.A.S. degree.

\*General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

**PROGRAM GOALS:** The competencies the student is expected to achieve in the program are based on the tasks described by NATEF. Students who successfully complete the program will be prepared with the skills and competencies necessary for a successful career in the automotive industry with emphasis on marketability by receiving training in all eight areas described by NATEF: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronics systems, heating and air conditioning, and engine performance. The program is also structured for individuals exploring automotive as a potential career path, and allows individuals the opportunity to acquire knowledge in theory of operation and experience in vehicle repair for personal gain.

**PHYSICAL REQUIREMENTS** The physical requirements of the program include the eye-hand coordination necessary to make precision repairs and to avoid unnecessary material losses and personal injury.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of tools and supplies for the five-semester program is approximately \$2300.

#### ADVISORY COMMITTEE:

Bert Azama, Instructor, Kaimuki High School  
 Bob Cahn, Owner, Car Doc  
 Marcos Erickson, Technician, Cutter Mitsubishi  
 Bobby Fukao, Owner, Snap On Tools  
 Keith George, Service Manager, Theo Davies EuroMotors, Ltd.  
 Gary Gibo, Foreman, Honolulu Ford  
 Eugene Harada, Vice President, Director of Service, Toyota Hawai'i  
 Kenneth Ige, Foreman, Service Motors  
 Wally Ikeda, Assistant Service Manager, Schuman Carriage  
 Dan Kawamoto, Assistant Service Manager, Cutter Dodge  
 Alvin Kubo, Owner, Al's Auto Machine  
 Skip Miller, Service Manager, Cutter Ford, Inc.  
 Conrad Nikaido, Technician, Cutter Ford  
 Toshio Okamura, Owner, Aiea Shell  
 Roy T. Ozaki, Owner, Kalihi Automotive Center & Towing  
 Francis Parsons, Instructor, Kamehameha School  
 Owen Phillips, Jr., Executive Vice-President, Pflueger Automobiles, Inc.  
 Neal Tanaka, Technical Training Manager, Toyota Hawai'i  
 Clayton Uza, Parts & Service Manager, Nissan Motor Corp.

## Aviation *(See Commercial Aviation)*

## Boat Maintenance and Repair *(See Small Vessel Fabrication and Repair)*



## CARP - Carpentry Technology

**FACULTY:** Jeff Uyeda.

**PROGRAM MISSION:** The Carpentry Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the carpentry industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** Carpentry is one of the basic trades in the construction field. Entrance into this trade is usually obtained through serving a four-year indentured apprenticeship. The Carpentry Department offers a program of instruction which, when successfully completed, provides an excellent background for those desiring to enter the Apprenticeship Program. Students may also take selected courses appropriate to their needs.

**Program Prerequisites:**

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17

OR Placement in ENG 21/51

MATH 20B & C & D OR Placement in MATH 50/53

**First Semester**

CARP 20 Materials, Hardware & Tools Maintenance

11

11

CARP 30 Blueprint Reading For Carpenters

4

4

MATH 50 Technical Mathematics I

or MATH 53 Technical-Occupational Math

3/4

3/4

18/19

18/19

**Second Semester**

CARP 22 Concrete Form Construction

11

11

General Education Requirement (OESM 101 or Group C)\*

3

3

ENG 51 Technical Reading

or ENG 22 Intro to Expository Writing

or ENG 60 Technical Writing

or ENG 100 Composition I

3

14

17

**Third Semester**

CARP 41 Rough Framing & Exterior Finish

11

11

General Education Requirement\*

3

11\*\*

14

**Fourth Semester**

CARP 42 Finishing

11

11

General Education Requirement\*

3

11\*\*

14

**Minimum Credits Required**

54/55

63/64



CARP student constructs stage for campus event.

\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

\*\* Students desiring full-time status are required to register for 12 credits.

Recommended course: WELD 19, Welding for Trades and Industry.

Note: Students must meet the minimum proficiency standards in communication established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for tools and textbooks is approximately \$460 for the first year and \$50 for each succeeding year.

**ADVISORY COMMITTEE:**

Elroy Chun, Building Industry Association of Hawai'i

Walter Ishii, W M Ishii Contracting

Kazukiyo Kuboyama, Retired Apprenticeship Instructor, Honolulu Community College

Norman Lum, Components Inc.

Denis Mactagonee, Hawai'i Carpenters Apprenticeship & Training Office

CARP



## AVIT - Commercial Aviation (Updated as of 5/19/06)

**ADDRESS:** Classes are scheduled at the Kalaeloa Airfield (formerly Barbers Point) in Kapolei. Pacific Aerospace Training Center, Hangar 111-Kalaeloa, 91-1259 Midway Rd., Kapolei, HI 96707

**PROGRAM MISSION:** The Commercial Aviation program's mission is to serve Hawaii and the Pacific Region as the primary technical training center in aviation by offering a rigorous flight training curriculum, meeting basic Federal Aviation Administration (FAA) requirements to train and earn FAA certifications leading to careers as professional commercial pilots within the aviation industry.

**PROGRAM DESCRIPTION:** The Commercial Aviation program is a four-semester program of study that prepares students for careers as a professional pilot, including charter and tour services, cargo and transport services, and flight instruction. This FAA approved collegiate flight training program enables students to earn private, commercial, instrument, multi-engine, flight instructor, and instrument flight instructor ratings. Students may log up to 250 hours of flight time. The Associate in Science degree in Commercial Aviation is transferable to the University of North Dakota's (UND) Center for Aerospace program which leads to a Bachelor's degree in Aeronautics Science.



AVIT students may log up to 250 hours of flight time.

**Program Prerequisites:**  
Placement in ENG 22 Degree  
Placement in MATH 27/103

**NOTE: FLIGHT MEDICAL CLEARANCE ALSO REQUIRED**

**General Education Requirements: \***

	Associate in Science Degree Credits
ENG 100 Composition I	3
SP 151 Personal and Public Speech	3
MATH 203 Calculus for Business and Social Sciences or MATH 205 Calculus I	3
HIST 151 World Civilization I or HIST 152 World Civilization II	3
MET 101 (Grp A)	3
MET 101L (Grp A)	1
PHYS 151 College Physics I	3
PHYS 151L College Physics Lab	1
ICS 101 (Grp B)	3
ECON 130 (Grp C)	3
Elective (Grp C or D)**	3
	29

**Major Courses - New Course Numbers:**  
(old numbers in parentheses)

or Courses - New Course Numbers:		Suggested Semester ***				
(numbers in parentheses)		1	2	3	4	
AVIT 102	Introduction to Aviation	✓			5	
AVIT 104	Aviation History	✓			3	
AVIT 208	Aviation Safety	✓			3	
AVIT 250	Human Factors		✓		2	
AVIT 221 (252)	Basic Attitude Instrument Flying		✓		3	
AVIT 222 (254)	IFR Regulations & Procedures			✓	3	
AVIT 302 (202)	Air Transportation			✓	3	
AVIT 305 (205)	Airline Operations and Management				✓	3
AVIT 323 (253)	Aerodynamics - Airplanes			✓		3
AVIT 324 (251)	Aircraft Systems & Instruments		✓			3
AVIT 325 (255)	Multiengine Systems & Procedures				✓	2
						33
Minimum Credits Required						62

- \* General Education Requirements for the A.S. degree are listed under Degrees and Certificates and must be numbered 100 or higher.
- \*\* See Academic Counselor for courses that will transfer to UND or 4-year colleges.
- \*\*\* Suggested courses for the first through the fourth semester are designated with a "✓".

For additional information, contact Admissions at 845-9177 or Director of PATC at 837-8098. Flight instruction will be provided by UND Aerospace. All flight fees will be paid to UND; tuition to HCC.

**CERTIFICATES OF ACHIEVEMENT** in AVIT are available for students completing commercial pilot aviation curricula through AVIT 325 and earning a FAA commercial pilot certification with instrument and multi-engine rating.

**CERTIFICATES OF COMPETENCE** are awarded upon course completion and earning a FAA certified flight instructor rating.

**AVIT ELECTIVE CREDITS:** These AVIT courses are designed to provide the student with advanced technical training and skills necessary for aviation industry advancement. Courses are designed to provide students training that can lead to Federal Aviation Administration (FAA) certifications. AVIT 297 provides technical training skills permitting students the opportunity to earn FAA Aircraft Dispatcher License, or general education in airline transport / heavy jet flight operations. AVIT 344 provides training for commercial pilots to earn a FAA certified flight instructor rating. See course descriptions for requirements and prerequisites.

Certificate of Competence Dispatcher Course		Credits
AVIT 297	Aircraft Dispatcher Certification	5
Certificate of Competence Certified Flight Instructor Course		
AVIT 344 (214)	CFI Certification	5

**COST OF TEXTBOOKS/SUPPLIES (ASSOCIATE IN SCIENCE DEGREE):** The estimated cost of equipment, textbooks, flight fees for the completed degree, FAA commercial pilot license, and certified flight instructor certificate are \$38,000-\$40,000 over four semesters of flight training. AVIT students may log between 200-250 hours of flight time. See below for Certified Flight instructor course.

## CA - Communication Arts

**FACULTY:** Harrison Brooks, Sandra Sanpei.

**PROGRAM MISSION:** The Communication Arts program's mission is to serve the community as a learning-centered program that provides hands-on technical training. The two-year career and technical curricula is for entry level employment or skill upgrading in keeping with the demands of the design, publishing, and printing industries as well as the needs of the individual.

**PROGRAM DESCRIPTION:** The Communication Arts program embraces three areas of study which are all interrelated: Design (visual solutions), Print (production skills for print media) and Multimedia (on-line publishing). All focus on meeting the ever-changing needs of business and industry.

The Communication Arts program prepares students for entry level employment in graphic design, advertising design, desktop publishing, electronic imaging and prepress, on-line publishing, digital photography, and all aspects of the publishing and printing industries, including service bureaus and other related industries.

To successfully complete the program students must earn a grade of "C" or higher in all major courses with a "CA" alpha.



CA students creating digital imagery.

### Program Prerequisites:

ENG 22 or 60 OR Placement in ENG 100  
MATH 24 or 50 OR Placement in MATH 25  
Any ICS 100

Suggested  
Semester \*  
1 2

Associate in  
Science  
Degree Credits

### General Education Requirements:\*\*

Communications (Rec: SP 151)  
Quantitative or Logical Reasoning  
Any ICS 100 Computing Literacy and Applications (Grp B)  
CA 101 Power of Advertising (Grp C)  
CA 100 Survey of Graphic Styles (Grp D)

Minimum Credits Required

3  
3  
3  
3  
3

15

### Major Courses (Core):

CA 121 Art Prep I  
CA 122 Copy Prep  
CA 123 Color/Comprehensives  
CA 131 Art Prep II  
CA 132 Page Composition I  
CA 155 Portfolio

Minimum Credits Required

4  
4  
4  
4  
4  
4

24

### Additional Major Courses:\*\*\*

(21-28 credits from the Design Group or Print Group or Multimedia Group)

#### Design Group

CA 125 Beginning Graphic Design  
CA 135 Typographic Design  
CA 142 Page Composition II  
CA 143 Prepress Image Assembly  
CA 145 Graphic Design  
CA 152 Ad Research and Campaign

✓  
✓

✓

4  
4  
4  
4  
4  
4

<b>One of the following:</b>			
CA 146	Advertising Design		4
CA 150	Special Projects		4
CA 193V	Cooperative Education		1-4
<b>Print Group</b>			
CA 141	Beginning Offset Press		7
CA 142	Page Composition II		4
CA 143	Prepress Image Assembly		4
CA 151	Advance Offset Press		8
<b>One of the following</b>			
CA 150	Special Projects		4
CA 193V	Cooperative Education		1-4
<b>Multimedia Group</b>			
CA 125	Beginning Graphic Design	✓	4
CA 134	Still Imaging I		4
CA 144	Still Imaging II		4
ICS 102	Intro to Internet Resources		3
<b>One of the following:</b>			
CA 135	Typographic Design	✓	4
CA 137	Motion Imaging I		4
CA 138	Motion Imaging II		4
<b>One of the following:</b>			
CA 147	Studio Photography		4
CA 148	3D Animation		4
CA 150	Special Projects		4
CA 193V	Cooperative Education		1-4
<b>Minimum Credits Required</b>			21-28
<b>Total Minimum Credits Required</b>			60-67

\* Suggested courses for the first or second semester are designated with a "✓".

\*\* General Education requirements for the A.S. degree are listed under Degrees and Certificates and must be numbered 100 or higher.

\*\*\* Must be numbered 100 or higher.

**COST OF TEXTBOOKS/SUPPLIES:** The estimated cost of the two-year program for required texts and supplies is approximately \$2000.

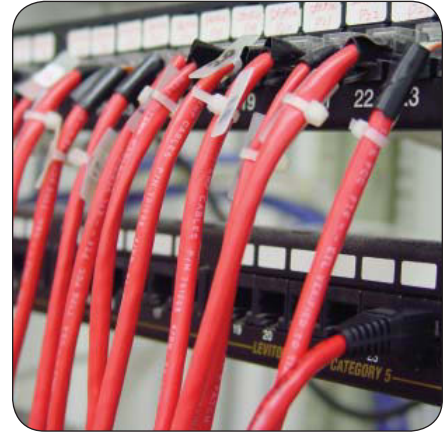
**ADVISORY COMMITTEE:**

Rick Noyle, Rick Noyle Photography  
 Donald Ojiri, Obun Hawai'i, Inc.  
 Richard Puetz, Chair., Loomis and Pollock  
 Lee Schaller, Lee Schaller Marketing  
 Marivic Yao, DiscMaker

## CENT - Computing, Electronics, and Networking Technology

**FACULTY:** Michael Castell, Sally Dunan, Paul Jacoby,  
Aaron Tanaka

**PROGRAM MISSION:** The Computing, Electronics, and Networking Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the information technology industry and the needs of the individual. The program is designed to provide the student with a mixture of knowledge and hands-on training with an emphasis on preparing students for entry-level employment in the information technology industry.



### Associate In Science (A.S.) Degree

The Associate in Science (A.S.) Degree in the Computing, Electronics, and Networking Technology program is a two-year course of study that prepares the student for entry-level employment in the field of Information Technology. Core classes are designed to give students a firm foundation in the basics of computers, networking and information systems.

Elective courses allow students to further specialize in a field of study. Students are required to participate in an internship or cooperative education experience before completing the program. Certain courses may also prepare the student to take the following Information Technology industry certification exams: Computer Technician A+, Cisco Certified Network Associate, and Microsoft Certified Professional. The CENT program is a Cisco Authorized Regional Academy, CompTiaTraining Center, and a Microsoft Regional Academy.

#### EFFECTIVE SPRING 2005

Program Prerequisites:		Suggested Semester *		Associate in Science Degree Credits
		1	2	
ENG 22 or 60 OR Placement in ENG 100				
"C" or higher in MATH 25 OR Placement in MATH 103 or 107				
ICS 100				
<b>Communications Requirement</b>				
ENG 100	Composition I			3
<b>Quantitative and Logical Reasoning</b>				
MATH 107	Technical Math for the Information Age			
or MATH 135	Pre-Calculus: Elementary Functions			
or MATH 140	Pre-Calculus: Trig & Analytic Geometry			
or MATH 205	Calculus I			
or MATH 206	Calculus II			3-4
<b>Other General Education Requirements</b>				
PHYS 130				
or PHYS 151 & 151L				
or PHYS 152 & 152L (Group A)**				4
ICS 100	Computer Literacy and Applications (Group B)**			3
General Education Requirement (Group C or D)**				3
<b>CENT Core Courses</b>				
CENT 110	Introduction to Information Systems		✓	3
CENT 112	Fundamentals of Electronics	✓		4
CENT 115	Introduction to Computer Systems	✓		4
CENT 116	Security Awareness Concepts and Principles		✓	1
CENT 130	Microcomputer Operating Systems	✓		4
CENT 131	Microcomputer Hardware I		✓	4
CENT 140	Computer Networking I		✓	4
CENT 227	Networking with TCP/IP			4
CENT 231	Data Communication			4
CENT 270	Network Operating Systems I			4

**Program Electives (Select three courses from below)**

ICS 102	Internet Resources	3
CENT 113	Digital Electronics (new)	4
CENT 232	Microcomputer Hardware II	4
CENT 240	Computer Networking II	4
CENT 245	Computer Networking III	4
CENT 252	UNIX Operating Environment (new)	4
CENT 253	System Administration with UNIX (new)	4
CENT 260	Electronic Diagnostic and Repair (new)	4
CENT 262	Wireless Communication Systems (new)	4
CENT 272	Networking Operating Systems II	4
ICS 111	Introduction to Computer Science	4
ICS 211	Introduction to Computer Science II	3

**Other Program Requirements (Spring 2005)**

FAMR 100A	Personal and Professional Development	1
CENT 290V or CENT 293V	CENT Internship Cooperative Education	2
ENG 209	Business and Managerial Writing	3

**Minimum Credits Required**      68-71

\* Suggested courses for the first or second semester are designated with a "♥". Most CENT courses have either CENT 115, 130, 131 or 140 as prerequisites, so it is important to take these early in the program.

\*\* General Education Requirements for the A.S. degree are listed under Degrees and Certificates/Career and Technical Education Degrees and must be numbered 100 or higher.

Under special circumstances, and with prior approval of the program faculty, CENT 290V/293V may be repeated once for elective credit. Under these circumstances, up to 8 elective credits may be earned. This ends the section on the CENT Associate in Science Degree.

## Advanced Professional Certificate (APC) in CENT

The Advanced Professional Certificate in CENT is designed to provide the student with advanced technical training in the field of Information Technology (IT) with a core emphasis on Information Assurance. This program also features training in the soft technical skills required to become an IT professional. The student will have the opportunity to pursue advanced industry certifications.

### Program Prerequisites:

Graduation from the Associate of Science Program in CENT or a Program in Information Technology\* that included equivalent course work in basic networking (such as CENT 115, 140, 240), network operating systems (such as CENT 270), TCP/IP (such as CENT 227), UNIX (such as CENT 252 or 253), Introduction to Computer Science (such as ICS 111) and MATH 140 (Pre-Calculus) or higher.

APC General Education Courses (Select 5 from the following options)		APC Credits
COM 201 or	Introduction to Communications Social Sciences (DS)	3
BUS 300	Fundamentals of Management for Information Technology	3
ENG 310	Advanced Technical Writing	3
SP 151 or SP 251 or or ENG 25X	Personal and Public Speaking Principles of Effective Speaking Humanities (DH) Literature (DL)	3
Social Sciences (DS)		3
Biological Sciences (DB)		3
Global Perspectives (FG)		3
<b>APC Program Core</b>		
CENT 305	Information Systems Security	4
CENT 310	Network Security	4
CENT 315	Network Management	4



**APC Program Electives (2 Courses Minimum)**

<i>CENT 272</i>	<i>Network Operating Systems II</i>	<i>4</i>
<i>CENT 300</i>	<i>Systems Analysis and Design</i>	<i>3</i>
<i>CENT 340</i>	<i>Advanced Routing</i>	<i>4</i>
<i>CENT 345</i>	<i>Multilayer Switching</i>	<i>4</i>
<i>CENT 370</i>	<i>Integrated Network Applications</i>	<i>4</i>
<i>CENT 390</i>	<i>Special Topics in CENT</i>	<i>4</i>
<b>APC Minimum Credits Required</b>		<b>34</b>

\* Please see CENT counselor for required prerequisites.



*CENT students identifies readings from electronic equipment.*

**COST OF TEXTBOOKS/SUPPLIES:** The cost of equipment and textbooks ranges between \$1000 and \$2000 for the entire program. It is recommended that students have their own computers and have access to the Internet.

**ADVISORY COMMITTEE:**

Ken Goldstein, CATI  
 James Kadota, HMSA  
 Duncan McIntyre, Olelo  
 Randall Pong, KHON TV-2  
 Daren Presbitero, Marconi Communications  
 Steve Robertson, Hawai'i Pacific Health - IT  
 John Tamagawa, Marconi Communications  
 Keith Tamashiro, Bishop Museum  
 Niu Ulima, Bank of Hawai'i

## COSM - Cosmetology

**FACULTY:** Jessie Aki, Kathleen Kamakaiwi, Jessica Kaniho, Lynnette McKay.

**PROGRAM MISSION:** The Cosmetology program's mission is to serve the community as an affordable, learning-centered, open door program which is committed to the development and delivery of innovative, high-quality education for the hair and beauty industry and empower individuals to maximize their potential and elevate the professionalism of the industry.

**PROGRAM DESCRIPTION:** The Cosmetology department offers four Certificates and a four-semester Associate in Applied Science degree program. The curriculum is designed to prepare the student for the State Board of Cosmetology Examination. Upon passing the examination the individual becomes a licensed cosmetologist.

The Cosmetology program is part of an international member school system that teaches the technique known as Pivot Point. Pivot Point developed its own training method that is a system of learning that completely revolutionized hair and beauty education. This offers to the students the highest degree of manipulative skills and theory which meet the standards and requirements of the State Board of Cosmetology and of other careers in the world of hair and beauty. This knowledge and ability is achieved first through lecture and demonstration followed by actual work in a salon atmosphere. Students receive a minimum of 1800 clock hours of lecture and clinical experience.

**Program Prerequisites:**

*High school diploma or equivalent*

*ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17*

*OR Placement in ENG 21/60*

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
COSM 20	Elementary Cosmetology Theory	3	3
COSM 22	People Skills	2	2
COSM 21L	Elementary Cosmetology Lab	10	10
SP 50*	Working with Clients	3	3
		18	18
<b>Second Semester</b>			
COSM 30	Intermediate Cosmetology Theory	3	3
COSM 31L	Intermediate Cosmetology Lab	10	10
CHEM 55*	Fundamentals of Cosmetic Chemistry	3	3
		16	16
<b>Third Semester</b>			
COSM 40	Advanced Cosmetology Theory	3	3
COSM 41L	Advanced Cosmetology Lab	10	10
General Education Requirement (ART 30 or BUS 20)			3
		13	16
<b>Fourth Semester***</b>			
Elective			3
General Education Requirements**			9
			12
<b>Minimum Credits Required (See Note)</b>		47	62

\* SP 50 taken concurrently with COSM 20–21L; CHEM 55, with COSM 30–31L.

\*\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

\*\*\* Students with fewer than 1800 hours of Cosmetology must also take COSM 50V to accumulate required hours during the 4th term.

Note: Students must meet the minimum proficiency standards in communication and computation established by HCC to qualify for the Certificate of Achievement.



*Hair styling demonstration.*

COSM

To successfully complete the program students must:

- (1) Earn a grade of "C" or higher in all major courses with a COSM alpha.
- (2) Clock a minimum of 1800 hours in the required areas for either the Certificate of Achievement or the Associate in Science degree.

As stated in the Rules and Regulations of the Board of Cosmetology, students who resume their beauty culture courses after a lapse of three years or more shall not receive credit for previous course work.

Admission requirement: Submit a high school diploma or its equivalent. Applicants without the high school diploma or its equivalent will be denied admission to the Cosmetology Program.

A **CERTIFICATE OF COMPLETION** is available in Cosmetology Instructor Training. Requirements are 600 hours in COSM 80V, SP 151 and either FIRE 103 or FSHN 185 (19 credits).

A **CERTIFICATE OF PARTICIPATION** is available in Cosmetology Instructor Training. Requirements are 600 hours in COSM 80V and SP 151 (7-16 credits).



*Salon clinical practices.*

## Esthetics Program

**PROGRAM DESCRIPTION - ESTHETICS:** A *Certification of Completion* is also available in Esthetician Training. This course of study specializes in the care and health of skin through prevention and management. Knowledge and ability is achieved first through lecture and demonstration followed by practice on clients in a salon atmosphere. Procedures are those used in spas and skin care salons. These courses prepare the student for the State Board of Cosmetology Licensing Examination in Esthetics. Upon passing the State Board examination, the individual becomes a licensed esthetician.

ESTHETICS IN COSMETOLOGY <sup>1,2</sup>		Certificate of Completion Credits
<b>First Semester</b>		
COSM 60	Basic Esthetician Theory	5
COSM 61L	Basic Esthetician Lab	5
		<hr/> 10
<b>Second Semester</b>		
COSM 70	Advanced Esthetician Theory	5
COSM 71L	Advanced Esthetician Lab	5
		<hr/> 10
<b>Minimum Credits Required</b>		<hr/> 20

<sup>1</sup> Students with fewer than 600 hours of Esthetics must also take COSM 72V to accumulate required hours during the 3rd Semester.

<sup>2</sup> The Certificate of Completion in Esthetics requires the student to earn a grade of "C" or higher in all courses in the Esthetician Certificate Program with a minimum of 600 hours in the required areas.

**COST OF TEXTBOOKS/SUPPLIES:** A basic Cosmetology Kit, uniform, and textbooks cost approximately \$1000. A basic Esthetician Kit, uniform and textbooks cost approximately \$450.

### ADVISORY COMMITTEE:

Lloyd Horibe, Hairscapes  
 Elaine Kimura, Skin Care by Elaine  
 Benedetto Palmeri, J & J Beauty Supplies, Inc.  
 Hanalei Ramirez, Salon 808  
 Toni Turk-Cook, Supercuts Hawai'i

## DISL - Diesel Mechanics Technology

**ADDRESS:** 445 Kokea St., Honolulu HI 96817/ph. 842-5498

**FACULTY:** Paul Onomura.

**PROGRAM MISSION:** The Diesel Mechanics Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the diesel mechanics industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION :** The program is designed to provide the student knowledge of heavy duty truck engines and chassis components and to develop the student's proficiency in the repair and maintenance of heavy duty truck equipment. Admission is every other Fall Semester.

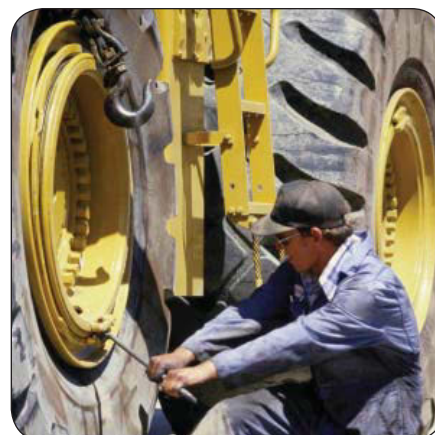
Program Prerequisites:		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR Placement in ENG 21/51 MATH 20B & C & D OR Placement in MATH 50/53			
First Semester			
DISL 20	Technical Practices	2	2
DISL 22	R&R Components	3	3
DISL 24	Operator Orientation	2	2
DISL 26	Basic Chassis Systems	2	2
DISL 28	Lubrication and Servicing	3	3
WELD 19	Welding for Trades and Industry	3	3
MATH 50 or MATH 53	Technical Mathematics I Technical-Occupational Math		3/4
		15	18/19
Second Semester			
DISL 30	Differential Rebuilding	2	2
DISL 32	Transmission Rebuilding	4	4
DISL 34	Brakes—Air and Hydraulic	3	3
DISL 36	Suspension and Steering	3	3
ENG 51 or ENG 60 or ENG 100	Technical Reading Technical Writing Expository Writing		
Recommended: ENG 51			3
		12	15
Third Semester			
DISL 40	Diesel Engine Fundamentals		2
DISL 42	Detroit Diesel Engines		3
DISL 44	Cummins Diesel Engines		3
DISL 46	Caterpillar Diesel Engines		2
DISL 48	International Diesel Engines		2
PHYS 56	Basic Electrical Theory and Lab		4
			16



DISL student examines engine block.

**Fourth Semester**

DISL 52	Electrical Systems	3
DISL 54	Diesel Injection Systems	3
DISL 56	Hydraulics	2
DISL 60	Diagnostics	4
ICS 100T or ICS 100	Computing Literacy and Applications (Transportation) Computing Literacy and Applications	
Recommended: ICS 100T		3
PSY 180 or PSY 100	Psychology of Work Survey of Psychology	
Recommended: PSY 180		3
		18
<b>Minimum Credits Required</b>		27      67/68



Student repairs heavy duty truck equipment.

**Certificates Of Completion****Program Prerequisites:**

ENG 20B &amp; C &amp; D &amp; E OR ESL 11 &amp; 13 &amp; 14 &amp; 17

OR Placement in ENG 21/S1

MATH 20B &amp; C &amp; D OR Placement in MATH 50/53

**Certificate Description:**

		Lube and Servicing	Differential Rebuilding	Transmission Rebuilding	Brake Systems
<b>First Semester</b>					
DISL 20	Technical Practices	2	2	2	2
DISL 22	R & R Components	3	3	3	3
DISL 24	Operator Orientation	2	2	2	2
DISL 26	Basic Chassis Systems	2	2	2	2
DISL 28	Lubrication and Servicing	3	3	3	3
		12	12	12	12
<b>Second Semester</b>					
DISL 30	Differential Rebuilding		2		
DISL 32	Transmission Rebuilding			4	
DISL 34	Brakes—Air and Hydraulic				3
DISL 36	Suspension and Steering		3	3	3
			5	7	6
<b>Minimum Credits Required</b>		12	17	19	18

Note: Students must meet the minimum proficiency standards in communication and computation established by HCC qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of tools, supplies, and textbooks is approximately \$1500.

**ADVISORY COMMITTEE:**

Mike Ryan, Sales Representative, Detroit Diesel Allison

Winfred Ho, Vice President, Highway Transportation &amp; Contracting

Ted Dela Cruz, General Manager, HT &amp; T Truck Center

Anthony Shanahan, Foreman, Marine Diesel Repairs &amp; Rental

Richard R. DeRego, Manager of Technical Services, Oahu Transit Group



## EIMT - Electrical Installation and Maintenance Technology

**FACULTY:** Thomas Mikulski, Gordon Pang

**MISSION:** The Electrical Installation & Maintenance Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the electrical industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The curriculum is designed to prepare students with entry level knowledge and manipulative skills for employment in the electrical industry. The program combines theory with laboratory activities as an effective means of developing the skills essential to the electrical trade. The student begins with the fundamentals of electricity and wiring of simple circuits, then progresses to residential interior wiring, three phase alternating current power, and wiring of more complex circuits and equipment. Safety is stressed as an integral part of each shop task. Emphasis is placed on wiring in accordance with the provisions contained in the National Electrical Code.



*EIMT student practices wiring techniques.*

### Program Prerequisites:

ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR Placement in ENG 21/22/51/60

MATH 20B & 20C & 20D OR Placement in MATH 53

Certificate of  
Achievement  
Credits

Associate  
in Applied  
Science  
Degree  
Credits

### First Semester

EIMT 30	Electrical Installation Theory I	4	4
EIMT 32	Electrical Installation I	6	6
BLPR 22	Blueprint Reading	3	3
MATH 53	Technical Occupational Math		4
		13	17

### Second Semester

EIMT 44	AC/DC Systems and Equipment	4	4
EIMT 46	Electrical Maintenance and Repair	6	6
COMMUNICATION (Recommended: ENG 60 or 120)			3
PHYS 53	Fundamentals of Electricity	4	4
		14	17

### Third Semester

EIMT 50	Solid State Control	4	4
EIMT 52	Solid State Control Lab	6	6
General Education Requirements* (Recommended: ICS 100)			6
		10	16

### Fourth Semester

EIMT 40	Electrical Installation Theory II	4	4
EIMT 42	Electrical Installation II	6	6
General Education Requirement*			3
		10	13

Minimum Credits Required

47

63

\* General Education Requirements for this A.A.S. program are listed under Degrees and Certificates.

EIMT



Note: Students must meet the minimum proficiency standards in communication established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$350. Required hand tools cost approximately \$200.

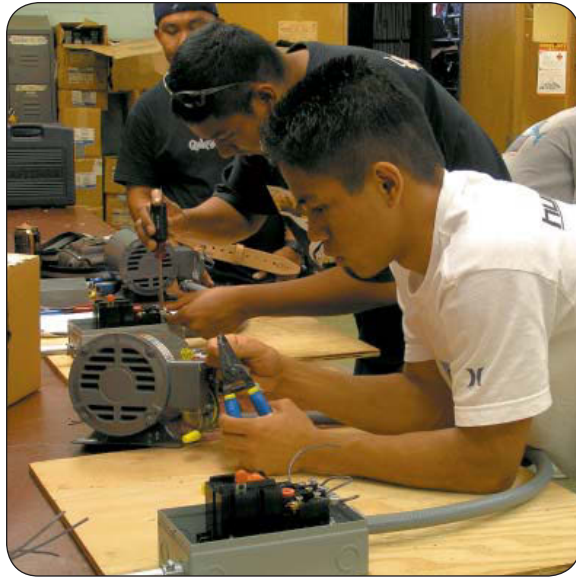
**ADVISORY COMMITTEE:**

Robert Aquino, Program Specialist, International Brotherhood of Electrical Workers, Local Union 1186

Brain Merrit, Merrit Electric

Sean Mounthongdy, Frito-Lay of Hawai'i

Shannon Sullivan, National ABE USA



*EIMT student studies electrical circuits.*

## FT - Fashion Technology

**FACULTY:** Joy Nagaue

**PROGRAM MISSION:** The Fashion Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the fashion industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The curriculum is designed to provide competency for a wide range of occupations in the fashion industry. Theoretical knowledge and practical skills are applied in clothing construction, industrial sewing, flat patternmaking, designing, textiles, fashion sketching, grading, marking and cutting, and computerized grading and marking. Internship or cooperative education experiences are available to interested students. This broad background enables students to select various occupations such as designer, patternmaker, cutter, or custom dressmaker.

The program offers an Associate degree, and Certificates of Achievement, Completion and Competence. Faculty members assist students in selecting the courses related to their talents and interest.



*Student designs showcased in fashion show.*

Fashion Technology Options		Certificate of Completion Credits	Certificate of Achievement Credits	Associate in Applied Science	
				Credits	Suggested Semester*
					1 2
FT 28	Introduction to Industrial Sewing	3	3	3	✓
FT 30	Basic Creative Designing	3	3	3	
FT 36	Draping		3	3	
FT 40	Fabric Analysis	3	3	3	✓
FT 43	Cutting Room Functions		3	3	✓
FT 111	Art and Design in Fashion	3	3	3	✓
FT 205	Clothing Construction Methods	4	4	4	✓
FT 215	Flat Patternmaking I	3	3	3	✓
FT 216	Fashion Design and Sketching		3	3	✓
FT 217	Flat Patternmaking II	3	3	3	✓
FT 237	Pattern Grading			3	
FT 29	Textile Art		3	3	
Fashion Technology Electives			9	9	
ICS 100	Computing Literacy and Application			3	✓
Other General Education Requirements**				12	
Minimum Credits Required		22	43	61	

\* Suggested courses for the first or second semester are designated with a "✓".

\*\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

**Flat Patternmaking**

FT

Program Prerequisite: <i>FT 28 or demonstrated ability</i>		Certificate of Competence Credits
FT 215	Flat Patternmaking I	3
FT 217	Flat Patternmaking II	3
FT 237	Pattern Grading	3
		9
Cutting Room Functions		Certificate of Competence Credits
FT 43	Cutting Room Functions	3
FT 28	Introduction to Industrial Sewing	3
FT 215	Flat Patternmaking I	3
		9
Computerized Grading And Marking		Certificate of Competence Credits
Program Prerequisites: <i>FT 43 and 237 or demonstrated ability</i>		Certificate of Competence Credits
FT 160	Computer Aided Digitizing, Grading and Marking	4
or FT 60	Intro to Computer Aided Apparel Manufacturing	2
and FT 61	Computer Aided Digitizing	2
and FT 62	Computer Aided Grading	2
and FT 63	Computer Aided Marking	2
		8-10
Fashion Technology Electives		
<i>A minimum of 9 credits of FT electives are required for the Certificate of Achievement and Associate in Applied Science Degree. The FT electives must be chosen from the following list.</i>		
FT 32	Advanced Apparel Design	3
FT 38	Draping and Design	3
FT 41	Apparel Design	3
FT 160	Computer Aided Digitizing, Grading and Marking	4
or FT 60	Introduction to Computer Aided Manufacturing	2
and FT 61	Computer Aided Digitizing	2
and FT 62	Computer Aided Grading	2
and FT 63	Computer Aided Marking	2
FT 90	Special Topics	3
FT 125	Fashion Show Production	2
FT 93V	Cooperative Education	
or FT 193V	Cooperative Education	1-4
Minimum Elective Credits Required		9

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$300-\$500 per semester. The cost of supplies vary depending on projects (\$150-\$300 per semester).

**ADVISORY COMMITTEE:**

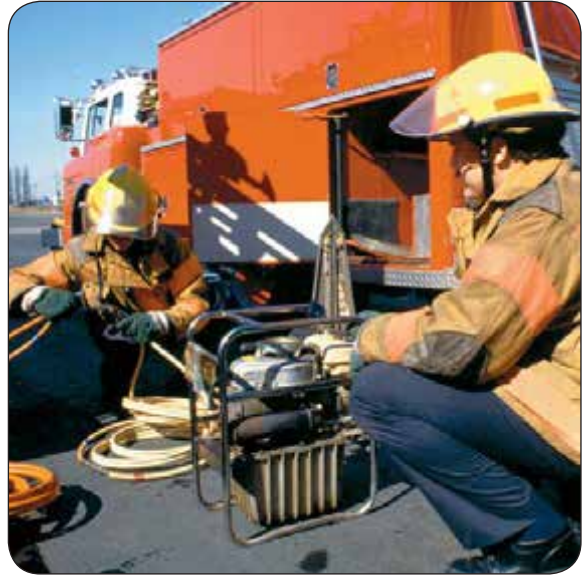
Aaron Chan, Aloha Born Free, Pres. Retail Merchants  
 Elsie Casamina-Fernandez, Elsie's Designs  
 Karen Kamahele, Hilo Hattie  
 Elaine Matsuo, Waipahu High School  
 Gail Rabideau, You and Me Naturally  
 Paula Rath, Paula Rath Designs  
 Linda Salz-Goto, Bevin

## FIRE- Fire and Environmental Emergency Response

**FACULTY:** Stacy Rogers.

**PROGRAM MISSION:** The Fire and Environmental Emergency Response Program is committed to provide training for individuals in the State of Hawaii who are interested in developing entry level skills or in-service professional development required for employment in private, city, state, or federal agencies. Due to the workload demands of fire service personnel another goal is to provide opportunities that are flexible and have accessible delivery options including distance education, evening and week classes, and accelerated course offerings.

**PROGRAM DESCRIPTION:** The Fire and Environmental Emergency Response Program Courses are provided to meet the needs of the in-service professional as well as the student who is not employed by the Fire Service. This Program is designed to prepare the student academically for the Fire Service Field, i.e., insurance adjuster, investigator, and safety and building inspector.



*FIRE students testing equipment.*

A student at Honolulu Community College, who completes 6 units of Fire and Environmental Emergency Response college credit, may receive up to 6 units of Elective Fire and Environmental Emergency Response credits for completing Basic Recruitment Training for fire fighting as required by government agencies. In addition the student may be eligible to participate in a cooperative work program that will allow up to a maximum of 6 units of Elective Fire and Environmental Emergency Response credits for completion of this program.

An Associate in Applied Science Degree is awarded to students who complete the General Education requirements\* and the 37 units of Fire and Environmental Emergency Response credits curricula. A Certificate of Achievement may be awarded to students who complete 30 hours of the required and elective Fire and Environmental Emergency Response credits.

Health and physical requirements vary with the employers in the Fire and Environmental Emergency Response field so prospective students should seek advice before enrollment.

**Program Prerequisites:**

"C" or higher in ENG 22 or in 60 OR Placement in ENG 100  
MATH 20B & C & D & E & F OR Placement in MATH 50/53

**Certificate of  
Achievement  
Credits**

**Associate in  
Applied Science  
Degree Credits**

**First Semester**

<i>FIRE 101</i>	<i>Essentials of Fire Suppression</i>	3	3
<i>FIRE 102</i>	<i>Fundamentals of Fire Prevention</i>	3	3
<i>FIRE 107</i>	<i>Fire Fighting Tactics &amp; Strategies</i>	3	3
<i>General Education Requirement (MATH 50)</i>			3
<i>General Education Requirement (Communications)*</i>			3
		9	15

**Second Semester**

<i>FIRE 202</i>	<i>Fire Hydraulics</i>		3
<i>FIRE Electives</i>		6	6
<i>CHEM 105</i>	<i>Environmental Chemistry</i>		4
<i>General Education Requirements*</i>			3
		6	16

FIRE

**Third Semester**

<i>FIRE 203</i>	<i>Intro to Hazardous Substances in Emergency Response</i>		3
<i>FIRE Electives</i>		9	6
<i>ENG 100</i>	<i>Composition I</i>		3
<i>ICS 100</i>	<i>Computing Literacy and Applications</i>		3
		9	15

**Fourth Semester**

<i>FIRE 111</i>	<i>Management in the Fire Service</i>	3	3
<i>FIRE Electives</i>		3	7
<i>PHYS 51V</i>	<i>Technical Physics</i>		4
		6	14

<b>Minimum Credits Required</b>	30	60
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Note: Students must meet the minimum proficiency standards in communication and computation established by HCC to qualify for the Certificate of Achievement.

\* General education requirements for the A.A.S. Degree are listed under Degrees and Certificates and must be 100 level or higher, except for MATH 50 and PHYS 51V.

The following General Education courses are highly recommended for Fire and Environmental Emergency Response students: SP 151, Personal and Public Speech, PSY 180, Psychology of Work. The following Fire and Environmental Emergency Response electives are highly recommended: FIRE 103, Medical Emergency First Responder, and FIRE 117, Basic Rescue in the Fire Service. English 102, College Reading Skills is highly recommended as well.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of Textbooks is approximately \$100–\$250 per semester.

**ADVISORY COMMITTEE:**

Sam Danaway, Fire Protection Engineering Consultant, S.S. Danaway and Associates  
 Ken Higa, Manager of Operations, Hawai'i, Unocal  
 David L. Kaea, Training Chief, Federal Fire Training Division  
 James Kalawa, Fire Chief, D.O.T., State of Hawai'i, Honolulu International Airport  
 Attilio Leonardi, Assistant Chief, Fire Department, City and County of Honolulu  
 Jack Minassian, Fire Management Officer, Hawai'i National Park  
 William A. Moore, Chief, Fire Protection, Hickam Air Force Base  
 August Range, Coordinator, Hawai'i State Fire Council

## HSER- Human Services

**FACULTY:** Linda Buck, Gaynel Buxton, Doris Christensen, Pat Gooch, Elliott Higa, Iris Saito, Eva Moravcik, Miles Nakanishi, Sherry Nolte, Cynthia Uyehara, Lisa Yogi.

**EARLY CHILDHOOD SPECIALISTS (CHILDREN'S CENTERS):** Leilani Au, Steve Bobb, Susanne Carvalho, Naomi Kaneshiro, Linda Matsushita, Janine Konia, Jacqueline Rabang, Olanina Wong, Dayna Yee, Lisa Yoshioka.

**PROGRAM DESCRIPTION:** The Human Services curriculum is designed to prepare the student for a variety of occupations that involve working with children or adults. When carefully selecting courses, students may plan their programs so that they will be prepared to transfer to professional training programs in Education, Human Development, Social Work and other Human Service fields.

Field Experience (Practicum) is an important feature of the Human Services Program. Work Practicum is supervised work experience related to the student's field of study and approved by the Practicum instructor. The field experience may be the student's regular job or a volunteer assignment. The Practicum is controlled by Honolulu Community College and not by the officials of the field site. Through the Practicum Seminar (SOSE 51/ED 51) the Practicum students have weekly or biweekly interaction with their Practicum Instructor. Appropriate assignments, as determined by the Instructor, are required for completion of Practicum and Practicum Seminar. A standard college grading system is utilized. Seventy-five hours of work per semester are required for each credit earned in Practicum. Course designations for Practicum are ED 191V (Practicum/Early Childhood) and SOSE 91V (Work Practicum/Community Service). Course descriptions are listed in the Course Description section of this catalog.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks is approximately \$200–\$300 per semester for education courses. Students may also expect to spend from \$50–\$75 per semester for additional course materials.

### Community Service Option

**FACULTY:** Elliott Higa

**PROGRAM MISSION:** The Human Services - Community Service Option program's mission is to prepare individuals for employment as human services workers and to support those who wish to transfer to Baccalaureate human services and social work programs.

The Community Service Option is designed for people interested in working as Human Service workers in diverse settings such as group homes, mental retardation and community mental health centers; family violence, and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and other issues. Field experience, or Work Practicum, is an important feature of this program in which students have supervised work experiences in a community setting. The program offers a Certificate of Completion in Adult Services, Certificate of Achievement, and an Associate in Applied Science degree. (See Elliott Higa for Certificate of Completion requirements.)



HSER students practice interviewing techniques.

#### Program Requirements:

12 credit hours in any of the following courses:

FAMR 133	Dynamics of Family Violence	3
FAMR 141	Parenting	3
FAMR 230	Human Development	3
FAMR 296	Working with People	3
KLS 195	Personal Health and Wellness	3
SOSE 21	Family Dynamics & the Social Work Interview	3
SOSE 55	Individual Counseling	3
SOSE 270	Substance Abuse Counseling	3

Minimum Credits Required 12

\* Average of 2.0 GPA or better required.

Certificate of  
Completion  
in Adult  
Services \*

HSER



Courses	Title	Certificate Credits	Associate in Applied Science Degree Credits
FAMR 100	Personal & Professional Development	3	3
FAMR 141	Parenting	3	3
FAMR 230	Human Development	3	3
FAMR 296	Working with People	3	3
KLS 195	Personal Health and Safety	3	3
SOSE 21	Family Dynamics and Social Work Interview	3	3
SOSE 55	Individualizing	3	3
SOSE 51	Practicum Seminar	1–2	2–3
SOSE 91V	Practicum/Community Service	3–6	6–9
SW 200	Field of Social Work	3	3
ED, FSHN, FAMR, HSER, HLTH, IS, SOSE or SW electives		2-3	1–13
General Education Requirements and Electives*			15–30
<b>Minimum Credits Required</b>		<b>30-31</b>	<b>60</b>

\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

**ADVISORY COMMITTEE:**

Nathan Chang, Bachelor of Social Work Program, UH Mānoa, School of Social Work

Lei Shimizu, Dept. of Human Services Adult Protective Services

Greg Tanida, Mental Health Services, Kaiser Permanente

## Early Childhood Education Option

**PROGRAM MISSION:** The Early Childhood Education program's mission is to:

- Provide training and education programs for the development of competent and nurturing caregivers and teachers for all Hawaii's young children and their families.
- Provide quality education and care services for the children of students, faculty and staff in the Community Colleges. These services will represent the best of current practices and will serve as a practicum for programs related to early childhood education as well as providing demonstration of quality education and care for the larger community.

**FACULTY:** Linda Buck, Gaynel Buxton, Donna Christensen, Pat Gooch, Saito, Eva M. Miles Nakanishi, Sherry Nolte, Cynthia Ueyehara, Lisa Yogi.

The Early Childhood Education Option was revised in Fall 2007. Students who entered the program before Fall 2002 may choose to complete this option under the requirements of the catalog year in which they entered the program. Consultation with an Academic Counselor and an Early Childhood Advisor is recommended for all students.

Early Childhood is a field with many employment opportunities. The Certificate programs allow graduates to enter the Early Childhood field—usually at assistant levels.



*Play is learning in the ECE program.*

Variations to the basic requirements will accommodate school age child care workers, family child care providers, nannies, home visitors, parent educators, special education assistants, or supervisors and directors of private early childhood programs. All courses in the Certificate of Achievement program will be required plus specific additions.

Criminal record history checks are a workplace requirement in Early Childhood Education and care settings. A criminal record history check is conducted in ED 196/196L and must be completed satisfactorily prior to enrollment in courses with assignments involving working with children.

To successfully complete the program, students must earn a grade of "C" or higher in all courses with an ED alpha.

**Child Development Associate (CDA) Credential:** Students interested in obtaining the National Child Development Associate (CDA) credential may take selected courses to fulfill formal training requirements while getting "on-the-job" experience and fulfilling other requirements independently.

**Associate in Applied Science Degree Program:** A two-year Associate in Applied Science degree program in combination with 6 months work experience prepares students for immediate employment as teachers in private early childhood programs for infants and toddlers or preschoolers.

The course of study leading to the degree is developmentally-based and emphasizes observation and opportunities to participate in programs with children through class assignments and practicum experiences, both on campus and in the community. The outlined courses offer candidates an in-depth understanding of the field and the opportunity to develop their skills working with children and families.

**Certificate of Achievement:** The Certificate of Achievement requires a minimum of 33 credits.

**Certificate of Completion:** The Certificate of Completion in Early Childhood Education (ECE) requires a minimum 17 credit sequence designed to give the candidate the most basic skills to work with children from infancy through eight years of age. To obtain the Certificate of Completion, students must also demonstrate proficiency in English at ENG 22 and in Math at MATH 20B & C & D levels.

**Certificate of Competence:** The Certificate of Competence in Child Development Associate (CDA) Preparation is obtained by completing three courses which meet the formal training requirements of the national CDA credential.

Child Development Associate (CDA) Preparation		Certificate of Competence Credits
ED 105	Introduction to Early Childhood Education	3
ED 110	Developmentally Appropriate Practices	3
ED 131	Early Childhood Development: Theory into Practice	3
Minimum Credits Required		9

The Certificate of Competence in Child Development Associate (CDA) Preparation meets requirements for:

- 6 credits beyond B.Ed. for teachers in private early childhood programs licensed by the Department of Human Services (DHS)
- 120 clock hours of formal CDA credential training

Early Childhood Education		Certificate of Completion Credits
ED 105	Introduction to Early Childhood Education	3
ED 110	Developmentally Appropriate Practices	3
ED 131	Early Childhood Development: Theory into Practice	3
ED 140	Guiding Young Children in Group Settings	3
ED 196L	Beginning Child Development Laboratory	1
ED 196	Beginning Lab Seminar	1
ED 170	Introduction to Working with Infants & Toddlers	3
Minimum Credits Required		17

The Certificate of Completion in Early Childhood Education meets the requirements for:

- 120 clock hours of formal CDA Credential training (ED 105, ED 110, ED 131)
- 12 credits ECE/CD (Child Development) for Caregivers for Infant-Toddlers
- 9 credits ECE/CD beyond the A.S. or the A.A. for Assistant Teacher
- ECE Certificate with A.S. or A.A. for Teachers
- 12 credits ECE/CD beyond the B.S. or the B.A. for teachers in private Early Childhood programs licensed by the Department of Human Services (DHS).

Early Childhood Education		Certificate of Achievement Credits
<i>Certificate of Completion Credits</i>		17
ED 215	Healthy Children	3
FAMR 296	Working with People	3
ED 245	Child, Family and Community	3
ED 191V	Practicum in Early Childhood	3
ED 151	Practicum in Early Childhood	1
<i>Electives (must be numbered 100 or higher)</i>		3
<b>Minimum Credits Required</b>		<b>33</b>

Note: To obtain the Early Childhood Education Certificate of Achievement, students must also demonstrate proficiency at the ENG 22 and MATH 50 or MATH 25 levels.

Early Childhood Education		Associate in Applied Science Degree Credits
<i>Certificate of Achievement Credits</i>		33
<i>A.A.S. Degree General Education Requirements*</i>		15
<i>Preschool Group OR the Infant-Toddler Group</i>		18
<b>Minimum Credits Required</b>		<b>66</b>

\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates and may be numbered below 100 and/or numbered 100 and above.

Note: Elective courses may be numbered below 100 and/or numbered 100 and above.

Note: Students must meet the proficiency standards in communication at the ENG 22 level and computation at the MATH 50 or MATH 25 level to qualify for the Early Childhood Education Certificate of Achievement and A.A.S. degree.

The A.A.S. Degree Meets the Requirements for Teachers, Lead Caregivers, Teacher-Directors, and Directors of a Private Preschools with the inclusion of (1–2 years experience also required) in programs licensed by the State Department of Human Services.

Preschool Group		Credits
FAMR 230	Human Development I	3
or FAMR 232	Human Development II	3
ED 234	Observation and Assessment	2
ED 261	Preschool Curriculum I	3
ED 262	Preschool Curriculum II	3

ED 269	Integrated Curriculum in Early Childhood Education	3
ED 296P	Preschool Laboratory	2
ED 296C	Preschool Seminar	2
Preschool Group Credits		
<b>Infant-Toddler Group</b>		<b>Credits</b>
FAMR 230	Human Development	
or FAMR 232	Human Development II	3
ED 234	Observation and Assessment	2
ED 296I	Infant/Toddler Laboratory	2
ED 296B	Infant-Toddler Seminar	2
ED 274	Infant-Toddler Environments and Relationships	3
ED 261	Preschool Curriculum I	
or ED 262	Preschool Curriculum II	3
Electives (must be numbered 100 or higher)		3
Infant-Toddler Group Credits		18

Note: Consult your academic and/or program advisor for assistance in planning an education program for specific career goals.

***PACE (Professional and Career Education for Early***

***Childhood):*** The Early Childhood option includes a non-credit program, PACE (Professional and Career Education for Early Childhood). PACE Workshops are geared to meet training and enrichment needs of Early Childhood Practitioners on Oahu. Four core introductory courses (ED 105, ED 110, ED 131 & ED 140) and one elective (ED 152) of Honolulu Community College's Early Childhood Education program are offered in a non-credit workshop format of sixteen 3-hour class sessions each. The workshops can be taken in any order. Participants who complete all sixteen workshops in a course may apply for Community College credit.

PACE workshops are offered in various places on Oahu. For information on program, schedules, registration and costs, call PACE at 845-9496 or visit our PACE web site at <http://tech.honolulu.hawaii.edu/pace>.

**ADVISORY COMMITTEE:**

Lana Antonellas, Preschool Specialist, Kama'aina Kids  
 Christina Cox, President, KCAA Preschools  
 Stephanie Feeney, Professor, Early Childhood Education, UH Manoa  
 Chris Jackson, Training Coordinator, Oahu Head Start  
 Troy Jarrel, Director, Mililani Baptist Preschool  
 Kaila Lui Kwan, Assistant Regional Manager,  
 Kamehameha Schools Early Childhood Programs  
 Kathryn Murphy, Program Director, Hawai'i Association for  
 the Education of Young Children  
 Diane Tabangay, Deputy Director, Good Beginnings Alliance



Faculty, staff, and students can take advantage of ECE's childcare services.

## IED - Industrial Education

**PROGRAM MISSION:** The Industrial Education program's mission is to provide a coordinated undergraduate program of preparation for Industrial Arts teachers in the Department of Education.

**PROGRAM DESCRIPTION:** A coordinated undergraduate program of preparation for Industrial Arts teachers has been established between the University of Hawai'i, College of Education, and Honolulu Community College. Graduates may transfer to the College of Education to complete General Education, Professional Education, and Teaching Field requirements for the Bachelor's Degree.

### Program Prerequisites:

"C" or higher in ENG 22/60 OR Placement in ENG 100

"C" or higher in MATH 25 OR Placement in MATH 100

Associate  
in Applied  
Science  
Degree  
Credits

### Associate in Applied Science Degree Requirements:

#### I. General Education Core Semester Credits\*

25

*Communications: 1 semester course in English and 1 semester course in Speech*

*English 100*

*Speech 200*

*Quantitative and Logical Reasoning: 1 semester course*

*Mathematics 100 or higher; Philosophy 110*

*World Civilization: 2 semester courses*

*History 151, 152*

*Humanities: 1 semester course*

*American Studies 201, 202*

*Art 101, 107, 108, 170, 180; Theatre 101, 201*

*English 250, 251, 252, 253, 254, 255, 256, 257*

*History 241, 242, 281, 282; Linguistics 102*

*Music 106, 108; Philosophy 100, 101, 102, 200, 201*

*Religion 150, 151, 200, 201, 203, 204*

*Natural Sciences: 1 semester course (including lab)*

*Chemistry 100–100L, 151–151L, 161–161L, 162–162L*

*Physics 100–100L, 151–151L, 152–152L, 170–170L*

*Social Sciences: 1 semester course*

*Anthropology 150, 200*

*Economics 120 or 130, 131*

*Family Resources 230*

*Geography 102, 151*

*Political Science 110, 271*

*Psychology 100, 170, 240*

*Sociology 100, 200, 214, 218, 231, 251*



Students learn about the care and use of shop tools.

The Technology Core consists of programs of courses in seven areas. The 36 credits required in the Technology Core must include courses from three areas. Students with a C.A. (Certificate of Achievement) or an Associate degree in one of the listed technical areas must earn 18 credits in courses from two other areas.

**II. Technology Core\*\* Semester Credits 36**

*Proposed Technology Core listed here is pending approval. Also pending is a proposal to substitute courses from other UH Community Colleges in the Technology Core.*

**1. Automotive Technology**

AMT 20	Introduction to Automotive Mechanics	(2)
AMT 30	Engines	(8)
AMT 46	Powertrain and Manual Transmissions	(5)

**2. Drafting**

*Program being modified and awaiting Board of Regents approval.  
Contact department for further information.*

**3. Electricity**

EIMT 30	Electrical Installation Theory I	(4)
EIMT 32	Electrical Installation I	(6)
PHYS 53	Fundamentals of Electricity	(4)

**4. Computing, Electronics & Networking Technology**

CENT 112	Fundamentals of Electronics	(4)
CENT 113	Digital Electronics	(4)
CENT 130	Microcomputer Operating Systems	(4)

**5. Communication Arts**

GRAPH 120	Introduction to Production Design	(4)
CA 121	Art Preparation I	(4)
CA 122	Copy Preparation I	(4)

**6. Metals Technology**

WELD 20	Introduction to Welding	(10)
and WELD 21	Hand and Shop Tools	(2)
or SMP 20	Hand Tool and Machine Processes	(4)
and SMP 21	Shop Problems	(3)
and SMP 22	Fabrication Processes (Architectural)	(4)
and SMP 23	Introduction to Surface Development	(2)

**7. Woods**

CARP 20	Introduction to Carpentry	(11)
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**Minimum Credits Required 61**

**III. A total of at least 61 semester hours are required for the A.A.S. degree.**

**IV. A minimum grade point average of 2.00 (C).**

\* Some courses may not satisfy UH-Manoa College of Education requirements. Use UH-Manoa College of Education Pre Education Core (Secondary) advising sheet to select courses.

\*\* All courses are not offered every semester—check the semester Schedule for the term's offerings.

Other courses than those listed may be recommended, or substituted, through the waiver/substitution procedure.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks and materials will depend upon the teaching field.

**MARR** (*See Small Vessel Fabrication and Repair*)



## OESM - Occupational and Environmental Safety Management

**FACULTY:** Chulee C. Grove

**PROGRAM MISSION:** The Occupational & Environmental Safety Management program's mission is to:

- Provide the community with affordable, flexible, and up-to-date training on occupational and environmental safety and health.
- Promote workplace health & safety and environmental protection through education and training.

**PROGRAM DESCRIPTION:** Occupational and Environmental Safety and Health is one of the fastest growing fields in the country. The two-year OESM program is designed to provide practical training on occupational and environmental safety and health. The curriculum offers a broad background on safety and health program administration, workplace hazard recognition/evaluation/control, workers' compensation principles, hazardous chemical risk assessment, and environmental management. Besides an Associate Degree in OESM, the program offers a Certificate of Achievement in Occupational and Environmental Safety Management.

The OESM program is fully articulated by the Environmental Resource Management Department, California State University-Bakersfield. This provides OESM majors with an opportunity to obtain a baccalaureate degree in Environmental Resource Management via the Internet.

Graduates from the OESM program are qualified to work as Occupational Safety and Health Inspectors, Safety Officers, and Environmental Technicians in governmental agencies, environmental consultant firms, construction companies, insurance companies, and other types of private industries. Job placement opportunities are announced throughout the year.



*OESM student learns how to use protective gear.*

### Program Prerequisites:

"C" or higher in ENG 22/60 OR Placement in ENG 100  
"C" in Math 25 or Placement in MATH 27/100/103/115

Certificate of Achievement Credits	Associate in Science Degree Credits
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### First Semester

OESM 101	Introduction to Occupational Safety and Health	3	3
OESM 106	Introduction to Environmental Health	3	3
CHEM 105	Environmental Chemistry	4	4
ENG 100	Composition I		3
BIOL 100	Human Biology	3	3
		13	16

### Second Semester

OESM 102	Safety and Health Standards, Codes and Regulations	3	3
OESM 104	Occupational-Related Diseases	3	3
OESM Electives* (must be numbered 100 or higher)		3	3
ICS 100	Computing Literacy and Applications		3
SP 151	Personal and Public Speech	3	3
		12	15

*Third Semester*

OESM 105	Introduction to Industrial Hygiene	3	3
OESM 160	Labor and Management Safety Partners	3	3
OESM 210	Safety Program Management	3	3
OESM Electives* (must be numbered 100 or higher)		3	6
MATH 115	Statistics		3
		12	18

*Fourth Semester*

ENG 209	Business & Managerial Writing		3
OESM 208	Techniques of Industrial Hygiene	3	3
OESM 193V	Cooperative Education		1
OESM Electives* (must be numbered 100 or higher)		6	6
PSY 180	Psychology of Work		3
		9	16
<b>Minimum Credits Required</b>		<b>46</b>	<b>65</b>



*OESM students participate in emergency drills.*

Note: Students must meet the minimum proficiency standards in communication and computation established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of supplies and textbooks is approximately \$200-\$400 per semester.

**ADVISORY COMMITTEE:**

Jim Beavers, Manager, Safety/Security and Facility, Hawaiian Electric Company  
 Pat Conroy, Vice President, Risk Control Services, King & Neel, Inc.  
 Harlan Hashimoto, Ph.D., Environmental Compliance Administrator, Verizon Hawai'i  
 Frederick Nakamura, Senior Loss Control Consultant, First Insurance Company  
 Rusty Niau, Manager, Human Resources/Safety, Grace Pacific Corporation  
 John Ramos, Executive Loss Control Specialist, Fairmont Specialty Group  
 Jennifer Shishido, CIH, Administrator, Hawai'i Occupational Safety and Health

# RAC - Refrigeration and Air Conditioning Technology

**FACULTY:** Derek Oshiro, Allen Tateishi.

**PROGRAM MISSION:** The Refrigeration & Air Conditioning Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The Refrigeration and Air Conditioning Program prepares students for employment as technicians in the design, operation, service, repair, installation and sales of these systems and equipment. The program combines theory with extensive practical hands-on training designed to simulate the actual work environment and skills needed to excel in this challenging field. Labs afford the student the opportunity to install, repair, and/or operate actual field equipment, such as commercial package and split system A/C; liquid chillers; commercial ice machines; and domestic equipment.

Program Prerequisites: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR Placement in ENG 21/22/51/60 MATH 20B & C & D & E OR Placement in MATH 50		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
RAC 21	Basic Refrigeration	12	12
MATH 50	Technical Mathematics I		
or MATH 53	Technical-Occupational Math		3/4
		12	15/16
<b>Second Semester</b>			
RAC 32	Commercial Refrigeration	12	12
General Education Requirement (Communications)*			3
		12	15
<b>Third Semester</b>			
RAC 28	Electrical Fundamentals II	5	5
RAC 41	Psychrometry and Cooling Load	5	5
RAC 42L	Air Conditioning Machinery Lab I	5	5
General Education Requirement Group A: (PHYS 51V)			4
		15	19
<b>Fourth Semester</b>			
RAC 43	Air Distribution and Air Conditioning Systems	5	5
RAC 44L	Air Conditioning Machinery Laboratory II	5	5
General Education Requirement* (Recommended OESM 101)		3	3
General Education Requirement*			3
		13	16
<b>Minimum Credits Required</b>		52	65/66



Student constructs refrigeration system.

\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

Note: Students must meet the minimum proficiency standards in communication established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks, supplies, meters, and tools is approximately \$500.

**ADVISORY COMMITTEE:**

John Arizumi, President/Owner, Carrier Hawai'i  
Richard McIlhenny, President/Owner, Trane Pacific  
Lester Nakata, President, Oahu Sales

## SMP - Sheet Metal and Plastics Technology

**FACULTY:** Danny Aiu

**PROGRAM MISSION:** The Sheet Metal & Plastics Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the sheet metal and plastics industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** This curriculum is designed to qualify students for entry into the field of sheet metal as apprentices. They will develop skills in fabricating air conditioning ducts; architectural metal work; welding and fabricating plastics; and, pattern development.



911 Memorial produced by SMP students.

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
SMP 20	Hand Tool and Machine Processes	4	4
SMP 21	Shop Problems	3	3
SMP 22	Fabrication Processes (Architectural)	4	4
SMP 23	Introduction to Surface Development	2	2
MATH 50	Technical Mathematics I		
or MATH 53	Technical-Occupational Math	3/4	3/4
		16/17	16/17
<b>Second Semester</b>			
SMP 24	Advanced Fabrication Processes (Architectural)	4	4
SMP 25	Air Conditioning Fabrication	4	4
SMP 26	Pattern Development I	2	2
BLPR 22	Blueprint Reading	3	3
ENG 51	Technical Reading		
or ENG 60	Technical Writing		
or ENG 100	Expository Writing		
Recommended: ENG 51		3	3
		16	16

**Third Semester (See Substitution note below)**

<i>SMP 41</i>	<i>Advanced Air Conditioning Fabrication</i>	4
<i>SMP 43</i>	<i>Pattern Development II</i>	2
<i>WELD 19</i>	<i>Welding for Trade and Industry (for Non-majors)</i>	3
<i>General Education Requirement (Group B)</i>		3
<i>General Education Requirement*</i>		3
		<hr/> 15

**Fourth Semester (See Substitution note below)**

<i>SMP 44</i>	<i>Blow Pipe Fabrication</i>	4
<i>SMP 45</i>	<i>Advanced Fabrication (General)</i>	4
<i>SMP 46</i>	<i>Pattern Development III</i>	2
<i>SMP 49</i>	<i>Advanced Shop Problems</i>	2
<i>General Education Requirement *</i>		3
		<hr/> 15

<b>Minimum Credits Required</b>	<b>32/33</b>	<b>62/63</b>
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\* General Education Requirements for the A.A.S. degree are listed under Degrees and Certificates.

Note: Students must also meet the proficiency requirements in communication established by HCC to qualify for the Certificate of Achievement.

Note: Second year coursework will be offered if sufficient enrollment exists. (Industry offers employment to students upon completion of first year.)

Substitution: If HCC does not offer a third or fourth semester course in the normal sequence, Cooperative Education (SMP 93V) will substitute up to the credits of the required course(s) not scheduled.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of tools, instruments, and textbooks is approximately \$450.

**ADVISORY COMMITTEE:**

Neal Arita, Industry Management Representative, Heide & Cook  
 Harold Bradshaw, President and Business Representative, SMWIA Local 293  
 Earle Matsuda, President, Heide & Cook, Ltd.  
 Mel Murakami, Administrator, Hawai'i Sheet Metal Workers Training Fund  
 Rick Paulino, Training Coordinator, Hawai'i Sheet Metal Workers Training Fund  
 Arthur Tolentino, Business Representative, SMWIA Local 293  
 Harry Uyema, Executive Secretary, Sheet Metal Contractors Association  
 Gabriel Zee, Industry Management Representative, HSI Mechanical

## Small Vessel Fabrication and Repair (MARR)

**SMALL VESSEL FABRICATION AND REPAIR - SPRING 2005**  
(FORMERLY BOAT MAINTENANCE AND REPAIR)

**ADDRESS:** 10 Sand Island Parkway, Honolulu, HI 96819.  
Phone 832-3682

**FACULTY:** Robert Perkins

**PROGRAM MISSION:** The Small Vessel Fabrication & Repair program's mission is to serve the community as a learning-centered, open door program providing technical training to meet the demands of companies within the small vessel fabrication and repair industry as well as the needs of the individual. An open-exit option allows students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The Boat Maintenance and Repair program is a two-year Associate in Applied Science program whose main goal is to prepare individuals for employment in the boat maintenance, repair, and manufacturing industries. Students work on a variety of "real world" repair, service and construction projects. Hands-on instruction is provided in composite boat construction and repair, marine woodworking and joinery, lofting, plug and mold construction and marine spray painting systems. Boat yard operation skills are practiced year round. These include marine straddle-lift operation, crane operation, forklift and hydraulic trailer operation. There are also courses that focus on the rigging, mechanical, plumbing, propulsion, and electrical systems of boats. The majority of instruction for the program is held at the Marine Education and Training Center (METC) located on Sand Island, Oahu. The METC is located on Keehi Lagoon and is a state-of-the-art training facility. It features four large work bays to allow work on vessels up to 45 feet, a concrete pier equipped with two cranes to allow work on vessels in the water, finger piers for removing vessels from the water employing a marine straddle-lift, as well as classroom, laboratory, and office space. The METC ranks as one of the premier training facilities in the United States.

For enrollment in the program, students must be able to climb a twelve-foot ladder onto a vessel's deck, get on the deck, walk around the cabin and descend to the ground in a time period of not more than twice the time it takes the instructor to perform these tasks. The students must be able to jump onto the deck of a boat that is 18 inches below pier level, work in a crouching or standing position for hours at a time, lift 40 pounds from the floor onto a 34 inch high table top, and be physically fit to wear an organic respirator. Each student will be required to obtain a note from a physician stating that the student is capable of wearing an organic respirator. There are many physical demands and hazards in the boat maintenance and repair industry and the program. These include, but are not limited to, occasional heavy lifting, bending, crouching, and working in a cramped position. There will be exposure to woodworking saw blades and cutters, rapidly moving parts, and live electrical circuits. There will be exposure to resins, solvents, fuel, paints, exhaust fumes, and dust. Students may get cuts, abrasions, burns, aches, and pains.



*Students work on vessels at the Marine Education Center.*

### Program Prerequisites:

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR Placement in ENG 22/60  
MATH 20B & C & D & E OR Placement in MATH 50/53

**NOTE: RESPIRATOR USE CLEARANCE ALSO REQUIRED**

Associate  
in Applied  
Science Degree  
Credits

### First Semester

MARR 20	Introduction to Marine Technology	1
MARR 21	Boat Hauling Procedures	4
MARR 22	Portable Hand Tools and Machinery	1
MARR 24	Introduction to Composite Technology	3
MARR 25	Composite Repair Techniques	3

MARR



<i>MATH 50</i>	<i>Technical Mathematics I</i>	
<i>or MATH 53</i>	<i>Technical-Occupational Math</i>	<i>3/4</i>
		<hr/>
		<i>15/16</i>
<b>Second Semester</b>		
<i>MARR 29</i>	<i>Blueprint Reading for Marine Technicians</i>	<i>2</i>
<i>MARR 30</i>	<i>Woodworking</i>	<i>3</i>
<i>MARR 31</i>	<i>Yacht Joinery</i>	<i>3</i>
<i>MARR 33</i>	<i>Marine Finish Systems</i>	<i>4</i>
<i>PHYS 56</i>	<i>Basic Electrical Theory and Lab</i>	<i>4</i>
		<hr/>
		<i>16</i>
<b>Third Semester</b>		
<i>MARR 40</i>	<i>Marine Blueprint Reading and Lofting</i>	<i>3</i>
<i>MARR 41</i>	<i>Mold Station Construction</i>	<i>2</i>
<i>MARR 42</i>	<i>Marine Propulsion Service and Maintenance</i>	<i>3</i>
<i>MARR 43</i>	<i>Composite Tooling</i>	<i>4</i>
<i>ENG 60</i>	<i>Technical Writing</i>	<i>3</i>
		<hr/>
		<i>15</i>
<b>Fourth Semester</b>		
<i>MARR 50</i>	<i>Mold Fabrication</i>	<i>3</i>
<i>MARR 51</i>	<i>Composite Production</i>	<i>3</i>
<i>MARR 52</i>	<i>Marine Electrical Systems</i>	<i>2</i>
<i>MARR 53</i>	<i>Marine Plumbing</i>	<i>2</i>
<i>MARR 54</i>	<i>Sailboat Rigging</i>	<i>2</i>
<i>PSY 180</i>	<i>Psychology of Work</i>	<i>3</i>
<i>ICS 100T</i>	<i>Computer Literacy and Applications (Transportation)</i>	
<i>or ICS 100</i>	<i>Computer Literacy and Applications</i>	<i>3</i>
	<i>Recommended: ICS 100T</i>	
		<hr/>
		<i>18</i>
		<hr/>
<b>Minimum Credits Required</b>		<i>64</i>

**COST OF TEXTBOOKS/SUPPLIES:** The total cost of tools, textbooks, and supplies for the two-year program is approximately \$1,500.

**ADVISORY COMMITTEE:**

Bill Clifford, President/CEO, Honolulu Shipyard  
 Freeman Corea, Apprentice Program Director, Pearl Harbor Shipyard  
 Frank Gibert, Operations Manager, Keehi Marine  
 Wayne Miyashiro, VP, Senior Division Manager, Servco Marine Supply  
 George Norcross, President, Epoxy Sales Hawai'i, Inc.  
 Chandler Rowe, General Manager, Plas-Tech, Ltd.  
 Dennis Smith, President, Marine Surveyors and Consultants  
 Larry Stenek, Rigging Manager, Art Nelson Sailmaker, Inc.  
 Karel Tresnak, President, Outrigger Connections

## WELD - Welding Technology

**FACULTY:** Charles Kim, Jeffery Lane.

**PROGRAM MISSION:** The Welding Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the welding industry and the needs of the individual. An open-exit option allows the students to identify their career objectives and participate in program exploration.

**PROGRAM DESCRIPTION:** The Welding curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for entry-level welders. Training is given in both theory and practical skills in the various phases of welding and cutting. This includes arc welding, plasma and air carbon arc cutting, oxyacetylene welding, TIG welding, MIG welding, gas metal and flux core arc welding, welding inspecting testing principles and fabrication techniques. Entry-level welders are employed in a wide range of industries that use welding and welding-related tasks. This range of industries includes small, medium, and large union and non-union facilities. Students have the option of pursuing a Certificate of Completion, Certificate of Achievement or Associate of Applied Science degree.

Certificate of Completion Requirements: WELD 19 (3 cr.) and 21 (2 cr.), PHYS 55 (4 cr.) and WORK 94 (4 cr.).  
Total credits required: 13. Minimum G.P.A.: 2.00.



*Students learn various welding techniques.*

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
WELD 52	Introduction to Arc I	3	3
WELD 54	Introduction to Arc II	2	2
WELD 56	Introduction to Arc III	2	2
WELD 58	Introduction to Arc IV	2	2
BLPR 22	Blueprint Reading and Drafting	3	3
PHYS 55	Metallurgy and Plastics	4	4
		16	16
<b>Second Semester</b>			
WELD 60	Advanced Arc Welding I	2	2
WELD 62	Advanced Arc Welding II	3	3
WELD 64	Advanced Arc Welding III	3	3
WELD 66	Plasma and Air Carbon Arc Cutting	1	1
WELD 21	Shop and Hand Tools	2	2
WELD 68	Blueprint Reading for Welders	3	3
MATH 50	Technical Math I		
or MATH 53	Technical-Occupational Math		3/4
		14	17/18
<b>Third Semester</b>			
WELD 70	Oxyacetylene Welding I		2
WELD 72	Oxyacetylene Welding II		2
WELD 74	TIG Welding I		2

WELD 76	TIG Welding II	2
WELD 78	Fabrication Techniques	4
ENG 51	Technical Reading	
or ENG 60	Technical Writing	
or ENG 100	Composition I	
Recommended: ENG 51		3
		<hr/>
		15
<b>Fourth Semester</b>		
WELD 80	Gas Metal and Flux Cored Arc Welding	5
WELD 82	Welding Inspection Testing Principles	1
WELD 84	Advanced Fabrication Techniques	4
General Education Requirements*		6
		<hr/>
		16
		<hr/>
<b>Minimum Credits Required</b>		<b>30      64</b>



*Student studies blue print interpretation.*

\* General Education Requirements for the A.A.S. degree listed under Degrees and Certificates.

Note: Students must also meet the minimum proficiency standards in communication and computation established by HCC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for tools, books, and supplies is approximately \$450.00. Purchases of additional tools and textbooks may be required each semester.

**ADVISORY COMMITTEE:**

Glenn Eugenio, Training Coordinator, Ironworkers Training Office, Local Union 625  
 Melvin McDermott, Owner/Operator, Hawaiian Iron Craft  
 Eugene Paris, Business Manager, Ironworkers Union Local 803  
 Paul Remigio, Industrial Sales, Gaspro Welding

## General Education in the Curriculum

[illegible]

- A. Understanding of the basic content and methodology of major areas of knowledge, including humanities and fine arts, natural sciences, and social sciences.
- B. Skills necessary to be a productive individual and lifelong learner, which include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the acquisition of knowledge through a variety of means.
- C. Qualities necessary to be an ethical human being and effective citizen. These include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political and social responsibilities locally, nationally, and globally.

## Humanities

The Humanities Department offers courses in American Studies, Art, Asian Studies, Communications, Drama, History, Humanities, Learning Skills, Music, Philosophy, Religion, Speech, Theatre, and Women's Studies.

Although the College does not offer a major in Computer Science, it does offer several courses designed to acquaint students with computer fundamentals and computer programming. The College offers courses that support the Liberal Arts and Pre-Business programs.

## Language Arts

**FACULTY:** Nobuko Aoshima, Keith Crockett, Dolores Donovan, Howard Driver (Emeritus), Muriel Fujii, Joan Gagnon, Joyce Henna, Lei Lani Hinds, Gloria Hooper (Emeritus), Gary James, Jerald (Kimo) Keaulana, Brenda Kwon, Chris McKinney, Jerry Saviano, Charles Whitley.

The Language Arts Department offers non-credit and credit courses in English as a Second Language, Technical Reading, Technical Writing, Composition, Hawaiian Studies, Literature, Linguistics. It also offers Hawaiian, Japanese, Spanish and Filipino language courses.

## Mathematics

**FACULTY:** Alice Bertram (Emeritus), Keith Davidson, Carol Hiraoka, Michael Kaczmariski, Frank Mauz, Jim Reeder (Emeritus), Faye Tamakawa, Timothy Wilson, Arlene Yee, Sheila Yoder.

Students planning to take courses in Mathematics at Honolulu Community College should be aware that the courses are arranged in a definite sequence, with each course either serving as preparation for a succeeding course or as a final course in one part of the sequence. To help the student better visualize this sequence, a schematic is presented in the "Course Descriptions" section of the catalog under Mathematics. Specific prerequisites also are listed in the Course Descriptions section. A grade of "C" or higher in prerequisite courses is required.

## Natural Sciences

**FACULTY:** Donald Bourassa, Richard Brill, Kakkala Gopalakrishnan, Mark Schindler, John Shen, Dallas Shiroma, Ron Takata, Kerry Tanimoto.

The Natural Sciences Department offers courses in Astronomy, Biochemistry, Biology, Botany, Chemistry, Engineering, Geology and Geophysics, Meteorology, Microbiology, Oceanography, Physics, General Science and Zoology.

## Social Sciences

**FACULTY:** David Cleveland, Rob Edmondson, Thomas Kipnes, Lena Low, Reginald Wood.

The Social Sciences Department offers courses in Anthropology, Economics, Geography, Political Science, Psychology, Social Science, and Sociology.

## College Skills Center

**FACULTY:** Femar Lee, Lianne Nagano, Earl Nakahara, Cory Takemoto.

**SPECIALISTS:** Hanwell Kaakimaka, Sheryl Legaspi, Varouny Sybounmy, Glen Tengan.

The College Skills Center offers Applied Communication, Applied Math, and Student Development courses and support services described in the Educational Facilities section.

## Suggested 1st and 2nd Semester Course Guidelines for Liberal Arts

Liberal Arts students are strongly encouraged to complete the Foundation Requirements of English 100 and the Mathematical/Logical Reasoning requirement early in their academic program. It is also important to stay "on track" with your course selections for the major you plan to enter following your A.A. degree at HCC. Check with a Liberal Arts Counselor, when necessary, to be sure you are taking the correct courses for your intended transfer program.

Jean Maslowski    845-9278    maslowsk@hcc.hawaii.edu

Maggie Templeton    845-9137    templeto@hcc.hawaii.edu

Note: Enrollment in most transfer level courses requires either completion of English 20B, C, D, E or ESL 11,13,14,17, or placement into English 22/60 or higher.

Note: Electives are any courses numbered 100 or higher. You must have 60 credits total to earn the Associate in Arts degree. You will save time and effort by selecting Electives that will satisfy program prerequisites when you transfer into a specific Bachelor's degree. See a Counselor to assist you in knowing what Elective credits are correct for your major.

## Special Programs:

Act Center  
Apprenticeship/Journeyworker Training  
Continuing Education & Training  
Emeritus College  
Fujio Matsuda Technology Center  
Marine Option Program  
Motor Vehicle Certification  
Native Hawaiian Programs  
Off-Campus Education Program  
Office of International Affairs  
PACE

## Special Courses:

Pacific Center for Advanced Tech (PCATT)  
Pearl Harbor Apprenticeship Training  
Cooperative Education  
Distance Education  
Experimental Courses  
Honolulu English Language Academy  
Intro to College English (ICE)  
Non-Credit Courses  
Service Learning Courses  
Special Studies





## Special Programs

### ACT Center

#### ACT CENTER

**COORDINATOR:** Beryl Morimoto

**PHONE:** 847-9800

ACT, Inc., a provider of assessment, research, information, and program management services in Education Planning, Career Planning, and Workforce Development for over forty years, has designated Honolulu Community College as a host institution in the growing network of ACT Centers nationwide. The ACT Center, located on the third floor of Building 7, provides computerized certification tests and online courseware that covers:

Adult Literacy/Employability Skills  
Computers and Information Technology  
English as a Second Language (ESL)  
Industrial Technology and Safety Skills  
Management/Leadership and Small Business Operation  
Professional and Personal Development

#### ACT TESTING CENTER

**COORDINATOR:** Joseph Kwok

**PHONE:** 847-9800

**E-MAIL:** [act@hcc.hawaii.edu](mailto:act@hcc.hawaii.edu)

ACT helps organizations develop and deliver licensing and certification assessments aimed at ensuring that individuals bring the necessary skills to their work.

ACT Centers currently deliver computer-based certification exams for these organizations:

Automotive Service Excellence (ASE)  
Association of Social Work Boards (ASWB)  
American Dietetic Association (ADA)  
Nuclear Medicine Technology Certification Board (NMTCB)  
American Board of Vascular Medicine (ABVM)  
Pilot programs for distance education with major universities

### Apprenticeship/Journeyworker Training

**COORDINATORS:** James Niino, Guy Shibayama.

**PHONE:** 845-9245

The Apprenticeship Training program provides related instruction for persons on Oahu who are apprenticing in various Construction and Mechanical trades. In addition, training may be offered for upgrading journey workers who desire self-improvement in their respective fields.

Upon completion of an approved Apprenticeship Program, work process and related instruction hours may be applied to an Associate degree. (See Applied Trades Program).

Courses are offered during the evenings and Saturday mornings in the following areas:

Asbestos Worker	Drywall	Painting & Decorating
Boilermaker	Electrical Maintenance (City & County)	Plasterer
Bricklayer Mason	Sheet Metal	Plumber
Building Maintenance (Hotel Workers)	Electrician	Refrigeration and Air Conditioning
Carpentry	Floor Layer	Reinforcing Steel
Cement Finishers	Glaziers	Roofer
Ceramic Tile	Ironworker (Structural)	Taper
City and County Water Supply	Ironworker (Fabrication)	
City and County Waste Water	Laborer	
Community Antenna Television System	Operating Engineer	

(See also Pearl Harbor Apprenticeship Training in this section)

**COST OF TEXTBOOKS/SUPPLIES:** Varies by Apprenticeship Program.

**ADVISORY COMMITTEE:**

By law, Local Joint Apprenticeship committees (JATC) may be approved by the Director of Labor and Industrial Relations in any trade, group of trades, or in trade areas according to apprentice training needs. Committee composition is representative of the interests of employers and employees. Committees develop standards for Apprenticeship agreements and give assistance to the operation and further development of Apprenticeship. Current JATC membership lists are maintained in the State Department of Labor and Industrial Relations.

## Continuing Education And Training

**REGISTRATION AND INFORMATION:** 845-9296

**ADDRESS:** 874 Dillingham Blvd., Bldg. 2, Rm. 507

Continuing Education and Training opportunities are available in a wide range of programs, courses, and services to meet the needs of business and industry as well as the community and special groups.

Training for business and industry is customized to meet specific needs. The training is short, flexible, convenient and effective. Training courses can be delivered on-campus or on-site through a fee per student basis or through a contract between the College and a company or organization. Generally, these courses are designed to upgrade the skills and knowledge of individuals currently employed in the Technical, Occupational and Professional fields related to the more than 25 programs offered at the College.

In addition, specific, short-term programs and services that are responsive to community and special groups may be developed.

**COST OF TEXTBOOKS/SUPPLIES:** Varies, depending on the course.

**COORDINATORS:**

Gary James, English as a Second Language

Adrienne Kamaura, Communication and Services

Beryl Morimoto, Pacific Center for Advanced Technology Training/Computers and Technology

Cyndi Uyehara, Early Childhood Education

## Emeritus College

**CONTACT:** Coordinator Adrienne Kawamura, 845-9451

Web Site: <http://hiseniornet.eboard.com>

Registration: 845-9296

**PHONE:** 842-1318, 842-9451

Honolulu Community College has established the Emeritus College to respond to the special educational needs and requirements of senior citizens and of persons near retirement. The Emeritus College offers a continuing series of non-credit workshops and serves as a center of support and assistance for senior students wishing to enroll in any of the HCC's programs, either credit or non-credit.

The Emeritus College is also the first SeniorNet site in Hawai'i. SeniorNet is a non-profit organization established to create and support a national community of computer-using seniors. SeniorNet offers computer literacy workshops designed specifically for older adults and operates an on-line telecommunications network that allows local site participants to communicate with others throughout the United States and Canada and to gain access to information of interest.

## Fujio Matsuda Technology Training & Education Center

**PHONE:** 845-9296

Endowed by a significant gift to the UH Foundation, The Fujio Matsuda Technology Training and Education Center (Matsuda Technology Center) serves as the technological bridge connecting Honolulu Community College with appropriate businesses and industries in Hawai'i. The Center introduces emerging technologies and techniques to the community through faculty consultants, workshops, seminars and non-credit classes.

## Marine Option Certificate Program

HCC also participates in a System-wide undergraduate Marine Option Certificate Program (MOP). This program is designed to combine academic requirements with practical hands-on experience. MOP is open to any student regardless of major. Program requirements are: nine credits of course work in marine-related fields and a 2 credit- based marine skill project. For more information, contact the program Coordinator at 847-9824.



**MARINE OPTION PROGRAM**  
UNIVERSITY OF HAWAII

## Motor Vehicle Certification and In-Service Training Program

**CONTACT:** Bert Shimabukuro, 844-2325

Honolulu Community College administers the Motor Vehicle Certification Program for the State of Hawai'i. This program includes the coordination of the National Institute for Automotive Service Excellence (ASE) Certification Test, the administration of the State of Hawai'i Motorcycle Certification Examination, and the offering of non-credit ASE preparatory courses.

The College also offers a wide range of non-credit skill upgrading courses for in-service automotive technicians, collision repair specialists, and Diesel Technicians throughout the year.

## Native Hawaiian Programs Hulili Ke Kukui (The Blazing Light of Knowledge)

**WEB SITE:** <http://honolulu.hawaii.edu/hawaiian>

Hulili Ke Kukui acts as the umbrella title encompassing all Native Hawaiian programs and program initiatives at Honolulu Community College.

### Na Papa Hawai'i (Hawaiian Language and Studies)

**STAFF:** Kimo Keaulana (Hawaiian), Kakkala Gopalakrishnan (Oceanography), Robert Perkins (METC)

**PHONE:** 847-9824, 845-9121

Na Papa Hawai'i includes Hawaiian Language and Culture courses, and Marine Science Education.

### Native Hawaiian Center Kupu Ka Wai (The Waters That Provide Growth)

**PROJECT DIRECTOR:** Sandra Matsui

**PHONE:** 845-9235

**STAFF:** Kasey Keala Chock, Leon Florendo, Melissa Tupa, Jonathan Wong, Janice Petersen

**PHONE:** 844-2322

Kupu Ka Wai is the name given to the US Department of Education Title III Program comprised of three distinct service elements: Native Hawaiian Center, College Readiness and Transition to Work or 4-year Institutions. Kupu Ka Wai works with all Native Hawaiians at Honolulu Community College. Among the services Kupu Ka Wai provides for Native Hawaiian students are career and academic advising, cultural enrichment programs, and academic support services like tutoring. Kupu Ka Wai provides Native Hawaiian students majoring in Liberal Arts and Technology II Programs (Communication and Services) with academic and career advising, peer support, special lectures and workshops, referral services, cooperative education opportunities, and student stipends



*Students work together in the lo'i.*

## Po'ina Nalu (Where The Wave Breaks)

**STAFF:** Mike Eff, Liana Ah Loo

**PHONE:** 845-9176

Po'ina Nalu is a Native Hawaiian Career and Technical Education Program (NHCTEP) which emphasizes the development of Learning Communities, Cultural Activities, Curriculum and Instruction, and Cooperative Education. Po'ina Nalu provides Native Hawaiian students majoring in Technology I Program (Transportation and Trades) with academic and career advising, peer support, special lectures and workshops, referral services, cooperative education opportunities, and student stipends.

## Off-Campus Education Program

**COORDINATOR:** Ken Johnson (ph: 847-9839, e-mail: [johnsonk@hcc.hawaii.edu](mailto:johnsonk@hcc.hawaii.edu))

### OFF-CAMPUS CONTACTS:

**Hickam AFB** (ph: 421-4350, fax: 421-4352, e-mail: [sandyp@hcc.hawaii.edu](mailto:sandyp@hcc.hawaii.edu))

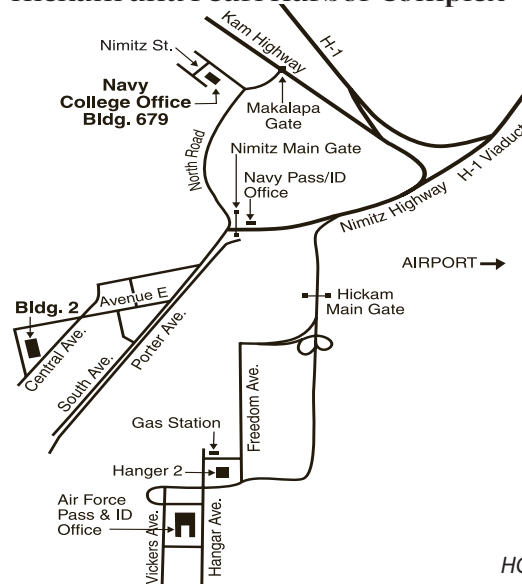
**Naval Station Pearl Harbor** (ph: 423-4631, e-mail: [johnsonk@hcc.hawaii.edu](mailto:johnsonk@hcc.hawaii.edu))

**Moanalua Community School for Adults** (ph: 837-8466, e-mail: [johnsonk@hcc.hawaii.edu](mailto:johnsonk@hcc.hawaii.edu))

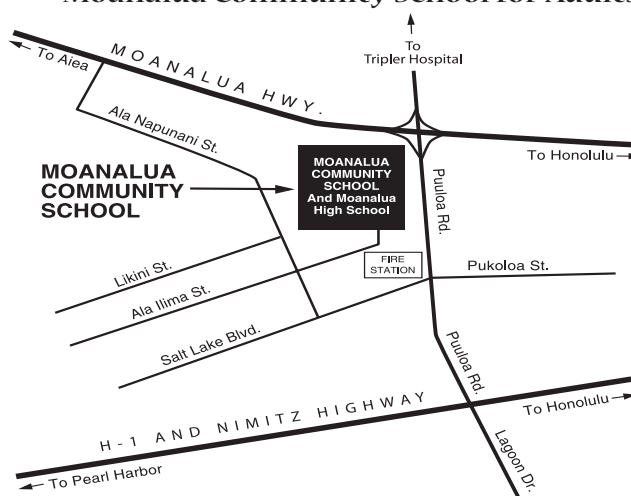
**WEB SITE:** <http://honolulu.hawaii.edu/socad>

Honolulu Community College is a member of the Servicemembers Opportunity College (SOC) which is linked worldwide into networks to offer Associate degrees. The Army program (SOCAD) includes 105 colleges servicing 83 installations, the Navy program (SOCNAV) includes 84 colleges at 68 installations and the Marine program (SOCMAR) includes 53 colleges at 17 installations. Off-campus classes are open to military, their dependents as well as all Hawaii residents. The academic year includes four ten-week terms. All credits are in semester hours.

### Hickam and Pearl Harbor Complex



### Moanalua Community School for Adults



HCC Off-Campus locations

## Office of International Affairs and Development

**CONTACT:** Beng Poh Yoshikawa, 845-9230

The Office of International Affairs and Development, which is administratively housed under the Chancellor, coordinates and implements international agreements with institutions and training alliances in accordance with System-wide and institutional policies and procedures. It administers customized international education and training programs in cooperation with faculty and staff. It coordinates the College's international marketing efforts and activities relating to study/professional development, exchanges and protocol. Support services also include assistance with housing for all International Students and visas for visiting scholars and students engaged in non-credit educational programs.



*Performers at a campus cultural event.*

## PACE

See Human Services  
- Early Childhood Education Option

## Pacific Center for Advanced Technology Training (PCATT)

**DIRECTOR OF PCATT:** Scott Murakami

**PHONE:** 845-9296

**PCATT STAFF:** Jerry Cerny, Monir Hodges, Wayne Lewis, Mario Mediati, Beryl Morimoto, Dallas Shiroma

The Pacific Center for Advanced Technology Training (PCATT) is a not-for-profit consortium of the University of Hawai'i Community Colleges. The mission of PCATT is to develop and provide training in advanced technology applications that enhance economic and workforce development programs and initiatives in the State of Hawai'i and the Pacific Rim. Industry partnerships with companies like Cisco, Microsoft, Autodesk, Red Hat, Sun Microsystems, and Oracle help PCATT provide certified, leading edge advanced technology training. Topic areas include networking, programming, CAD, fiber optics, web development, and the latest in Open Source. PCATT also offers customized training with regard to content and schedule. Administrative offices for PCATT are located on the campus of Honolulu Community College. More information can be found on the PCATT web site at <http://www.pcatt.org>.

### **POLICY AND OVERSIGHT BOARD:**

Mr. John Agsalud, President ISDI

Ms. Doris Hannaford

Mr. Kevin Hughes

Daniel Ishii, Associate Vice President for International Education University of Hawaii

Yuka Nagashima, President LavaNet, Inc.

Ramsey Pedersen, Chancellor Honolulu Community College

Michael Rota, Associate Vice-President for Academic Affairs University of Hawaii

Dr. Clyde Sakamoto, Chancellor Maui Community College

Jeanne Schultz, Director of Economic Development, City and County of Honolulu

## Pearl Harbor Apprenticeship Training

Pearl Harbor Naval Shipyard (PHNSY) Apprenticeship may also be available as determined by employment needs. PHNSY apprenticeships include Honolulu Community College related classroom instruction and may be applied to an Associate degree. See Applied Trades.



# Special Courses

## Cooperative Education

**FACULTY:** Diane Caulfield, Kenneth Johnson, Jeanne Shaw.

Cooperative Education is offered in both Occupational-Technical and Liberal Arts areas. Written instructor approval is required for registration.

Cooperative Education is controlled by Honolulu Community College and not by the officials of the field site. There is regular interaction between the Cooperative Education Coordinator and the student. Appropriate assignments, as determined by the Cooperative Education Coordinator, are required for completion of the course. A standard College grading system is utilized. Five hours per week or 75 hours of work per semester are required for each credit.

**STUDENT LEARNING OUTCOMES:** Upon completion of the Cooperative Education course students will:

1. Secure an appropriate Cooperative Education Job Training Position (carry out a career self-assessment, identify potential employers, conduct a job search, apply for a position, write a cover letter, resume, and interview for a position).
2. Perform all duties required at the cooperative education work site according to industry standards (demonstrate positive work habits, use appropriate work procedures, tools, and equipment, and follow all safety procedures).
3. Apply classroom/laboratory skills to solve work related problems.
4. Assess personal abilities and skills in relation to job duties (evaluate personal performance in relation to job duties, demonstrate willingness to learn, listen to criticism and change behavior).

**COOPERATIVE OCCUPATIONAL/TECHNICAL EDUCATION** will provide the student with the opportunity to acquire an on-the-job experience in conjunction with classroom and laboratory instruction. The relevance of classroom instruction to the real world is emphasized. The Cooperative Education Employer pays a fair wage for each hour of work performed in the program.

Courses available in Cooperative Occupational/Technical Education are ABRP 93V, AEC 93V, AERO 93V, AJ 93V, AMT 93V, CA 93V, CARP 93V, CENT 293V, COSM 93V, DISL 93V, ELEC 93V, FIRE 93V, FT 93V, FT 193V, MARR 93V, OESM 93V, RAC 93V, SMP 93V, and WELD 93V. Students can enroll 4 times for credit up to a maximum of 12 credits.

Students accepted in a Federal Cooperative Education program may receive up to 12 credits in WORK 94V. During the Work Cycle, students are assigned work experiences related to academic studies or career goals. WORK 94V is repeatable for credit with instructor approval.

**COOPERATIVE ARTS AND SCIENCES EDUCATION** will provide practical work experience in specific liberal arts areas to investigate various types of jobs. Students are placed in employment situations in the private and public sectors of the business-industrial community. Emphasis is on job experience, but equal importance is attached to the development of social and personal habits, attitudes, and skills which are essential for job entry and advancement.

Courses available in Cooperative Arts and Sciences Education are HUM 193V, SCI 193V, and SSCI 193V. 1–4 credits per term. Students may enroll 4 times for credit up to a maximum of 12 credits. These courses do not fulfill General Education requirements for the AS degree nor do they fulfill A.A. core requirements.

See the Cooperative Education Coordinator for information about Cooperative Education courses (845-9169).



## Distance Education

**CONTACT:** Janice Petersen, 845-9437

Courses for credit may be taken from the convenience of your home through cable, online, and a combination of both thereby reducing or eliminating the need to come on campus. Distance education instructors use a variety of medias to communicate with the student.

**CABLE COURSES:** Students must be subscribers to Oceanic Cable Channel 55 in order to receive the course lectures. Channel 55 (higher education programing) is available on Hickam. Tapes of the broadcast are available to registered students at Honolulu Community College and neighbor island campus libraries. Interaction between student and faculty is primarily via e-mail.

**ONLINE COURSES:** Students must have dependable computer/Internet access, browser, basic computer and word processing skills, be proficient in navigating the World Wide Web and downloading files, and use a UH e-mail address. Students must e-mail the instructor by the end of the first day of the semester. Interaction between student and faculty is via e-mail and/or discussion board.

**CABLE + ONLINE COURSES:** Courses using both technologies to deliver course content. Primary mode of instruction is through cable with the online component for additional course materials and communication with instructor and other students. Students must be subscribers to Oceanic Cable Channel 55 in order to receive the course lectures. Channel 55 (higher education programing) is available on Hickam. Tapes of the broadcast are available to registered students at Honolulu Community College and Neighbor Island campus libraries. Students must also have dependable computer/Internet access, browser, basic computer and word processing skills, be proficient in navigating the World Wide Web and downloading files, and use a UH e-mail address.

For more information about distance delivered courses, see <http://honolulu.hawaii.edu/distance>. A listing of distance education classes is in the schedule of classes.

## Experimental Courses

Experimental courses are designated by the numbers 97, 98, 197, 198, 297, or 298. An experimental course can be offered for up to two years and shall automatically expire after the two years unless a request to extend the course has been approved. An experimental course may or may not be transferable.

## Honolulu English Language Academy (HELA)

**FACULTY:** Muriel Fujii, Gary James, Elizabeth Sakamaki, Kimiko Stever, Chuck Whitley

**LIAISON:** Gary James (845-9248, Bldg. 7-417, [gary@hcc.hawaii.edu](mailto:gary@hcc.hawaii.edu))

The Honolulu English Language Academy (HELA) will offer English language instruction to students who score 400-500 on TOEFL. The program will be non-credit. Students will be enrolled in credit courses as non-credit students and receive a Certificate of Professional Development.

Students will be able to move into a credit program once they have successfully completed the non-credit program of study.

International students entering HELA will be placed at either the first level of study (ESL 1/ESL 3) or the second level (ESL 11/ESL 13). An individualized program of lab study (ELI 5) will also be required.



*Students participate in international education and training programs.*

## Introduction To College English (ICE)

**FACULTY:** Kazuo Karan, Sharyn Klafehn, Bob Miller

**LIAISON:** Gary James (845-9248, Bldg. 7-417, gary@hcc.hawaii.edu)

These non-credit courses at six different levels are designed to help resident immigrants improve their language skills for college and/or work. Instruction in reading/vocabulary, writing/grammar, and listening/speaking is provided ten hours weekly for 7 weeks.

## Non-Credit Courses

**REGISTRATION AND INFORMATION:** 845-9296

**ADDRESS:** 874 Dillingham Blvd., Bldg. 2, Rm. 507

An array of non-credit special interest courses are available. Fees vary, depending on the length of the course. Details are published in special announcements and brochures.

**COST OF TEXTBOOKS/SUPPLIES:** Varies, depending on the course.

**COORDINATORS:**

Gary James, English as a Second Language

Roy Inouye, Transportation and Trades

Adrienne Kamaura, Communication and Services

Beryl Morimoto, Pacific Center for Advanced Technology Training/Computers and Technology

Cyndi Uyehara, Early Childhood Education

## Service Learning Courses

Some courses offer a service learning option.

Service learning combines service to the community with student learning in a way that improves both the student and the community.

*Service Learning:*

- Is a method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities;
- Is coordinated with an elementary school, secondary school, institution of higher education, hospitals or community service program/agency and the community;
- Helps foster civic responsibility;
- Is integrated into and enhances the academic curriculum of the students, or the education components of the service programs in which the participants are engaged in; and,
- Provides structured time for students or participants to reflect on the service experience.



## Special Studies

*99V/199V/299V Special Studies (1-4)*

An opportunity for students with special interest and abilities in subject areas to meet with faculty members to discuss and investigate topics of particular interest. Problems and unit credit are worked out with and at the discretion of the instructor. (Special Studies sections will be organized as needed in each department and identified by the discipline departmental name. e.g., POLS 199V)



# Course Descriptions



## Course Descriptions

All courses offered at Honolulu Community College are listed alphabetically in this section according to discipline. Hours specified are weekly unless otherwise stated. Credits are in parentheses following the title. (Exceptions: see Special Programs, Special Courses.)

Except for special studies, and experimental courses, all active credit courses are listed in this section. (Exceptions are listed in the Special Courses section.)

Some courses require that the student meets certain conditions in order to be eligible to enroll. Explanations of the most common of such requirements follow. Additional requirements are listed as comments in the catalog or in the schedule of classes.

In exceptional cases, you may be able to take a course even though your computerized record does not show that you meet a required condition. See the instructor if you have questions about any course or about your qualifications to meet the prerequisites, corequisites, or other requirements or special reasons for exceeding limits.

**PREREQUISITE.** Course you must complete or other background you must have before you enroll. REQUIRED for registration. Equivalent courses may meet the requirement. (See transfer and placement information.) If the prerequisite is in ESL, ENG, MATH, or QM, see "English and Math Placement Requirement" for how to determine placement. Courses with higher numbers than the stated prerequisite are usually acceptable unless otherwise stated in the catalog.

**PREREQUISITE OR COREQUISITE:** Course you must take EITHER before the course or during the same term. REQUIRED for registration.

**COREQUISITE.** Course you must take during the same term. REQUIRED for registration.

**RECOMMENDED PREPARATION (RECOMMENDED PREP):** Course or other background recommended for success in a course.

**MAJORS ONLY:** You must be in the major indicated and meet the program prerequisites. REQUIRED for registration.

**INSTRUCTOR APPROVAL REQUIRED.** You need to have a signed instructor approval card to register for this course. REQUIRED for registration.

**REPEATABLE.** You may repeat this course and the additional credits will appear on your transcript up to the limit listed in the course description. You will NOT be permitted to exceed the credit limit at registration. Also see "Repeating a Course."

**HOURS.** Course hours are expressed according to the time frame in which the course is most commonly offered (For example, hours per week, hours per term or total hours in an 8-week period). The same course may be offered in several different formats, e.g. ENG 100 is offered 3 hours per week for a term. During summer session, the 48 hours will be condensed into 6 weeks; on military bases, 10 weeks.

Some courses are available as telecourses (televised), writing intensive courses, or modular courses (Modules are short parts of the main course and usually designated by a B, C, D, etc. following the course number.) See the Schedule of Classes.

**CROSS-LISTING.** Some courses are cross-listed in the class schedule. Unless otherwise specified, cross-listed courses count as repeats of one another.

### Accounting (ACC)

#### **ACC 201 ELEMENTARY ACCOUNTING I (3)**

*Prerequisite or Corequisite: ENG 100*

*Recommended Prep: ENG 102*

This course introduces the student to accounting theory and the methods used to record and report financial information. It analyzes methods for valuing the assets, liabilities and ownership of an organization. (3 hrs. lect. per week)

#### **ACC 202 ELEMENTARY ACCOUNTING II (3)**

*Prerequisite: ACC 201*

This course introduces the student to managerial methods for evaluating financial performance including cost accounting, budgeting break-even analysis, ratio analysis, and sources and uses of funds. (3 hrs. lect. per week)

## Administration of Justice (AJ)

### **AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)**

*Prerequisite: "C" or higher in ENG 22/60 OR placement in ENG 100*

This is a comprehensive course on crime and its causes including the history and philosophy of the administration of justice in America, the development of the criminal justice system, identification of the various subsystems, role expectations and their interrelationships. Theories of crime, punishment, adjudication and rehabilitation and training for professionalism in the entire system are also explored. (3 hrs. lect. per week)

### **AJ 103 CRIMINAL INVESTIGATION (3)**

*Prerequisite or Corequisite: AJ 101*

This course covers the basic principles of criminal investigation including: the human aspects of dealing with the public, case preparation, the collection and preservation of physical evidence, crime scene search, fingerprinting, casts, photographs and laboratory assistance. (3 hrs. lect. per week)

### **AJ 104 CRIMINALISTICS (3)**

*Prerequisite or Corequisite: AJ 101*

This course will introduce the student to forensic science (Legal Scientific Investigation), with its contributions to both Crime Scene Investigation and Laboratory Analysis. Specific field and laboratory techniques will also be explored. (3 hrs. lect. per week)

### **AJ 137 PATROL PROCEDURES (3)**

*Prerequisite or Corequisite: AJ 101*

This course will cover the duties and responsibilities of the patrol divisions of law enforcement agencies. The organization, operation and effectiveness of patrol will be examined and evaluated. The student will become familiar with the various methods departments use to accomplish the patrol mission such as team policing, beat plans and unique solutions like bicycles, all terrain vehicles and aircraft. (3 hrs. lect. per week)

### **AJ 138 CRIMINAL JUSTICE SYSTEM REPORTS AND COMMUNICATIONS (3)**

*Prerequisite or Corequisite: AJ 101*

This course will introduce the student to the methods of producing accurate, concise and detailed reports, the processing and the study of communications common to the administration of justice practitioner. This course will involve critical thinking and evaluative writing. (3 hrs. lect. per week)

### **AJ 139 COMPUTER APPLICATION IN CRIMINAL JUSTICE (3)**

*Prerequisite or Corequisite: AJ 101*

The student will become familiar with the modern technological advances and applications of the computer relative to investigation, recordkeeping, crime analysis, trends and patterns. The importance and significance of statistics is stressed and computer aided dispatch is examined. (3 hrs. lect. per week)

### **AJ 150 THE CORRECTIONAL PROCESS (3)**

*Prerequisite or Corequisite: AJ 101*

Provides an overview of the historical development of corrections and the philosophy of punishment. Current correctional institutions such as prisons, detention facilities, and community-based programs and their management and effectiveness will be examined. (3 hrs. lect. per week)

### **AJ 170 INTRODUCTION TO PRIVATE SECURITY (3)**

*Prerequisite or Corequisite: AJ 101*

This course is an overview of the private security industry. Topics such as; retail, hotel, hospital, industrial and many other types of security are covered. Also examined are security methods such as electronic surveillance, perimeters and patrol. (3 hrs. lect. per week)

### **AJ 173 HOTEL SECURITY (3)**

*Prerequisite or Corequisite: AJ 101*

This course is an overview of the hotel security industry. The student is presented with the responsibilities and methods of providing security to guests, staff and premises in a hotel setting. Also covered are the role of security personnel in handling day to day problems and special events occurring in a hotel environment. (3 hrs. lect. per week)

### **AJ 175 HOSPITAL SECURITY (3)**

*Prerequisite or Corequisite: AJ 101*

This course is an overview of the hospital security industry. Topics such as patient, visitor and staff protection are examined along with drug control, fire protection and concerns unique to security in a hospital setting. (3 hrs. lect. per week)

AJ



**AJ 180 INTRODUCTION TO TERRORISM (3)**

*Prerequisite or Corequisite: 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 hrs. lect. per week)

**AJ 193V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*AJ majors only.* This course provides students with the opportunity to acquire on-the-job experience related to classroom instruction in Administration of Justice. Students may enroll 4 times for credit up to a maximum of 12 credits. Four (4) credits can be applied to AJ elective requirements. (5 hours work experience per week per credit)

**AJ 200 PROCEDURES IN THE HAWAII JUSTICE SYSTEM (3)**

*Prerequisite or Corequisite: AJ 101*

Using the State of Hawai'i's justice system as an example, judicial procedures are examined from arrest through the court process and final disposition. (3 hrs. lect. per week)

**AJ 208 INTRODUCTION TO CRIMINOLOGY (3)**

*Prerequisite or Corequisite: AJ 101*

The course will explore theories of crime causation, its measurement and impact, and overall societal reaction to crime and offenders. The focus is the exploration of possible programs and policies to achieve a combination of crime reduction and social justice. May be taken on a CR/N basis. (3 hrs. lect. per week)

**AJ 210 JUVENILE JUSTICE (3)**

*Prerequisite or Corequisite: AJ 101*

This course provides the administration of justice student with a basic and practical understanding of the legal principles involved in juvenile delinquency problems. Analysis of legislative and judicial responses to juvenile behavioral problems provide realistic and meaningful insights into the functioning of the juvenile justice processes. (3 hrs. lect. per week)

**AJ 220 CONSTITUTIONAL LAW (3)**

*Prerequisite or Corequisite: AJ 101*

The US constitution is examined as a basis of arrest, search, seizure and disposition. Cases are examined to illustrate the court's interpretive process. (3 hrs. lect. per week)

**AJ 221 INTRODUCTION TO CRIMINAL LAW (3)**

*Prerequisite or Corequisite: AJ 101*

The history and philosophy of criminal law are examined along with definitions and classifications of crimes. This course also covers the basics of legal research and the application of the concept of law as a social force. (3 hrs. lect. per week)

**AJ 224 RULES OF EVIDENCE (3)**

*Prerequisite or Corequisite: AJ 101*

This course is a thorough study of evidence rules with specific emphasis on the application of these rules in preparing and presenting evidence. This includes a discussion of the history and approach to the study of evidence, proof by evidence and substitutes. General admissibility tests, evidence by witness testimony, documents and real evidence are examined. Rules of evidence are cited by decisions and students are required to brief cases. (3 hrs. lect. per week)

**AJ 230 PRINCIPLES OF POLICE SUPERVISION (3)**

*Prerequisite or Corequisite: AJ 101*

This course will cover such essentials as the function of the supervisor in organization and management, elements of leadership, the training function, instructional process, personnel evaluation systems, and personnel complaint investigation and techniques. (3 hrs. lect. per week)

**AJ 233 POLICE ORGANIZATION AND MANAGEMENT (3)**

*Prerequisite or Corequisite: AJ 101*

The principles of organization and administration in the law enforcement community are examined along with such topics as organizational structures, managerial philosophies, personnel issues and leadership. (3 hrs. lect. per week)

**AJ 234 COMMUNITY POLICING (3)**

*Prerequisite or Corequisite: AJ 101*

This course acquaints the student with the role of law enforcement in government and the critical importance of effective community relations. The dynamics of race relations and other current social

problems directly related to the law enforcement community are explored. This course focuses on attitudes of the public and the law enforcement officer, why these attitudes exist and what can be done to improve the situation. (3 hrs. lect. per week)

**AJ 235 ETHICS IN THE CRIMINAL JUSTICE SYSTEM (3)**

*Prerequisite or Corequisite: AJ 101*

An identification and analysis of the diverse ethical issues encountered in the Criminal Justice System. Traditional ethical theories will be examined and applied to such topics as discretion, plea bargaining, bail, wiretapping, privacy, punishment, and prisoners' rights. (3 hrs. lect. per week)

**AJ 280 CURRENT ISSUES IN THE ADMINISTRATION OF JUSTICE (3)**

*Prerequisite or Corequisite: AJ 101*

This course is an exploration of issues related to the study of the administration of justice. Students will define, select, research, and examine these issues, then discuss the various viewpoints thereby conducting a thorough probe of important and controversial issues facing the justice professions. (3 hrs. lect. per week)

**AJ 283 SUBSTANCE ABUSE IN SOCIETY (3)**

*Prerequisite or Corequisite: AJ 101*

This course covers the historical development of drug enforcement in relation to changing social mores. Emphasis is placed on the detection and identification of illegal drugs and their suppression through enforcement and investigation. Tactics of enforcement will be presented along with a study of pertinent statutory and case law. The effects of rehabilitation and treatment will be explored. May be taken on a CR/N basis. (3 hrs. lect. per week)

**AJ 284 SEX RELATED CRIMES AND OFFENDERS (3)**

*Prerequisite or Corequisite: AJ 101*

The dynamics of sexual deviation, developmental theories of sexual abnormalities, and the Criminal Justice System and societal issues associated with these offenses will be studied. The course also examines the role and interaction of police, victim, and offender along with addressing profiling, and rehabilitation. May be taken on a credit/non-credit basis. (3 hrs. lect. per week)

## Aeronautics Maintenance Technology (AERO)

**AERO 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*AERO majors only.* This course provides students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Aeronautics Maintenance. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. of work experience per week per credit)

**AERO 100 INTRODUCTION TO AERONAUTICS (3)**

Introduction course open to declared majors just starting the program without restriction. This course is an introduction to the world of aviation. It includes aviation history, technologies, applied sciences and the air transportation system. The course is intended for Aeronautics majors planning to complete the Certificate, Associate of Science/Airway Science Degree, or transfer program options. Repeatable once but not for credit. (3 hrs. lect. per week)

**AERO 130 GENERAL AIRCRAFT MAINTENANCE I (7)**

*Prerequisite: ENG 20B & C & D & E or ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60 AND MATH 50 OR*

*Placement in MATH 27/103*

*AERO majors only.* Blueprint reading, mechanical drawing, aircraft weight and balance procedures, non-destructive testing, basic heat treating, use of technical manuals and other maintenance functions as specified by Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 131 ADVANCED GENERAL AIRCRAFT MAINTENANCE II (7)**

*Prerequisite: "C" in AERO 130*

*AERO majors only.* Fundamentals of direct and alternating current electricity, fundamentals of applied mathematics, and fundamentals of applied physics; calculate and measure electrical power volts, amps, and resistance; start, ground operate and move aircraft; overhaul piston and turbine engine ignition systems in accordance with Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 132 POWERPLANT MAINTENANCE I (7)**

*Prerequisites: "C" in AERO 130 and in 131*

*AERO majors only.* Fundamentals of piston engine construction and operation and basic powerplant indicating systems; inspect and repair opposed and radial piston engines; perform powerplant inspections; inspect engine indicating systems as specified by Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 133 AIRFRAME MAINTENANCE I (7)**

*Prerequisites: "C" in AERO 130 and in 131*

*AERO majors only.* Principles of aircraft sheetmetal structures; identification of aircraft fasteners, aircraft sheetmetal layout and fabrication; install special rivets and fasteners; inspect and repair sheetmetal structures; fabricate tubular structures and other aircraft structural maintenance functions as specified by Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 134 POWERPLANT MAINTENANCE II (7)**

*Prerequisites: "C" in AERO 130 and in 131 and in 132*

*AERO majors only.* Fundamentals of turbine engine construction and operation, piston and turbine engine fuel metering systems; inspect and service turbine engines, repair engine fuel metering components as specified in Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 135 AIRFRAME MAINTENANCE II (7)**

*Prerequisites: "C" in AERO 130 and in 131 and in 133*

*AERO majors only.* Principles of construction of aircraft wooden structures and repair of aircraft synthetic material; principles of rigging fixed and rotary winged aircraft; application of aircraft covering material, aircraft painting, rig rotary and fixed winged aircraft as specified by Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 136 POWERPLANT MAINTENANCE III (7)**

*Prerequisites: "C" in AERO 130 and in 131 and in 132 and in 134*

*AERO majors only.* Theory and operation of engine fire detection and control systems, theory of operation and construction of aircraft propellers and related components; inspect and repair engine exhaust and cooling systems, repair and balance propellers as specified in Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

**AERO 137 AIRFRAME MAINTENANCE III (7)**

*Prerequisites: "C" in AERO in 130 and in 131 and in 133 and in 135*

*AERO majors only.* Theory of operation of aircraft hydraulic, pneumatic, oxygen and auto-pilot systems; inspect and repair aircraft hydraulic, fuel, pneumatic and instrument systems and other aircraft components as specified by Federal Aviation Regulation Part 147. (250 hrs. lect./lab. over 8 weeks)

## Aerospace Studies (AS)

**OFFICE:** 1460 Lower Campus Drive, UH Mānoa, Tel: 956-7734

**FACULTY:** B. LaBorte (UH Mānoa)

*Aerospace Studies (AS) is part of the Air Force Reserve Officers Training Corps (AFROTC) program. Men and women who successfully complete all requirements are commissioned as second lieutenants in the US Air Force. They then serve on active duty or may in some cases obtain educational delay for graduate studies. Academic courses are open to any student without obligation to the Air Force. Four-year, three-year and two-year program options are available.*

*Interested students may obtain information from the director at 1460 Lower Campus Drive, Honolulu 96822, phone number 956-7734/7762 or visit our web site at [www.afrotc.com](http://www.afrotc.com). Leadership laboratory required for 101–102, 201–202. Conducted within framework of organized cadet corps with progression of experiences designed to develop leadership potential. Involves Air Force customs and courtesies, drill, career progression.*

**AS 101 FOUNDATIONS OF THE UNITED STATES AIR FORCE (1)**

*Tuition is waived, classes are held at UH Mānoa. For more information call AFROTC at 956-7734/7762.*

*Study of the total force structure, strategic offensive and defensive, general purpose, and aerospace support forces of the Air Force in the contemporary world. A-F only. (1 hr. lect. per week)*

**AS 101L LEADERSHIP LABORATORY (1)**

*Supplement to AS 101. Tuition is waived, classes are held at UH Mānoa. For more information call AFROTC at 956-7734/7762.*

*Provide first-year cadets an informative and motivational program designed to recruit, retain, and familiarize cadets with the Air Force way of life and foster leadership, followership, teamwork, and esprit de corps. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)*

**AS 102 FOUNDATIONS OF THE UNITED STATES AIR FORCE (1)**

*Tuition is waived, classes are held at UH Mānoa. For more information call AFROTC at 956-7734/7762.*

*Continuation of 101. A-F only. (1 hr. lect. per week)*

**AS 102L LEADERSHIP LABORATORY (1)**

*Supplement to AS 102. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.*

Continuation of AS 101L. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr, sessions of Physical Training, total 4 hrs. per week)

**AS 201 EVOLUTION OF USAF AIR AND SPACE POWER (2)**

*Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.*

Study of Air Force heritage, Quality Air Force principles, ethics, and an introduction to leadership and group leadership problems. Application of written and verbal communication skills is included. A-F only. (2 hr. lect. per week)

**AS 201L LEADERSHIP LABORATORY (1)**

*Supplement to AS 201. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.*

Provide cadets scheduled to attend field training (enroll in AS 304 or AS 306 in the upcoming summer) with the mental and physical skills needed to succeed in the AFROTC field training environment. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr, sessions of Physical Training, total 4 hrs. per week)

**AS 202 EVOLUTION OF USAF AIR AND SPACE POWER (2)**

*Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.*

Continuation of 201. A-F only. (2 hr. lect. per week)

**AS 202L LEADERSHIP LABORATORY (1)**

*Supplement to AS 202. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.*

Continuation on AS 201L. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr, sessions of Physical Training, total 4 hrs. per week)

## American Studies (AMST)

**AMST 201 THE AMERICAN EXPERIENCE (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Dominant American values and institutions; influence of political, social and environmental factors; ideas of individualism, success and national character. (3 hrs. lect. per week)

**AMST 202 DIVERSITY IN AMERICAN LIFE (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Variety and diversity in American life; creation of a multicultural, multiracial society; distinctive outlooks shaped by ethnicity, gender, race, age and other factors. (3 hrs. lect. per week)

**AMST 211 CONTEMPORARY AMERICAN ISSUES: DOMESTIC (3)**

*Prerequisite: ENG 100 or placement in ENG 209–260*

Exploration of current issues such as discrimination, jobs, family life, criminal justice, economic trends, health care, environmental protection and national security. (3 hrs. lect. per week)

**AMST 212 CONTEMPORARY AMERICAN ISSUES: WORLD (3)**

*Prerequisite: ENG 100 or placement in ENG 209–260*

Exploration of current issues such as Soviet-American tensions, foreign trade, conventional and nuclear weaponry, global environmental issues and Third World relations. (3 hrs. lect. per week)

## Anthropology (ANTH)

**ANTH 20 SURVEY OF ANTHROPOLOGY (3)**

*Prerequisite: Placement in ENG 22/60*

This course examines the development of the human species, human variation, adaptation to the environment, and the interaction of human biology and culture. Case studies deal with the people of developing countries. Designed for non-transfer students. (3 hrs. lect. per week)

**ANTH 135 PACIFIC ISLAND PEOPLES (3)**

*Recommended Prep: Placement in ENG 22/60*

Introduction to the peoples and cultures of the Pacific Islands. Emphasis is on cultural change and comparisons with Hawaiian ancient and modern cultures. Cross-listed as SSCI 125. (3 hrs. lect. per week)

**ANTH 150 HUMAN ADAPTATIONS (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

Human variation, physical and cultural, examined for its possible survival value under particular conditions from prehistoric times to present. How various ways of life and physical characteristics are adaptive or maladaptive. Implications for the future. (3 hrs. lect. per week)

**ANTH 151 EMERGING HUMANITY (3)***Recommended Prep: Placement in ENG 22/60*

Introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500. (3 hrs. lect. per week)

**ANTH 152 CULTURE AND HUMANITY (3)***Recommended Prep: Placement in ENG 22/60*

Introduction to cultural anthropology. How human groups have come to terms with, modified, and even created their physical, social, natural, and supernatural environments, and endowed their lives with meaning and order. (3 hrs. lect. per week)

**ANTH 200 CULTURAL ANTHROPOLOGY (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

This course is concerned with the nature of culture; an introduction to basic concepts of analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual and cultural change. (3 hrs. lect. per week)

**ANTH 210 ARCHAEOLOGY (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

An introduction to the methods and problems of archaeology. The course covers methods of excavation and examines famous prehistoric sites and the contributions they have made to an understanding of the origins and development of civilization. (3 hrs. lect. per week)

**ANTH 215 PHYSICAL ANTHROPOLOGY (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

An introduction to human evolution, heredity, primatology, early human populations, human growth and development, differences in modern people, and the development and differentiation of culture. (3 hrs. lect. per week)

## Architectural, Engineering and CAD Technologies (AEC)

**AEC 80 BASIC DRAFTING (3)**

A first course in drafting. Manual drafting procedures and practices, plus a 5-week glimpse at computer drafting. Designed primarily for students planning to enroll in regular-program Architectural, Engineering and CAD Technologies courses upon completion of this course. Also serves students preparing to be public school industrial arts teachers and those interested in a general "feel" for the subject of technical drawing. (2 hrs. lect., 3 hrs. lab. per week)

**AEC 110 BASIC AutoCAD (4)***Prerequisite: AEC 80 or instructor approval*

*AEC major only.* The foundation AutoCAD course in the Architectural, Engineering and CAD Technologies program. Basic commands and operations from 2D drawing and editing tools to creating solid models and rendering. 2D drawing, text, dimensions, blocks, hatching, reference files, sharing data, 3D drawing, plotting, and more. Designed to qualify students for Autodesk certification. This course also available non-credit in four modules. (2 hrs. lect.; 6 hrs. lab. per week)

**AEC 114 ARCHITECTURAL GRAPHICS (3)***Prerequisite: AEC 80 or instructor approval*

*AEC major only.* Types of architectural solid and spatial representation. Three components: (1) Orthographic and axonometric drawing, descriptive geometry, and shadow casting in AutoCAD. (2) Axonometric drawing, perspectives, and shadow casting in ArchiCAD and overlay drawings with entourage. (3) Freehand drawing mostly off campus. This course also available non-credit in three modules as enumerated. (1 hr. lect.; 6 hrs. lab.)

**AEC 118 CONSTRUCTION MATERIALS (3)**

A broad survey of materials and products used in the building industry, their nature, characteristics, variety and uses. Concrete, masonry, wood, metals, conveying systems, electrical and mechanical systems, and other topics based on the CSI format. Emphasis on materials and construction in Hawaii. An interactive Internet course—not a CAD or project-based course. This course also available non-credit in three modules. (2 hrs. lect.; 3 hrs. lab. per week)

**AEC 120 INTRODUCTION TO CONSTRUCTION DRAWINGS (3)***Prerequisite: AEC 110**Recommended Prep: AEC 118*

*AEC major only.* A core AEC course in basic building construction and common construction drawings. Foundations, framing, doors and windows, cornices, roofs—architectural dimensions, materials symbols, drawing conventions, construction conceptualization, and more. An AutoCAD course that applies

procedures from AEC 110 and materials information from AEC 118. This course also available non-credit in three modules. (2 hrs. lect.; 3 hrs. lab. per week)

### **AEC 123 RESIDENTIAL PLANNING AND DESIGN (3)**

*Prerequisite:* AEC 114

*AEC major only.* A design fundamentals, development, and presentation course that precedes the project-based working drawings courses (AEC 130 and 140). Application of AEC 114 techniques to preliminary board designs of increasing complexity. Architectural design concepts and principles, application of AutoCAD and ArchiCAD, study models, rendering, group and juried presentations. (2 hrs. lect.; 3 hrs. lab. per week)

### **AEC 124 BUILDING INFORMATION MODELING SOFTWARE (3)**

*Prerequisites:* AEC 110 and AEC 114

*AEC major only.* This course provides students with the opportunity to work on a medium-size modeling/drafting project using the latest architectural software. Emphasis is on the three-dimensional drawing tools of the Revit software. Architectural models, rendering, and animation are important elements of the course. Students create photo realistic computer images of buildings, components, and the project site. (2 hrs. lect.; 3 hrs. lab. per week)

### **AEC 127 CIVIL ENGINEERING DRAWING (3)**

*Prerequisites:* AEC 110, AEC 114, and MATH 53/55/107/140/placement in MATH 205

*AEC major only.* Introduction to civil engineering drawing with AutoCAD. Maps, surveys, drawing scales and conventions, contours and profiles, site plans and plot plans, site utilities, topographic models, excavation, retaining walls, highway layout, subdivision and block plans. This course also available non-credit. (1 hr. lect.; 6 hrs. lab. per week)

### **AEC 130 RESIDENTIAL WORKING DRAWINGS (3)**

*Prerequisite:* AEC 120

*Corequisite:* AEC 131 or instructor approval

*AEC major only.* A core course in the advanced study and application of materials and methods of construction specifically related to two-story dwellings. Projects utilize light wood, steel, and/or masonry construction principles and practices. Basic residential planning, drafting expressions, architectural details, and complete working drawings. All drawing is done using computer-aided design (CAD) software. (1 hr. lect.; 6 hrs. lab. per week)

### **AEC 131 CONSTRUCTION CODES (2)**

*Prerequisites:* AEC 120, ENG 100

*Corequisite:* AEC 130

*AEC major only.* This course explores the ramifications of codes on building projects. Students apply the material of the course relating to zoning, building, and accessibility requirements to drawing projects in the corequisite course, AEC 130. This is a lecture-discussion-exercise course. (2 hrs. lect. per week)

### **AEC 135 INTRODUCTION TO THE BUILT ENVIRONMENT (3)**

*Prerequisite:* ENG 22/60 OR placement in ENG 100

A wide-ranging course that covers the philosophical development of society's physical fabric as revealed by the range of representative physical designs. Form and function, symbolism, behavioral influences, theories of aesthetics, design and progress, and design and economics, commerce, war, and religion are some of the subjects of this course. Fall semester only. (3 hrs. lect. per week)

### **AEC 136 STRUCTURAL DRAWING**

*Prerequisites:* AEC 120, MATH 53 or Placement in Math 55/58/135

*Recommended Prep:* AEC 118

*AEC major only.* Introduction to structural drawing for building construction—to load analysis, concrete and steel plan and detail drawing, and wood frame design and drawing with AutoCAD. Emphases on roof framing, lintels and beams, and posts and columns. The goal is develop in students a "sense" and basic understanding of structure in building construction. This course also available non-credit in three modules. (1 hr. lect.; 6 hrs. lab. per week)

### **AEC 138 CONSTRUCTION ESTIMATING AND BIDDING (3)**

*Prerequisites:* AEC 118, AEC 120, ENG 100

*AEC major only.* This course introduces students to construction contracts, types of estimates, construction costs, cost accounting, purposes and functions. Students also gain experience in generating material quantity takeoffs from construction drawings. Estimating construction costs is also covered. A computer spreadsheet program is used in the course. This course also available non-credit. (2 hrs. lect.; 3 hrs. lab. per week)



**AEC 139 FIELD SHADOW EXPERIENCE (1)***Prerequisite: AEC 120*

*AEC major only.* Students individually shadow an architect, engineer, or other industry professional for two hours per week (7 times) at times arranged. Three group meetings with all instructors for orientation and to share experiences. Placement tailored to student needs and interests. Students may enroll 2 times for credit. (2 hrs. field experience per week for 7 weeks)

**AEC 140 COMMERCIAL WORKING DRAWINGS (3)***Prerequisite: AEC 130**Corequisite: AEC 141*

*AEC major only.* A core course that includes the theory and practice involved in producing and organizing working drawings using computer-aided design techniques for multi-family and commercial projects. Students are exposed to design, layout, and construction methods used in steel, concrete, masonry, and wood systems. Independent research emphasized. All drawing is done using computer-aided (CAD) software. (1 hr. lect.; 6 hrs. lab. per week)

**AEC 141 BUILDING SERVICES (3)***Corequisite: AEC 140**Recommended Prep: AEC 118*

*AEC major only.* Preliminary and detail planning of service and mechanical equipment and facilities in multi-family, commercial, industrial, and municipal buildings. Topics include energy, thermal control, acoustics, large capacity plumbing and electrical systems, fire protection equipment, vertical transportation equipment, security systems, and service accesses. (2 hrs. lect.; 3 hrs. lab. per week)

**AEC 146 3D STUDIO VIZ (3)***Prerequisites: AEC 110, AEC 124*

*AEC major only.* An introduction to AutoCAD 3D Studio VIZ, a high-end 3D modeling and rendering program primarily aimed at building design. Topics of the course include the user interface, basic modeling concepts, scene creation, object creation, material rendering, and lighting. Students construct several 3D computer models. This course also available non-credit. (1 hr. lect.; 6 hrs. lab. per week)

**AEC 149V PREPARATION FOR EMPLOYMENT IN THE AEC FIELD (1-2)***Prerequisite or Corequisite: AEC 130, or instructor approval**Recommended Prep: Upper level standing if non-AEC major*

A team-taught course in preparation for employment in the architectural, engineering, and construction industry. Half of the course is devoted to the AEC job market, job search strategies, resume writing, interviewing, and succeeding on the job. The other half of the course is devoted to designing and creating a professional portfolio. (1-2 hrs. lect.; 2 hrs. lab. per week)

**AEC 193V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

*AEC majors only.* This course provides students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Architectural, Engineering and CAD Technologies. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

**Art (ART)****ART 30 THE VISUAL ARTS (3)**

An introduction to the visual ideas and materials of art for non-majors. (3 hrs. lect. per week)

**ART 100 ARTS AND CRAFTS (3)***Recommended Prep: Placement in ENG 22/60*

A basic course designed to provide the opportunity to explore several of the various arts and crafts. Visiting artists will participate on selected projects. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 101 INTRODUCTION TO THE VISUAL ARTS (3)***Prerequisite: ENG 22/60 OR Placement in ENG 100*

Nature of visual art and its expression in various forms. Lectures, demonstrations. (3 hrs. lect. per week)

**ART 104 INTRODUCTION TO PRINTMAKING (3)***Recommended Prep: Placement in ENG 22/60*

An introduction to the materials and techniques of major printmaking processes in historical and contemporary application. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 112 INTRODUCTION TO COMPUTER ART (3)***Prerequisite: ICS 100M**Recommended Prep: ENG 22/60 and MATH 22/50*

Introduction to the technology, vocabulary, and procedures of computer produced images; the use of computer graphics as an artist's tool. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 113 INTRODUCTION TO DRAWING (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

Two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 115 INTRODUCTION TO 2D DESIGN (3)***Recommended Prep: ENG 22/60 and MATH 22/50 or higher.*

Basic design concepts, elements and principles of organization. Emphasizes problem-solving and technical skills with introduction to computer. May be graded on a CR/N basis.

(2 hrs. lect.; 4 hrs. lab. per week)

**ART 123 INTRODUCTION TO PAINTING (3)***Recommended Prep: ENG 22/60 OR placement in ENG 100*

Theory and practice of painting; basic material and technical procedures will be addressed.

(2 hrs. lect.; 4 hrs. lab. per week)

**ART 170 HISTORY OF WESTERN ART (3)***Prerequisite: ART 101*

Major developments of the Arts of Europe and the Americas. (3 hrs. lect. per week)

**ART 180 HISTORY OF ASIAN ART (3)***Prerequisite: ART 101*

Major developments of the Arts of Asia. (3 hrs. lect. per week)

**ART 213 INTERMEDIATE DRAWING (3)***Prerequisite: ART 113.*

Extension of ART 113; drawing concepts unique to this century. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 214 LIFE DRAWING (3)***Prerequisite or Corequisite: ART 213*

Study of the figure. Repeatable once for credit. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 223 INTERMEDIATE PAINTING (3)***Prerequisites: ART 123*

Survey of late 19th and 20th century studio practice with emphasis on abstraction and non-representational painting. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 275 WOMEN IN ART (3)***Prerequisites: ENG 100 OR placement in ENG 209-260 AND WS 151 AND ART 101 AND (SOC 100 or PHIL 100)*

An interdisciplinary survey of the role of women as subject/object in the visual arts, their activity as creators of art and as participants in the art world. Cross-listed as WS 275 and credit may be received only for ART 275 OR WS 275, but not both. (3 hrs. lect. per week)

## Asian Studies (ASAN)

**ASAN 100 CROSS CULTURE PERCEPTION AND AWARENESS (3)***Recommended Prep: Placement in ENG 22/60*

The purpose of this course will be to raise the student's awareness and understanding of the operation and composition of non-American cultures and societies. The skills of observation and analysis that students will acquire through this course should enable them to confront and interact with any other non-American culture. (3 hrs. lect. per week)

**ASAN 241 CIVILIZATIONS OF ASIA I (3)***Prerequisite: ENG 22/60 OR placement in ENG 100**Recommended Prep: ENG 100 or Placement in ENG 209-260*

Historical survey of major civilizations of Asia from earliest times: East Asia, Southeast Asia, and South Asia. Cross-listed as HIST 241. (3 hrs. lect. per week)

**ASAN 242 CIVILIZATIONS OF ASIA II (3)***Prerequisite: ENG 22/60 OR placement in ENG 100**Recommended Prep: ENG 100 or Placement in ENG 209-260*

Continuation of ASAN 241. Cross-listed as HIST 242. (3 hrs. lect. per week)

**ASAN 244 MODERN JAPAN 1600 TO THE PRESENT (3)***Recommended Prep: HIST 152*

Development of modern Japanese social, cultural, and political history from the beginning of the Edo period to the present. Cross-listed as HIST 244. (3 hrs. lect. per week)

**Astronomy (ASTR)****ASTR 110 SURVEY OF ASTRONOMY (3)**

Survey of the nature of the astronomical universe for non-science majors, with emphasis on scientific method and development of scientific thought. (3 hrs. lect. per week)

**Auto Body Repair and Painting (ABRP)****ABRP 62 METAL STRAIGHTENING BODY FILLER TECHNIQUES (2)**

*ABRP majors only.* This course prepares the student for the program. It orients the student to the safety practices in the shop environment. Students will gain an understanding of the program requirements, college policies, and occupational/industry expectations as well as an insight into career opportunities. This course will also introduce the student to the use of basic hand tools, working with light gauge metal, and plastic (filler) repair. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks.)

**ABRP 63 WELDING AND CUTTING TECHNIQUES (2)**

*Prerequisite: ABRP 62*

*ABRP majors only.* This course will introduce the student to basic oxyacetylene welding techniques. Oxyacetylene and plasma arc cutting techniques will also be introduced. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks.)

**ABRP 64 CORROSION REPAIR TECHNIQUES (2)**

*Prerequisite: ABRP 63*

*ABRP majors only.* This course will introduce the student to the proper use, care, and operation of the resistance spot welder. The course will also allow the student to learn, practice, and demonstrate his/her skills as they relate to light gauge metal rust repair. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks.)

**ABRP 65 MIG WELDING (2)**

*Prerequisite: ABRP 64*

*ABRP majors only.* This course will emphasize the use, care and proper operation of the MIG welder. The course will allow students to learn, practice, and demonstrate their skills as they relate to welding techniques associated with auto body repair of light and heavy gauge metal. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks.)

**ABRP 66 REFINISHING SAFETY AND VEHICLE PREPARATION (3)**

*Prerequisite: ABRP 62*

*ABRP majors only.* This course provides an introduction to the safety procedures and practices for automotive refinishing including OSHA guidelines, right to know ACT, EPA, etc. Also studied are the pre-refinishing operations needed prior to the application of refinish material to the vehicle. (90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 67 DETAILING (1)**

*ABRP majors only.* The student will be introduced to the products and equipment used in color finessing. Students will be given the opportunity to learn, practice, and demonstrate their skills as they relate to color finessing and final detail of the vehicle for delivery. (30 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 1.25 weeks)

**ABRP 68 CORROSION PROTECTION PRINCIPLES (1)**

*Prerequisite: ABRP 65*

*ABRP majors only.* This course will cover corrosion principles and factory corrosion protection, with emphasis on repair methods and materials for corrosion protection. (30 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 1.25 weeks)

**ABRP 69 COLOR MIXING AND MATCHING (3)**

*Prerequisite: ABRP 66*

*ABRP majors only.* This course introduces students to the safety procedures, proper operation, and maintenance of the tools and equipment used for automotive refinishing. Topcoat color analysis, tinting, and mixing is introduced with an emphasis on paint application. (90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 70 PAINT BLENDING TECHNIQUES (3)***Prerequisite: ABRP 69**ABRP majors only.* This course will introduce students to the different techniques and various top coats used for refinishing with emphasis on panel blending.

(90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 71 PAINT APPLICATION PROBLEMS (2)***Prerequisite: ABRP 70**ABRP majors only.* Various paint problems and film defects caused by curing, mixture, and spraying techniques, together with possible solutions will be covered in this course.

(60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)

**ABRP 72 AUTOMOTIVE COMPOSITE REPAIRS (3)***ABRP majors only.* This course provides an introduction to the latest repair techniques of interior and exterior composite parts with an emphasis on composite identification and workability. Students will have the opportunity to learn, practice, and demonstrate their skills as they relate to composite repair.

(90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 73 COLLISION PREP AND PANEL ALIGNMENT (4)***ABRP majors only.* This course will introduce students to the auto body collision repair environment. The focal point of instruction will involve the unibody of the late model collision damaged vehicle and preparation of the vehicle for collision repair. Other areas of instruction will introduce students to the theory and practice of the adjustment and alignment of door, hood, decklid, etc. (120 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 5 weeks)**ABRP 74 QUARTER PANEL REPLACEMENT TECHNIQUES (2)***Prerequisite: ABRP 65**ABRP majors only.* Primary areas of instruction in this course will include fundamental procedures in the removal of stationary glass and the removal and replacement of a vehicle quarter panel.

(60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)

**ABRP 75 DOOR SKIN ALIGNMENT AND REPLACEMENT (2)***Prerequisite: ABRP 73**ABRP majors only.* This course will cover fundamental procedures in the removal, reinstallation, and adjustment of movable door glass. Major emphasis on the theory of removing and replacing door outer skins will also be included. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)**ABRP 76 ADVANCED WELDING METHODS (2)***Prerequisite: ABRP 65**ABRP majors only.* Students will be introduced to the theory of advanced welding employed in welding different metal alloys. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)**ABRP 77 ESTIMATING VEHICLE DAMAGE (2)***ABRP majors only.* The focus of this course will be to give students the opportunity to learn the basic skills and understanding needed to read and interpret a damage report. Students will also be given an opportunity to create a manually written damage report.

(60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)

**ABRP 78 COLLISION DAMAGE ANALYSIS (3)***ABRP majors only.* Specific areas to be covered relate to the identification and analysis of damage through visual inspection and measuring techniques. Emphasis will be placed on the ability to identify quick telltale signs of damage. Students will also move from basic structural measuring principles, techniques, and equipment to various types of state-of-the-art frame measuring equipment. The unibody of the late model vehicle will be the focal point of instruction.

(90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 79 STRUCTURAL STRAIGHTENING TECHNIQUES (3)***Prerequisite: ABRP 65 and ABRP 78**ABRP majors only.* Students will learn, practice, and demonstrate their skills as they relate to different anchoring systems, and their set-up. This course will further introduce students to the theory and practice of various straightening techniques and systems.

(90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

**ABRP 80 PANEL REPLACEMENT (6)***Prerequisite: ABRP 65 and ABRP 79**ABRP majors only.* This course will expose students to factory attachment methods of structural/non-structural components and the proper procedures for replacing these components. The method of sectioning structural/non-structural components will also be explored.

(180 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 7.5 weeks)

**ABRP 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*ABRP majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Auto Body Repair and Painting. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit.)

## Automotive Technology (AMT)

**AMT 20 INTRODUCTION TO AUTOMOTIVE MECHANICS (2)**

*Prerequisite:* Valid driver's license, ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 20/60 MATH 20B & C & D OR "C" in MATH 24/50/53 OR placement in MATH 25/55

*Corequisite:* AMT 53 and 55

*AMT majors only.* Policies and procedures of the AMT program, various career opportunities in the automotive field, shop safety, proper use of technical reference manuals and identifying and proper use of basic hand tools and precision measuring tools. (60 hrs. lect./lab. per term)

**AMT 30 ENGINES (8)**

*Prerequisites:* AMT 46 and AMT 50

*Corequisite:* AMT 40

*Recommended Prep:* Employed in the automotive industry

*AMT majors only.* This course will cover shop safety, tools and all components found in the modern internal combustion engine. The course is designed to provide students with an understanding of the fundamental operation and construction of internal combustion engines. Instruction will include theory and laboratory (shop) activities in which students will learn how to inspect, service, maintain, diagnose, and repair automobile engine malfunctions. Course includes live work. (240 hrs. lect./lab. per term)

**AMT 40 ELECTRICAL SYSTEMS I (4)**

*Prerequisites:* AMT 46 & 50, and PHYS 56

*Corequisite:* AMT 30

*Recommended Prep:* Employment in the automotive industry

*AMT majors only.* This course will cover shop safety, applicable tools and equipment. It is designed to provide students with the essential theories and practical skills to service and repair battery, starting, charging, and lighting systems. Diagnostic procedures using wiring diagrams and electrical test equipment to locate shorts, grounds, opens and resistance problems will also be covered. Course includes live work. (120 hrs. lect./lab. per term)

**AMT 42 ELECTRICAL SYSTEMS II (8)**

*Prerequisites:* AMT 30 and AMT 40

*Corequisite:* AMT 43

*AMT majors only.* This course is designed to provide students with the essential theories and practical skills in diagnosing, testing and repairing various ignition systems, dash gauges, warning devices, power windows. This course also includes principles of operation of electronic cruise control, along with other solid state accessories and circuitry and wiper systems. Course includes live work. (240 hrs. lect./lab. per term)

**AMT 43 AIR CONDITIONING (4)**

*Prerequisites:* AMT 30 and AMT 40

*Corequisite:* AMT 42

*Recommended Prep:* Employment in the automotive industry

*AMT majors only.* This course covers shop safety, training in specialty tools and equipment. Included are fundamental theories, diagnosis, and repair practices to automotive air conditioning systems. Presented in the course are the operation and function of the vacuum, electrical, refrigeration circuits, along with computer controlled climate control systems. Course includes live work. (120 hrs. lect./lab. per term)

**AMT 46 POWERTRAIN AND MANUAL TRANSMISSIONS (5)**

*Prerequisites:* AMT 53 and AMT 55

*Corequisite:* AMT 50

*AMT majors only.* In this class, students will learn shop safety, proper use of related tools and equipment. The various designs of manual transmissions, differentials, and transaxles are covered in this course along with the many drive line components found in the undercarriage of the automobile. Each major component is covered in detail, including such topics as purpose, application, operation, inspection, diagnosis, and repair. Course includes live work. (150 hrs. lect./lab. per term)

**AMT 50 AUTOMATIC TRANSMISSIONS/TRANSAXLES (7)**

*Prerequisites:* AMT 53 and AMT 55

*Corequisite:* AMT 46

*Recommended Prep:* Employment in the automotive industry

*AMT majors only.* This course explains the fundamental principles of automatic transmission designs and operations found on both Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) vehicles. Service and overhaul procedures are given on various import and domestic automatic transmissions according to the manufacturer's standards. Introduction to Electronically Controlled Automatic Transmissions (ECAT) also included. (210 hrs. lect./lab. per term)

**AMT 53 BRAKES (5)**

*Prerequisite:* AMT 20

*Corequisite:* AMT 55

*Prerequisite or Corequisite:* PHYS 56

*AMT majors only.* This course covers shop safety, related tools, fundamental principles of operation and practical application needed to perform repairs to automotive braking systems. Various mechanical, hydraulic, vacuum, electrical, and computer devices incorporated in the automobile's braking system will be covered. They include an introduction to Anti-lock Braking Systems manufactured by Teves, Bosch, Delco, and Kelsey-Hayes along with established troubleshooting and service procedures. Course includes live work. (150 hrs. lect./ lab. per term)

**AMT 55 SUSPENSION AND STEERING (5)**

*Prerequisite:* AMT 20

*Corequisite:* AMT 53

*Prerequisite or Corequisite:* PHYS 56

*AMT majors only.* This course covers the need of today's automotive suspension system specialist. Fundamental information, repair procedures and current service practices are included. Various types of suspension and steering components found in the modern automobile are covered with steering geometry and wheel alignments of 2 and 4 wheel steering automobiles. An introduction to Supplemental Restraint Systems (air bags) also included. (150 hrs. lect./lab. per term)

**AMT 67 ENGINE PERFORMANCE (12)**

*Prerequisites:* AMT 20 & 30 & 40 & 43 & 46 & 50 & 53 & 55

*AMT majors only.* This course will deal with the systematic diagnostic approach to isolate malfunctions for computerized engine control systems. Students will be introduced to various components and their relationship to others in system functions. The course covers service codes, analysis of drivability symptoms, and pin-point test procedures using modern diagnostic strategies and various state-of-the-art equipment. (360 hrs. lect./lab. per term)

**AMT 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*AMT majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Automotive Mechanics Technology. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit.)

## Aviation, Commercial (AVIT)

*(See Commercial Aviation)*

## Aviation Maintenance (AVIA)

*The Aviation Maintenance courses (50, 52, & 53) are intended for those individuals who have qualified to take the General, Airframe and/or Powerplant written tests as authorized by Federal Aviation Regulation Part 65.77 experience requirements. These courses do not apply towards certification under Part 147 of the Federal Aviation Regulations. Refer to the section titled AERONAUTICS MAINTENANCE TECHNOLOGY (AERO) for the courses required for Part 147 certification of aircraft maintenance technicians.*

*These are survey courses for experienced uncertified aircraft technicians intended to increase their theoretical and practical understanding of the subjects listed in the course descriptions prior to taking the written and practical exams. The courses may also be beneficial to those individuals planning to enter the Part 147 program and other individuals interested in aircraft maintenance technologies.*

**AVIA 50 GENERAL AVIATION MAINTENANCE (3)**

This general course is a non-certification course including Federal Aviation Administration regulations as applicable to maintenance, drafting, precision measurement, weight and balance, electricity, ground operations and servicing, hardware, materials and processes, fluid lines and fittings, non-destructive testing, and physics (3 hrs. lect. per week)



#### **AVIA 52 AIRFRAME MAINTENANCE (4)**

The airframe course is a non-certification course including aerodynamics, wood work, composite materials, fabric and finishes, sheet metal construction and repair, welding, rigging for fixed and rotary wing aircraft, airframe systems, avionics, hydraulics, landing gear, tires, brakes, and inspections. (3 hrs. lect.; 3 hrs. lab. per week)

#### **AVIA 53 POWERPLANT MAINTENANCE (4)**

The powerplant course is a non-certification course including reciprocating engine overhaul and maintenance, engine systems, propeller operation and maintenance, accessory systems, gas turbine operation and maintenance, fuel metering systems, and powerplant electrical systems. (3 hrs. lect.; 3 hrs. lab. per week)

### **Biochemistry (BIOC)**

#### **BIOC 241 FUNDAMENTALS OF BIOCHEMISTRY (3)**

*Prerequisite: MATH 25*

Biological chemistry stressing integration of concepts of general, inorganic, and biochemistry and applications to life chemistry. (3 hrs. lect. per week)

#### **BIOC 251 ELEMENTS OF BIOCHEMISTRY (3)**

*Prerequisites: BIOC 241 or CHEM 151*

Biochemical principles and concepts as applied to living systems. Includes sufficient organic chemistry to understand these principles (3 hrs. lect. per week)

### **Biology (BIOL)**

#### **BIOL 22 HUMAN ANATOMY & PHYSIOLOGY (3)**

The structure and function of the human body. The organization of the body from cells through organ-systems with particular emphasis on the ten organ systems. This non-laboratory course is designed for students with no previous work in chemistry or physics. (3 hrs. lect. per week)

#### **BIOL 100 HUMAN BIOLOGY (3)**

An introduction to the structure and function of cells, tissues, organs, and organ systems of the body. In addition, there will be selected topics on nutrition, infectious diseases and immunity, the nature of cancer, reproductive biology, and human genetic disorders. (3 hrs. lect. per week)

### **Blueprint Reading (BLPR)**

#### **BLPR 22 BLUEPRINT READING (3)**

A basic course designed primarily for students in the construction trades. Topics include principles of graphic representation, basic building construction, interpretation of working drawings, and building specifications. (3 hrs. lect. per week)

### **Boat Maintenance and Repair (MARR)**

*(See Small Vessel Fabrication and Repair)*

### **Botany (BOT)**

#### **BOT 101 GENERAL BOTANY I (3)**

*Corequisite: BOT 101L*

Lectures in this course will explore plant growth and development by means of a study of plant structure and function. There will be a consideration of evolution and classification and the interaction between plants and the environment. (3 hrs. lect. per week)

#### **BOT 101L GENERAL BOTANY I LABORATORY (1)**

*Corequisite: BOT 101*

Laboratories will involve specific application of lecture material and several field trips to various parts of Oahu. (3 hrs. lab. per week)

#### **BOT 105 MEA KANU: HAWAIIAN PLANTS AND THEIR USES (3)**

*Prerequisites: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

This course explores the cultural uses of plants by humans in the Hawaiian archipelago and elsewhere in Polynesia. Focus will be upon those plants that were originally found in Hawai'i when early settlers came and those plants that were brought by them. Cross-listed as HWST 105. (3 hrs. lect. per week)

**BOT 130 PLANTS IN THE HAWAIIAN ENVIRONMENT (3)***Corequisite: BOT 130L*

This course is a study of some of the plants which grow in Hawai'i. Plants will be identified and discussed in regard to their form and structure. Evolution and ecology of the plants will also be considered.  
(3 hrs. lect. per week)

**BOT 130L PLANTS IN THE HAWAIIAN ENVIRONMENT LABORATORY (1)***Corequisite: BOT 130*

Laboratories will involve specific application of lecture material and several field trips to various parts of Oahu. (3 hrs. lab. per week)

**Business (BUS)****BUS 300 FUNDAMENTALS OF MANAGEMENT FOR IT (3)***Prerequisites: ENG 100 and A.S. degree in CENT or equivalent**Recommended Prep: ENG 209*

This course provides an introduction to the world of business and organizations and examines the functions and relationships of marketing, human resources, accounting, information systems and law, with specific application to the field of Information Technology. (3 hrs. lect. per week)

**Business Law (BLAW)****BLAW 200 LEGAL ENVIRONMENT OF BUSINESS (3)***Prerequisites: ENG 100 and MATH 25 OR placement in ENG 209–260 and MATH 100*

Introduction to the legal environment of business operations with particular attention to principles of law relating to contracts, agency, partnerships, and corporations. May be taken on a CR/NC basis.  
(3 hrs. lect. per week)

**Carpentry Technology (CARP)****CARP 20 MATERIALS, HARDWARE, AND TOOLS MAINTENANCE (11)***Prerequisite: ENG 20B & C & D & E or ESL 11 & 13 & 14 & 17 OR placement in ENG 21/51, MATH 20B & C & D OR placement in MATH 50/53**Corequisite: CARP 30*

*CARP major only.* This course provides an overview of the materials, hardware, and fastening devices currently used in the industry. The care and maintenance of hand and power tools are covered.  
(5 hrs. lect.; 18 hrs. lab. per week)

**CARP 22 CONCRETE FORM CONSTRUCTION (11)**

*CARP major only.* This course is designed to familiarize students with concrete form construction. Topics include the construction terms, materials, methods used in construction, techniques in heavy concrete construction, uses of the builder's transit for leveling, setting grade lines, sighting overhead points, and plumbing columns. (5 hrs. lect.; 18 hrs. lab. per week)

**CARP 30 BLUEPRINT READING FOR CARPENTERS (4)**

*CARP majors only.* The interpretation of symbols, conventions, legends, abbreviations, dimensioning techniques, visualization of subject projects, techniques and procedures for extraction from a set of construction drawings, information for accurate construction and the preparation of necessary drawings and sketches as required by the carpenter. (2 hrs. lect.; 6 hrs. lab. per week)

**CARP 41 ROUGH FRAMING AND EXTERIOR FINISH (11)**

*CARP major only.* This course is designed to show students the basics of good house construction. Topics include layout and construction techniques of the various parts of a building—footings, foundations, wall and roof framings, roofings, exterior sidings, and door and window frames. City and County of Honolulu and Uniform Building Code regulations are introduced. (5 hrs. lect.; 18 hrs. lab. per week)

**CARP 42 FINISHING (11)***Instructor approval required.*

*CARP major only.* This course is designed to show students the methods and materials used to finish the interior of a house. Topics include the reading of plans, preparation and application of the various ceiling materials, partition layout, wall and partition panels, door frames, hanging doors, closets, bathroom linings, kitchen cabinets, interior trims, finishing hardware, and material estimating.  
(5 hrs. lect.; 18 hrs. lab. per week)

**CARP 93V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

*CARP majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in carpentry. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

**Chemistry (CHEM)****CHEM 55 FUNDAMENTALS OF COSMETIC CHEMISTRY (3)***Prerequisite or Corequisite: COSM 30 and 31L*

*COSM majors only.* Application of chemical principles to cosmetology. The course content will include: atomic structure, chemical bonding, acids and bases, hair structure, shampoos, bleaches and tints, waving and hair straightening. (3 hrs. lect. per week)

**CHEM 100 CHEMISTRY AND MAN (3)***Corequisite: CHEM 100L*

A non-mathematical descriptive overview designed to give the non-science major a basic understanding of chemistry, particularly as it relates to problems of society and the environment. The course includes topics such as atomic structure, chemical bonding, nuclear power and energy sources, air and water pollution, pesticides, drugs, plastics, soaps and detergents, and nutrition. (3 hrs. lect. per week)

**CHEM 100L CHEMISTRY AND MAN LABORATORY (1)***Corequisite: CHEM 100*

Experiments illustrating the role of chemistry in society to the nonscientist. (3 hrs. lab. per week)

**CHEM 105 ENVIRONMENTAL CHEMISTRY (4)***Prerequisites: ENG 20B & C & D & E or ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60,**MATH 20E & F & G or 50 or 53 OR placement in MATH 24/55**For OESM and FIRE majors. LBART: Request Instructor Approval.*

Introductory chemistry course covering basic and applied chemistry necessary for understanding toxicological and environmental effects of chemicals. Coordinated lecture and laboratory activities in basic chemistry, hazardous materials, applied biochemistry, and environmental chemistry. (3 hrs. lect.; 3 hrs. lab. per week)

**CHEM 151 ELEMENTARY SURVEY OF CHEMISTRY (3)***Prerequisite: MATH 25 OR placement in MATH 27/103**Corequisite: CHEM 151L*

Intended to provide the beginning student with a non-rigorous, but adequate, background in the fundamentals of chemistry. Suitable for students preparing for training in the life sciences and for those seeking a practical approach to chemistry. (3 hrs. lect. per week)

**CHEM 151L ELEMENTARY SURVEY OF CHEMISTRY LABORATORY (1)***Prerequisite: MATH 25 OR placement in MATH 27/103**Corequisite: CHEM 151*

Experiments introducing laboratory techniques and illustrating chemical principles. (3 hrs. lab. per week)

**CHEM 152 SURVEY OF ORGANIC & BIOORGANIC CHEMISTRY (3)***Prerequisite: (CHEM 151 & 151L) OR (CHEM 162 or 171)*

Structure, nomenclature, properties, reactions of organic compounds emphasizing those of practical importance in related fields. May be taken on a CR/NC basis. (3 hrs. lect. per week)

**CHEM 152L SURVEY OF ORGANIC & BIOORGANIC CHEMISTRY LABORATORY (1)***Prerequisites: CHEM 151L or 171L**Prerequisite or Corequisite: CHEM 152*

Techniques of preparation, purification, identification of organic compounds. May be taken on a CR/NC basis. (3 hrs. lab. per week)

**CHEM 161-CHEM 162 GENERAL CHEMISTRY I & II (3-3)***161 Prerequisite: MATH 27 or 103, OR placement in MATH 135/QM 121**162 Prerequisite: CHEM 161 and MATH 135 OR placement in MATH 140**Corequisite: CHEM 161L with CHEM 161; CHEM 162L with CHEM 162*

A two-semester transfer level course for health/science majors and for engineering majors. Basic principles of chemistry. Introduction to electronic structure, chemical bonding, solutions, kinetics, equilibrium, phases, and energy changes in matter. (3 hrs. lect. per week)

**CHEM 161L–CHEM 162L GENERAL CHEMISTRY I & II LABORATORY (1–1)**

161L Prerequisite: MATH 27 or 103, OR placement in MATH 135/QM 121

162L Prerequisite: CHEM 161L and MATH 135 OR placement in MATH 140

Corequisite: CHEM 161 with CHEM 161L; CHEM 162 with CHEM 162L

Laboratory experiments illustrating concepts of chemistry discussed in CHEM 161 & CHEM 162.

(3 hrs. lab. per week)

**Chinese (CHNS)\*****CHNS 101–CHNS 102 ELEMENTARY MANDARIN I–II (4–4)**

101 Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60

102 Prerequisite: CHNS 101

Development of listening, speaking, reading, writing. Laboratory work is required.

(4 hrs. lect.; 1 hr. lab. per week)

\*Native speakers may not take language courses for credit.

**Civil Engineering (CE)****CE 123 COMPUTER AIDED DESIGN AND DRAFTING (1)**

Prerequisites: MATH 205 (or concurrent)

Introductory course in engineering drawing employing the computer. Topics include theory of projections, multiview representations, orthographic and isometric drawing, and dimensioning.

(1 hr. lab. per week)

**CE 211 SURVEYING I (3)**

Prerequisites: MATH 140 OR placement in MATH 205

Basic principles of plane surveying including reference planes and surfaces; use of instruments for distance and angular measurements; traverse adjustment; heights; measurement theory; computer applications; topographic surveying. (2 hrs. lect.; 3 hrs. lab. per week)

**CE 270 APPLIED MECHANICS I (3)**

Prerequisites: PHYS 170

The study of equilibrium of rigid bodies under the action of forces and the application of the principles of mechanics to solve static problems in engineering. Vectors, force systems, friction, centroids and moment of inertia. (3 hrs. lect. per week)

**CE 271 APPLIED MECHANICS II (3)**

Prerequisites: "C" or higher in CE 270 and in MATH 206

Dynamics of particles and rigid bodies; force-acceleration; impulse-momentum; work-energy.

(3 hrs. lect. per week)

**Commercial Aviation (AVIT)****AVIT 102 INTRODUCTION TO AVIATION (5)**

AVIT majors only. This course enables students to develop the knowledge and skills needed to safely exercise the privileges and responsibilities of a Private Pilot acting as Pilot-in-Command of a single-engine airplane. The student must complete the appropriate academic and flight lessons to satisfactorily complete the course. (5 hrs. lect. per week)

**AVIT 104 AVIATION HISTORY (3)**

Prerequisite or Corequisite: AVIT 102

AVIT majors only. This course will cover the history of aviation from its very beginnings through the space program. It will be a composite of lecture and videos and will also require written research papers.

(3 hrs. lect. per week)

**AVIT 208 AVIATION SAFETY (3)**

Prerequisite or Corequisite: AVIT 102

This course provides the students with a detailed introduction into aspects of aviation safety risk management and the associated components of pilot psychology, human factors, and accident trends, factors and analysis. (3 hrs lect. per week)

**AVIT 221 BASIC ATTITUDE INSTRUMENT FLYING (3)**

(Formerly AVIT 252)

*Prerequisite:* "C" or higher in AVIT 102

*AVIT majors only.* This course will include an in-depth study of basic attitude instrument flying. In addition, the operation, interpretation and practical use of VOR, ADF, DME, RNAV, RMI, HSI, and Flight Director systems will be studied. Finally the course will include the different types of instrument charts required for IFR flight. Students must complete the appropriate flight lessons to satisfactorily complete the course. (3 hrs. lect. per week plus associated flight lessons)

**AVIT 222 IFR REGULATIONS AND PROCEDURES (3)**

(Formerly AVIT 254)

*Prerequisites:* "C" or higher in AVIT 102 and AVIT 221

This course will provide the student with a detailed study of the regulations, procedures and publications necessary for operating IFR in the national airspace system. Terminal and enroute procedures will be studied in detail. The student must complete the appropriate academic and flight lessons to satisfactorily complete the course. ( 3 hrs. lect. per week)

**AVIT 250 HUMAN FACTORS (2)**

*Prerequisite or Corequisite:* AVIT 102

*AVIT majors only.* This course introduces the student to the human element of the "human machine interface" in aviation. The course is designed to provide students with a basic understanding of the human factors concepts including psychological and basic physiological limitations of humans operating in complex environments and design elements that allow for optimizing human-machine interactions. (2 hrs. lect. per week)

**AVIT 302 AIR TRANSPORTATION (3)**

(Formerly AVIT 202)

*Prerequisite or Corequisite:* AVIT 102

This course provides an understanding of all aspects of the air transportation industry. Topics include state and federal regulations. Requirements of the past, present and future with respect to aircraft and engine design, airports and supporting facilities are covered. Students are introduced to the practical economics of airline operations and maintenance and factors which affect a profit or loss situation. (3 hrs. lect. per week)

**AVIT 305 AIRLINE OPERATIONS AND MANAGEMENT (3)**

(Formerly AVIT 205)

*Prerequisite:* AVIT 202

*Prerequisite or Corequisite:* AVIT 102

This course is designed to cover the complex area of operational techniques and problems confronting the airlines today. Officials from airlines will conduct discussion on the real and immediate problems in airline operations. Market research and passenger trends, route feasibility studies and criteria transport aircraft will be stressed. (3 hrs. lect. per week)

**AVIT 323 AERODYNAMICS - AIRPLANE (3)**

(Formerly AVIT 253)

*Prerequisite or Corequisite:* AVIT 102

This course will provide a study of aerodynamics, performance, stability, control, weight and balance, and special flight conditions as appropriate for commercial pilots. A discussion of commercial maneuvers and flight computers is included. Students must complete the appropriate flight lessons to satisfactorily complete the course. (3 hrs. lect. per week)

**AVIT 324 AIRCRAFT SYSTEMS AND INSTRUMENTS (3)**

(Formerly AVIT 251)

*Prerequisite or Corequisite:* AVIT 102

This course provides an in-depth study of flight instruments as well as reciprocating engine, propeller, electrical, environmental, hydraulic, pneumatic, fuel, ignition, lubrication, and pressurization systems. (3 hrs. lect. per week)

**AVIT 325 MULTIENGINE SYSTEMS AND PROCEDURES (2)**

(Formerly AVIT 255)

*Prerequisites :* "C" or higher in AVIT 323 and AVIT 324

This course covers the operations necessary to operate light twin-engine aircraft. Normal and abnormal procedures are included along with a discussion of the systems and aerodynamics normally associated with these aircraft. Regulations for commercial pilots are included. The student must complete the appropriate flight lessons to satisfactorily complete the course. (2 hrs. lect. per week)

**AVIT 344 CFI CERTIFICATION (5)***(Formerly AVIT 214)**Prerequisite: AVIT 325 or FAA Commercial Pilot Certification and Instrument Rating*

This course provides students with a detailed study of the responsibilities and teaching concerns of a flight instructor. The course is divided into two major sections: fundamentals of teaching and learning and the analysis of the flight maneuvers involved with Private Pilot, Commercial Pilot and Flight Instructor Certificates. The student must complete the appropriate academic and flight lessons to satisfactorily complete the course. (5 hrs. lect. per week)

**Communication (COM)****COM 63C BROADCASTING LABORATORY (TELEVISION) (3)**

A basic "hands on" course in the operation of equipment necessary to produce a television program and to record and playback same. (3 hrs. lect.; lab. arranged per week)

**COM 201 INTRODUCTION TO COMMUNICATION (3)***Recommended Prep: Speech 151*

An overview of communication emphasizing the interpersonal, intercultural, organizational, and international communication, management, multimedia, mass media, and telecommunication perspectives. (3 hrs. lect. per week)

**COM 263D BROADCASTING LABORATORY (PERFORMANCE) (3)**

Principles of the drama emphasized in writing, acting, and producing via audio visual tapes development. The course offers an introduction to drama through participation. (3 hrs. lect. per week)

**Communication Arts (CA)****CA 100 SURVEY OF GRAPHIC STYLES (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

The history, theory and criticism of communication arts since the industrial revolution, including how technology has been integrated into its production. The course will include an overview of production methods used in the communication arts today. (3 hrs. lect. per week)

**CA 101 POWER OF ADVERTISING (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

A look at the world of mass communications and its interrelationship to our culture. This course studies the impact and relevance of mass media on our society as technology moves us even farther into the information age. Emphasis is on how media affects and manipulates popular culture today through the understanding of the relationship between mass communication and culture. (3 hrs. lect. per week)

**CA 121 ART PREPARATION I (4)**

*CA majors only.* Art Preparation I focuses on preparing art work for printing using graphics generating programs and applicable hardware in combination with selected hand tools. Emphasis on direct input to include drawing, tracing, and converting images for importing/exporting as well as understanding various file formats. (4 hrs. lect./demo per week)

**CA 122 COPY PREPARATION (4)**

*CA majors only.* Copy Preparation focuses on preparing text for print production using appropriate programs in combination with applicable hardware. Emphasis on skill development in typesetting to include understanding type fundamentals, fonts, character recognition and its uses as well as typographic imaging or special effects. (4 hrs. lect./demo per week)

**CA 123 COLOR AND COMPREHENSIVES (4)**

*CA majors only.* Color and Comprehensives focuses on the study of basic color theories, vocabulary, as well as practical applications in the preparation of color comprehensives for presentation. Emphasis on producing one of a kind representation of the end printed result. Skill development to include a combination of techniques that result in the ability to approximate the finished printed piece. (4 hrs. lect. per week)

**CA 125 BEGINNING GRAPHIC DESIGN (4)**

*CA majors only.* An introductory course in graphic design solutions, to include the application of art and communication skills to problem solving for visual solutions for business and industry needs. Emphasis is on design fundamentals; communicative concepts, strategy and problem solving processes; typography; as well as various layout formats. (4 hrs. lect. per week)



**CA 131 ART PREPARATION II (4)**

*CA majors only.* Art Preparation II focuses on preparing art work for printing using graphics generating programs in combination with applicable hardware. Emphasis on digital photographic imaging. Skill development to include color correction, manipulation and basic editing. (4 hrs. lect. per week)

**CA 132 PAGE COMPOSITION I (4)**

*Prerequisites: CA 121 and CA 122*

*CA majors only.* Page Composition I is a basic paste up for preparing simple digital mechanicals for offset printing. Emphasis on preparing mechanicals for brochures, newspaper ads and other print formats incorporating tints, reverses and manipulated type, as well as single, spot color separations and trapping. (4 hrs. lect. per week)

**CA 134 STILL IMAGING I (4)**

*CA majors only.* Introduction to photographic materials used in commercial photography. Course work includes types of assignments for a commercial photographer. Adjustable camera capable of being used manually and a light meter are required. Lab fee for supplies. (4 hrs. lect. per week)

**CA 135 TYPOGRAPHIC DESIGN (4)**

*Prerequisite: CA 122*

*CA majors only.* Emphasis on electronic typographic design projects, concept development with exposure to historical and contemporary type issues. Continuation of study of basic type fundamentals from CA 122. (4 hrs. lect./demo per week)

**CA 137 MOTION IMAGING I (4)**

*Prerequisite: CA 131*

*CA majors only.* An introductory course in video editing, to include videography, preproduction and postproduction concepts, image captures and digital editing. (4 hrs. lect. per week)

**CA 138 MOTION IMAGING II (4)**

*Prerequisite: CA 121*

*CA majors only.* An introduction to basic 2-D animation. Includes history and concepts of 2-D animation; introduction to animation structures; frame-by-frame and tweened animations; animation with sound. (4 hrs. lect. per week)

**CA 141 BEGINNING OFFSET PRESS (7)**

*Prerequisites: CA 130 and CA 132*

*Corequisite: CA 143*

*CA majors only.* Beginning Offset Press focuses on platemaking and basic press operations. Emphasis is on platemaking, duplicator and printing operations and includes considerations related to paper and ink characteristics, quality control, and press maintenance. (3 hrs. lect.; 4 hrs. lab. per week)

**CA 142 PAGE COMPOSITION II (4)**

*Prerequisites: CA 131 and CA 132*

*CA majors only.* An advanced paste up course for preparing digital mechanicals for offset print production using appropriate layout software in combination with applicable hardware. Emphasis on preparing complex mechanicals which includes assessing available page layout software; output devices; proofing; networking; storage and transfer; files and formats; and maintenance and management. (4 hrs. lect. per week)

**CA 143 PREPRESS AND IMAGE ASSEMBLY (4)**

*Prerequisite: CA 132*

*Corequisite: CA 142*

*CA majors only.* Prepress and Image Assembly focuses on producing composited film for platemaking. Emphasis is on the preparation of the mechanical to output to an imagesetter as film negatives for platemaking. Includes image assembly, line conversion, full color separation as well as proofing. (4 hrs. lect. per week)

**CA 144 STILL IMAGING II (4)**

*Prerequisite: CA 131*

*CA majors only.* Introduction to electronic imaging. Emphasis on tools, techniques and software used to acquire and manipulate electronic images. (4 hrs. lect. per week)

**CA 145 GRAPHIC DESIGN (4)**

*Prerequisites: CA 100, 125, 132, 135*

*CA majors only.* An advanced course in design solutions for various client related needs such as posters, brochures, publications, symbols and corporate systems. Use of computer and other media skills. Emphasis on communication skills to include oral, written and visual presentation. (4 hrs. lect. per week)

**CA 146 ADVERTISING DESIGN (4)***Prerequisites: CA 100, 125, 132, 135*

*CA majors only.* Advanced design course for planning and producing promotional and advertising material primarily for print media in consumer advertisements, direct advertising, point of purchase and public relations. Emphasis on art direction and techniques used in the development of an ad campaign. (4 hrs. lect. per week)

**CA 147 STUDIO PHOTOGRAPHY (4)***Prerequisite: CA 134*

*CA majors only.* Introduction to cameras, meters, lighting, materials, etc. used in studio photography. Adjustable camera capable of being used manually and a light meter required. Lab fee. (4 hrs. lect. per week)

**CA 148 3-D ANIMATION (4)***Prerequisite: CA 138*

*CA majors only.* An introduction to basic 3-D animation. Includes history and concepts of 3-D animation; modeling; rendering; 2- and 3-D texture mapping; Boolean operations; motion capture; and special effects. (4 hrs. lect. per week)

**CA 150 SPECIAL PROJECTS (4)***Prerequisite: CA 142*

*CA majors only.* An advanced course that provides students with on-the-job experience in a classroom environment. Emphasis is on producing posters, brochures, and other publications from conception to finish printed material. Extensive use of computer and other media skills. (4 hrs. lect. per week)

**CA 151 ADVANCED OFFSET PRESS (8)***Prerequisite: CA 141*

*CA majors only.* Advance Offset Press is a continuation of platemaking and press operations. Emphasis is on quality control, press maintenance and advance press operations (4 hrs. lect.; 4 hrs. lab. per week)

**CA 152 THE BUSINESS OF ADVERTISING (4)***Prerequisites: CA 101 and CA 145*

*CA majors only.* Overview of the structure of the advertising industry including an in-depth look at current business practice and employment in the various areas of the industry. (4 hrs. lect. per week)

**CA 155 PORTFOLIO PRESENTATION AND REVIEW (4)***Prerequisite: CA 141 or CA 145**Corequisite: CA 151 or CA 152*

*CA majors only.* Preparation, presentation, and review of a professional visual portfolio as required for employment in Communications Art and related fields. Emphasis on developing a cohesive presentation format of projects reflecting various skills. (4 hrs. lect. per week)

**CA 193V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

*CA majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Communication Arts. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## Computing, Electronics, and Networking Technology (CENT)

**CENT 110 INTRODUCTION TO INFORMATION SYSTEMS (3)***Prerequisite: ICS 100E*

This course is designed to introduce students to the fundamental concepts and skills of software development. Students learn how programs are written and what the fundamental building blocks are. Students are introduced to the software development process. Topics such as compilers, interpreters, clients and servers, introduction to naming issues, programming languages and syntax are covered. Cross-listed at ICS 110. (3 hrs. lect. per week)

**CENT 112 FUNDAMENTALS OF ELECTRONICS (4)***Prerequisite: ENG 22/60 OR placement in ENG 100**Prerequisite or Corequisite: MATH 27 or 103 or 107, OR placement in MATH 135 or higher.*

*Eligible CENT majors only.* This course covers the basics of electricity and electronics. Topics include electrical principles, OHM's Law, Kirchhoff's Laws, DC circuit analysis fundamentals, power semiconductors diodes, and transistors. Students will build and test their own electronic circuits. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 113 DIGITAL ELECTRONICS (4)**

*Eligible CENT majors only.* This course introduces number systems and codes, combinational circuit analysis using Boolean algebra and De Morgan's theorem, multivibrator circuits, memory and storage devices. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 115 INTRODUCTION TO COMPUTER SYSTEMS (4)**

*Prerequisite: ICS 100E*

This course is designed to introduce students to the fundamentals of using and maintaining computer systems in a networking environment. The basic components and functions of the computer and the network are introduced, along with the tools and procedures for their operation and maintenance. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 116 SECURITY AWARENESS CONCEPTS AND PRINCIPLES (1)**

*Prerequisite: CENT 115, CENT 130*

*CENT majors only.* This course provides a basic survey of the importance of IT security awareness and data confidentiality. This security awareness training course walks users through every aspect of Information Security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The class will provide an overview of legislation, local, state, and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course will introduce risk management, security policies, and common threats and countermeasures. The course will also present best practices in access control and password policies. (1 hrs. lect. per week)

**CENT 130 MICROCOMPUTER OPERATING SYSTEMS (4)**

*Eligible CENT majors only.* This course covers the features of the microcomputer operating system, providing students with a solid background in the installation, configuration, and management of the operating systems. This course will help students prepare for the MSCE Windows 95 exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 131 MICROCOMPUTER HARDWARE I (4)**

*Prerequisites: CENT 115 and CENT 130*

This is an introductory course in computer hardware. The student will learn how to install, upgrade and repair desktop computers. This course, along with CENT 232, will prepare the student to take the core module of the A+ Certification Exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 140 COMPUTER NETWORKING I (4)**

*Prerequisites: CENT 115 and CENT 130*

This course will introduce the student to the OSI model and industry standards. It will define and describe different network topologies, introduce IP addressing including subnet masks, and have the student perform basic network copper cabling. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 164 APPLICATION OF DEVICES I (4)**

*Prerequisites: CENT 112 and CENT 113*

The study of semiconductor diode applications in rectifiers, voltage regulators, and signal conditioning circuits. Bipolar transistor biasing and applications in switching and signal amplification. Analysis of cascaded multistage amplifiers. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 212 ELECTRONIC ANALYSES (4)**

*Prerequisites: CENT 112 and CENT 113*

This course provides the student with basic AC theory and concepts. Topics include instantaneous voltages and currents, capacitive and inductive reactance, series and parallel circuit impedance, phasors, resonance, and impedance matching. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 215 NETWORK ADMINISTRATION (3)**

*Prerequisite: CENT 140*

*CENT Majors only.* A course that covers network administration using a Novell NetWare network as a model. Students will learn to manage the hardware and software as well as setup users, directories, and security. Cross-listed as ICS 215. Credit may be received for only CENT 215 or for ICS 215, but not for both. (3 hrs. lect. per week)

**CENT 227 NETWORKING WITH TCP/IP (4) - SPRING 2005**

**[FORMERLY NETWORKING WITH TCP/IP AND UNIX (3)]**

*Prerequisite: CENT 140*

*CENT Majors only.* This course covers the essentials of networking computers using the TCP/IP protocol. Students will learn the OSI model layers 2 through 7 in great detail. Lab work will include using a packet analyzer program to view and analyze network traffic. Cross-listed as ICS 227. Credit may be received for only CENT 227 or for ICS 227, but not for both. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 231 DATA COMMUNICATION (4)***Prerequisites: CENT 140*

This course will provide an introduction to telecommunication systems with an emphasis on digital data communication. Topics will include transmission techniques, transmission media, the public switched telephone system, digital encoding schemes, and the emerging technologies of data communication. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 232 MICROCOMPUTER HARDWARE II (4)***Prerequisites: CENT 131 and CENT 140*

This course provides a basic understanding of the following computer peripheral hardware devices: Printers, monitors, scanners and multimedia systems. Students will learn troubleshooting procedures for computer serial, parallel and video ports and will troubleshoot printers and monitors. This course, along with CENT 131, will prepare the student to take the core module of the A+ Certification Exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 240 COMPUTER NETWORKING II (4)***Prerequisite: CENT 140*

This is an intermediate course in computer networking. Enterprise networks, made up of segments of LANs, are introduced. The function of the router in the network is covered, along with various routing protocols. Topics include the installation, configuration, and troubleshooting of the router. This course is designed to help prepare the student for the Cisco CCNA (Cisco certified network associate) exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 340 ADVANCED ROUTING (4)***Prerequisite: CENT 240**Recommended Prep: CCNA*

*APC CENT majors only.* A lecture/lab course covering topics on scalable networks. Emphasis is on scalable routing protocols like OSPF, EIGRP, and BGP. This course prepares the student for the CCNP BSCI Exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 252 UNIX OPERATING ENVIRONMENT (4)****(CENT 252 and CENT 253 replace CENT 251, effective Spring 2005)***Prerequisite: CENT 130*

CENT 252 is a course that introduces the student to the UNIX operating system. Students will learn to log in and log out, set environment variables, start and stop processes, and check on system resources. The UNIX file system and file system commands will be covered. Students will learn both command line interface as well as a graphic user interface. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 253 SYSTEM ADMINISTRATION WITH UNIX (4)****(CENT 252 and CENT 253 replace CENT 251, effective Spring 2005)***Prerequisite: CENT 130*

This course covers the essentials of maintaining a computer that uses the UNIX operating system. Students will learn to install the system, start up and shutdown the computer, maintain user accounts, install software and do routine maintenance such as adding hardware and backing up the system. Students will learn the accepted practices and responsibilities of a system administrator. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 260 ELECTRONIC DIAGNOSIS AND REPAIR I (4)***Prerequisites: CENT 131*

This course provides a solid foundation in the diagnostics and troubleshooting of electronic systems. The emphasis of this course is on office machines (copiers and fax machines), audio systems (analog and digital), and electronic appliances. (2 hrs. lect.; 6 hrs. lab. per week)

**CENT 261 ELECTRONIC DIAGNOSIS AND REPAIR II (4)***Prerequisites: CENT 131*

This course provides a solid foundation in the diagnostics and troubleshooting of electronic systems. The emphasis of this course is on analog and digital video systems (TV, VCR, Monitors). (2 hrs. lect.; 6 hrs. lab. per week)

**CENT 262 WIRELESS COMMUNICATION SYSTEMS (4)***Prerequisites: CENT 112 (effective Spring 2005)*

This course is an introduction to electronic wireless communication systems. Topics include amplitude and frequency modulation, electromagnetic transmission and reception concepts and methods for analog and digital signals, and microwave, cellular and satellite communication systems. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 263 FCC EXAM PREPARATION (3)***Prerequisite: CENT 262*

This course prepares the student to take Element 1 and Element 3 of the Federal Communications Commission "General Radiotelephone Operator's License" Exam. Topics covered include Analog and Digital Electronics and Electronics Communications. (3 hrs. lect. per week)

**CENT 264 APPLICATION OF DEVICES II (4)***Prerequisite: CENT 164*

The study of field effect transistor biasing, and differential and operational amplifier characteristics. Applications of FET and op-amp in amplifiers, and op-amp converters. Characteristics and application of thyristors in commonly used circuits. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 270 NETWORK OPERATING SYSTEMS I (4)***Prerequisite: CENT 140*

This course covers the installation, configuration and administration of a network server and the deployment and administration of workstation machines. This course also introduces the student to the management of a Computer Network. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 272 NETWORK OPERATING SYSTEMS II (4)***Prerequisite: CENT 270*

This course covers the installation, configuration and administration of a Network Infrastructure. Various network services and applications that enhance the administration, management and performance of a Computer Network are featured. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 274 WEB SERVERS (4)***Prerequisite: CENT 102 and CENT 140*

This is an introductory course in web servers. The internet and World Wide Web is introduced, along with capabilities of a web server. The installation and managing of the web server is covered. Hardware and software requirements are discussed, as well as issues like network security and password protection. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 290V CENT INTERNSHIP (1-4)***Prerequisite: CENT 131 and CENT 140*

CENT Internship will provide students with instruction and hands-on work experience related to the major field of interest, under the guidance of an HCC faculty member and a work site supervisor. The semester's study should be comprehensive, covering as many aspects of the career field as possible. Emphasis is placed on integrating classroom and laboratory instruction with real world experience. In addition to work production and technical skills, particular attention will be directed towards workplace ethics and the student's ability to demonstrate positive work habits. Under special circumstances, and with prior approval of the program faculty, CENT 290V/293V may be repeated once for elective credit. Under these circumstances, up to 8 elective credits may be earned. (5 hrs. work experience per week per credit)

**CENT 293V COOPERATIVE EDUCATION (1-4)***Prerequisite: CENT 131 and CENT 140*

Cooperative Education will provide students with instruction and paid hands-on work experience related to CENT, under the guidance of an HCC faculty member and a work site supervisor. The semester's study should be comprehensive, covering as many aspects of the career field as possible. Emphasis is placed on integrating classroom and laboratory instruction with real world experience. In addition to work production and technical skills, particular attention will be directed towards workplace ethics and the student's ability to demonstrate positive work habits. Under special circumstances, and with prior approval of the program faculty, CENT 290V/293V may be repeated once for elective credit. Under these circumstances, up to 8 elective credits may be earned. (5 hrs. work experience per week per credit)

**CENT 299V SPECIAL STUDIES (1-4)***Prerequisite: CENT 131 and CENT 140*

Conducted in a seminar format. Students choose a course of study and are responsible for development of the study area. Each study must be pre-approved by instructor. Suggested topics for study are biomedical electronics, video multimedia systems, web server and web site development. (5 hrs. work experience per week per credit)

**CENT 300 SYSTEMS ANALYSIS AND DESIGN (3)***Prerequisite: A.S. degree in CENT or equivalent*

This course will provide the student with a practical approach to systems analysis and design using a blend of traditional developments and current technologies. The student will learn how to apply the five phases of the systems development life cycle. (3 hrs. lect. per week)

**CENT 305 INFORMATION SYSTEMS SECURITY (4)**

*Prerequisite:* A.S. degree in CENT or equivalent, CENT 227, CENT 252 or 253, CENT 270

This course is designed to introduce students to the fundamental concepts of information systems security. Students will learn the basics of developing a security policy, network security, security software tools, layered security, incident handling, intrusion detection and legal issues. Network security devices such as firewalls and packet filters will also be featured. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 310 NETWORK SECURITY (4)**

*Prerequisite:* CENT 140, CENT 227, CENT 252 or 253, and CENT 270

*APC CENT majors only.* This course will introduce various methodologies for defending a network. Students will learn concepts, principles, types and topologies of firewalls including: packet filtering, proxy firewalls, application gateways, circuit gateways and stateful inspection. Defense methodologies associated with Virtual Private Networks (VPN), Host intrusion Detection Systems (HIDS) and Network Intrusion Detection Systems (NIDS) will be examined, along with in-depth coverage of incident handling and response. The best practices associated with properly securing business critical network systems using VPNs will be discussed. The student will also be introduced to securing wireless systems. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 315 NETWORK MANAGEMENT (4)**

*Prerequisite:* CENT 305

This course is designed to introduce students to the basics of managing a computer network. This course will cover the role of the network manager in developing and maintaining a computer networking environment. Concepts such as network planning, network administration, traffic monitoring, and network performance will be covered. Students will learn how to use network management tools. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 345 MULTILAYER SWITCHING (4)**

*Prerequisite:* CENT 245

This course covers the features and operation of multilayer switching. Topics include: VLANs, VTP, STP, InterVLAN routing, Multilayer switching features, redundancy, QoS, and LAN security. This course is designed to help prepare the student for the Multilayer Switching CCNP Certification exam. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 370 INTEGRATED NETWORK APPLICATIONS (4)**

*Prerequisite:* CENT 140, CENT 227, and CENT 252 or 253

This course provides the student with an introduction to installing, configuring, and administering various network applications. Examples of network applications include messaging systems, network management and database systems. (3 hrs. lect.; 3 hrs. lab. per week)

**CENT 390 SPECIAL TOPICS IN CENT (4)**

*Prerequisite:* A.S. degree in CENT or equivalent

This course will provide the student with the opportunity to develop skills in a specialized field of Information Technology. The content of this course will change as technology changes. The student should check with the instructor beforehand to determine the specific content of this course. (3 hrs. lect.; 3 hrs. lab. per week)

## Cosmetology (COSM)

**COSM 20 ELEMENTARY COSMETOLOGY THEORY (3)**

*Prerequisites:* High School diploma or equivalent

*ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 21-60*

*MATH 20B & C & D OR placement in MATH 24/50/53*

*Corequisites:* COSM 21L and SP 50

*COSM majors only.* Basics of hygiene, personal grooming, safety and infection control, sanitation and sterilization, structure and disorders of hair, skin and nails, and the Hawai'i State Board Rules and Regulations. (3 hrs. lect. minimum per week)

**COSM 21L ELEMENTARY COSMETOLOGY LABORATORY (10)**

*Prerequisites:* High School diploma or equivalent

*ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 21/60*

*MATH 20B & C & D OR placement in MATH 24/50/53*

*Corequisites:* COSM 20 and SP 50

*COSM majors only.* A basic foundation of practical skills in shampooing, hair cutting, styling, hair coloring, permanent waving, manicuring, facials and scalp treatments. (30 hrs. lab. minimum per week)



**COSM 22 PEOPLE SKILLS (2)**

Prerequisites: High School diploma or equivalent

ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 21-60

MATH 20B & C & D OR placement in MATH 24/50/53

Corequisites: COSM 20, COSM 21L and SP 50

COSM majors only. This is an interactive course that addresses all the concepts and skills salon professionals must master to better understand themselves, and establish rapport with their clients. The course is divided into two phases; Phase I focuses on the individual and establishing rapport; Phase II focuses on the application of people skills during saloon service. (2 hrs. lect. per week)

**COSM 30 INTERMEDIATE COSMETOLOGY THEORY (3)**

Prerequisites: "C" or higher in COSM 20 and in 21L

Corequisites: COSM 31L and CHEM 55

COSM majors only. Continuation of scientific theory that acquaints the student with anatomy and physiology, electricity, hair coloring and chemical texturing in correlation to the practical skills of cosmetology. Theoretical knowledge on wigs and hair additions and the Hawaii Revised Statutes for Cosmetology. (3 hrs. lect. minimum per week)

**COSM 31L INTERMEDIATE COSMETOLOGY LABORATORY (10)**

Prerequisites: "C" or higher in COSM 20 and in 21L

Corequisites: COSM 30 and CHEM 55

COSM majors only. The students engage in intermediate training and practice the manipulative skills of cosmetology on patrons from the community in a salon atmosphere. This also provides the student an opportunity to develop an understanding of patron-operator relationship. Students will be given the opportunity to prescribe services and products with the introduction of retailing. (31 hrs. lab. minimum per week)

**COSM 40 ADVANCED COSMETOLOGY THEORY (3)**

Prerequisites: "C" or higher in COSM 30 and in 31L

Corequisite: COSM 41L

COSM majors only. Theory of salon business and management, design decisions, chemistry and State Board Laws and the review of principles of hair styling, hair cutting, hair coloring, permanent waving, nails, facials and make-up. (3 hrs. lect. minimum per week)

**COSM 41L ADVANCED COSMETOLOGY LABORATORY (10)**

Prerequisites: "C" or higher in COSM 30 and in 31L

Corequisite: COSM 40

COSM majors only. The students engage in advanced training and practice the manipulative skills of cosmetology on patrons from community in a beauty salon atmosphere. New techniques and up-dated procedures are introduced. The students have the opportunity to develop product recommendation skills with retailing. (31 hrs. lab. minimum per week)

**COSM 50V COSMETOLOGY THEORY AND PRACTICE (1-6)**

Prerequisite: "C" or higher in COSM 40 and in 41L or "C" or higher in COSM 70 and in 71L

COSM majors only. Continuation of cosmetology theory and lab. Hours apply toward the 1800 hours required for Cosmetology to qualify for the State Board Examination. Repeatable 5 times. (33 hrs. lect./lab. minimum per week)

**COSM 60 BASIC ESTHETICIAN THEORY (5)**

Prerequisite: High school diploma and Placement in ENG 22/60

Corequisite: COSM 61L

COSM majors only. Basics of bacteriology, sterilization, disinfection and safety in the salon. Basics of physiology and histology and disorders of skin; ingredients and product analysis and color theory. (5 hrs. lect. per week)

**COSM 61L BASIC ESTHETICIAN LABORATORY (5)**

Prerequisite: High school diploma and Placement in ENG 22/60

Corequisite: COSM 60

COSM majors only. A basic foundation of practical skills in facial cleansing, facial massage, facial treatments, hair removal and makeup application. (15 hrs. lab. minimum per week)

**COSM 70 ADVANCED ESTHETICIAN THEORY (5)**

Prerequisite: "C" or higher in COSM 60 and in 61L

Corequisite: COSM 71L

COSM majors only. Basic scientific theory of cells, anatomy, physiology, chemistry, nutrition, aging factors

and health of the skin. Types of cosmetic surgery, aromatherapy, and working with physicians. Retailing, business ethics and services. (5 hrs. lect. per week)

**COSM 71L ADVANCED ESTHETICIAN LABORATORY (5)**

*Prerequisites: "C" or higher in COSM 60 and in 61L*

*Corequisite: COSM 70*

*COSM majors only.* Students engage in advanced practice in esthetic services and treatments in a salon atmosphere. Enhanced procedures and skills are introduced for job placement. (15 hrs. lab. per week)

**COSM 72V ESTHETICIAN THEORY AND PRACTICE (1-6)**

*Prerequisites: "C" or higher in COSM 70 and in 71L*

*Instructor approval required.*

*COSM majors only.* Continuation of esthetician theory and lab. Hours apply toward the 600 hours required for Esthetician to qualify for the State Board Examination. Repeatable 3 times. (20 hrs. lect./lab. minimum per week)

**COSM 80V COSMETOLOGY INSTRUCTOR TRAINING (1-13)**

*Prerequisites: Valid Cosmetology license, one year Cosmetology full-time work experience and meet all the Hawai'i State Cosmetology Board Teacher Training requirements AND ENG 20B & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

*Instructor approval required.*

*COSM majors only.* The application of teaching principles in the area of cosmetology with the development of communication skills in theoretical and technical knowledge acquired from experience in the field of cosmetology. Techniques of individual and group instruction in laboratory and related classes; evaluation of various methods. Student may meet criteria to take Hawai'i State Cosmetology Board Teacher's Exam for license. Repeatable until 13 credits are earned. (40 hrs. lect./lab. maximum per week)

**COSM 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*COSM majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Cosmetology. Students may enroll up to 2 times for credit up to a maximum of 4 credits. (5 hrs. work experience per week per credit)

## Diesel Mechanics Technology (DISL)

(Course hours are expressed as total hours for a term.)

**DISL 20 TECHNICAL PRACTICES (2)**

*Prerequisite: ENG 20B & C & D OR ESL 11 & 13 & 14 & 17 OR placement in ENG 21/51*

*MATH 20B & C & D OR placement in MATH 50/53*

*DISL majors only.* Classroom instruction and laboratory training in the identification, selection, safety procedures, use, and maintenance of protective hardware; lubricants and sealants; hand power tools; cleaning and lifting equipment; and precision measuring tools. The course also discusses hazardous waste. (60 hrs. lect./lab. per term)

**DISL 22 R & R COMPONENTS (3)**

*Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and hands-on training in the safe and proper techniques for the removal and replacement of S-Cam brakes, spring brake chamber, diaphragm, and wedge brakes; differentials, transmissions, and clutch assemblies; axle shafts, wheel bearings, and wheels (tire and rim assembly); front and rear spring assemblies, spring center bolts; walking beams; torque arms; drive shafts; and batteries, starters, fan belts, headlight and stop light bulbs. Adjustment of brakes, clutches, torque arms, wheel bearings, fan belts, and headlights follows manufacturer's specifications. (90 hrs. lect./lab. per term)

**DISL 24 OPERATOR ORIENTATION (2)**

*Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training in safely moving a diesel truck in and out of a work stall. Instruction includes pre-trip inspection procedures; use of mirrors, guide persons, monitor gauges; starting and stopping the engine; applying service and parking brakes; moving forward and backward in a straight line, stopping on command, and turning in a forward and backward direction. Training also includes hoisting, tilting, and stacking pallets with a forklift. This course develops some of the competencies required for a CDL license. (60 hrs. lect./lab. per term)

**DISL 26 BASIC CHASSIS SYSTEMS (2)***Prerequisites: DISL 20*

*DISL majors only.* An overview of the mechanical, electrical, hydraulic, and air systems used on today's highway truck chassis. Through projects, students demonstrate basic principles and laws governing systems associated with today's highway truck chassis. Instruction also includes the proper names and functions of major systems and components. The development of safe work habits is stressed throughout the course. (60 hrs. lect./lab. per term)

**DISL 28 LUBRICATION AND SERVICING (3)***Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training in changing oil and filters, checking lubricant levels, greasing chassis and pivot points, and repairing minor systems normally included in servicing (changing light bulbs and reflectors, inflating tires, etc.). Students use check list to check their work and to inspect the major systems on diesel trucks and equipment. Students also learn to complete job sheets for parts and materials, and services rendered and recommended. (90 hrs. lect./lab. per term)

**DISL 30 DIFFERENTIAL REBUILDING (2)***Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training covering the disassembly, inspection, identification, and adjustment of several different models of differentials. Specifically, work stations will include: single reduction, two speed planetary reduction, and double reduction and interaxle differentials. Course exit competencies will include the ability to: disassemble and assemble; inspect parts; set bearing preload, backlash, and endplay; identify tooth contact pattern; and check gear runout and torque fasteners. All of these tasks will be performed to the required manufacturer specifications as found in the component manuals. (60 hrs. lect./lab. per term)

**DISL 32 TRANSMISSION REBUILDING (4)***Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training covering both standard (single and multiple countershaft) and automatic transmissions. Specifically, through the disassembly, inspection, assembly, and adjustment of transmissions, a foundation will be provided for an understanding of the operating principles, basic components, and proper rebuilding and trouble shooting methods for transmissions. (120 hrs. lect./lab. per term)

**DISL 34 BRAKES - AIR AND HYDRAULIC (3)***Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training covering air and hydraulic brake systems utilizing cutaways, training boards, components, and truck systems. Instruction in air brakes will include the assembly of a complete working system, followed by troubleshooting problems in the system. Also included will be proper brake adjustments and system testing, as well as repairs and safety when working with compressed air and spring brake chambers. Instruction in hydraulic brakes will include brake components, systems, troubleshooting and repairs, cutting drums and discs, and brake adjustments. (90 hrs. lect./lab. per term)

**DISL 36 SUSPENSION AND STEERING (3)***Prerequisite: DISL 20*

*DISL majors only.* Classroom instruction and laboratory training in suspension and steering component names and functions; frame inspection and repair; alignment of all axles; proper jacking and support of frame; overhaul of steering gear box and king pins; inspection of springs and hangars; driveline angle; checking and adjustment to front end caster, camber, toe, height, and tire balance; KPI and centering of gear box. Laboratory instruction will also include the disassembly, inspection, assembly, and adjustment of actual truck suspension systems. (90 hrs. lect./lab. per term)

**DISL 40 DIESEL ENGINE FUNDAMENTALS (2)***Prerequisites: DISL 20 and MATH 50*

*DISL majors only.* A basic introduction to the theory and operation of two and four cycle diesel engines. Instruction will include the assembly, maintenance, and repair of both type engines. Cooling systems, lubrication, air and exhaust systems, and the starting systems will also be covered. (60 hrs. lect./lab. per term)

**DISL 42 DETROIT DIESEL ENGINES (3)***Prerequisite: DISL 40*

*DISL majors only.* Instruction will center around the disassembly and reassembly of a complete Detroit diesel engine following shop manual procedures. Basic engine components such as blower, water pump, and fuel pump will also be covered. Completion of this course will provide a hands-on understanding of the internal components of a Detroit diesel engine. (90 hrs. lect./lab. per term)

**DISL 44 CUMMINS DIESEL ENGINES (3)***Prerequisite: DISL 40**DISL majors only.* Instruction will center around the disassembly and reassembly of a complete Cummins diesel engine following shop manual procedures. Completion of this course will provide a hands-on understanding of the internal components of a Cummins diesel engine. (90 hrs. lect./lab. per term)**DISL 46 CATERPILLAR DIESEL ENGINES (2)***Prerequisite: DISL 40**DISL majors only.* Instruction will center around the disassembly and reassembly of a complete Caterpillar diesel engine following shop manual procedures. Completion of this course will provide a hands-on understanding of the internal components of a Caterpillar diesel engine. (60 hrs. lect./lab. per term)**DISL 48 INTERNATIONAL DIESEL ENGINES (2)***Prerequisite: DISL 40**DISL majors only.* Instruction will center around the disassembly and reassembly of a complete International diesel engine following shop manual procedures. Completion of this course will provide a hands-on understanding of the internal components of a International diesel engine. (60 hrs. lect./lab. per term)**DISL 52 ELECTRICAL SYSTEMS (3)***Prerequisite: DISL 20**Prerequisite or Corequisite: PHYS 56**DISL majors only.* Classroom instruction and laboratory training covering the purpose, design, theory, and operating principles of electrical systems. Special emphasis will be placed on developing the skills required to test, service, and repair electrical components and associated systems. (90 hrs. lect./lab. per term)**DISL 54 DIESEL INJECTION SYSTEMS (3)***Prerequisite: DISL 40**Prerequisite or Corequisite: PHYS 56**DISL majors only.* Classroom instruction and laboratory training covering the purpose, theory, and operating principles of fuel injection systems. Special emphasis will be placed on developing the skills required to test, service, and repair fuel injection components and associated systems. (90 hrs. lect./lab. per term)**DISL 56 HYDRAULICS (2)***Prerequisite: DISL 20**Prerequisite or Corequisite: PHYS 56**DISL majors only.* Instruction beginning with the fundamentals of hydraulic theory followed by instruction in the service, repair, and overhaul of the hydraulic circuits used on both stationary and mobile machinery. (60 hrs. lect./lab. per term)**DISL 60 DIAGNOSTICS (4)***Prerequisites: DISL 20–28 & 30–36 & 40 & 52 & 54 & 56**DISL majors only.* Instruction in heavy equipment systems including hydraulic, pneumatic, and special power systems. The theory, operation, troubleshooting, repair, and maintenance of heavy equipment systems will be covered in detail. (120 hrs. lect./lab. per term)**DISL 93V COOPERATIVE EDUCATION (1–4)***Instructor approval required.**DISL majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Diesel Mechanics Technology. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)**East Asian Language and Literature (EALL)****EALL 271 JAPANESE LITERATURE IN TRANSLATION (TRADITIONAL) (3)***Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100**No knowledge of Japanese language is required.*

Survey of traditional Japanese literature with emphasis on analysis and comparison. (3 hrs. lect. per week)

**EALL 272 JAPANESE LITERATURE IN TRANSLATION (MODERN) (3)***Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100**No knowledge of Japanese language is required.*

Survey from mid-nineteenth century to the present. Major emphasis on fiction. (3 hrs. lect. per week)

## Economics (ECON)

### **ECON 120 INTRODUCTION TO ECONOMICS (3)**

*Prerequisites: ENG 22/60 OR placement in ENG 100; MATH 20E & F & G OR placement in MATH 25*

A broad introduction to understanding the functioning of economic systems and the problems of national economic performance in the United States. The problems of resource allocation in a market economy are also considered. Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131. Note: This course does not satisfy requirements for Economics or Business majors at UH Mānoa. (3 hrs. lect. per week)

### **ECON 130 PRINCIPLES OF ECONOMICS I: MICROECONOMICS (3)**

*Prerequisites: ENG 22/60 OR placement in ENG 100; MATH 24 OR placement in MATH 25*

Economic behavior of individuals and of business firms in a market economy. Analysis of how commodity and factor prices are determined. Examination of current problems in resource allocation. Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131. Note: This course satisfies requirements for Economics and Business majors at UH Mānoa. (3 hrs. lect. per week)

### **ECON 131 PRINCIPLES OF ECONOMICS II: MACROECONOMICS (3)**

*Prerequisites: ENG 22/60 OR placement in ENG 100; MATH 24 OR placement in MATH 25*

*Recommended Prep: ECON 120 or 130*

Analysis of economic systems with emphasis on the forces determining levels and changes of national income in the U.S. economy. Describes basic economic institutions within the context of government policies concerning unemployment, inflation and growth. Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131. Note: This course satisfies requirements for Economics and Business majors at UH Mānoa. (3 hrs. lect. per week)

### **ECON 211 HAWAII'S ECONOMY (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

*Recommended Prep: ECON 120*

Examination of the major economic trends in Hawai'i since the coming of the Polynesians to the current period. Coverage of key institutions and economic relationships, and key forces causing change. Discussion of relationship between the economic system and political or social problems. (3 hrs. lect. per week)

## Education (ED)

### **ED 105 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3)**

*Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Introduces and explores the historical roots and fundamental principles of early childhood care and education programs, the variety and scope of programs in the community, issues confronting the field, and career options. Students learn about and practice using observation and assessment tools to record children's growth and learning. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ED 110 DEVELOPMENTALLY APPROPRIATE PRACTICES (3)**

*Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Provides an overview of the basic attitudes, knowledge and skills necessary for working with children birth through age eight, including those with special needs. Introduces concepts of developmentally appropriate practices including health and safety, the value of play, safe and healthy learning environments and appropriate child guidance. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ED 127 ISSUES IN DIVERSITY (3)**

*Recommended Prep: ENG 22/60*

This course compares and analyzes the dynamic interaction of race, culture, gender and class as it relates to the education of children from diverse populations. Students contrast cultural and historical perspectives of various groups to increase knowledge, attitudes and skills necessary to educate children in a multicultural and pluralistic society. Barriers that interfere with working effectively with diverse families or groups are addressed. (3 hrs. lect. per week)

### **ED 131 EARLY CHILDHOOD DEVELOPMENT: THEORY INTO PRACTICE (3)**

*Prerequisite or Corequisite: ENG 22/60 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 about development affects one's expectations and relationship to the individual child. May be taken on a CR/N basis. (3 hrs. lect. per week)



**ED 140 GUIDING YOUNG CHILDREN IN GROUP SETTINGS (3)***Prerequisite: "C" or higher in ED 131**Prerequisite or Corequisite: ENG 22/60 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. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 150 LITERACY TUTOR PREPARATION (1)**

This course is an overview of the understandings and skills necessary for successful literacy tutoring of young children. (1 hr. lect. per week)

**ED 151 FIELD EXPERIENCE PRACTICUM #1 IN EARLY CHILDHOOD EDUCATION SEMINAR (1)***Prerequisite: "C" or higher in ED 131 or FAMR 231, and ED 110**Prerequisite or Corequisite: "C" or higher in ENG 22/60 OR placement in ENG 100**Corequisite: ED 191V*

A discussion seminar designed to accompany ED 191V and to support students as they integrate knowledge with practice. May be repeated. Students must be concurrently enrolled in ED 191V. (1 hr. lect. per week)

**ED 152 EARLY LITERACY DEVELOPMENT (3)***Prerequisite or Corequisite: ENG 22 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 hrs. lect. per week)

**ED 155 CREATIVE ART FOR YOUNG CHILDREN (3)***Prerequisite: "C" or higher in ED 110**Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Introduces students to principles and practices in providing appropriate art experiences in early childhood settings. Includes selection and use of developmentally appropriate art activities, integrating creative art into a well-planned program, instruction in simple art techniques, ways to introduce aesthetic experiences, planning and teaching, and adaptations to meet the needs of individuals. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 156 MUSIC AND MOVEMENT FOR YOUNG CHILDREN (3)***Prerequisite: "C" or higher in ED 110**Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Introduces students to principles and practices in providing appropriate music and movement experiences in early childhood settings. Includes selection and use of developmentally appropriate songs and activities; use of instruments with children; instruction in playing simple autoharp, guitar, or ukulele; uses of live and recorded music; planning and evaluating teaching; and adaptations to meet needs of individuals. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 157 PUPPETRY FOR YOUNG CHILDREN (3)***Prerequisite: "C" or higher in Ed 110**Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Introduces making and using puppets with children for curriculum enhancement and promotion of children's skills in language and literacy, reasoning, problem solving, and expression of feelings. Includes designing meaningful puppetry activities and evaluating those activities when implemented. (3 hrs. lect. per week)

**ED 158 HAWAIIANA FOR YOUNG CHILDREN (3)***Prerequisite: "C" or higher in ED 110**Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

This course gives an overview of the culture of Hawai'i that can be brought into the preschool classroom. Students will explore and study different aspects of the culture to identify understandings of the culture that are appropriate for young children. Individually and as a group, the students will develop appropriate activities and experiences for young children. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 170 INTRODUCTION TO WORKING WITH INFANTS AND TODDLERS (3)***Prerequisite or Corequisite: ENG 22/60 OR placement in ENG 100*

Provides an overview of the basic skills needed for working with infants and toddlers their families in group care settings. The course focuses on the pivotal role of the family in supporting each child's individual development and includes strategies for promoting strong relationships between caregivers and families. Knowledge of development of very young children, infant-toddler caregiving routines, caregiver practices that enrich experiences, and caregiver roles are emphasized. May be taken on a CR/N basis. (3 hrs. lect. per week)



**ED 191V FIELD EXPERIENCE PRACTICUM #1 IN EARLY CHILDHOOD (1-3)**

*Prerequisites:* "C" or higher in ED 131 or FAMR 231, and ED 110

*Prerequisite or Corequisite:* "C" or higher in ENG 22/60 OR placement in ENG 100

*Corequisite:* ED 151

A field-based practicum that serves as a mid-program supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice. May be repeated until 3 credits are earned. Responsibilities to increase with each repeat. (5-15 hrs. practicum per week per credit)

**ED 196 BEGINNING CHILD DEVELOPMENT LAB SEMINAR (1)**

*Prerequisite or Corequisite:* ENG 22/60 OR placement in ENG 100; and "C" or higher in ED 110

*Corequisite:* ED 196L

Seminar courses designed to provide an opportunity for students to discuss best practices in education and care settings for young children and in their participation in the child development lab. Students must be concurrently enrolled in Beginning Child Development Lab (ED 196L). Satisfactory criminal record history check required to pass this course. May be taken on a CR/N basis. (1 hr. lect. per week)

**ED 196L BEGINNING CHILD DEVELOPMENT LABORATORY (1)**

*Prerequisite or Corequisite:* ENG 22/60 OR placement in ENG 100; and "C" or higher in ED 110,

*Corequisite:* ED 196

*Instructor approval required.* Supervised practicum in Campus Child Development Lab. A variety of on-the-job experiences working with children ages 0-8 years. Students are expected to continually increase their level of achievement working with children and adults. Satisfactory criminal record history check required to pass this course. May be taken on a CR/N basis. (3 hrs. lab. per week)

**ED 215 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD (3)**

*Prerequisite:* "C" or higher in ED 131 or FAMR 231, AND "C" or higher in ENG 22/60 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. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 220 TEACHING LANGUAGE SKILLS (EARLY CHILDHOOD EDUCATION) (3)**

*Prerequisite:* ENG 22/60 OR placement in ENG 100

Deals with teaching language skills in an integrated way. Includes listening, oral language, written language; pre-reading and reading at preschool, kindergarten and primary levels. (3 hrs. lect. per week)

**ED 234 OBSERVATION AND ASSESSMENT (2)**

*Prerequisites:* "C" or higher in ED 105, ED 131 and "C" or higher in ENG 22/60 OR placement in ENG 100

Advanced skills in methods of observing & recording behavior and assessing children. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ED 245 CHILD, FAMILY AND COMMUNITY (3)**

*Prerequisites:* ENG 22/60 OR placement in ENG 100; and "C" or higher in ED 105

Develops communication skills for establishing effective relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (3 hrs. lect. per week)

**ED 263 LANGUAGE AND CREATIVE EXPRESSION CURRICULUM (3)**

*Prerequisites:* "C" or higher in ED 110 and "C" or higher in ENG 22/60 OR placement in ENG 100

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. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 264 INQUIRY AND PHYSICAL CURRICULUM (3)**

*Prerequisites:* "C" or higher in ED 110 and "C" or higher in ENG 22/60 OR placement in ENG 100

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. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 265 INTRODUCTION TO CHILDREN'S LITERATURE (3)**

*Prerequisite:* ENG 22/60 OR placement in ENG 100

Introduces students to the world of children's literature. Students become acquainted with the wide variety of children's books and the methods employed in planning and presenting experiences in a literature program for children, infants through age eight. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ED 269 INTEGRATED CURRICULUM IN EARLY EDUCATION (3)**

*Prerequisites:* "C" or higher in ED 261 or ED 262; and "C" or higher in ENG 22/60 OR placement in ENG 100

*Corequisite:* ED 261 or ED 262

Foundations and practice in designing, planning, implementing and evaluating integrated curriculum for preschool and young primary children. This course also includes an introduction to the social studies curriculum. (3 hrs. lect. per week)

**ED 270 PRENATAL AND PERINATAL DEVELOPMENT (2)**

*Prerequisites:* ENG 22/60 OR placement in ENG 100; and "C" or higher in ED 196 and ED 196L and ED 170 and (ED 131 or FAMR 231)

Physical development and psychological changes during pregnancy and the first weeks of life are examined. Emphasis is on the total family unit and the stresses it faces from personal, cultural, and societal perspectives. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ED 274 INFANT-TODDLER ENVIRONMENTS AND RELATIONSHIPS (3)**

*Prerequisites:* "C" or higher in ED 170; and "C" or higher in ENG 22/60 OR placement in ENG 100

*Recommended Prep:* ENG 100

Focuses on the inter-relatedness of and the connections between the care and education environment, teaching and caregiving styles, personal and professional development, curriculum and relationships with parents, families, and co-workers. Current issues and trends in the field of infant and toddler education and care are examined. (3 hrs. lect. per week)

**ED 275 INCLUDING CHILDREN WITH SPECIAL NEEDS (3)**

*Prerequisite:* "C" or higher in ED 131

This is an introductory course which gives an overview of the awareness, knowledge and skills needed to work with young children with special needs in full inclusion settings. (3 hrs. lect. per week)

**ED 296B INFANT-TODDLER SEMINAR: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisites:* "C" or higher in ED 151 and ED 191V, and ED 170, and (ED 131 or FAMR 231) and "C" or higher in ENG 22/60 OR placement in ENG 100

*Prerequisite or Corequisite:* ED 274, and (ED 263 or ED 264)

*Corequisite:* ED 296I

*Recommended Prep:* ED 215 and ED 245

Seminar for the Infant/Toddler Advanced Field Experience class which provides a culminating supervised work experience in an early childhood education and care setting with infants and toddlers. It is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (2 hr. lect. per week)

**ED 296C PRESCHOOL SEMINAR: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ED 151 and ED 191V, and (ED 131 or FAMR 231) and "C" or higher in ENG 22/60 OR placement in ENG 100

*Prerequisite or Corequisite:* ED 263 or ED 264

*Corequisite:* ED 296P

*Recommended Prep:* ED 215 and ED 245

Seminar to accompany the Preschool Laboratory Field Experience II class which is the culminating supervised work experience in an early childhood education and care setting. The seminar is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ED 296I INFANT-TODDLER LABORATORY: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ED 151 and ED 191V, and ED 170, and (ED 131 or FAMR 231) and "C" or higher in ENG 22/60 OR placement in ENG 100

*Prerequisite or Corequisite:* ED 274 and (ED 263 or ED 264)

*Corequisite:* ED 296B

*Recommended Prep:* ED 215 and ED 245

*Instructor approval required.* Provides a culminating supervised work experience in an early childhood education and care setting with infants and toddlers. It is designed to support students in integrating content knowledge with practice. (6 hrs. lab. per week)

**ED 296P PRESCHOOL LABORATORY: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisites:* "C" or higher in ED 151 and ED 191V and (ED 131 or FAMR 231) and "C" or higher in ENG 22/60 OR placement in ENG 100

*Prerequisite or Corequisite:* ED 263 or ED 264

*Corequisite:* ED 296I

*Recommended Prep:* ED 215 and ED 245

*Instructor approval required.* Provides a culminating supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (6 hrs. lab. per week)

## Electrical Engineering (EE)

### EE 101 ELECTRICAL ENGINEERING SKILLS (3)

Electrical engineering subjects in a skill acquisition context at the freshman level. Learning, creative problem solving, brainstorming, technical information assimilation, and presentation skills development. (3 hrs. lect. per week)

### EE 150 INTRODUCTORY COMPUTER PROGRAMMING METHODS (3)

*Prerequisite or Corequisite: MATH 206*

*Recommended for Science/Pre-Engineering students.* Introductory course in computer programming. Emphasis is on planning, writing, debugging of programs together with basic applications. May be taken on a CR/N basis. (3 hrs. lect. per week)

### EE 211 BASIC CIRCUIT ANALYSIS (4)

*Prerequisites or Corequisites: Math 231 OR placement in MATH 232, AND Physics 272*

Linear circuits, time-domain analysis, transient and steady-state responses, phasors, impedance and admittance; network or system functions, frequency response and filtering, resonance. (3 hrs. lect.; 3 hrs. lab. per week)

### EE 213 BASIC LAB MEASUREMENTS & TECHNIQUES (4)

*Prerequisites: "C" or higher in EE 211*

*Prerequisite or Corequisite: Math 232*

This is the second semester course in circuit analysis. It incorporates lecture and a lab to cover topics in advanced circuit analysis and in measuring instruments and techniques. (3 hrs. lect.; 3 hrs. lab. per week)

### EE 260 INTRODUCTION TO DIGITAL DESIGN (4)

*Prerequisites: EE 150*

Introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components. The "top-down design" paradigm for sequential and state machine circuits will be introduced along with computer-aided design (CAD) tools. (3 hrs. lect., 3 hrs. lab. per week)

## Electrical Installation and Maintenance Technology (EIMT)

### EIMT 30 ELECTRICAL INSTALLATION THEORY I (4)

*Prerequisites: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60; MATH 20B & C & D OR placement in MATH 53*

*Corequisite: EIMT 32*

*EIMT majors only.* This course is designed to develop knowledge of basic and advanced residential wiring with emphasis on the National Electrical Code and the principles of residential blueprint reading. (5 hrs. lect. per week)

### EIMT 30B ELECTRICAL INSTALLATION THEORY I-B (2)

*Prerequisites: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60; MATH 20B & C & D OR placement in MATH 53*

*Corequisites: EIMT 32B, 30B and 32B must be taken together*

*EIMT majors only.* This course is designed to develop knowledge of basic residential wiring. Emphasis is on the National Electrical Code and the principles of basic residential blueprint reading. (2 hrs. lect. per week)

### EIMT 30C ELECTRICAL INSTALLATION THEORY I-C (2)

*Prerequisites: "C" in EIMT 30B and in EIMT 32B*

*Corequisites: EIMT 32C*

*EIMT majors only.* This course is designed to develop knowledge of advanced residential wiring. Emphasis is on the National Electrical Code and the principle of advanced residential blueprint reading. (2 hrs. lect. per week)

### EIMT 32 ELECTRICAL INSTALLATION I (6)

*Prerequisites: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60; MATH 20B & C & D OR placement in MATH 53*

*Corequisite: EIMT 30*

*EIMT majors only.* This course is designed to provide the basic and advanced knowledge in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different wiring techniques. (18 hrs. lab. per week)



**EIMT 32B ELECTRICAL INSTALLATION I-B (3)**

*Prerequisites:* ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60;  
MATH 20B & C & D OR placement in MATH 53

*Corequisites:* EIMT 30B and 32B must be taken together.

This course is designed to provide basic knowledge in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different wiring techniques, using non-metallic sheathed cable. (9 hrs. lab. per week)

**EIMT 32C ELECTRICAL INSTALLATION I-C (3)**

*Prerequisites:* "C" in EIMT 30B and in EIMT 32B

*Corequisites:* EIMT 30C

*EIMT majors only.* This course is designed to provide advanced knowledge in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different wiring techniques used to maintain, troubleshoot and repair all residential wiring circuits. (9 hrs. lab. per week)

**EIMT 40 ELECTRICAL INSTALLATION THEORY II (4)**

*Prerequisites:* "C" in EIMT 50 and in 52

*Corequisite:* EIMT 42

*EIMT majors only.* This course will take students into the more complex commercial and industrial wiring techniques with emphasis on the National Electrical Code and the principles of commercial and industrial blueprint reading. (5 hrs. lect. per week)

**EIMT 42 ELECTRICAL INSTALLATION II (6)**

*Prerequisites:* "C" in EIMT 50 and in EIMT 52

*Corequisite:* EIMT 40

*EIMT majors only.* A course designed to advance the student to a higher level of electrical installation skills. This course will take students into more complex commercial and industrial wiring techniques. (18 hrs. lab. per week)

**EIMT 44 AC/DC SYSTEMS AND EQUIPMENT (4)**

*Prerequisites:* "C" in EIMT 30 and in EIMT 32

*Corequisite:* EIMT 46

*EIMT majors only.* This course is designed to advance the student into electrical principles of direct-current and alternating-current circuits and equipment. Emphasis is placed on the theory, operating characteristics and control of AC and DC machinery. (5 hrs. lect. per week)

**EIMT 44B AC/DC SYSTEMS AND EQUIPMENT I (2)**

*Prerequisites:* "C" in EIMT 30C and in 32C, OR in EIMT 30 and in 32

*Corequisite:* EIMT 46B

*EIMT majors only.* This course covers the construction and theory of operation of AC and DC rotating machinery. The course also presents a wide range of study on the installation, maintenance, service, and repair of electrical equipment. (2 hrs. lect. per week)

**EIMT 46 ELECTRICAL MAINTENANCE & REPAIR (6)**

*Prerequisites:* "C" in EIMT 30 and in EIMT 32

*Corequisite:* EIMT 44

*EIMT majors only.* This course consists of supervised lab activities combining trade practices and related technical instruction to provide the most effective means of developing the students' mechanical, manipulative, and troubleshooting skills. Emphasis is placed on methods of installation, maintenance, trouble-shooting and repair of electrical machinery and related control equipment. (18 hrs. lab. per week)

**EIMT 46B ELECTRICAL MAINTENANCE & REPAIR I (3)**

*Prerequisites:* "C" in EIMT 30C and in 32C, OR in EIMT 30 and in 32

*Corequisite:* EIMT 44B

*EIMT majors only.* This course consists of supervised lab activities that combine trade practices and related technical information necessary to install, maintain, troubleshoot and repair rotating electrical equipment. (9 hrs. lab. per week)

**EIMT 50 SOLID STATE CONTROL (4)**

*Prerequisites:* "C" in EIMT 44 and in EIMT 46

*Corequisites:* EIMT 52

*EIMT majors only.* This is a course designed to introduce students to the principles and application of solid state control. The topics to be covered include the fundamentals of solid state devices; digital logic; solid state fire alarm and security systems; solid state motor control; programmable controllers. (5 hrs. lect. per week)

**EIMT 52 SOLID STATE CONTROL LAB (6)**

*Prerequisites: "C" in ELEC 44 and in EIMT 46*

*Corequisite: ELEC 50*

*EIMT majors only.* This is a lab course designed to give students a working knowledge and hands on experience with solid state control devices and systems. Students will learn how to install, maintain, troubleshoot, and repair a variety of solid state components and systems. (18 hrs. lab. per week)

**EIMT 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*EIMT majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in electricity. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## English (ENG)

**ENG 20B BASIC DIRECTION SKILLS (1)**

*Prerequisites: Placement in ENG 20B/C/D/E*

Foundation in reading, writing, speaking and problem-solving skills relevant to entry into Liberal Arts and Technical-Occupational programs. Enrollment in 1-4 credits, depending on one's areas of need. Graded on a CR/N basis. (2-8 hrs. class-lab. per week)

**ENG 20C CONSUMER-SERVICE SKILLS (1)**

*Prerequisites: Placement in ENG 20B/C/D/E*

Foundation in reading, writing, speaking and problem-solving skills relevant to entry into Liberal Arts and Technical-Occupational programs. Enrollment in 1-4 credits, depending on one's areas of need. Graded on a CR/N basis. (2-8 hrs. class-lab. per week)

**ENG 20D DATA-PROCESSING SKILLS (1)**

*Prerequisites: Placement in ENG 20B/C/D/E*

Foundation in reading, writing, speaking and problem-solving skills relevant to entry into Liberal Arts and Technical-Occupational programs. Enrollment in 1-4 credits, depending on one's areas of need. Graded on a CR/N basis. (2-8 hrs. class-lab. per week)

**ENG 20E ENGLISH READING SKILLS (1)**

*Prerequisites: Placement in ENG 20B/C/D/E*

Foundation in reading, writing, speaking and problem-solving skills relevant to entry into Liberal Arts and Technical-Occupational programs. Enrollment in 1-4 credits, depending on one's areas of need. (2-8 hrs. class-lab. per week)

**ENG 21 DEVELOPMENTAL READING (3)**

*Prerequisite: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 21/51*

Designed to develop reading skills needed for college level reading. Emphasis is on vocabulary and comprehension of expository reading material. Study skills needed for effective reading are handled. (3 hrs. lect. per week)

**ENG 22 INTRODUCTION TO EXPOSITORY WRITING (3)**

*Prerequisite: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22*

Intensive study of structure, usage, and vocabulary of English as a necessary prelude to effective writing. Emphasis is placed on the development of the paragraph to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their written communications. (3 hrs. lect. per week)

**ENG 51 TECHNICAL READING (3)**

*Prerequisite: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22*

Designed to develop reading skills needed for college level reading. Emphasis is on vocabulary and comprehension of technical reading material. Study skills needed for effective reading are handled. (3 hrs. lect. per week)

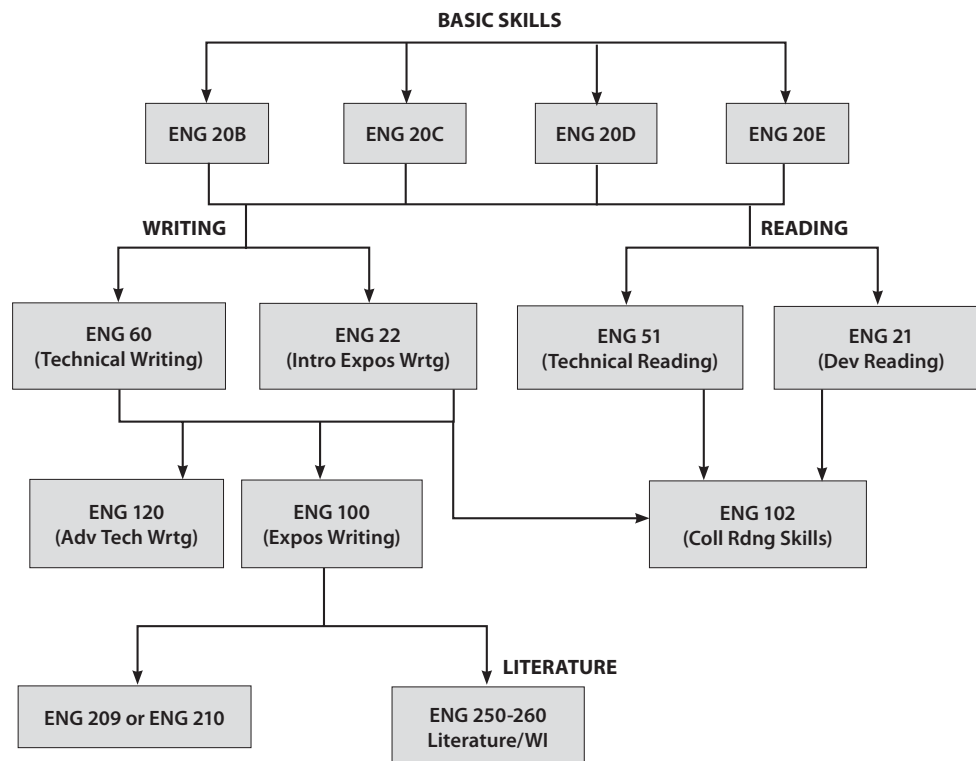
**ENG 60 TECHNICAL WRITING (3)**

*Prerequisite: ENG 20B & C & D & E OR "C" or higher in ESL 11 & 13 & 14 & 17 OR placement in ENG 22*

Study of effective ways of writing straightforward paragraphs of technical information. Emphasis is placed on writing technical information clearly, concisely, accurately and precisely. Includes units on using visuals for clear written communication. (3 hrs. lect. per week)

### English Sequence Chart

Enter English at level determined by Placement Test or courses taken at HCC or transferred.



"CR" grade required in ELI/ENG 20B, 20C, 20D, 20E to progress.

"C" grade or higher required in other ESL/ENG to progress.

3/05

#### ENG 100 COMPOSITION I (3)

*Prerequisite:* "C" or higher in ENG 22/60 OR placement in ENG 100

Introduction to the rhetorical, conceptual, and stylistic demands of writing at the college level.

Instruction in the composing process, search strategies, and writing from sources. (3 hrs. lect. per week)

#### ENG 102 COLLEGE READING SKILLS (3)

*Prerequisite:* "C" or higher in ENG 21/51 OR placement in ENG 100

Improvement in college and adult level reading with emphasis on increasing reading rate and comprehension through techniques of phrase reading, skimming, and vocabulary development.

(3 hrs. lect. per week)

#### ENG 120 ADVANCED TECHNICAL WRITING (3)

*Prerequisite:* "C" or higher in ENG 22/60 OR placement in ENG 100

Practice in representative forms of technical writing: proposals, progress reports, letters, memos, resumes. Collaborative research with technical instructors in the student's field. Identification of audience, correct use of language, and appropriate use of visuals will also be stressed, with emphasis on computer and library skills. (3 hrs. lect. per week)

#### ENG 201 CREATIVE WRITING (3)

*Prerequisite:* "C" or higher in ENG 100

Practice in writing poems and short stories which includes creative writing assignments, discussion of professional works, and discussion of each student's writing. (3 hrs. lect. per week)

ENG



**ENG 209 BUSINESS AND MANAGERIAL WRITING (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

A study of business and managerial writing. Practice in writing letters, memos, procedures and reports, including a recommendation report requiring research, problem definition and solution proposals. (3 hrs. lect. per week)

**ENG 210 WRITING TERM PAPERS (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Practice in the skills needed in writing research papers and "term" papers: methods of gathering and evaluating primary and secondary evidence and of presenting arguments in convincing and logical expository prose. (3 hrs. lect. per week)

**ENG 250 AMERICAN LITERATURE (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

A study and analysis of major works of American literature with equal emphasis placed upon works created before and after 1900. Novels, short stories, poems, and modern drama are studied. (3 hrs. lect. per week)

**ENG 251 BRITISH LITERATURE TO 1800 (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study of major British works from the Middle Ages to 1800. (3 hrs. lect. per week)

**ENG 252 BRITISH LITERATURE AFTER 1800 (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study of major British works from 1800 to the present. (3 hrs. lect. per week)

**ENG 253 WORLD LITERATURE TO 1600 (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study of representative works of Classical, Oriental, and European literature from ancient times to the 17th century. (3 hrs. lect. per week)

**ENG 254 WORLD LITERATURE AFTER 1600 (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study of representative works of Oriental, European, and American literature from 1600 to present. (3 hrs. lect. per week)

**ENG 255 SHORT STORY & NOVEL (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study and criticism of short stories and novels and how they are created. (3 hrs. lect. per week)

**ENG 256 POETRY & DRAMA (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Study and criticism of drama, biography, and poetry, their evolution and form. (3 hrs. lect. per week)

**ENG 257 THEMES IN LITERATURE (ALPHA)**

Selected themes in major works of various types, cultures, periods. Requires a minimum of 3000 words of writing. Repeatable once only.

**ENG 257F WOMEN IN LITERATURE (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

A thematic study of women in literature. Readings from various types of literature: novels, plays, short stories, and poetry. Focus includes women in various cultures, traditional myths and roles of women, contemporary alternatives, and famous women writers. (3 hrs. lect. per week)

**ENG 257L J. R. R. TOLKIEN (3)**

*Prerequisite: "C" or higher in ENG 100*

This course examines the writings of J. R. R. Tolkien. Tolkien's themes, characters, images, symbols, and use of language in his novels will be studied. Tolkien's storytelling techniques and the structure of his novels will be analyzed as will the sources and origins of his books. Tolkien's artistic achievements and the success of the films of his novels in translating his themes, characters, imagery and storytelling techniques to the cinema will be evaluated. (3 hrs. lect. per week)

**ENG 257M CROSS-CULTURAL PERSPECTIVES IN ASIAN/PACIFIC LITERATURE (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

Although stereotypes of both Asian and Pacific Islanders have existed through history, writers in English, in both groups, have emerged to tell their stories, battling misconceptions. The course studies and analyzes Asian and Pacific writers who deal with issues like colonialism, immigration, and marginalism. The works will be read as pieces of literatures while carefully considering their poetic and narrative forms. (3 hrs. lect. per week)

**ENG 257P LITERATURE AND THE SEA (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209-260*

This course examines how the sea functions as a physical, philosophical, and psychological setting. Through close textual analysis, the course explores the symbolic power of the ocean: what does our tropological understanding of the sea reveal about humanity? Is the sea a metaphor for predominantly feminine or masculine imagery? How do descriptions of the sea change according to culture and economic system? (3 hrs. lect. per week)

**ENG 257X LITERATURE AND TECHNOLOGY (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209-260*

This course explores the interplay of science, technology, and literature and examines the authors' world views, philosophical and religious thought and the impact of science and technology on life, art, and the imagination. How these works resist potential dehumanizing aspects of technology and how technological development can encroach upon identity will be discussed. (3 hrs. lect. per week)

**ENG 310 ADVANCED TECHNICAL AND BUSINESS COMMUNICATION (3)**

*Prerequisite: ENG 100*

*Recommended Prep: ENG 209*

Advanced technical and business communication prepares students with the knowledge and experience to produce print and online documentation as well as the enhanced knowledge of the importance of successful communication and interpersonal skills in the workplace. (3 hrs. lect. per week)

## English as a Second Language (ESL)

**NOTE:** *Non-credit introduction to College English (ICE) courses are also available.*

**ESL 1 COLLEGE LISTENING/SPEAKING SKILLS (3)**

*Prerequisites: ICE 6 OR placement in ESL 1*

*Corequisites: ESL 3 & 4 & 7*

This is the first-level listening/speaking course that is required of all students. It will include the teaching and practice of listening/speaking skills that students will need in academic and workplace settings. (3 hrs. lect. per week)

**ESL 3 COLLEGE READING/Writing SKILLS (9)**

*Prerequisites: ICE 6 OR placement in ESL 3*

*Corequisites: ESL 1 & 4 & 7*

This course will provide students with a foundation in reading and writing skills necessary to succeed in subsequent English, Liberal Arts, and Technical/Occupational courses. There are two components to this class: students will read authentic pieces of writing, written for native speakers of English, and will focus on vocabulary development and comprehension. Writing assignments based on the readings will also be done. (9 hrs. lect. per week)

**ESL 4 GRAMMAR I (3)**

*Prerequisite: Placement in ESL 4 or instructor approval*

*Corequisites: ESL 1 & 3 & 7*

This course is a study and practice of high-beginning to intermediate grammar. It will provide students with a solid foundation in grammar to succeed in subsequent English and Liberal Arts courses. (3 hrs. lect. per week)

**ESL 7 INTRODUCTION TO COMPUTERS AND INTERNET FOR ESL (3)**

*Prerequisite: ICE 6*

*Corequisites: ESL 1 & 3 & 4*

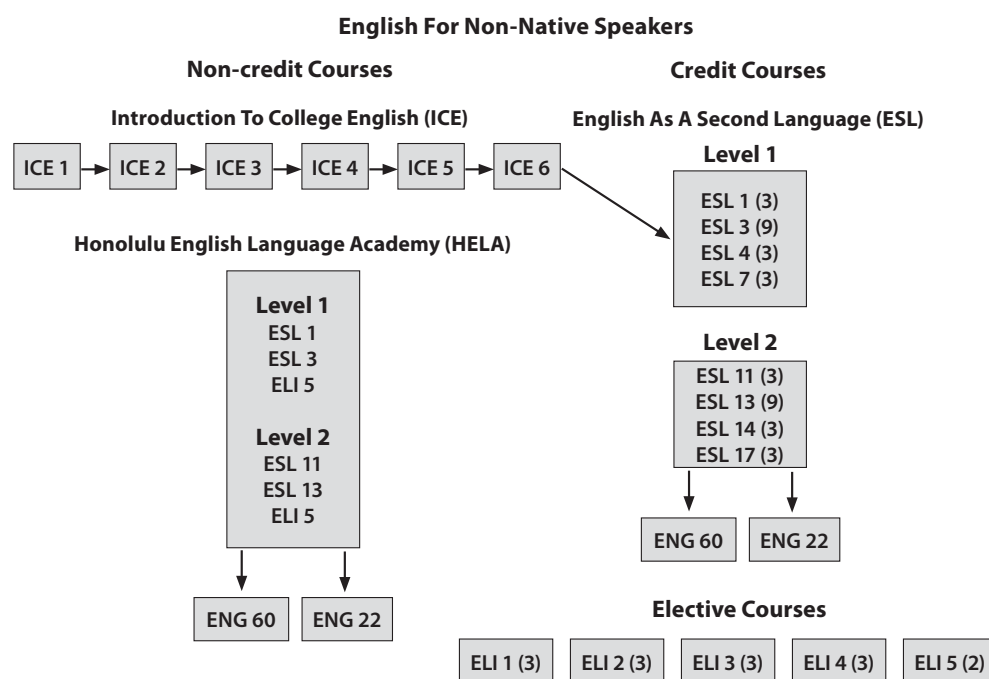
This course is designed to provide the ESL student with a foundation in basic computer literacy, wordprocessing, and Internet skills to succeed in subsequent courses at HCC (e.g., ENG 100, ICS 100). (3 hrs. lab. per week)

**ESL 11 COLLEGE LISTENING SPEAKING SKILLS II (3)**

*Prerequisite: ESL 1*

*Corequisites: ESL 13 & 14 & 17*

Provides practice in the English listening speaking skills necessary to succeed in subsequent Liberal Arts and Technical/Occupational courses. Also provides the chance to combine critical thinking with practical experience as students make an active contribution to their community in service learning projects. (3 hrs. lect. per week)

**Notes on courses:**

**ELI 1:** Listening Comprehension and Vocabulary Development I (telecourse - *Crossroads Cafe*)

**ELI 2:** Listening Comprehension and Vocabulary Development II (telecourse - *Crossroads Cafe*)

**ELI 3:** Listening Comprehension and Vocabulary Development III (telecourse - *Connect With English*)

**ELI 4:** Listening Comprehension and Vocabulary Development IV (telecourse - *Connect With English*)

**ELI 5:** Directed Lab for HELA

5/17/05

**ESL 13 COLLEGE READING/WRITING SKILLS II (9)**

*Prerequisites:* "C" or higher in ESL 3 OR placement in ESL 13

*Corequisites:* ESL 11 & 14 & 17

This course will provide the student with advanced reading and writing skills necessary to succeed in subsequent English, Liberal Arts, and Technical/Occupational courses. There are two components to this class: students will read authentic pieces of writing, written for native speakers of English, and will focus on vocabulary development and comprehension. Writing assignments based on the readings will also be done. (9 hrs. lect. per week)

**ESL 14 GRAMMAR II (3)**

*Prerequisite:* ESL 4

*Corequisites:* ESL 11 & 13 & 17

This course is a study and practice of intermediate to advanced grammar. Common grammar problem areas will be focused on with required written compositions based on those specific grammar points. It will provide students with a solid foundation in grammar to succeed in subsequent English, liberal arts, and technical/occupational courses. (3 hrs. lect. per week)

**ESL 17 COMPUTERS AND INTERNET FOR ESL ACADEMIC PURPOSES (3)**

*Prerequisite:* "C" or higher in ESL 7

*Corequisites:* ESL 11 and ESL 13 and ESL 14

ESL 17 is a multi-purpose class covering reading, vocabulary development, writing, listening, and speaking using content-based materials that relate to computers and their use with three computer programs: word processing, an Internet browser, and e-mail. Extensive classroom English study is combined with out-of-class assignments that provide hands-on experience in using computers. (3 hrs. lect. per week)

## English Language Institute (ELI)

### **ELI 1 TV-LISTENING COMPREHENSION AND VOCABULARY DEVELOPMENT I (3)**

This course is a telecourse designed to help high beginning/intermediate ESL students improve listening comprehension and vocabulary skills. Students view videotapes from CROSSROADS CAFE (units 1-13) and do exercises in workbooks written to match the videotapes. Other drills/exercises are assigned. Graded on a CR/N basis. (3 hrs. lect. per week)

### **ELI 2 TV-LISTENING COMPREHENSION AND VOCABULARY DEVELOPMENT II (3)**

This course is a telecourse designed to help high beginning/intermediate ESL students improve listening comprehension and vocabulary skills. Students view videotapes from CROSSROADS CAFE (units 14-26) and do exercises in workbooks written to match the videotapes. Other drills/exercises are assigned. Graded on a CR/N basis. (3 hrs. lect. per week)

### **ELI 3 TV-LISTENING COMPREHENSION AND VOCABULARY DEVELOPMENT III (3)**

This course is a telecourse designed to help high beginning/intermediate ESL students improve listening comprehension and vocabulary skills. Students view videotapes from CONNECT WITH ENGLISH (UNITS 1-24) and do exercises in workbooks written to match the videotapes. Other drills/exercises are assigned. Graded on a CR/N basis. (3 hrs. lect. per week)

### **ELI 4 TV-LISTENING COMPREHENSION AND VOCABULARY DEVELOPMENT IV (3)**

This course is a telecourse designed to help high beginning/intermediate ESL students improve listening comprehension and vocabulary skills. Students view videotapes from CONNECT WITH ENGLISH (units 25-48) and do exercises in workbooks written to match the videotapes. Other drills/exercises are assigned. Graded on a CR/N basis. (3 hrs. lect. per week)

### **ELI 5 TV-DIRECTED LAB FOR HONOLULU ENGLISH LANGUAGE INSTITUTE (HELI) (2)**

*Corequisite: ESL 1/ESL 3 or ESL11/ESL13*

This is the lab component of the Honolulu English Language Institute (HELI). International students will be required to spend 10 hours weekly in a directed course of study which will include engaging in a variety of reading, vocabulary, writing, grammar, listening, speaking, and acculturation activities using the internet, DVD's, audio/videotapes, hard copy materials, and real world sources. Students may enroll 2 times for a maximum of 4 credits. Graded on a CR/N basis. (10 hrs. lab. per week)

## Family Resources (FAMR)

### **FAMR 100 PERSONAL AND PROFESSIONAL DEVELOPMENT (3)**

*Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

Intended for college students of any age who wish to expand their self-awareness and explore choices available. Topics include personal style of learning, challenges of adulthood, and clarity in education/career goals. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FAMR 100A PERSONAL AND PROFESSIONAL DEVELOPMENT (1)**

*Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

This course is designed to learn about the specific requirements of the CENT program including the different options within CENT, to survey the IT industry in terms of job opportunities, to perform job site visitations, to provide information about succeeding in college, and to gain knowledge about job seeking skills such as filling out application forms, writing resumes, and interviewing techniques. (1 hr. lect. per week)

### **FAMR 133 DYNAMICS OF FAMILY VIOLENCE (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

Overview of family violence which includes physical and sexual abuse of children, spousal assault, violence between siblings, abuse of the disabled, physical abuse and neglect as well as financial abuse of the elderly. Cultural/political trends to "criminalize" family violence. (3 hrs. lect. per week)

### **FAMR 141 PARENTING (3)**

*Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

Parenting theories, methods, skills, issues, and resources; parent-child relations over the life span and in various family and cultural contexts. May be taken on a CR/N basis (3 hrs. lect. per week)

### **FAMR 230 HUMAN DEVELOPMENT (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Concepts, issues, and theories of human growth and of development from conception to death and a systems approach to inquiry into factors affecting growth and development. (3 hrs. lect. per week)



**FAMR 231 HUMAN DEVELOPMENT I (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Principles of development from conception to puberty. Focus on the interrelation of physical, cognitive, and social-emotional aspects of the individual during this period. (3 hrs. lect. per week)

**FAMR 232 HUMAN DEVELOPMENT II (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Principles of development from puberty to death. Focus on the interrelation of physical, cognitive, and social-emotional aspects of the individual during this period. FAMR 231 and FAMR 232 need not be taken in sequence. (3 hrs. lect. per week)

**FAMR 244 AGING (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Basic course in the study of developmental process and problems of aging. Students will be guided to look at aging from a systems approach. Sociological, biological, and cognitive development of the aging individual will be discussed. (3 hrs. lect. per week)

**FAMR 296 WORKING WITH PEOPLE (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

Focuses on knowledge and skills needed in working with people. Topics include communication barriers and enhancers, conflict management, procrastination, stress and anger management, and group problem-solving skills. (3 hrs. lect. per week)

## Fashion Technology (FT)

**FT 16 CLOTHING CONSTRUCTION I (2)**

Garment construction for the individual using commercial patterns. Recommended for non-majors. (1 hr. lect.; 3 hrs. lab. per week)

**FT 17 CLOTHING CONSTRUCTION II (2)**

Basic stitchery with emphasis on standards and construction techniques. Recommended for non-majors. (1 hr. lect.; 3 hrs. lab. per week)

**FT 28 INTRODUCTION TO INDUSTRIAL SEWING (3)**

*Prerequisites: FT 205 and FT 215*

An introduction to apparel manufacturing with emphasis on various stitch and seam types utilizing industrial machines and attachments. Career opportunities and industry terminology will also be covered in this course. (3 hrs. lect. per week)

**FT 29 TEXTILE ART (3)**

*FT majors only.* Commercial and individual approaches to design, color and printing techniques used in textiles. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 30 BASIC CREATIVE DESIGNING (3)**

*Prerequisites: FT 205 & 215 & 217*

The creative process of apparel design is emphasized by developing and producing a collection of garments for industry or entrepreneurship. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 32 ADVANCED APPAREL DESIGN (3)**

*Prerequisites: FT 205 & 215 & 217*

Design and creation of garments for customers. Integration of all phases of apparel production. Includes individual design, pattern drafting, cutting, fabrication, fitting, and finishing. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 36 DRAPING (3)**

*Prerequisites: FT 205 & 215 & 217*

Basic fundamentals of draping with standard and individual forms. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 38 DRAPING AND DESIGN (3)**

*Prerequisite: FT 36*

Integration of draping and flat pattern designing for actual customers with the use of individual forms or standard forms. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 40 FABRIC ANALYSIS (3)**

A study of the fibers and fabrics used in apparel and related products. Practical applications of yarns, construction, finishes on fabrics. Simple physical and chemical tests will be demonstrated. (3 hrs. lect. per week)

**FT 41 APPAREL DESIGN (3)***Prerequisites: FT 205 & 215 & 217*

Translating design sketches into flat patterns and constructing the finished garments.

(2 hr. lect.; 3 hrs. lab. per week)

**FT 43 CUTTING ROOM FUNCTIONS (3)***Prerequisite: FT 205*

Develops an understanding of industry methods and techniques of marking, laying up, and cutting garments in quantity with emphasis on fabric yield. Includes use of the Gerber Accumark Computer System. (3 hrs. lect. per week)

**FT 60 INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (2)**

Provides an introduction to the Gerber Garment Technology (GGT) Accumark computer system software, hardware, and peripherals. This course is the prerequisite to all courses using the GGT system. May be taken on a CR/N basis. (2 hrs. lect. per week)

**FT 61 COMPUTER AIDED DIGITIZING (2)***Prerequisites: FT 60 and 237 OR Instructor's approval*

Input production pattern pieces into the computer using the Gerber Accumark software and digitizing table. May be taken on a CR/N basis. (2 hrs. lect. per week)

**FT 62 COMPUTER AIDED GRADING (2)***Prerequisites: FT 60 and 61 and 237 OR Instructor's approval*

Covers computer techniques for grading production patterns using Gerber Garment Technology Accumark computer system. May be taken on a CR/N basis. (2 hrs. lect. per week)

**FT 63 COMPUTER AIDED MARKING (2)***Prerequisites: FT 43 and 60 OR Instructor's approval*

Covers computerized marking using the Gerber Garment Technology Accumark computer system. May be taken on a CR/N basis. (2 hrs. lect. per week)

**FT 90 FT SPECIAL TOPICS (3)***Prerequisite: Instructor's approval*

Special topics in fashion technology. Students may enroll 3 times for a maximum of 9 credits. May be taken on a CR/N basis. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 93V COOPERATIVE EDUCATION (1-4)***Instructor approval required.**FT majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Fashion Technology. Students may enroll 4 times for credit up to a maximum of 4 credits. (5 hrs. work experience per week per credit)**FT 100 FASHION MODELING (1)***Prerequisite: FT major or FT instructor approval required*

Students will acquire the skills and knowledge necessary to model fashion on the fashion runway. The course includes informal modeling and the presentation of the total fashion look. (1 hr. lect. per week)

**FT 101 HOW TO SUCCEED IN YOUR CAREER (3)**

Students learn what it takes to enter the job market in the fashion industry. The course covers fundamental social and business skills needed to be successful in a professional career.

(3 hrs. lect. per week)

**FT 111 ART AND DESIGN IN FASHION (3)**

A survey of fashion as it relates to art and design. Line, color, balance, proportion are studied providing guidelines to understanding fashion and how it communicates personal image to society.

(3 hrs. lect. per week)

**FT 120 FASHION INDUSTRY SURVEY (3)**

A survey of the fashion industry, fashion marketing trends, and retailing organizations. Career options will be explored. (3 hrs. lect. per week)

**FT 125 FASHION SHOW PRODUCTION (2)**

Comprehensive practical experience including all factors required for the preparation and production of fashion shows, clinics, and other fashion promotions. (2 hrs. lect. per week)

**FT 127 FASHION SELLING (3)**

This course is designed to help students develop skills in selling fashion merchandise. Emphasis will be on the development of positive retailing attitudes and sales techniques. (3 hrs. lect. per week)





**FT 128 VISUAL MERCHANDISING (3)**

This course is designed to examine the visual approach to selling fashion merchandise with an emphasis on effective exterior and interior store displays. (3 hrs. lect. per week)

**FT 129 MERCHANDISE PLANNING AND CONTROL (3)**

Fundamentals of mathematics used in merchandise planning and daily operations of a fashion operation. Essential practices, procedures, and interpretations of profit factors. Use of computers in fashion merchandising. (3 hrs. lect. per week)

**FT 130 FUNDAMENTALS OF A SMALL FASHION BUSINESS (4)**

Principles and procedures in organizing a small fashion enterprise. Application of decision-making techniques. Students will develop and evaluate a model plan for a small fashion store. (4 hrs. lect. per week)

**FT 135 COMPUTERS IN RETAILING (3)**

*Prerequisite: ICS 100 or ICS 100M*

Computer applications are studied for inventory control, buying, point of sale, basic accounting, and the advantages gained by using computers in large and small retail businesses. Hands-on projects will be required. (3 hrs. lect. per week)

**FT 140 FABRIC TECHNOLOGY (3)**

Fabrics commonly used in fashion merchandise are studied discussing how their fiber content, construction, and finish affect their end use. Methods of fiber and yarn identification and their construction are examined for their practical application. (3 hrs. lect. per week)

**FT 145 FASHION BUYING AND MERCHANDISING (3)**

A study of the buying/selling functions of fashion and accessories, the buyer's role in selecting merchandise and merchandising a store for profitable fashion retailing. (3 hrs. lect. per week)

**FT 150 SALES AND PROMOTION OF FASHION (3)**

A survey of techniques used to promote and sell fashion merchandise. Students will gain hands-on experience in executing promotional events and displays. (3 hrs. lect. per week)

**FT 160 COMPUTERIZED PATTERN GRADING AND MARKING (4)**

*Prerequisites: FT 43 & 215 & 237 and ICS 100 or Instructor's approval*

Course covers the knowledge and skills required to use the Gerber Garment Technology (GGT) System to grade and digitize patterns and to prepare production markers. It also covers the GGT system hardware capabilities as well as software programming. (3 hrs. lect.; 3 hrs. lab. per week)

**FT 193V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*FT majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to fashion merchandising emphasizing technical and interpersonal aspects. Students may enroll 4 times for credit up to a maximum of 4 credits. (5 hours work experience per week per credit)

**FT 205 MATERIALS AND METHODS OF CLOTHING CONSTRUCTION (4)**

Principles, concepts and procedures for quality construction and custom fitting of clothing. (3 hrs. lect.; 3 hrs. lab. per week)

**FT 215 BLOCK PATTERN DESIGNING (3)**

*Prerequisite or Corequisite: FT 205*

Principles of pattern making for women's apparel through manipulation of quarter size pattern blocks. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 216 FASHION DESIGN AND SKETCHING (3)**

Development of apparel design through sketching the fashion figure. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 217 FLAT PATTERNMAKING II (3)**

*Prerequisites: FT 205 and FT 215*

Expanding and refining the technical and production methods of flat patternmaking. Applying construction and alteration techniques to samples and final garments. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 220 FASHION RETAIL MANAGEMENT I (3)**

*Prerequisite: FT 120*

Large and small retail organizations and the functions of management in those organizations are studied. The importance of leadership, communications, and interpersonal relations in retail management are emphasized. Real life applications are integrated into the class. (3 hrs. lect. per week)

**FT 221 FASHION RETAIL MANAGEMENT II (3)**

*Prerequisite: FT 220*

This course is a further study of retail management techniques and responsibilities focusing on the case study method. The class will examine actual companies and their management practices and policies, solving problems in a seminar format. (3 hrs. lect. per week)

**FT 237 PATTERN GRADING (3)**

*Prerequisite: FT 215 and MATH 20*

Principles of proportionally increasing or decreasing a master pattern according to a prescribed set of body measurements. Applications include basic, intermediate and advance designs. Includes use of the grading machine. (2 hrs. lect.; 3 hrs. lab. per week)

**NOTE:** *The following courses have been accepted at the University of Hawai'i at Mānoa in the Human Resources Department. These are subject to change without prior notice.*

<b>HCC:</b>	<b>UHM :</b>
FT 111	TXCL 111
FT 205	TXCL 205
FT 215	TXCL 215
FT 216	TXCL 216
FT 237	TXCL 237
FT 160	TXCL elective

**Filipino (FIL) \***

**FIL 101-FIL 102 ELEMENTARY FILIPINO I-II (4-4) (FORMERLY TAG 101-102)**

*101 Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

*102 Prerequisite: FIL 101*

Development of listening, speaking, reading, writing. Drill and practice emphasized. Laboratory work required. (4 hrs. lect.; 1 hr. lab. per week)

**FIL 201-FIL 202 INTERMEDIATE FILIPINO (4-4)**

*201 Prerequisite: FIL 102*

*202 Prerequisite: FIL 201*

Fulfills the required 2-year minimum of foreign language study. Continuation of FIL 102 for FIL 201 and FIL 201 for FIL 202. Lessons focus on various aspects of Philippine culture, as well as social and linguistic rules of the language. Prerequisite for FIL 301, a required core course to get a B.A. in Philippine Languages and Philippine Literature (focus on Filipino/Tagalog language). (5 hrs. lect. per week)

*\*Native speakers may not take language courses for credit.*

**Fire and Environmental Emergency Response (FIRE)**

**FIRE 100 INTRODUCTION TO FIRE PROTECTION (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

History and philosophy of fire protection. Introduction to fire agencies; current fire legislation, career orientation, recruitment and training programs, classification and pay systems, employee organization. This course is designed as a general background for vocational students, or students not currently in the fire service. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 101 ESSENTIALS OF FIRE SUPPRESSION (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

*FIRE majors only.* Introduction to modern fire suppression, the behavior of fires, introduction to physics and chemistry of fire, general overview of how fire affects materials, various products, and environments. Suppression agents and systems, equipment and new technology, suppression apparatus, aviation fires, motor vehicle fires, marine fires, wildland fire suppression. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 102 FUNDAMENTALS OF FIRE PREVENTION (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

*FIRE majors only.* Introduction to modern fire prevention, public relations involved, introduction to national and local codes used in prevention. An overview of public prevention programs, new technologies used in prevention, inspection procedures and guidelines, current problems, legislation, and enforcement of fire prevention. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 103 MEDICAL EMERGENCY FIRST RESPONDER (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

This course is designed to teach first responders basic life support skills and procedures in the prehospital emergency setting. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 107 FIRE FIGHTING TACTICS AND STRATEGIES (3)***Prerequisite or Corequisite: FIRE 101 and FIRE 102*

*FIRE majors only.* Introduction to Fireground planning and coordination, extinguishment tactics and strategies, functions of different fire companies, various tactical operations, types of extinguishment agents and uses. Pre-planning and command systems, size and types of incidents. Discussion of modern fire problems and suppression tactics and strategies involved. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 111 MANAGEMENT IN THE FIRE SERVICE (3)***Prerequisite: FIRE 101 and FIRE 102*

*FIRE majors only.* An overview of fire service management theories and application principles in the fire service. Management by objective. Current fire safety education, problem identification and program development strategies are introduced. Fireground management functions; management of financial resources, physical resources, and facilities. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 115 FIRE APPARATUS AND EQUIPMENT (3)***Recommended Prep: FIRE 101*

*FIRE majors only.* Comprehensive overview of fundamental principles, test, inspection and servicing of equipment, maintenance, description of operation of various pump types, pump driving test, water supply (types of hydrants and valves). The course will enhance student knowledge and skills required by National Fire Code 1002 Driver/Operator. (3 hrs. lect. per week)

**FIRE 117 BASIC RESCUE IN THE FIRE SERVICE (3)***Recommended Prep: FIRE 101*

*FIRE majors only.* To introduce definitions, terminology, and provide students with a basic knowledge of rescue. To understand the four phases of rescue: locate and access victims, stabilize the situation, and transport the victims to safety while managing injuries and avoiding risk or injury to the victims or rescuers. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 119B EMERGENCY MEDICAL TECHNICIAN (3.5)***Prerequisite: FIRE 103*

This course is the first in a series of two EMT Basic courses. This course is designed to develop specific medical skills used in emergency response. Students should be prepared to do practical labs both in class and in a hospital setting. Students are required to pay a lab fee and purchase a limited liability coverage policy while participating in this course. May be taken on a CR/N basis. (3 hrs. lect.; 1.5 hrs. lab. per week)

**FIRE 119C EMERGENCY MEDICAL TECHNICIAN-BASIC (3.5)***Prerequisite: FIRE 119B and FIRE 103*

This course is the second in series of the EMT Basic curriculum. This course is designed to develop specific medical skills in responding to medical emergencies. Students are required to continue practical lab experiences that were started in FIRE 119B. May be taken on a CR/N basis. (3 hrs. lect.; 1.5 hrs. lab. per week)

**FIRE 123 FIRE INVESTIGATION (3)***Recommended Prep: FIRE 101 and FIRE 102*

*FIRE majors only.* Introduction to an analytical approach to fire investigation that recognizes the numerous facets of fires, fuels, people and investigative procedures. The scientific principles of combustion and fire behavior will be stressed as well as the important principles of scientific investigation. (3 hrs. lect. per week)

**FIRE 126 FIRE SERVICE AND THE LAW (3)***Recommended Prep: FIRE 101 and FIRE 102*

*FIRE majors only.* Fire service personnel legal rights and liability concerns are reviewed. Duties, responsibilities, and legal problems of the fire service in regard to working situations are studied from the judicial perspective. (3 hrs. lect. per week)

**FIRE 150 INDUSTRIAL FIRE PROTECTION (3)***Recommended Prep: FIRE 101 and FIRE 102*

Basic fire protection-prevention course for industry. Includes planning, managing and training for fire emergencies. Cross-listed as OESM 150. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 151 INTRODUCTION TO WILDLAND FIRE CONTROL (3)**

*FIRE majors only.* Introduction to basic wildland fire organization, ICS, fire behavior, air operations, suppression methods, tools and equipment. Emphasis on fire safety and basic introduction to portable pumps, water use, and chain saws. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 152 WILDLAND FIRE CONTROL FIELD METHODS (3)**

*Prerequisite or Corequisite: FIRE 151*

Introduction to wildland fire suppression field strategies, tactics and techniques. The course is structured around hands-on training in an outdoor environment. Students are familiarized with tools, techniques and how to best apply them in the wildland fire context. (6 hrs. lect. per week)

**FIRE 154 WILDLAND URBAN INTERFACE OPERATIONS (3)**

This course is an introduction to the strategies, tactics, techniques, tools and safety consideration related to fire operations in the wildland/urban interface. The course involves aspects of suppression and prevention. (3 hrs. lect. per week)

**FIRE 156 WILDLAND INCIDENT COMMAND (3)**

*Recommended Prep: FIRE 151 and FIRE 152*

This course defines terms and examines concepts, theories, and principles of the Incident Command System and wildland fire in the fire service. Major topics include the Incident Command System function, staff functions in single command structures, management of various disasters, and initial and escape fire attack situations for wildland fire. (3 hrs. lect. per week)

**FIRE 157 INTERMEDIATE WILDLAND FIRE BEHAVIOR (3)**

*Recommended Prep: FIRE 151*

This course is designed to instruct prospective fireline personnel in wildland fire behavior for effective and safe management operations. Fire behavior is not an independent phenomenon - it is the product of the environment in which the fire is burning. In applying this definition to fire, we can then regard fire environment as the conditions, influences, and modifying forces that control the fire behavior. Fire behavior must obey physical laws. We consider certain types of fire behavior unusual or unexpected only because we have failed 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, we must understand and use the interactions of fire with its environment. This course will examine the fire environment - what it is, how it varies and why, and how fire itself alters the total picture. (3 hrs. lect. per week)

**FIRE 193V COOPERATIVE EDUCATION (1-6)**

*Instructor approval required.*

*FIRE majors only.* This course provides students with the opportunity to acquire on-the-job experience related to classroom instruction in Fire and Environmental Emergency Response emphasizing technical and interpersonal aspects. Students may enroll 4 times for credit up to a maximum of 12 credits. 6 credits can be applied to FIRE elective requirements. (5 hrs. work experience per week per credit)

**FIRE 202 FIRE HYDRAULICS (3)**

*Recommended Prep: FIRE 101, 102, and MATH 50*

*FIRE majors only.* Introduction to theory and practical application of principles of water and fluid flow. Topics include: pumping and pumping apparatus; equipment; mathematical formulas and equations; application procedures; hazards, and safety precautions. Tactics utilized, general fireground rules of thumb, and procedures involved in hydraulic operations. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 203 INTRODUCTION TO HAZARDOUS SUBSTANCES IN EMERGENCY RESPONSE (3)**

*Recommended Prep: FIRE 101, 102, and CHEM 105*

This course introduces definitions, terminology, and emergency response considerations of the hazardous materials field. Determining safety precautions and tactics, understanding classification of toxic materials; transportation and storage; fire and health hazards of hazardous substances in emergency response are topics included. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 206 BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)**

*Recommended Prep: FIRE 101 and FIRE 102*

*FIRE majors only.* A study of construction concepts as they relate to fire prevention and suppression. Fire pre-planning, protection systems, and fire related materials are introduced. The student will be able to conduct a basic facility survey and pre-incident plan. (3 hrs. lect. per week)

**FIRE 207 HAZARDOUS MATERIALS AWARENESS AND OPERATION (3)***Recommended Prep: FIRE 203 and CHEM 105*

Students are introduced to initial response for Hazardous Material Incidents. Topics include: personal safety, NFPA standards, OSHA and EPA regulations, toxicology, Incident Command System, decontamination, chemical resources, initial response, assessment, goal systems, and tactical options for HAZ MAT incidents. Meets Basic Concepts and Awareness levels as provided by NFPA. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 208 AIRCRAFT RESCUE FIRE FIGHTING (3)***Recommended Prep: FIRE 101 and FIRE 102*

Introduction to definitions, concepts, methods, and requirements of an airport firefighter's duties and responsibilities. The course has two major areas of concentration: the Federal Aviation Regulation (FAR 139) and the National Fire Code (NFC 1003). (3 hrs. lect. per week)

**FIRE 209 HAZARDOUS MATERIALS TECHNICIAN (3)***Recommended Prep: FIRE 203, 207, and CHEM 105*

This course is one of the final courses in a series of courses that were developed to increase responders awareness and capabilities to respond to hazardous materials incidents. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 211 HAZARDOUS MATERIALS INCIDENT MANAGEMENT (3)***Recommended Prep: FIRE 209*

This course will train students to take command at HAZMAT incidents. Students will gain knowledge and skills in ICS/IMS management, risk assessment, management of basic tasks on incidents, personnel management, and management of the emergency response site. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FIRE 214 EXTINGUISHING AND DETECTION SYSTEMS (3)***Recommended Prep: FIRE 101 and FIRE 102*

This course introduces new technologies for fire detection and suppression systems. It provides basic information on various detection and extinguishing systems found in most types of structures. Occupancy regulations and building and fire codes are discussed in regard to mandatory detection and extinguishing systems. (3 hrs. lect. per week)

**FIRE 218 EMERGENCY RESPONSE FOR HAZARDOUS MATERIALS (4)***Recommended Prep: FIRE 203*

*FIRE majors only.* This course provides students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics discussed include: hazard analysis, contingency planning, proper use and selection of PPE, site control and evaluation, field sampling and monitoring, and proper use of instruments. This course satisfies the requirement for generalized employee training under OSHA (1910.120). Cross-listed as OESM 218. (3 hrs. lect.; 3 hrs. lab. per week)

**FIRE 270 INCIDENT COMMAND AND DISASTER CONTROL (3)***Recommended Prep: FIRE 101 and FIRE 102*

*FIRE majors only.* This course defines terms and examines concepts, theories, and principles of the Incident Command System and disaster control in the fire service. Major topics include the Incident Command System function, staff functions in single command structures, management of various disasters, and initial and escape fire attack situations. May be taken on a CR/N basis. (3 hrs. lect. per week)

**Food Science and Human Nutrition (FSHN)****FSHN 19 NUTRITION FOR FITNESS (2)**

Emphasis on carbohydrates, fats, proteins, vitamins, minerals and water as nutrients for maintaining a healthy body. Calories and their effect on diet and weight control. The nutritional needs of athletes, sedentary and active people for healthier lives. (2 hrs. lect. per week)

**FSHN 24 DIET AND NUTRITION FOR PRE-PRIMARY CHILD (2)**

Basic food groups and related factors in planning meals suitable for the very young child in the home, food buying tips, hygienic food handling techniques, pleasant mealtimes; varied and nutritious snacks; avoiding possible problems in feeding babies and young children. This course is especially designed for family day care home operators and parents who care for children at home. (2 hrs. lect. per week)

**FSHN 26 MEAL PLANNING AND BUDGETING (3)**

The planning and preparation of nutritious, esthetic, and economical meals, including special diets, using a variety of food patterns. Use and care of equipment, management of time, energy and money. (3 hrs. lect. per week)

**FSHN 75 HUMAN NUTRITION AND FOOD SCIENCE (3)**

This course is designed to integrate the basic concepts of the natural sciences with the study of human nutrition, food production, and food safety. It will provide a scientific foundation for understanding the nutrient requirements of healthy individuals; the characteristics, physiological functions and food sources of the nutrients; the production of a safe food supply with emphasis on safe food handling; and government regulations that protect the food supply. May be taken on a CR/N basis. (3 hrs. lect. per week)

**FSHN 184 CONTEMPORARY ISSUES IN FOODS AND NUTRITION (2)**

Lectures on some widely discussed subjects related to human nutrition. Topics include the world food crisis, protein alternatives, food additives, methods in food advertising, and nutritional labeling. Primarily for non-majors. Students wishing further understanding of basic nutrition concepts should also enroll in 185. (2 hrs. lect. per week)

**FSHN 185 THE SCIENCE OF HUMAN NUTRITION (3)**

Integration of natural science concepts basic to study of human nutrition. Emphasis on nutrient requirements of healthy individuals throughout life cycle, food sources, functions and interrelationships of nutrients. Lectures supplemented with individualized instructional activities. (3 hrs. lect. per week)

**NOTE:** *FSHN 185 is accepted as a natural science requirement at the University of Hawai'i at Mānoa, UH West Oahu, and at other community colleges.*

**French (FR)\*****FR 101–FR 102 ELEMENTARY FRENCH I–II (4–4)**

101 Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60

102 Prerequisite: FR 101

Development of listening, speaking, reading, writing. French daily life and culture is given some attention. Laboratory work required. (4 hrs. lect.; 1 hr. lab. per week)

*\*Native speakers may not take language courses for credit.*

**Geography (GEOG)****GEOG 101 THE NATURAL ENVIRONMENT (3)**

Prerequisite: Placement in ENG 22/60

An introduction to physical geography: distribution and interrelationships of climates, vegetation, soils, landforms—with special emphasis on Hawai'i. Fulfills Natural Sciences core requirement. (3 hrs. lect. per week)

**GEOG 102 WORLD REGIONAL GEOGRAPHY (3)**

Prerequisite: Placement in ENG 22/60

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. (3 hrs. lect. per week)

**GEOG 122 GEOGRAPHY OF HAWAII (3)**

Recommended Prep: Placement in ENG 22 or higher

Examines Hawai'i as a unique, special place. Physical geography (volcanoes, erosion, climate, water resources, natural hazards), cultural geography (pre-contact society, the monarchy, economic change, agriculture, tourism, energy, population, land use, transportation, and urbanization), and regional geography of each island will be presented. (3 hrs. lect. per week)

**GEOG 151 GEOGRAPHY AND CONTEMPORARY SOCIETY (3)**

Prerequisite: Placement in ENG 22/60

Elements of economic geography and resource management; study of populations and food problems; energy; ecosystems; and pollution; application to current problems of developed and underdeveloped nations. (3 hrs. lect. per week)





## Geology and Geophysics (GG)

### **GG 101 INTRODUCTION TO GEOLOGY (3)**

The study of Earth, the natural physical environment, landscape, rocks and minerals, rivers and oceans, volcanos, earthquakes, plate tectonics and other internal processes; the effects of human actions on Planet Earth. (3 hrs. lect. per week)

### **GG 101L INTRODUCTORY GEOLOGY LABORATORY (1)**

*Prerequisite or Corequisite:* GG 101 or GG 103

The study of rocks and minerals, topographic and geologic maps and cross sections. (3 hrs. lab. per week)

### **GG 103 GEOLOGY OF THE HAWAIIAN ISLANDS (3)**

*Prerequisite:* Placement in ENG 22/60

Survey of Hawaiian rocks, minerals, volcanism, erosion, sedimentation, landscape evolution, geologic history, and regional geology. (3 hrs. lect. per week)

## Hawaiian (HAW)\*

### **HAW 101–HAW 102 ELEMENTARY HAWAIIAN I–II (4–4)**

*101 Prerequisite:* ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60

*102 Prerequisite:* "C" or higher in HAW 101

Development of listening, speaking, reading, writing. Drill and practice emphasized. Laboratory work required. (4 hrs. lect. per week)

### **HAW 201–HAW 202 INTERMEDIATE HAWAIIAN (4–4)**

*201 Prerequisite:* "C" or higher in HAW 102

*202 Prerequisite:* "C" or higher in HAW 201

An Intermediate level course for students with elementary knowledge of Hawaiian language. Language learning requires competence in four areas of skill, including listening, speaking, reading, and writing. (4 hrs. lect. per week)

### **HAW 261 HAWAIIAN LITERATURE IN ENGLISH (3)**

*Prerequisite:* "C" or higher in ENG 100 OR placement in ENG 209–260

A literary and cultural experience of the indigenous Hawaiian culture through reading and analyzing selected major works in English translations. (3 hrs. lect. per week)

\*Native speakers may not take language courses for credit.

## Hawaiian Studies (HWST)

### **HWST 24 HAWAIIAN CULTURE (3)**

Nature of Hawaiian arts and crafts, their expression in various forms and their relationship to Hawaiian culture. (3 hrs. lect. per week)

### **HWST 105 MEA KANU: HAWAIIAN PLANTS AND THEIR USES (3)**

*Prerequisite:* Placement in ENG 22/60

This course explores the cultural uses of plants by humans in the Hawaiian archipelago and elsewhere in Polynesia. Focus will be upon those plants that were originally found in Hawai'i when early settlers came and those plants that were brought by them. Cross-listed as BOT 105. (3 hrs. lect./demo. per week)

### **HWST 107 HAWAI'I: CENTER OF THE PACIFIC (3)**

*Prerequisite:* Placement in ENG 22/60

This course examines traditional Hawaiian and Pacific cultures and how outside western ideas and ideals have impacted upon island societies. Particular focus is on colonization and modernization and the conflicts they impose upon native Hawaiian and other Pacific peoples. (3 hrs. lect. per week)

### **HWST 110 WA'A HO'OKELE: HAWAIIAN SAILING CANOES (3)**

*Prerequisite:* Placement in ENG 22/60

*Recommended Prep:* Some knowledge of Hawaiian language and culture

This course introduces students to traditional and modern knowledge about canoe building and coastal sailing in Hawai'i. The Spiritual and practical aspects of canoe traditions will be covered along with related knowledge of astronomy, meteorology, oceanography, geography, ethnobotany, and physics. May be taken on a CR/N basis. (3 hrs. lect. per week)

**HWST 110L WA'A HO'OKELE: HAWAIIAN SAILING CANOES LAB (1)**

*Prerequisite or Corequisite: HWST 110*

*Recommended Prep: Some ocean experience and experience on boats. Knowledge of one's susceptibility to seasickness and ways of preventing or dealing with seasickness, as needed.*

*Comment: Concurrent enrollment in or completion of HWST 110 with a "C" or higher grade. Students must pass a swim test during the first three weeks of class: Students will be asked to swim 500 meters and stay afloat for one hour in deep water. Students should also have the ability to jump onto the deck of a boat that is 1-2 feet below the pier level. Some heavy lifting (e.g. pulling up an anchor) may be required.*

This course introduces students to the knowledge and skills needed to sail canoes in coastal waters. Students will apply the knowledge acquired in HWST 110 in hands-on activities. Repeatable once. May be taken on a CR/N basis. (3 hrs. lab. per week)

**HWST 212 HULA 'ŌLAPA: TRADITIONAL HAWAIIAN DANCE (2)**

This is a beginning course in the traditional/ancient styles of hula. The performance of repertoire and techniques will be at the novice level. Cultural, historical, political and mythological concerns will be discussed as well as the integration of some Hawaiian language terminology.

(1 hr. lect., 1.5 hr. lab per week)

**HWST 231 HAWAIIAN CULTURE (3)**

*Prerequisite: "C" or higher in ENG 100 OR placement in ENG 209–260*

A comprehensive study of the traditional Hawaiian culture. There is a strong emphasis in presenting the culture as an ongoing, living entity in which the students will become involved.

(3 hrs. lect. per week)

**HWST 280 HO'OKELE: HAWAIIAN NAVIGATION AND VOYAGING (3)**

This course introduces students to traditional knowledge of Hawaiian voyaging and navigation and to the modern revival of voyaging arts in Hawai'i and the Pacific. The course places Hawaiian navigation and voyaging in the context of Polynesian and Pacific cultures and the discovery and settlement of the Pacific islands. May be taken on a CR/N basis. (3 hrs. lect. per week)

**HWST 280L HO'OKELE: HAWAIIAN NAVIGATION AND VOYAGING LAB (1)**

*Prerequisite or Corequisite: "C" or higher in HWST 280 or equivalent, or Instructor approval*

*Recommended Prep: Some ocean experience and experience on boats. Knowledge of one's susceptibility to seasickness and ways of preventing or dealing with seasickness, as needed.*

*Comment: Students must pass a swim test during the first three weeks of class; students will be asked to swim 500 meters and stay afloat for one hour in deep water. Students should also have the ability to jump onto the deck of a boat that is 1-2 feet below the pier level. Some heavy lifting (e.g. pulling up an anchor) may be required.*

This lab will introduce students to knowledge and skills associated with sailing and navigating voyaging canoes. Students will apply knowledge acquired in HWST 280 and HWST 280L in hands-on activities.

Repeatable once. May be taken on a CR/N basis. (3 hrs. lab. per week)

## Health, Physical Education and Recreation (HPER)

**HPER 31 CARDIOVASCULAR TRAINING (1)**

*Prerequisite: Medical physical clearance*

For students who wish to improve cardiovascular endurance. Through improvement in cardiovascular endurance, students will improve the efficiency of their hearts, discover the value of aerobic exercise and be able to endure their occupations and daily activities for a longer period of time. (3 hrs. lab. per week)

**HPER 32 FLEXIBILITY AND AGILITY (1)**

*Prerequisite: Medical physical clearance*

For students who wish to increase flexibility and agility. Comparison and contrast of flexibility and agility. How to improve flexibility and agility for better performance in occupations and daily activities.

(3 hrs. lab. per week)

**HPER 152 WEIGHT TRAINING (2)**

*Prerequisite: Medical physical clearance to be presented at registration*

For non-traditional students and other students who desire to increase physical fitness levels for better performance of physical tasks required in vocational fields and daily activities.

(1 hr. lect.; 3 hrs. lab. per week)

## Health (HLTH)

### **HLTH 31 FIRST AID AND SAFETY (1)**

The student will gain new and useful information for application to healthy daily living, with emphasis on the prevention of accidents and first aid care. Includes cardiopulmonary resuscitation (CPR). Graded on a CR/N basis. (1.5 hr. lect. per week)

## History (HIST)

### **HIST 151–HIST 152 WORLD CIVILIZATION I & II (3–3)**

*Recommended Prep: Placement in ENG 22/60*

Development of civilization from its prehistoric origins to the present. (3 hrs. lect. per week)

### **HIST 231 MODERN EUROPEAN CIVILIZATION I (3)**

*Prerequisites: ENG 22/60 or placement in ENG 100*

*Recommended Prep: ENG 100*

Historical survey of political evolution and major economic, social and cultural developments taking place in Europe. HIST 231-(1500–1815); HIST 232 (1815– present). (3 hrs. lect. per week)

### **HIST 232 MODERN EUROPEAN CIVILIZATION II (3)**

*Prerequisites: ENG 22/60 or placement in ENG 100*

*Recommended Prep: ENG 100*

Historical survey of political evolution and major economic, social and cultural developments taking place in Europe. HIST 231-(1500–1815); HIST 232 (1815– present). (3 hrs. lect. per week)

### **HIST 241–242 CIVILIZATIONS OF ASIA I & II (3-3)**

*Prerequisites: Placement in ENG 100*

*Recommended Prep: ENG 100 OR placement in ENG 209–260*

Historical survey of the major civilizations of Asia from the earliest times to the present. Cross-listed as ASAN 241-242. Credit may be received for HIST 241 or for ASAN 241 but not both. Credit may be received for HIST 242 or for ASAN 242, but not both. (3 hrs. lect. per week)

### **HIST 244 MODERN JAPAN 1600 TO THE PRESENT (3)**

*Recommended Prep: HIST 152*

Development of modern Japanese social, cultural, and political history from the beginning of the Edo period to the present. Cross-listed as ASAN 244. (3 hrs. lect. per week)

### **HIST 281–HIST 282 INTRODUCTION TO AMERICAN HISTORY I & II (3–3)**

*Prerequisites: Placement in ENG 100*

*Recommended Prep: ENG 100 OR placement in ENG 209–260*

Interpretative survey of United States history from the earliest settlements to the present. (3 hrs. lect. per week)

### **HIST 284 HISTORY OF THE HAWAIIAN ISLANDS (3)**

*Prerequisite: ENG 100*

Survey of the social, political, and economic history of Hawai'i from the earliest times to the present. (3 hrs. lect. per week)

### **HIST 288 SURVEY OF PACIFIC ISLANDS HISTORY (3)**

*Prerequisite: ENG 100*

Development from precolonial to modern times; early settlement, cultural contact, colonization, contemporary problems. (3 hrs. lect. per week)

## Home Economics (HE)

### **HE 153 MANAGEMENT OF FAMILY RESOURCES (3)**

Introduction to family management that includes identification and use of some family resources and the implication for family and social welfare. (3 hrs. lect. per week)

### **HE 260 FAMILY MANAGEMENT AND DECISION MAKING (3)**

Integrated approach to management in the family, emphasizing values and goals of family functioning and use of resources. Management and decision making in different socioeconomic settings. (3 hrs. lect. per week)

### **HE 267 HOME FURNISHINGS (3)**

Selection, arrangement, and coordination of the various aspects of home furnishings to meet family needs. Topics include development, general features, and design. (3 hrs. lect. per week)

## Human Services (HSER)

### **HSER 30 WORK WITH SENIOR CITIZENS (3)**

Survey of jobs involving work with the elderly. Students will be exposed to community resources designed to meet the needs of senior citizens and will learn the nature of elderly services work in various agencies which serve the older person. Basic approaches utilized by elderly services workers will be discussed. Rewards and problems in work with the aged. (3 hrs. lect. per week)

### **HSER 40-HSER 43 SERIES SPECIAL TOPICS IN HUMAN SERVICES**

*(Number of credits depends on topic & may vary from semester to semester.)*

Special topic courses. A variety of contemporary topics, workshops, projects, or readings in methods or problems in human services. May be repeated for credit. Some topics may be taken on a CR/N basis. (Class hours depend on topic & may vary from semester to semester.)

### **HSER 47 HOME VISITOR SPECIAL PROJECTS (6)**

This course prepares students for positions in agencies utilizing home visitors as service providers for families with children ages 0 to 5 years of age. It covers issues essential to home visits with at-risk families. (5 hrs. lect.; 1 hr. lab. per week)

### **HSER 79 INTRODUCTION TO SCHOOL-AGE PROGRAMS AND CHILD CARE (1)**

An introduction to school-age concepts, background, and skills necessary for working with children from five to twelve years of age. May be taken on a CR/N basis. (1 hr. lect. per week)

### **HSER 80 DEVELOPMENTALLY APPROPRIATE PRACTICE: SCHOOL-AGE (9-12 YEARS) (2)**

An overview of theoretical knowledge and practical skills integral to the planning, implementation, and evaluation of developmentally appropriate school-age programs. May be taken on a CR/N basis. (2 hrs. lect. per week)

### **HSER 81V LAB EXPERIENCE FOR SCHOOL-AGE (1-3)**

*Corequisite: HSER 80*

Supervised lab experience in school-age practice. Students will be able to engage in a variety of activities and assignments related to HSER 80: Developmentally Appropriate Practice: School-Age, as well as to develop competency in observation, planning, implementation, and evaluation. May be taken on a CR/N basis. (3-9 lab hrs. per week)

## Humanities (HUM)

### **HUM 20 INTRODUCTION TO HUMANITIES (3)**

This course is a study of the fundamental principles of art, music and literature in order to increase appreciation. Contemporary media, e.g. television and cinema will be studied in order to develop critical skills. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HUM 35 CRITICAL THINKING (3)**

*Prerequisite: ENG 10 or 15 OR placement in ENG 22/60*

This is an interdisciplinary course which addresses the question "How can I evaluate and express my own ideas clearly and confidently?" The emphasis is upon developing critical judgment as a basis of listening, speaking, reading, and writing. Group processes may be used to increase self awareness. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HUM 36 PROBLEM SOLVING (3)**

This is an interdisciplinary course designed to develop in the individual the technique and understanding necessary for successful problem solving. The understanding involves developing a critical appreciation of competing personal and social values. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HUM 37 THE TWENTIETH CENTURY: VALUES AND ISSUES (3)**

This course will define, explore, and analyze selected value issues which are part of the human experience of the Twentieth Century. An interdisciplinary approach will be used and students will be encouraged to examine their own values. (3 hrs. lect. per week)

### **HUM 50 INTRODUCTION TO REASONING (3)**

*Recommended Prep: Placement in ENG 22/60*

Learning to avoid black and white thinking with special emphasis on persuasive appeals and scientific conclusions popularized by the mass media. Cross-listed as PHIL 50. (3 hrs. lect. per week)

**HUM 60 AMERICAN CULTURE FOR IMMIGRANTS AND FOREIGN STUDENTS (3)**

*Prerequisite: ICE 5*

This course is designed to help foreign and immigrant students to appreciate important concepts in American culture while they learn the basic vocabulary surrounding each concept. It will be taught through small group discussions and require extensive participation. (3 hrs. lect. per week)

**HUM 151 SCIENCE FICTION AND HUMAN VALUES (3)**

A study of science fiction and its implications for society—past, present and future. Films, videotapes, and printed materials will be used to explore the relationship between people, machines, and environment. (3 hrs. lect. per week)

**HUM 193V COOPERATIVE EDUCATION (1–4)**

*Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Humanities. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## Industrial Education (IED)

### IED - Drafting (IEDD)

**IEDD 101 BASIC DRAFTING AND BLUEPRINT READING (3)**

*Pearl Harbor Naval Shipyard Applied Trades majors only.* A basic mechanical drawing course designed for Pearl Harbor Naval Shipyard Apprenticeship Program students. Includes the use of drafting instruments, technical terminology, drawing scales, linework, lettering, orthographic projection, auxiliary and sectional views, assemblies and pictorials, threads and welds, and basic shop drawings. Lecture, demonstration, and exercise drawing. Topics developed in related shop work apart from this course. (10 hrs. lect./lab. per week over 5 weeks)

**IEDD 102 DRAFTING AND BLUEPRINT READING (3)**

*Prerequisite: IEDD 101*

*Pearl Harbor Naval Shipyard Applied Trades majors only.* A second course in mechanical drafting designed for Pearl Harbor Naval Shipyard Apprenticeship Program students. Includes CAD drawing, 3D modeling, sketching, descriptive geometry, and ship printreading. Lecture, demonstration, and exercise drawing. Topics developed in related shop work apart from this course. (10 hrs. lect./lab. per week over 5 weeks)

**IEDD 110A BASIC AutoCAD I (2)**

*Open to IED students, current public/private school teachers; others by instructor approval.*

A foundation course in Auto CAD designed for IED majors, current public/private school teachers, or others interested in learning the program for the purpose of teaching it. Basic 2D display, drawing, and editing commands. Tutorials and drawing assignments appropriate for secondary school students.

Prerequisite course for IEDD 110B that includes text, dimensions, and 3D drawing. Offered one evening per week, or occasionally summer. May be taken on a CR/N basis. (3 hrs. lect./lab. per week over 15 weeks)

**IEDD 110B BASIC AutoCAD II (2)**

*Prerequisites: IEDD 110A*

*Open to IED students, current public/private school teachers; others by instructor approval.*

A second course in AutoCAD designed for IED majors, current public/private school teachers, or others interested in learning the program for the purpose of teaching it. A continuation of 2D drawing and construction techniques, including text and dimensions, plus basic 3D drawing. Tutorials and drawing assignments appropriate for secondary school students. Offered one evening per week, or occasionally summer. May be taken on a CR/N basis. (3 hrs. lect./lab. per week over 15 weeks)

**IEDD 201 ADVANCED DRAFTING AND DESIGN (3)**

*Prerequisites: IEDD 101 and 102*

This course covers the fundamentals of architectural drafting, including lettering, projections, sections, details, and pictorial and working drawings. (5 hrs. lect./lab. per week)

### IED - Electronics (IEDT)

**IEDT 101 DC/AC FUNDAMENTALS (3)**

A study of the fundamentals of electricity. Topics include electrical units, electrons, conductors, insulators, Ohm's Law, Kirchhoff's Law, volts-amps, resistance, power, wattage, magnetism, inductance, reactance, resonance, frequency, alternating current, direct current, motors and generators.

(5 hrs. lect./lab. per week)

**IEDT 103 ELECTRONIC DEVICES (3)***Prerequisite: IEDT 101*

Basic concepts of vacuum tubes, semiconductors, integrated circuits, and their applications to power supplies, amplifiers, sinusoidal and non-sinusoidal oscillators, and basic logic circuits.  
(5 hrs. lect./lab. per week)

**IED - Electricity (IEDE)****IEDE 102 ELECTRICAL BUILDING CONSTRUCTION (3)**

An elementary electrical installation course designed to meet the Department of Education's requirements for the electrical building construction technology program. This course covers the applications of electrical installation theory and techniques as applied to building construction.  
(5 hrs. lect./lab. per week)

**IED - Building and Construction (IEDB)****IEDB 20 INTRODUCTION TO BUILDING AND CONSTRUCTION (3)**

This course introduces students to construction and construction careers using the Contextual Model. Students will be asked to think and solve problems related to construction projects from the origination of the idea through the actual completion of the construction process. Students will be required to sequence the project; identify by career the people involved with the project; and identify the permits, licenses, and organizations with jurisdiction over various aspects of the project including the relevant city, county, state and national codes and regulations that apply to the project. Students will be introduced to safety, common materials, hand and power tools, current construction techniques and blueprint reading. (56 total student contact hours)

**IED - Machine Shop (IEDM)****IEDM 101 MACHINE SHOP FOR INDUSTRIAL EDUCATION (3)**

Survey of the fundamental processes and operations in metalworking and production technology. An overview of the entire machine shop is presented. Some skill is developed in the use of hand tools, lathes, the drill press, and layout techniques. (5 hrs. lect./lab. per week)

**IEDM 102 MACHINE SHOP FOR INDUSTRIAL EDUCATION (3)***Prerequisite: IEDM 101*

An advanced course in metalworking lathe operation, including taper and angular turning, boring, cutting internal and external acme screw threads, and face plate set-up. Stress is placed on precision measurements through the use of micrometers and vernier calipers. (5 hrs. lect./lab. per week)

**IEDM 201 MACHINE SHOP FOR INDUSTRIAL EDUCATION (3)***Prerequisite: IEDM 102*

A course in the operation of the milling machine, including methods of tooling, job set-up, and speeds and feeds for commonly used metals. Students develop skills in plane and face milling, keyway cutting, gear cutting, and job setup on jobs performed on the vertical and horizontal milling machines.  
(5 hrs. lect./lab. per week)

**IEDM 202 MACHINE SHOP FOR INDUSTRIAL EDUCATION (3)***Prerequisite: IEDM 201*

An advanced course in the operation of lathes, drill presses, milling machines, grinding machines utilizing technical handbooks and data publications to complete projects and special shop assignments.  
(5 hrs. lect./lab. per week)

**IED - Power Technology (IEDP)****IEDP 102 INTERNAL COMBUSTION ENGINES (3)**

Theory and practice in the operation, repair, and maintenance of modern internal combustion engines, including disassembly, inspection, precision measurement, repair or replacement of components, reassembly and final adjustments. (5 hrs. lect./lab. per week)

**IEDP 201 ELECTRICAL SYSTEMS (3)**

Theory and laboratory work in automotive electrical systems and components.  
(5 hrs. lect./lab. per week)



**IEDP 202 POWER TRAIN (3)**

Theory of and practice in servicing clutches, transmissions, overdrives, drive lines, rear axles, and differentials, hydraulic and power brake systems, mechanical and power steering systems, wheel alignment and balance, and suspension systems. (5 hrs. lect./lab. per week)

**IED - Sheet Metal (IEDS)**

**IEDS 103 SHEET METAL FOR INDUSTRIAL EDUCATION (3)**

This course is designed to assist the Industrial Education major to gain experience and proficiency in the use and care of sheet metal equipment in the layout and fabrication of sheet metal projects. (5 hrs. lect./lab. per week)

**IED - Welding (IEDW)**

**IEDW 102 WELDING FOR INDUSTRIAL EDUCATION (3)**

This course will provide a general overview of various welding processes, including practical instruction for the development of specific welding skills. Cross-listed with WELD 19. (1 hr. lect., 6 hrs. lab. per week)

**IED - Wood Construction (IEDC)**

**IEDC 101 HAND AND PORTABLE TOOLS/MATERIALS AND HARDWARE (3)**

This course is designed to orient students in the use and care of wood construction hand and portable power tools. Instruction includes purchasing practices, cost and usage of various building materials and hardware. (5 hrs. lect./lab. per week)

**IEDC 102 MACHINERY AND JOINERY (3)**

*Prerequisite: IEDC 101*

This course is designed to provide each student with a complete understanding of the power equipment most commonly used in construction. It also includes the operation of these machines as well as the specific tasks for which each is used. (5 hrs. lect./lab. per week)

**IEDC 202 CABINET MAKING (3)**

*Prerequisite: IEDC 102*

This course is designed to give basic working knowledge and skill in cabinet making. (5 hrs. lect./lab. per week)

**Information and Computer Science (ICS)**

*Also see CENT and EE for computer courses*

**ICS 100 COMPUTING LITERACY AND APPLICATIONS (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

This course is a computer literacy course. It provides those basic concepts and skills related to computers and computing that are needed in today's information age. The students will acquire an understanding of concepts in word processing, spreadsheet management, database management, elementary computer graphics, desk top publishing, electronic mail and telecommunications. They will also learn some of the history of computers and an awareness of the process of creating a computer program. Credit may be received for only ICS 100, 100E, 100M or 100T. May be taken on a CR/N basis. (3 hrs. lect. per week plus lab assignments.)

**ICS 100E COMPUTING LITERACY AND APPLICATIONS (CENT) (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

*CENT and EIMT majors only.* This course is a computer literacy course. It provides those basic concepts and skills related to computers and computing that are needed in today's information age, and, in particular, in the general area of computing and electronics. The students will acquire an understanding of concepts in word processing and basic skills in other applications appropriate to the computing and electronics industry. (Credit may be received for only ICS 100, 100E, 100M or 100T) May be taken on a CR/N basis. (3 hrs. lect. per week plus lab assignments.)

**ICS 100M COMPUTING LITERACY AND APPLICATIONS (MANUFACTURING) (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

*CA, AEC, and FT majors only.* This course is a computer literacy course. It provides those basic concepts and skills related to computers and computing that are needed in today's information age, and, in particular, in the general area of manufacturing. The students will acquire an understanding of concepts in word processing and basic skills in other applications appropriate to the manufacturing industry. Credit may be received for only ICS 100, 100E, 100M or 100T. May be taken on a CR/N basis. (3 hrs. lect. per week plus lab assignments.)

**ICS 100T COMPUTING LITERACY AND APPLICATIONS (TRANSPORTATION) (3)***Recommended Prep: ENG 22/60 OR placement in ENG 100*

AMT, ABRP, AERO, DISL, and MARR majors only. This course is a computer literacy course. It provides those basic concepts and skills related to computers and computing that are needed in today's information age, and, in particular, in the general area of transportation. The students will acquire an understanding of concepts in word processing and basic skills in other applications appropriate to the transportation industry. (Credit may be received for only ICS 100, 100E, 100M or 100T.) May be taken on a CR/N basis. (3 hrs. lect. per week plus lab assignments.)

**ICS 101 TOOLS FOR THE INFORMATION AGE (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

Fundamental concepts and terms of computer technology, application software for problem solving, computer technology trends and impact on individuals and society. (3 hrs. lect. per week)

**ICS 102 INTRODUCTION TO INTERNET RESOURCES (3)***Prerequisite: Any one of the following: ICS 100, 100E, 100M, 100T, 101*

Some sections may be for CENT majors only. This course introduces the many resources available on the Internet. Topics will include history, current issues and how the Internet works. Terminology, file formats, and naming conventions will be covered. Students will be introduced to the concept of client-server programs as they apply to the Internet. Special emphasis will be placed on the World Wide Web, where students will learn to browse and publish information. Formerly cross-listed with CENT 102. Credit may be received for only ICS 102 or for CENT 102, but not for both. (3 hrs. lect. per week)

**ICS 110 INTRODUCTION TO INFORMATION SYSTEMS (3)***Prerequisite: ICS 100E*

This course is designed to introduce students to the fundamental concepts and skills of software development. Students learn how programs are written and what the fundamental building blocks are. Students are introduced to the software development process. Topics such as compilers, interpreters, clients and servers, introduction to naming issues, programming languages and syntax are covered. Cross-listed at CENT 110. (3 hrs. lect. per week)

**ICS 111 INTRODUCTION TO COMPUTER SCIENCE I (4)***Prerequisite: MATH 27 or 58 or 103 OR placement in MATH 135 or higher*

This is an introductory course in computer programming. The emphasis is on a disciplined approach to writing computer programs. The understanding, reading, and writing of algorithms is a major portion of the course. An Object Oriented approach is used. An Object Oriented language, such as Java or C++, is used. Students will be expected to develop a number of increasingly complex programs during the course. (4 hrs. lect. per week)

**ICS 113 DATABASE FUNDAMENTALS (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

This course examines file organization and the use of computer databases. A substantial part of the course develops an understanding of the data processing building blocks: files, records and fields. Techniques to report and maintain data are also covered. (3 hrs. lect. per week)

**ICS 141 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE I (3)***Prerequisite: MATH 135**Prerequisite or Corequisite: ICS 111**Recommended Prep: MATH 205*

Introduction to discrete mathematics: logic, sets, functions, number theory, matrices, mathematical reasoning, counting techniques, recurrence relations, relations, equivalences, partial orders, graph and tree concepts. (3 hrs. lect. per week)

**ICS 151C PROGRAMMING IN C (3)***Prerequisite: ICS 111*

This is a course in the C programming language. Students will solve systems and scientific problems using C. The emphasis is on the C language syntax and good programming style. The students should already have taken a beginning programming course. (3 hrs. lect. per week)

**ICS 202 INTERNET PROGRAMMING SKILLS (3)***Prerequisites: ICS 102 and 111*

CENT majors only. This course introduces students to programming for Internet applications. Topics will include setting up various Internet services and writing small programs to support these services. Special emphasis will be placed on the World Wide Web and include cgi-bin, Java, and JavaScript programming. Students should be Internet-literate and have already taken a beginning programming course. (3 hrs. lect. per week)

**ICS 211 INTRODUCTION TO COMPUTER SCIENCE II (3)**

*Prerequisite: ICS 111*

A second course in computer programming. Programming consists of data structures and algorithms together. The first course covers algorithms; this course emphasizes data structures: lists, stacks, queues, binary trees. The course conforms with the ACM (Association of Computing Machinery) description of CS-2. (3 hrs. lect. per week)

**ICS 215 NETWORK ADMINISTRATION (3)**

*Prerequisites: CENT 140*

*CENT majors only.* A course that covers network administration using a Novell NetWare network as a model. Students will learn to manage the hardware and software as well as setup users, directories, and security. Cross-listed as CENT 215. Credit may be received for only ICS 215 or for CENT 215, but not for both. (3 hrs. lect. per week)

**ICS 227 NETWORKING WITH TCP/IP (4) - SPRING 2005**

**[FORMERLY NETWORKING WITH TCP/IP AND UNIX (3)]**

*Prerequisites: CENT 140*

*CENT majors only.* A course that covers the essentials of networking computers using the TCP/IP protocol. The UNIX operating system will be used as the primary example of networking, although interoperability with other operating systems will be covered. Cross-listed as CENT 227. Credit may be received for only ICS 227 or for CENT 227 but not for both. (2 hrs. lect.; 3 hrs. lab. per week)

**ICS 241 DISCRETE MATHEMATICS FOR COMPUTING SCIENCE II (3)**

*Prerequisites: ICS 111 and ICS 141*

*Prerequisite or Corequisite: MATH 205 OR placement in MATH 206*

Recursive algorithms, program correctness, structured programs, graph theory, trees and their applications, probability theory, Boolean algebra, introduction to formal languages and automata theory. (3 hrs. lect. per week)

## Interdisciplinary Studies (IS)\*

**IS 103 INTRODUCTION TO COLLEGE (1)**

*Prerequisites: ENG 20B & C & D & E or placement in ENG 22/60*

*Corequisite: IS 104 and IS 105*

This course is designed to orient students to the college setting. Students will be able to identify college resources, explain important policies, demonstrate knowledge of registration procedures, discuss definition of success and evaluate their important life roles. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)

**IS 104 STUDENT LEADERSHIP CONCEPTS (1)**

*Prerequisites: ENG 20B & C & D & E or placement in ENG 22/60*

*Corequisite: IS 103 and IS 105*

This course is designed to expose students to the basic concepts essential for an effective student leader. For the context of this course, a student leader is any person who wishes to actively engage others to accomplish change. Students will be able to identify concepts of leadership and followership, understand organizations structures and dynamics, navigate the college environment and affirm their role in the community. This course facilitates a shared learning experience, allowing for networking with other students. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)

**IS 105 STUDENT LEADERSHIP SKILLS (1)**

*Prerequisites: ENG 20B & C & D & E or placement in ENG 22/60*

*Corequisite: IS 103 and IS 104*

This course is designed to expose students to the basic skills essential for effective student leadership. For the context of this course, a student leader is any person who wishes to actively engage others to accomplish change. Students will be able to identify and implement skills of leadership and followership, bring change to organizations, navigate complex environments independently and understand goal directed processes. This course facilitates a shared learning experience, allowing for networking with other students. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)



## Japanese (JPNS)\*

**JPNS 24 JAPANESE CULTURE (3)**

An introduction to Japanese culture through folklore and related arts and crafts. (3 hrs. lect. per week)

**JPNS 30 ELEMENTARY CONVERSATIONAL JAPANESE I (3)**

A beginning course for students who want to learn practical Japanese conversation. Emphasis is on pronunciation and accuracy. This course may be taken concurrently with JPNS 101 or 102.  
(3 hrs. lect. per week)

**JPNS 31 ELEMENTARY CONVERSATIONAL JAPANESE II (3)**

*Prerequisite:* JPNS 30

A second semester course for students who have successfully completed JPNS 30. This course is also for students who have taken conversational Japanese at another institution. It may be taken concurrently with JPNS 101–102. (3 hrs. lect. per week)

**JPNS 101–102 ELEMENTARY JAPANESE I–II (4–4)**

*101 Prerequisite:* “C” or higher in ENG 22 OR placement in ENG 100 or instructor approval

*102 Prerequisite:* JPNS 101

Development of listening, speaking, reading, writing. Structural points introduced inductively. Laboratory work is required. (4 hrs. lect. per week)

**JPNS 201–202 INTERMEDIATE JAPANESE I–II (4–4)**

*201 Prerequisite:* “C” or higher in JPNS 102

*202 Prerequisite:* “C” or higher in JPNS 201

Intermediate Japanese is a continuation of JPNS 102. Listening, speaking, reading, writing, and grammar. Daily independent (unsupervised) tape exercises required. (4 hrs. lect. per week)

*\*Native speakers may not take language courses for credit.*

## Journalism (JOUR)

**JOUR 150 THE PRESS AND SOCIETY (3)**

Historical and technological development of communications media in relation to freedom of expression, the role of the media in contemporary society, with emphasis on the economic, social and political effects. (3 hrs. lect. per week)

**JOUR 205 NEWS WRITING (3)**

*Prerequisite:* ENG 100 OR placement in ENG 209–260

Fundamentals of news style, reporting, etc. (3 hrs. lect. per week)

**JOUR 206 NEWS EDITING (3)**

*Prerequisite:* ENG 100 OR placement in ENG 209–260

News and photo editing, headline writing, publications makeup. (3 hrs. lect. per week)

**JOUR 285V NEWSPAPER LABORATORY (1–3)**

*Prerequisite or Corequisite:* JOUR 205 or 206

Complete production of the campus newspaper including writing, editing, photography, layout, etc. May be repeated for credit. (3–9 hrs. lab. per week)

## Kinesiology and Leisure Science (KLS)

**KLS 195 PERSONAL HEALTH AND WELLNESS (3)**

*Recommended Prep:* ENG 22/60 OR placement in ENG 100

Scientifically based information will be presented to help the student make decisions and take responsibility for his/her own health and health-related behaviors. The student will develop a personal, daily physical activity/exercise program, in which he/she will participate and be monitored.  
(3 hrs. lect. per week)

## Learning Skills (LSK)

**LSK 30 COLLEGE STUDY SKILLS (3)**

Students will develop ability to organize materials, utilize the library, take notes in class, manage their time, prepare and take exams, take responsibility for their own learning and get individual attention as needed. (3 hrs. lect. per week)

**LSK 50 COMPUTER SKILLS (3)**

*Prerequisite:* ICE 4 OR placement in ICE 5

This is a first computer course for students with minimal computer and study skills. This “hands-on” course is an introduction to the use of the computer as a tool in the college setting. Students will work with word processing, spreadsheet and database software. May be taken on a CR/N basis.  
(3 hrs. lect. per week)

**LSK 100 COMPUTER APPLICATIONS AND SKILLS (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

A basic introduction to computer concepts and applications relevant to academic success at college. This course includes daily hands-on experience with word processing, database, spreadsheet, and other applications as they apply to the successful completion of college level projects, such as term papers, note taking, bibliographies, research through remote access of information, and quantitative analysis. May be taken on a CR/N basis. (3 hrs. lect./demo. plus open lab. per week)

## Linguistics (LING)

**LING 102 INTRODUCTION TO THE STUDY OF LANGUAGE (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

A study of the nature and workings of language and its role in culture and history. (3 hrs. lect. per week)

## Management (MGT)

**MGT 20 INTRODUCTION TO MANAGEMENT AND SUPERVISION (3)**

*Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E OR in ESL 11 & 13 & 14 & 17*

A study of small business operations and the economic and social environment within which they function. An examination will be made of major forms of business organizations, with emphasis placed upon management systems that are unique to small firms. (3 hrs. lect. per week)

## Marine Biology

*(See ZOOL 200)*

## Marine Technologies (MARR)

*(See Small Vessel Fabrication and Repair)*

## Mathematics (MATH)

**MATH 20B FOUNDATION MATH (1)**

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

**MATH 20C FOUNDATION MATH (1)**

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

**MATH 20D FOUNDATION MATH (1)**

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

**MATH 20E FOUNDATION MATH (1)**

*Prerequisites: MATH 20B & C & D OR placement in MATH 24/50/53*

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

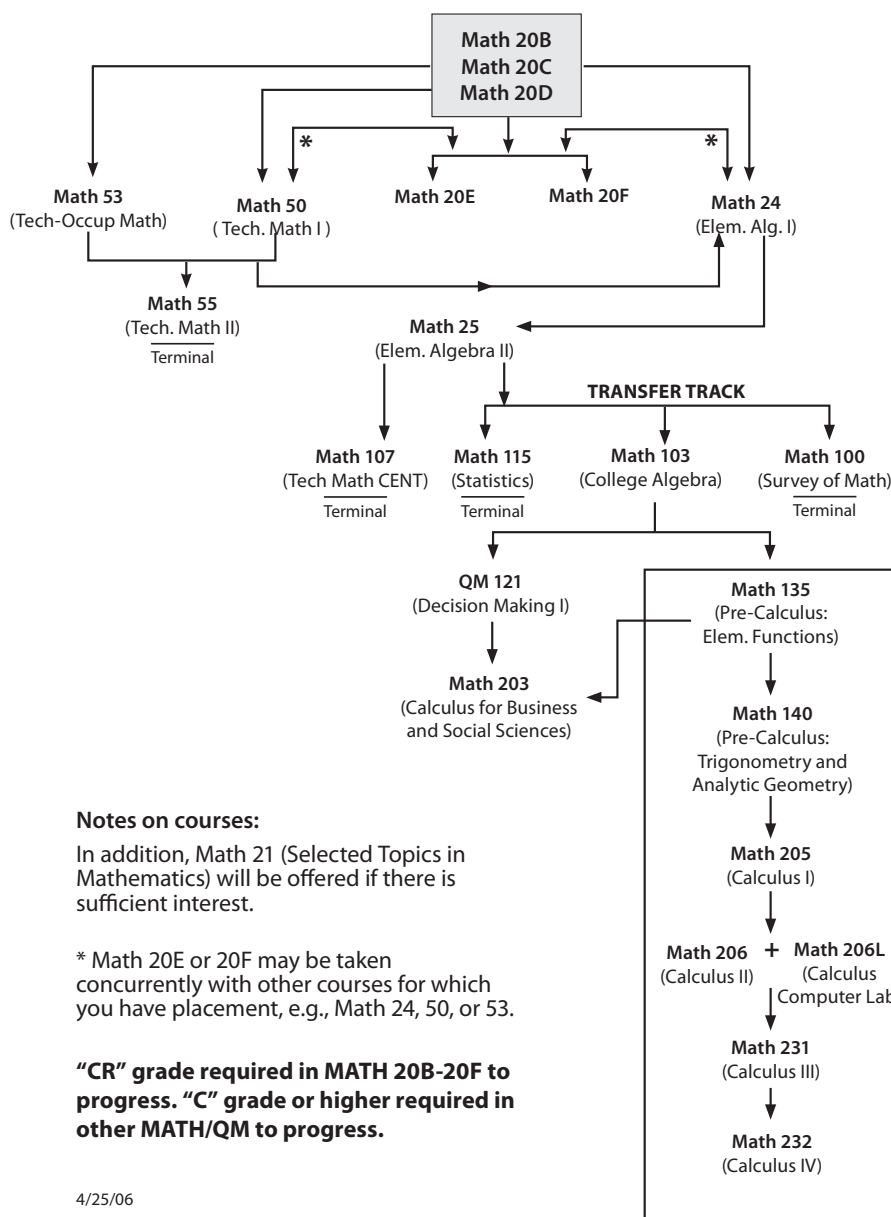
**MATH 20F FOUNDATION MATH (1)**

*Prerequisites: MATH 20B & C & D OR placement in MATH 24/50/53*

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

### Math Sequence Chart

Enter Math at level determined by Placement Test or courses taken at HCC or transferred.



#### MATH 20G FOUNDATION MATH (1)

*Prerequisites: MATH 20B & C & D OR placement in MATH 24/50/53*

The function of this course is to equip students with the foundation in math and problem-solving skills that allows them to enter their Technical-Occupational and Liberal Arts programs. It also provides opportunity for students already enrolled in programs to strengthen ability in areas of need. (2 hrs. lect. per week)

#### MATH 21 SELECTED TOPICS IN MATHEMATICS (1)

*Instructor approval required.*

A short course on one topic of special interest to students; for example, the use of calculators or a study of the metric system. Students or faculty may suggest topics. Graded on a CR/N basis. (1 hr. lect. per week)



**MATH 24 ELEMENTARY ALGEBRA I (3)**

*Prerequisite: MATH 20B & C & D OR "C" or higher in MATH 50/53 OR placement in MATH 24*

This course is the first half of a standard one-year course in elementary algebra. Topics to be covered include the concept of a variable, signed numbers, evaluation of expressions, solution of equations and inequalities, graphing, and systems of equations. (3 hrs. lect. per week)

**MATH 25 ELEMENTARY ALGEBRA II (3)**

*Prerequisite: "C" or higher in MATH 24 OR placement in MATH 25*

This course is the second half of a standard one-year course in elementary algebra. Topics to be covered include exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations, Pythagorean Theorem, and quadratic equations. (3 hrs. lect. per week)

**MATH 50 TECHNICAL MATHEMATICS I (3)**

*Prerequisite: MATH 20B & C & D OR placement in MATH 50*

Basic algebra and basic geometry as applied to shop problems. Intended for students interested in Vocational-Technical programs. (3 hrs. lect. per week)

**MATH 53 TECHNICAL-OCCUPATIONAL MATHEMATICS (4)**

*Prerequisite: MATH 20B & C & D OR placement in MATH 50*

Basic algebra, geometry, and trigonometry as applied to shop problems. Intended for students in Technical-Occupational programs. May be taken on a CR/N basis. (4 hrs. lect. per week)

**MATH 55 TECHNICAL MATHEMATICS II (3)**

*Prerequisite: "C" or higher in MATH 50 or in 53 OR placement in MATH 55*

Basic numerical trigonometry and further applications of algebra and geometry to shop problems. Intended for students interested in Vocational-Technical programs. (3 hrs. lect. per week)

**MATH 100 SURVEY OF MATHEMATICS (3)**

*Prerequisite: "C" or higher in MATH 25 OR placement in MATH 100*

*Recommended Prep: Placement in ENG 22/60*

A general survey of mathematics, with emphasis on its historical development and the role it plays in modern society. (3 hrs. lect. per week)

**MATH 103 COLLEGE ALGEBRA (3)**

*Prerequisite: "C" or higher in MATH 25 OR placement in MATH 103*

An extension of the elementary algebra sequence designed to prepare students for precalculus. Topics include simplification of algebraic and radical expressions, factoring, solution of linear, quadratic, absolute value and literal equations and inequalities, complex numbers, solution of linear and quadratic systems, logarithms and an introduction to functions and their graphs. (3 hrs. lect. per week)

**MATH 107 TECHNICAL MATHEMATICS FOR THE INFORMATION AGE (4)**

*Prerequisite: "C" or higher in MATH 25 OR placement in MATH 27/103/107*

A general survey of technical mathematics, with emphasis on the applications of mathematics to electronics, computers, and networking. Topics include: numbering systems for computers, Boolean algebra and logic gates for digital circuits, linear systems in three or more variables for DC circuits, trigonometry for AC circuits, exponential and logarithmic functions for AC circuits, rectangular and polar form of complex numbers for LRC circuits. (4 hrs. lect. per week)

**MATH 115 STATISTICS (3)**

*Prerequisite: "C" or higher in MATH 25 OR placement in MATH 115*

*Recommended Prep: Placement in ENG 22/60*

A basic introduction to topics in statistics, with a brief look at probability. Emphasis on applications to physical and social sciences. (3 hrs. lect. per week)

**MATH 135 PRE-CALCULUS: ELEMENTARY FUNCTIONS (3)**

*Prerequisite: "C" or higher in MATH 27 or 103 OR placement in MATH 135 or QM 121*

A study of elementary functions, including linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Emphasis is placed on those topics which will prove useful to students who plan to take calculus. (3 hrs. lect. per week)

**MATH 140 PRE-CALCULUS: TRIGONOMETRY AND ANALYTIC GEOMETRY (3)**

*Prerequisite: "C" or higher in MATH 135 OR placement in MATH 140*

A study of angles; trigonometric and circular functions; solution of triangles; graphical representation; identities; inverse trigonometric functions; polar coordinates; conic sections; graphs of exponential and logarithmic functions. (3 hrs. lect. per week)

**MATH 203 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES (3)**

*Prerequisite: "C" or higher in MATH 135 or placement in MATH 140*

Basic concepts; differentiation and integration; applications to management, finance, economics, and the social sciences. (3 hrs. lect. per week)

**MATH 205 CALCULUS I (4)**

*Prerequisite: "C" or higher in MATH 140 OR placement in MATH 205*

Basic concepts, techniques and applications of differentiation; introduction to integration. (5 hrs. lect. per week)

**MATH 206 CALCULUS II (4)**

*Prerequisite: "C" or higher in MATH 205 OR placement in MATH 206*

*Corequisite: MATH 206L*

Differentiation and integration of trigonometric, exponential, and logarithmic functions; introduction to hyperbolic functions; techniques and applications of integration; infinite sequences and series. (5 hrs. lect. per week)

**MATH 206L CALCULUS COMPUTER LAB (1)**

*Prerequisite: "C" or higher in MATH 206 or concurrent with MATH 206*

Introduction to symbolic computer software for solving calculus problems, graphic functions and experimenting with calculus concepts. No knowledge of computers required. (1 hr. lect, 1 hr. lab per week)

**MATH 231 CALCULUS III (4)**

*Prerequisite: "C" or higher in MATH 206 OR placement in MATH 231*

*Prerequisite or Corequisite: MATH 206L*

Functions of several variables, vectors and 3-dimensional analytic geometry, partial differentiation and applications, parametric equations, polar coordinates. (5 hrs. lect. per week)

**MATH 232 CALCULUS IV (4)**

*Prerequisite: "C" or higher in MATH 231 OR placement in MATH 232*

Multiple integrals, line integrals, surface integrals, and applications, introduction to ordinary differential equations. (5 hrs. lect. per week)

## Mechanical Engineering (ME)

**ME 113 INTRODUCTION TO ENGINEERING DESIGN (3)**

*Prerequisites: MATH 205 OR placement in MATH 206*

Recommended Prep: High school Physics and Mechanical Drawing Introductory experience in analysis, synthesis, computer-aided drafting and communication in engineering. Other topics include professional ethics and social responsibility. (3 hrs. lect. per week)

## Meteorology (MET)

**MET 101 INTRODUCTION TO METEOROLOGY (3)**

*Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

Meteorology 101 studies the physical principles governing the behavior of Earth's atmosphere, describes the characteristics of major weather systems and forecasting, sun-Earth-ocean-atmosphere interactions, and the impacts of weather on man and vice-versa, with special emphasis on Hawai'i. For non-science majors and prospective science teachers. (3 hrs. lect. per week)

**MET 101L INTRODUCTION TO METEOROLOGY LAB (1)**

*Prerequisite or Corequisite: MET 101*

This lab course includes exercises with meteorological data and measurement systems. Characteristics of Hawaiian winds, temperatures, and rainfall will be covered. (3 hrs. lab. per week)

## Microbiology (MICR)

**MICR 130 GENERAL MICROBIOLOGY (3)**

An introductory course to the world of micro-organisms, with emphasis on bacteria, but including algae, fungi, protozoa, and viruses; their structure, growth and development, reproduction, and classification; and, their effects on people and their environment. Also included are selected topics in medical microbiology, immunology, and applied microbiology including food, industrial, sanitation, and public health microbiology. (3 hrs. lect. per week)

**MICR 140 GENERAL MICROBIOLOGY LABORATORY (2)**

*Prerequisite or Corequisite: MICR 130*

Laboratory illustrating fundamental principles and techniques of microbiology. (4 hrs. lab. per week)

## Military Science and Leadership (MSL) [Formerly Military Science (MSCI)]

A weekly one-hour leadership laboratory is required for courses numbered 200 and above. This laboratory is optional for the 100-level courses. The laboratory includes practical application of leadership skills, drills and ceremonies, basic soldiering skills, and Army Physical Fitness Training (APFT).

### **MSL 100 INTRODUCTION TO PHYSICAL FITNESS (1)**

*Corequisite:* MSL 101 or 102 or 201 or 202

Hands-on participatory course following the Army's physical fitness program. Classes conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. Repeatable 3 times. A-F only. (4.5 hrs. lab. per week)

### **MSL 101 INTRODUCTION TO MILITARY SCIENCE I (2)**

Provides an initial glimpse of the military and the role that it plays in society. Develops student comprehension of the American defense system as it evolved as the result of changes in the American society. Typical subjects include ethics, leadership, effective goal setting, managing time and effort, and the tradition of a citizens' army. (2 hrs. lect. per week)

### **MSL 101L INTRODUCTION TO MILITARY SCIENCE I LAB (1)**

*Prerequisite or Corequisite:* MSL 101

Practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training. (2 hrs. lab. per week)

### **MSL 102 INTRODUCTION TO MILITARY SCIENCE II (2)**

Continuation of MSL 101. Provides instruction in military-related subjects of general student interest, i.e., confidence-building field trips, supervising an individual exercise program, development of individual soldiering skills, and leadership and professional ethics for the military. Introduction to armed forces evolvments, overview of the Department of Defense, application of force in international relations. (2 hrs. lect. per week)

### **MSL 102L INTRODUCTION TO MILITARY SCIENCE II LAB (1)**

*Prerequisite or Corequisite:* MSL 102

Practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training. (2 hrs. lab. per week)

### **MSL 201 INTERMEDIATE MILITARY SCIENCE I (3)**

Basic concepts of military leadership. Familiarization with the concept of leadership, the five types of leadership power, the decision-making process, and the styles of leadership. Involves military skills and related adventure-type training and basic individual survival skills. Leadership laboratory required 1.5 hours per week, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training. (2.5 hrs. lect.; 1.5 hrs. lab. per week)

### **MSL 202 INTERMEDIATE MILITARY SCIENCE II (3)**

Individual and small-unit military skills. Practical applications include combat first aid; basic wilderness survival skills; land navigation; and a knowledge of key military jobs, duties, and responsibilities. Involves field training to provide hands-on experience. Leadership laboratory required 1.5 hours per week, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training. (2.5 hrs. lect.; 1.5 hrs. lab. per week)

### **MSL 203 ROTC BASIC CAMP (6)**

*Prerequisite:* Consent

Six-week summer course conducted at Ft. Knox, Kentucky. Substitutes for ROTC basic course (101, 102, 201, and 202) and fulfills course requirement for admission to ROTC advanced courses. Credit will be given for MSL 203 or basic courses, but not both.

## Music (MUS)

### **MUS 106 INTRODUCTION TO MUSIC LITERATURE (3)**

*Recommended Prep:* Placement in ENG 22/60

This is a music appreciation course with an emphasis on developing listening skills. Music of all periods is surveyed. Concert attendance supplements discussion of various styles of music. (3 hrs. lect. per week)

### **MUS 121D–MUS 122D GUITAR I–II (2–2)**

*Recommended Prep:* Placement in ENG 22/60

Basic principles of classical guitar performance. Relevant problems in guitar literature at elementary level. May be taken on a CR/N basis. (2 hrs. lect./lab. per week)

**MUS 253 BASIC EXPERIENCES OF MUSIC (3)**

*Prerequisites:* Placement in ENG 22/60 and in MATH 25

An exploration of theory and practice of music for prospective school teachers. Examines the elements of music-pitch, time, form and performance media. These elements are explored and applied thru singing, playing of ukulele, piano and percussion instrument, listening, movement, notation of music, performing from notation and analysis of music both aurally and from musical scores. The creative use of musical elements is emphasized in this course. (3 hrs. lect. per week)

## Occupational and Environmental Safety Management (OESM)

**OESM 101 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH (3)**

An overview of the development and implementation of basic safety and health principles and techniques; identification of factors of causation, techniques of investigation and reporting and environment effects; survey of regulations and professional guidelines. Required for OESM majors. (3 hrs. lect. per week)

**OESM 102 SAFETY AND HEALTH STANDARDS, CODES AND REGULATIONS (3)**

*Recommended Prep:* OESM 101

History of the enactment of OSHA and other implementing legislation; an over-view of professional trends and career opportunities in occupational safety and health; occupational injuries and illness—scope of the problem, cost factors and causal factors of safety; concepts and techniques of inspections; emphasis on HIOSH standards for general industry. Required for OESM majors. (3 hrs. lect. per week)

**OESM 103 INTRODUCTION TO ERGONOMICS (3)**

*Prerequisite:* OESM 101

An introduction to the basic issues of ergonomics and their occupational applications, focusing on how to adapt the tasks to workers. Topics include work station design, man and machine interaction, lighting, load handling, and shift work. (3 hrs. lect. per week)

**OESM 104 OCCUPATIONAL-RELATED DISEASES (3)**

*Recommended Prep:* ENG 22/60 OR placement in ENG 100

Basic information on major occupational diseases, how toxic materials and harmful physical agents affect the body, and methods of prevention. The course will cover required occupational health program and other related laws and regulations. Required for OESM majors. (3 hrs. lect. per week)

**OESM 105 INTRODUCTION TO INDUSTRIAL HYGIENE (3)**

*Recommended Prep:* CHEM 100 and OESM 104

This course will acquaint students with the recognition, evaluation and control of hazards related to air contaminants, skin irritants, noise, temperature extremes, illumination and radiation. Required for OESM majors. (3 hrs. lect. per week)

**OESM 106 INTRODUCTION TO ENVIRONMENTAL HEALTH (3)**

*Recommended Prep:* ENG 22/60 OR placement in ENG 100

This course will help students develop understanding on the extent of environmental problems, how they affect the ecosystem and the workplace, how to investigate environmental problems, and pertinent environmental laws and regulations. Required for OESM majors. (3 hrs. lect. per week)

**OESM 145 OCCUPATIONAL SAFETY AND HEALTH IN CONSTRUCTION (3)**

*Recommended Prep:* OESM 101

Comprehensive overview of techniques and procedures to insure effective control of hazards and accidents in construction and allied industries; emphasis on applicable OSHA and HIOSH standards and related codes. (3 hrs. lect. per week)

**OESM 147 ELECTRICAL SAFETY (3)**

*Prerequisite or Corequisite:* OESM 102

Overview of the hazards, safe practices and methods in working with electrical energy, including the review and application of OSHA and HIOSH standards. (3 hrs. lect. per week)

**OESM 150 INDUSTRIAL FIRE PROTECTION (3)**

*Prerequisites:* OESM 101 and OESM 102

Basic fire protection-prevention course for industry. Includes planning, managing and training for fire emergencies. Cross-listed as FIRE 150. Credit may be received for FIRE 150 or for OESM 150, but not both. (3 hrs. lect. per week)

**OESM 153 ACCIDENT INVESTIGATION TECHNIQUES (3)**

*Prerequisites:* OESM 101 and OESM 102

Professional and scientific approach to accident investigation, including accident causation, discovering hazardous conditions and practices, and establishing relevant facts. (3 hrs. lect. per week)

**OESM 160 LABOR AND MANAGEMENT: SAFETY PARTNERS (3)***Prerequisite: OESM 101*

Interaction of labor-management relations/laws with the education, implementation, and enforcement of occupational safety and health. Prepares students for the world of labor relations, labor laws, contract provisions, grievances, complaints, liability, and other challenges. (3 hrs. lect. per week)

**OESM 193V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

*OESM majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to class-room and laboratory instruction in Occupational and Environmental Safety Management. Students may enroll 4 times for credit up to a maximum of 12 credits. It will not fulfill OESM electives. A minimum of one credit is required for the Associate in Science degree.

(5 hrs. work experience per week per credit)

**OESM 200 MANAGING WORKERS COMPENSATION (3)***Prerequisite: OESM 101*

An introduction to the principles of Workers Compensation and management of this responsibility. Survey course covering the principles and techniques of Workers Compensation. (3 hrs. lect. per week)

**OESM 205 PHYSICAL HAZARDS CONTROL (3)***Prerequisite: OESM 101**Recommended Prep: ENG 22/60 OR placement in ENG 100*

Scope and application of systems safety: application of human engineering concepts and techniques with emphasis on human reliability and error; application of occupation safety and health requirements in purchasing and contracting, plant and job layout; principles and application of electrical and electronic safety; principles and application of manual and mechanical equipment, elevators, chemical safety; high pressure and compressed gas system; hand and portable power tools; shop production, tools and equipment; introduction to construction safety; and, special industry hazards unique to the Hawaiian industrial environment. (3 hrs. lect. per week)

**OESM 208 TECHNIQUES OF INDUSTRIAL HYGIENE (3)***Prerequisite: OESM 105*

An overview of the basic principles of industrial hygiene monitoring instruments and the principles governing their selection and uses with practical applications under professional supervision. Required for OESM majors. (3 hrs. lect. per week)

**OESM 210 SAFETY PROGRAM MANAGEMENT (3)***Prerequisite: OESM 101**Recommended Prep: OESM 102*

This course will acquaint students with the fundamentals of management and their application to safety program development and organization. Emphasis will be given to the concepts of responsibility, accountability and authority as applied to occupational safety and health. Required for OESM majors. (3 hrs. lect. per week)

**OESM 212 HAZARDOUS WASTE MANAGEMENT APPLICATIONS (4)***Prerequisite: OESM 106*

This course is an in-depth study of the application of hazardous waste regulations with an emphasis on generator compliance, site investigation & remediation, permitting, enforcement, and liability. The Resource Conservation and Recovery Act (RCRA), HIOSH/OSHA hazardous waste worker safety laws, ground water discharge permitting, and Hawai'i hazardous waste laws are included. (4 hrs. lect. per week)

**OESM 215 HAZARDOUS MATERIALS MANAGEMENT APPLICATIONS (4)***Prerequisite: OESM 106*

A study of the requirements and application of federal, state, and local laws and regulations relating to hazardous materials, including the Right-to-Know laws, transportation regulations, underground storage tank laws, and air quality standards. (4 hrs. lect. per week)

**OESM 218 EMERGENCY RESPONSE FOR HAZARDOUS MATERIALS (4)***Recommended Prep: OESM 106*

This course provides students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics discussed include: hazard analysis, contingency planning, proper use and selection of PPE, site control and evaluation, field sampling and monitoring, and proper use of instruments. This course satisfies the requirements for generalized employee training under OSHA (1910.120). Cross-listed as FIRE 218. Credit may be received for FIRE 218 or for OESM 218, but not both. (4 hrs. lect. per week)

**OESM 225 ENVIRONMENTAL SAMPLING AND ANALYTICAL TECHNIQUES (3)***Prerequisite: OESM 106*

Hands-on training on developing an effective field sampling program: selecting appropriate sampling instruments and techniques; sample handling; and laboratory analytical methods. Focuses on methods which are accepted as reputable techniques by the U.S. Environmental Protection Agency. (3 hrs. lect. per week)

**Oceanography (OCN)****OCN 180 INTRODUCTION TO AQUACULTURE & AQUARIUM MANAGEMENT (3)**

This course introduces students to two fields of fish culture: aquaculture which is the farming of aquatic organisms for increasing food production and aquarium management which will help aquarium hobbyist to keep ornamental fishes healthy for long periods of time. Topics include fish cultivation, biology and life-cycle of species cultivated, aquatic ecosystem, pond and aquarium construction and management and filtration techniques. (3 hrs. lect. per week)

**OCN 190 WORLD AQUACULTURE (3)**

OCN 190 is designed to provide a general background in aquaculture methods and systems as practiced in different parts of the world. The course will examine the old and new systems of cultivation on a country by country and species by species basis. The course will provide information on scientific and economic aspects of aquaculture. A discussion on biology, life-history and nutrition of cultivated species is provided. (3 hrs. lect. per week)

**OCN 201 SCIENCE OF THE SEA (3)**

This course offers a descriptive and non-mathematical survey of geological, physical, chemical and biological oceanography, providing the student with a broad understanding of the sea floor and its features; chemical properties of sea water and its motions; life in the sea and its interaction with the environment. (3 hrs. lect. per week)

**OCN 201L SCIENCE OF THE SEA LABORATORY (1)***Prerequisite or Corequisite: OCN 201*

OCN 201L is designed as a lab course to provide experiential education in basic oceanography. Through lab experiments, computer-aided data collection and analysis, field trips and visual observations, students will learn about earth, ocean and atmospheric interactions, ecological concepts, ocean resource utilization and management, environmental pollution and its impacts on world oceans. It will complement lectures in OCN 201 class. (3 hrs. lab. per week)

**OCN 230 OCEAN RESOURCES AND ECOLOGY (3)***Prerequisite: OCN 201*

OCN 230 deals with the application and extension of oceanographic principles to problems of marine ecology, resource management and environmental conservation. This course will examine a variety of potentially available ocean resources such as food, energy, minerals, oil and natural gas. Methods of extraction of these resources and their impact on marine environment will be analyzed. (3 hrs. lect. per week)

*See also ZOOLOGY (ZOOL) for Marine Biology*

**Pharmacology (PHRM)****PHRM 203 GENERAL PHARMACOLOGY (3)***Prerequisite: ZOOL 141**Recommended Prep: Chemistry*

Drugs discussed with emphasis on sites and mechanism of action, toxicity, fate, and uses of major therapeutic agents. A very wide scope of drugs is discussed. This course is intended for undergraduates in the health sciences and related fields. May be taken on a CR/N basis. (3 hrs. lect. per week)

**Philosophy (PHIL)****PHIL 50 INTRODUCTION TO REASONING (3)***Recommended Prep: Placement in ENG 22/60*

Learning to avoid black and white thinking with special emphasis on persuasive appeals and scientific conclusions popularized by the mass media. Cross-listed as HUM 50. (3 hrs. lect. per week)

**PHIL 100 INTRODUCTION TO PHILOSOPHY: SURVEY OF PROBLEMS (3)***Recommended Prep: Placement in ENG 22/60*

Great philosophical issues, theories, and controversies. (3 hrs. lect. per week)



**PHIL 101 INTRODUCTION TO PHILOSOPHY: MORALS AND SOCIETY (3)***Recommended Prep: Placement in ENG 22/60*

Philosophy 101 is a study of and deliberation on contemporary ethical issues through the perspective of classical and contemporary philosophical theories. (3 hrs. lect. per week)

**PHIL 110 INTRODUCTION TO LOGIC (3)***Recommended Prep: ENG 22/60 OR placement in ENG 100*

Development of basic techniques of analysis and an understanding of the principles and concepts involved in clear thinking. Logical validity, deductive and inductive reasoning, fallacious arguments, symbolic logic, and scientific method as applied to criteria of reasonable evidence will be emphasized. (3 hrs. lect. per week)

**PHIL 120 SCIENCE, TECHNOLOGY, AND VALUES (3)***Prerequisite: ENG 100 OR placement in ENG 209–260*

An Introductory course addressing the relationship between science, technology, and human values with a focus on contemporary problems posed by developments in modern science. May be taken on a CR/N basis. (3 hrs. lect. per week)

**PHIL 202 INTRODUCTION TO PHILOSOPHY: ASIAN TRADITION (3)**

Universal themes and problems, with an emphasis on the Asian perspective. (3 hrs. lect. per week)

**PHIL 211 HISTORY OF WESTERN PHILOSOPHY I (3)***Prerequisite: "C" or higher in ENG 100*

An introduction to the history of Western philosophy from the Presocratics to the Hellenistic Era based on translations of original texts. (3 hrs. lect. per week)

**PHIL 213 HISTORY OF WESTERN PHILOSOPHY III (3)***Prerequisite: "C" or higher in ENG 100*

An introduction to the history of Western philosophy from the 17th century based on texts of translations of "modern works." (3 hrs. lect. per week)

**PHIL 255 COSMOLOGY: SCIENCE AND THE HUMAN PROSPECT (3)***Prerequisite: ENG 100 OR placement in ENG 209–260*

An interdisciplinary study of science and philosophy from a humanistic perspective. A scientific description of the Universe and its constituents and its implications for human life will be discussed. Also, the central philosophical problems of cosmology will be discussed: the problem of understanding the world—including ourselves, and our knowledge, as part of the world. (3 hrs. lect. per week)

## Physics (PHYS)

**PHYS 51V TECHNICAL PHYSICS (1–4)***Prerequisite: MATH 20B & C & D OR placement in MATH 50/53*

Introductory applied physics (computer-based). Subjects covered will vary with the student's major and may include measurements, simple machines, rotary motion, hydraulics and fluids, statics and equilibrium, force and motion, energy, thermodynamics and gases. Credit varies with student's major. (2 hours lecture/tutorial; 4 hours computer time per week)  
Length of course varies with number of credits.

**PHYS 53 FUNDAMENTALS OF ELECTRICITY (4)***Prerequisites: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60**MATH 24/50/53 OR placement in MATH 25/55*

Fundamentals of AC and DC electricity. Topics include: physics of the electron, Ohm's law, electrical nomenclature, circuit laws and computations, electrical energy and power, magnetism and electromagnetic induction, and chemical energy of batteries. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 55 METALLURGY AND PLASTICS (4)**

Introductory lecture/lab course covering the basic science of metallurgy & plastics. Topics will vary with student's major. Topics include shop identification, classification, properties, structures effects & usage of metals & plastics in industry. (3 hrs. lect., 3 hrs. lab. per week)

**PHYS 56 BASIC ELECTRICAL THEORY AND LAB (4)***Prerequisite: MATH 24/50/53 OR placement in MATH 25/55*

*AMT, DISL, and VESL majors only.* A comprehensive study of the fundamentals of electrical and electronic principles, covering basic laws that describe electrical phenomena to principles of semiconductor devices like transistors and diodes. Use of meters and oscilloscope are also covered. Course is designed for AMT, ABRP, DISL and VESL majors. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 100 SURVEY OF PHYSICS (3)**

*Corequisite: PHYS 100L*

An introductory course in physics for the non-science major, covering basic concepts and principles as related to everyday life, with emphasis on the interaction between society and physics—the most basic of all the sciences. (3 hrs. lect. per week)

**PHYS 100L SURVEY OF PHYSICS LABORATORY (1)**

*Corequisite: PHYS 100*

Simple experiments in the basic concepts of physics, illustrating the role of physics in society to the nonscientist. (3 hrs. lab. per week)

**PHYS 122 INTRODUCTION TO PHYSICAL SCIENCES (4)**

Science and modern society. A survey of physics, astronomy, chemistry, and geology, with greater emphasis on the first two disciplines. Cross-listed as SCI 122. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 130 INTRODUCTION TO FIBER OPTICS (4)**

*Prerequisite: CENT 112 and MATH 107 or MATH 135*

This course serves as an introduction to both the theory and practice of fiber optics. It is intended for Computer or Electronics students. The course explores how fiber optics works, how it is being used, and what its advantages and disadvantages are. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 151–152 COLLEGE PHYSICS (3–3)**

*151 Prerequisite: MATH 58 or 135 OR placement in MATH 140*

*151 Corequisite: PHYS 151L*

*152 Prerequisite: PHYS 151*

*152 Recommended Prep: MATH 140*

*152 Corequisite: PHYS 152L*

A non-calculus, two-semester, transfer level course for preprofessional or non-engineering majors. Study of the basic concepts of physics, including fundamental principles, theories, and experimental methods in mechanics, thermodynamics, electricity, magnetism, optics, and modern physics. (3 hrs. lect. per week)

**PHYS 151L–152L COLLEGE PHYSICS LABORATORY (1–1)**

*151L Corequisite: PHYS 151*

*152L Corequisite: PHYS 152*

Lab for PHYS 151 or PHYS 152. (3 hrs. lab. per week)

**PHYS 170 GENERAL PHYSICS I (4)**

*Prerequisite or Corequisite: MATH 206 OR placement in MATH 231*

Mechanics of particles and rigid bodies; wave motion, thermodynamics, and kinetic theory. (4 hrs. lect. per week)

**PHYS 170L GENERAL PHYSICS I LAB (1)**

*Prerequisite or Corequisite: PHYS 170*

A lab course designed to complement PHYS 170. (3 hrs. lab. per week)

**PHYS 272 GENERAL PHYSICS II (3)**

*Prerequisites: PHYS 170 and PHYS 170L*

*Corequisite: PHYS 272L*

Electricity and magnetism; geometrical optics. (3 hrs. lect. per week)

**PHYS 272L GENERAL PHYSICS II LAB (1)**

*Prerequisite or Corequisite: PHYS 272*

Experimental analysis in electricity and magnetism and optics. (3 hrs. lab. per week)

**PHYS 274 GENERAL PHYSICS III (3)**

*Prerequisites: PHYS 272 and 272L OR PHYS 152 and 152L*

*Prerequisite or Corequisite: MATH 231 OR placement in MATH 232*

Relativity, introduction to quantum mechanics, atomic and nuclear physics, physical optics. (3 hrs. lect. per week)

## Political Science (POLS)

**POLS 24 ISSUES OF HAWAIIAN POLITICS (3)**

A study of the major issues concerning contemporary Hawai'i politics at both the state and local level. This course includes a survey of problems involving political responsibility, political participation, civil liberties, and the role of governmental agencies and other political groups and organizations in the social and economic life of the community. Problems which students will face in their day-to-day life in the Hawai'i community will be emphasized. (3 hrs. lect. per week)

**POLS 110 INTRODUCTION TO POLITICAL SCIENCE (3)**

*Prerequisite:* Placement in ENG 22/60

An introduction to political problems, systems, ideologies and processes. (3 hrs. lect. per week)

**POLS 120 INTRODUCTION TO WORLD POLITICS (3)**

*Prerequisite:* Placement in ENG 22/60

Power and contemporary world politics since 1945 with emphasis on the U.S. role. (3 hrs. lect. per week)

**POLS 130 INTRODUCTION TO AMERICAN POLITICS (3)**

*Prerequisite:* Placement in ENG 22/60

American political processes and institutions as seen through alternate interpretations. Emphasis on opportunities and limitations for practical political participation. May be taken on a CR/N basis. (3 hrs. lect. per week)

**POLS 171 INTRODUCTION TO POLITICAL FUTURES (3)**

*Recommended Prep:* Placement in ENG 22/60

Introduction to political futures studies. Using science fact and fiction shows how past and present images of the future influence people's actions. May be taken on a CR/N basis. (3 hrs. lect. per week)

**POLS 180 INTRODUCTION TO HAWAII POLITICS (3)**

*Prerequisite:* Placement in ENG 100

*Recommended Prep:* ENG 22/60

An examination of contemporary Hawaii's political institutions, processes, issues, and personalities at the State and County levels. Hawaii's place in the national and international political arenas, and the future of politics in Hawaii. Emphasis is placed on citizen roles and responsibilities in local politics. (3 hrs. lect. per week)

**POLS 190 MEDIA AND POLITICS (3)**

*Prerequisite:* Placement in ENG 22/60

Influence and effects of media on politics and vice versa. (3 hrs. lect. per week)

**POLS 221 PROBLEMS OF WAR AND PEACE (3)**

*Prerequisite:* Placement in ENG 100

*Recommended Prep:* ENG 22/60

Introduction to the contemporary socio-political dilemmas faced by political communities and individuals with respect to war, peace, and international conflicts. Includes questions of human nature, political economy, morality, genocide, terrorism, ethnic/religious violence, and alternatives to conflicts. (3 hrs. lect. per week)

## Psychology (PSY)

**PSY 100 SURVEY OF PSYCHOLOGY (3)**

*Prerequisite:* Placement in ENG 22/60

Principles of human behavior, individual differences, motivation, emotion, perception, learning. (3 hrs. lect. per week)

**PSY 170 PSYCHOLOGY OF ADJUSTMENT (3)**

*Prerequisite:* Placement in ENG 22/60

Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. (3 hrs. lect. per week)

**PSY 180 PSYCHOLOGY OF WORK (3)**

*Prerequisite:* Placement in ENG 22/60

Introduction to psychological aspects of work-related phenomena with emphasis on importance of human relations in work settings. Focuses on application of industrial organizational theory to understanding problems in worker morale, impression management, career assessment, organizational versus individual goals. (3 hrs. lect. per week)

**PSY 240 DEVELOPMENTAL PSYCHOLOGY (3)**

*Prerequisite:* PSY 100

Emotional, mental, physical, social development from infancy to adulthood; interests and abilities at different age levels. (3 hrs. lect. per week)

**PSY 250 SOCIAL PSYCHOLOGY (3)**

*Prerequisite:* PSY 100

Cognitive, behavioral and emotional effects of people: interpersonal relations, attribution, attitudes, group behavior, stereotypes, social roles, aggression, helping, self-concept; and applications. (3 hrs. lect. per week)

**PSY 260 PSYCHOLOGY OF PERSONALITY (3)***Prerequisite: PSY 100*

Scientific study of personality, its meaning, assessment, development, and relation to cultural-social determinants. (3 hrs. lect. per week)

**Quantitative Methods (QM)****QM 121 MATHEMATICS FOR DECISION MAKING I (3)***Prerequisite: "C" or higher in MATH 27 or 103 OR placement in MATH 135/QM 121*

Precalculus mathematical operations related to business and economics; functions, equations and inequalities in one and two variables, interest formulas, systems of equations, matrix operations, linear programming. (3 hrs. lect. per week)

**QM 122 MATHEMATICS FOR DECISION MAKING II (3)***(See MATH 203)***Refrigeration and Air Conditioning Technology (RAC)****RAC 21 BASIC REFRIGERATION (12)**

*RAC majors only.* Principles of physics applicable to mechanical and absorption cycles. Heat energy, heat transfer, properties of matter, change of state, laws of gases, temperature-pressure relationship, thermodynamic principles in the mechanical cycle, compressors, condensers, receivers, refrigerant controls, evaporators and accessories. Hand tools, fasteners, special refrigeration tools, tube bending, flaring, soldering, compressor overhaul, condensing unit overhaul, refrigeration system construction, operation, test and repair. Safety and Physics content applicable to the RAC area. (24 hrs. lect./lab. per week)

**RAC 28 ELECTRICAL FUNDAMENTALS II (5)***Prerequisite: RAC 27**Corequisites: RAC 41 and RAC 42L*

*RAC majors only.* This course is the second half of a one-year course in electrical fundamentals. Topics include motors, control devices, control systems and troubleshooting. (5 hrs. lect. per week)

**RAC 32 COMMERCIAL REFRIGERATION (12)***Prerequisite: RAC 21*

*RAC majors only.* Commercial systems: application, servicing, heat loads and piping. Absorption principles and special refrigeration devices and application. Advanced maintenance, trouble-shooting and repair of domestic and commercial units. Introduction to the concepts, theories and application of electricity as they apply to refrigeration and air conditioning. (24 hrs. lect./lab. per week)

**RAC 41 PSYCHOMETRY AND COOLING LOAD (5)***Prerequisite: RAC 23**Corequisites: RAC 28 and RAC 42L*

*RAC majors only.* Chemistry of air, air and human comfort, psychrometric properties of air, the psychrometric chart, problems for the conditioned air supply, conduction, solar transmission, occupancy and equipment heat gains and losses, coil load and total air supply. (5 hrs. lect. per week)

**RAC 42L AIR CONDITIONING MACHINERY LAB I (5)***Prerequisite: RAC 24L**Corequisites: RAC 28 and RAC 41*

*RAC majors only.* Equipment installation, check-out and start-up procedures. Routine maintenance procedures, field work on campus installation and operations of a maintenance shop. (15 hrs. lab. per week)

**RAC 43 AIR DISTRIBUTION AND AIR CONDITIONING SYSTEMS (5)***Prerequisite: RAC 42L**Corequisite: RAC 44L*

*RAC majors only.* Duct sizing, duct devices, system design, system balance, control systems, double-duct systems, hydraulic systems, centrifugal systems, and heat pumps. (5 hrs. lect. per week)

**RAC 44L AIR CONDITIONING MACHINERY LAB II (5)***Prerequisite: RAC 42L**Corequisite: RAC 43*

*RAC majors only.* A continuation of RAC 42L. Advanced maintenance, trouble-shooting, system balance, control setup, water testing and engineering studies on central station chill water air conditioning system and operation of a maintenance shop. (15 hrs. lab. per week)

### **RAC 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*RAC majors only.* This course will provide students with the opportunity to acquire on-the-job experience in conjunction with classroom and laboratory instruction in Refrigeration and Air Conditioning. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## **Religion (REL)**

### **REL 150 INTRODUCTION TO THE WORLD'S MAJOR RELIGIONS (3)**

*Recommended Prep: Placement in ENG 22/60*

Introduction to the world's living religions: Hinduism, Buddhism, Shintoism, Confucianism, Taoism, Judaism, Christianity, Islam. (3 hrs. lect. per week)

### **REL 151 RELIGION AND THE MEANING OF EXISTENCE (3)**

*Recommended Prep: Placement in ENG 22/60*

Introduction to basic ideas and issues of contemporary religious thought related to the question: "What is the meaning of existence?" May be taken on a CR/NC basis. (3 hrs. lect. per week)

### **REL 200 UNDERSTANDING THE OLD TESTAMENT (3)**

*Recommended Prep: Placement in ENG 22/60*

Study of developing beliefs and practices of Hebrew religion as set forth in the Old Testament. Emphasis on meaning of its faith for the modern world. (3 hrs. lect. per week)

### **REL 201 UNDERSTANDING THE NEW TESTAMENT (3)**

*Recommended Prep: Placement in ENG 22/60*

Origin and development of early Christian message as set forth in New Testament, with special attention to Jesus and Paul. (3 hrs. lect. per week)

### **REL 203 UNDERSTANDING CHINESE RELIGIONS (3)**

*Recommended Prep: Placement in ENG 22/60*

Taoist, Confucian, Buddhist, Maoist and folk beliefs and practices in social and historical context. (3 hrs. lect. per week)

### **REL 204 UNDERSTANDING JAPANESE RELIGIONS (3)**

*Recommended Prep: Placement in ENG 22/60*

A survey of major aspects of Japanese religion including Shinto, Buddhism and modern new religions. The various traditions will be viewed within their historical and social contexts. Emphasis will be placed on issues of contemporary significance. (3 hrs. lect. per week)

### **REL 205 UNDERSTANDING HAWAIIAN RELIGION (3)**

*Recommended Prep: Placement in ENG 22/60*

Major Hawaiian religious teachings and practices from ancient times to the present. Cultural influence of Hawaiian religious beliefs and analysis of religious texts. Relationship to other traditions of Oceania and to Christianity. (3 hrs. lect. per week)

### **REL 207 UNDERSTANDING BUDDHISM (3)**

*Recommended Prep: ENG 22/60 OR placement in ENG 100*

Survey of major forms and practices. (3 hrs. lect. per week)

### **REL 210 UNDERSTANDING CHRISTIANITY (3)**

*Recommended Prep: Placement in ENG 22/60*

History of Ideas concentrating on those events, persons, and issues which have had the greatest impact on the evolution of Christianity. May be graded on a CR/NC basis. (3 hrs. lect. per week)

## **Science (SCI)**

### **SCI 60 INTRODUCTION TO MATERIALS SCIENCE (4)**

This course introduces students to a basic understanding of the chemical and physical principles underlying the nature and behavior of materials. It seeks to give answers to questions such as why glass is transparent and brittle while steel is opaque and strong, or why copper conducts heat and electricity while plastic and rubber do neither but are elastic. (3 hrs. lect.; 3 hrs. lab. per week)

### **SCI 101 ENVIRONMENTAL SCIENCE (3)**

This course will introduce students to principles of ecology and ecosystem dynamics in order to understand how our biosphere works and how the environmental pollution deteriorates the delicate balance of nature. A survey will be made on all current pollution problems resulting from over-population, urbanization and technology that use our finite natural energy resources and produce

excessive amount of wastes. The course will also analyze current national and international policies developed to curb all environmental pollution problems. (3 hrs. lect. per week)

**SCI 121 INTRODUCTION TO SCIENCE — BIOLOGICAL SCIENCES (4)**

Scientific approaches, life characteristics, ecological principles, people and environment, science and society. (3 hrs. lect.; 3 hrs. lab. per week)

**SCI 122 INTRODUCTION TO PHYSICAL SCIENCES (4)**

Science and modern society. A survey of physics, astronomy, chemistry, and geology, with greater emphasis on the first two disciplines. Cross-listed as PHYS 122. (3 hrs. lect.; 3 hrs. lab. per week)

**SCI 193V COOPERATIVE EDUCATION (1–4)**

*Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Science. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## Sheet Metal and Plastics Technology (SMP)

**SMP 20 HAND TOOL AND MACHINE PROCESSES (4)**

*Corequisites: SMP 21 & 22 & 23*

*SMP majors only.* Develop skills and safety practices in the use of hand tools and machines. The techniques of soldering, drilling, punching, riveting, seaming, and other tools and machine operations. The characteristics and uses of sheet metal, supplies, fastening devices and plastics. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 21 SHOP PROBLEMS (3)**

*SMP majors only.* To provide students with the essential principles and concepts related to sheet metal work to enable them to understand and solve everyday problems encountered in the shop. Students will develop the necessary skills and knowledge through the study and practice of actual sheet metal shop problems using terminologies and standards in current use through-out the country. (3 hrs. lect. per week)

**SMP 22 FABRICATION PROCESSES (ARCHITECTURAL) (4)**

*Corequisites: SMP 20 & 21 & 23*

*SMP majors only.* Emphasis on variously shaped gutters, gutter miters, hangers, flashing of all types, downspout, expansion joints and other similar work. Standard installation practices. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 23 INTRODUCTION TO SURFACE DEVELOPMENT (2)**

*Corequisites: SMP 20 & 21 & 22*

*SMP majors only.* Construction of geometrical figures. Concept of multi-view drawings and the planes of projection. Principles of parallel and radial line development and triangulation. Simple patterns. (1 hr. lect., 3 hrs. lab. per week)

**SMP 24 ADVANCED FABRICATION PROCESSES (ARCHITECTURAL) (4)**

*Prerequisite: SMP 23*

*Corequisites: SMP 25 and SMP 26*

*SMP majors only.* Skills in the fabrication of mitered transitional roof jacks, cornices, skylights, louvers, roof ventilators and complex roofing seams. Different methods of installation. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 25 AIR CONDITIONING FABRICATION (4)**

*Corequisites: SMP 24 and SMP 26*

*SMP majors only.* Training in fabricating air conditioning and ventilating duct work. Seams, locks, hangers, fastening devices, vaned turned elbows and other basic fittings that are commonly used. Standard installation practices. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 26 PATTERN DEVELOPMENT I (2)**

*Corequisites: SMP 24 and SMP 25*

*SMP majors only.* Patterns for various types of transitions. Square to round, oval to round and other fittings in this area. Patterns for the basic fittings that are commonly used. Standard installation practices. (1 hr. lect., 3 hrs. lab. per week)

**SMP 41 ADVANCED AIR CONDITIONING FABRICATION (4)**

*Prerequisite: SMP 26*

*SMP majors only.* Fabrication of complex fittings in both high and low velocity air conditioning systems. Various types of reinforcing and transverse seams, sealants and insulation. (2 hrs. lect.; 6 hrs. lab. per week)



**SMP 43 PATTERN DEVELOPMENT II (2)**

*Prerequisite: SMP 26*

*SMP majors only.* In this course patterns are developed for low, medium and high pressure air conditioning systems. Patterns for fittings used in blow pipe work are included in this course. (1 hr. lect., 3 hrs. lab. per week)

**SMP 44 BLOW PIPE FABRICATION (4)**

*Prerequisite: SMP 43*

*SMP majors only.* The emphasis is on round work in such areas as blow pipe, air conditioning duct, and ventilation systems. Included in this course is the fabrication of canopies and hoods for machines. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 45 ADVANCED FABRICATION (GENERAL) (4)**

*Prerequisite: SMP 41*

*Corequisites: SMP 44 & 46 & 49*

*SMP majors only.* The emphasis of this course is on fabricating complex work in all areas of sheet metal. Field trips to shops that specialize in kitchen equipment; spiral pipe and other specialty shops are part of this course. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 46 PATTERN DEVELOPMENT III (2)**

*Prerequisite: SMP 43*

*SMP majors only.* Pattern development, emphasizing complex, intersecting problems and short-cut methods that are practical in industry. (1 hr. lect., 3 hrs. lab. per week)

**SMP 49 ADVANCED SHOP PROBLEMS (2)**

*Prerequisite: SMP 21*

*SMP majors only.* To provide the second-year sheet metal majors with the specialized technical knowledge and problem solving techniques to be able to understand and find effective solutions to advanced shop problems expected to be encountered in the sheet metal industry. (2 hrs. lect. per week)

**SMP 93V COOPERATIVE EDUCATION (1-9)**

*Instructor approval required.*

*SMP majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Sheet Metal and Plastics. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## Small Vessel Fabrication and Repair (MARR) - Spring 2005 [Formerly Boat Maintenance and Repair (MARR)]

**MARR 20 INTRODUCTION TO MARINE TECHNOLOGY (1)**

Introduces the student to career opportunities in the marine service and manufacturing industries. It also serves as an orientation to the Marine Education and Training Center (METC) and its policies. Students will be trained to fit personal protective equipment and to understand Material Safety Data Sheets. Marine nomenclature is also introduced with an emphasis on the terms used when vessels are hauled and secured on land. (30 hrs. lect./lab. per term)

**MARR 21 BOAT HAULING PROCEDURES (4)**

*Prerequisite: MARR 20*

Trains students in boatyard skills. It covers the procedures followed in removing a mast from a sailboat, hauling and launching a vessel with a straddle-lift, pressure-washing a boat hull, waste water containment and treatment, moving a vessel with a marine hydraulic trailer and forklift, and blocking a boat. Personal safety is stressed throughout the course. (120 hrs. lect./lab. per term)

**MARR 22 PORTABLE HAND TOOLS AND MACHINERY (1)**

*Prerequisite: MARR 20*

Provides an introduction to hand tools and machinery used in the marine industry. The proper use of machinery such as a hydraulic prop and bearing remover, bead blaster and sandblaster will be demonstrated and practiced. The following woodworking tools will be introduced: table saw, bandsaw, power hand planer, and drill press. Hands-on training is emphasized. The proper utilization, safety procedures, and care of tools are stressed. (30 hrs. lect./lab. per term)

**MARR 24 INTRODUCTION TO COMPOSITE TECHNOLOGY (3)**

*Prerequisite: MARR 22*

This course covers the fundamentals of working with resins, fabrics, and adhesives. Projects include the fabrication of solid and cored test panels. The methods used to insure quality control in the composites industry are also stressed. (90 hrs. lect./lab. per term)

**MARR 25 COMPOSITE REPAIR TECHNIQUES (3)***Prerequisite: MARR 24*

This course covers the procedures employed in planning and executing repairs to composite vessels. Various common procedures used in the industry for composite repairs are covered in lecture, and projects dealing with these procedures are provided in the lab. (90 hrs. lect./lab. per term)

**MARR 29 BLUEPRINT READING FOR MARINE TECHNICIANS (2)**

Prepares the student to read and understand working drawings typical to the marine and cabinetry industries. Basic drafting techniques will be practiced but the emphasis is on interpretation of blueprints and understanding spatial relationships in orthographic projections. Blueprints of projects that will be built in Woodworking and Yacht Joinery will be studied. Sketching both orthographic and isometric views will be practiced. The student will attain a working knowledge of SI Metric and Imperial measurement systems. (60 hrs. lect./lab. per week)

**MARR 30 WOODWORKING (3)***Prerequisite: MARR 22 and MARR 29*

Covers the safe and proper use of power and hand woodworking tools. Procedures for sharpening, maintenance, and adjustment of tools are stressed. Rough wood stock is milled and the fabrication of proper wood joints is stressed. Instruction is also provided in the survey and repair of the wooden components of a vessel. (90 hrs. lect./lab. per term)

**MARR 31 YACHT JOINERY (3)***Prerequisite: MARR 30*

Advanced joinery projects are covered in this course. Projects include lamination techniques, biscuit joinery, and rabbeted moldings. In addition, lightweight composite furniture will be discussed and demonstrated. Hands-on instruction in the use of the radial arm and table saws, mortising machine, shaper, and router is also provided. (90 hrs. lect./lab. per term)

**MARR 33 MARINE FINISH SYSTEMS (4)**

This course covers the fundamental techniques involved in the application of modern marine finishes. Projects stress proper and efficient surface preparation. Hands-on experience in the use of the siphon gun, pressure pot system, and HVLP systems is also included. (120 hrs. lect./lab. per term)

**MARR 40 MARINE BLUEPRINT READING AND LOFTING (3)***Prerequisite: MARR 29 or instructor approval*

Covers the reading and interpretation of boat plans. The primary focus is on the Lines Plan. The Lines Plan describes the shape of the hull. An understanding of these lines is fundamental to any boat building, renovation, or major repair project. Projects in the drafting lab and on loft floor provide practical experience in relating the blueprints to the construction or renovation of a boat. (90 hrs. lect./lab. per term)

**MARR 41 MOLD STATION CONSTRUCTION (2)***Prerequisite: MARR 31 and MARR 40, or instructor approval*

Provides detailed instruction in creating a mold station and a stem form from the lofting completed in MARR 40. Station and stem bevels and skin deductions are emphasized. The end product of this course will be completed mold stations and a stem for the project boat. (60 hrs. lect./lab. per term)

**MARR 42 MARINE PROPULSION SERVICE AND MAINTENANCE (3)***Prerequisite: PHYS 56*

Provides instruction in the care, maintenance, and service of gasoline fueled outboard and sterndrive engines. Basic diesel service will be covered. (90 hrs. lect./lab. per term)

**MARR 43 COMPOSITE TOOLING (4)***Prerequisites: MARR 41 or instructor approval*

Uses the mold stations and stem form built in MARR 41 to erect a hull skeleton on a building form. Transoms are fabricated. A skin or planking of foam or wood is applied. Spiling techniques are emphasized. Fairing of the hull is practiced. (120 hrs. lect./lab. per term)

**MARR 50 MOLD FABRICATION (3)***Prerequisite: MARR 43 or instructor approval*

This course uses the hull form constructed in earlier courses as a pattern to fabricate a production mold. Tooling gelcoat application is also covered. (90 hrs. lect./lab. per term)

**MARR 51 COMPOSITE PRODUCTION (3)***Prerequisite: MARR 50 or Instructor approval*

This course uses a production mold to produce a boat hull. Chopper gun techniques, adjustment, and maintenance are covered and PVC foam cores are installed with vacuum bag techniques. (90 hrs. lect./lab. per term)

**MARR 52 MARINE ELECTRICAL SYSTEMS (2)***Prerequisites: PHYS 56*

Builds on the theory and practice learned in Physics 56, Fundamentals of Electricity. The emphasis is on DC systems. Troubleshooting a boat's electrical system with a multi-meter will be practiced. Electrical installations per American Boat and Yacht Council standards will be emphasized. (60 hrs. lect./lab. per term)

**MARR 53 MARINE PLUMBING (2)**

Will include lecture and hands-on instruction in marine plumbing. The student will develop the necessary skills to perform the proper installation of marine sanitation and fresh water systems. This will include proper installation of heads, seacocks, thru-hulls, anti-siphon devices, accumulator tanks, holding tanks, check valves and a variety of electric and manual pumps. Nomenclature of plumbing components is stressed. (60 hrs. lect./lab. per term)

**MARR 54 SAILBOAT RIGGING (2)**

Provides an introduction to the maintenance of a sailboat's rigging system. Emphasis is placed on surveying a sailboat's rigging for potential failures caused by improper installation, corrosion or structural fatigue. Applying fittings to wire via cold-rolled swage, mechanical (Norseman type) fittings, and the micro-press swage will be practiced. Installation of roller furling systems will be covered. (60 hrs. lect./lab. per term)

**MARR 93V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

*MARR majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Boat Maintenance and Repair. Students may enroll 4 times for credit up to a maximum of 12 credits. (75 hrs. work experience per credit)

**Social Sciences (SSCI)****SSCI 120 HAWAII'S PEOPLE (3)**

A survey of ethnic subcultures in America, with emphasis on Hawai'i's ethnic mosaic. The critical framework covers dominant-subordinate relationships in both a historical and modern setting. The processes of prejudice, discrimination, identity, cyclical patterns of ethnic relations, acculturation, assimilation, contention, submission, revitalization and the psychology of racism will be applied to the major ethnic minorities of Hawai'i. (3 hrs. lect. per week)

**SSCI 125 PACIFIC ISLAND PEOPLES (3)***Recommended Prep: ENG 22/60 OR placement in ENG 100*

This course is a survey of Pacific Island societies, using social science perspectives to analyze the effects of environmental constraints, cultural tradition, historical experience, political and economic development, and social change upon the peoples of Melanesia, Micronesia, and Polynesia. It will give students an understanding of the major problems and alternative futures which Pacific island communities now face. Cross-listed as ANTH 135. (3 hrs. lect. per week)

**SSCI 193V COOPERATIVE EDUCATION (1-4)***Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in the Social Sciences. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

**SSCI 220 JAPANESE-AMERICAN STUDIES (3)**

A survey of Japanese-American experience, with particular emphasis on the application of social theory to analyze the frustration, anxiety, resolve, depression, success, failure, and inspiration of the Japanese Americans of Hawai'i. (3 hrs. lect. per week)

**SSCI 221 HAWAIIAN-AMERICANS (3)**

The course is designed to give the individual an understanding of Hawaiians and their sociocultural world. Significant contributions of the anthropological, demographic, political, psychological and sociological perspectives will be utilized to present a holistic social science approach. Topics covered include the group position of Hawaiians in class structure, learning strategies, family structure, lifestyle, land issues, and political and cultural revitalization. (3 hrs. lect. per week)

**SSCI 225 FILIPINO-AMERICAN STUDIES (3)**

An analysis of the history, culture, and major problems of the Filipino-American community, with special emphasis on Hawai'i. The course covers the process of immigration, cultural transition and acculturation, family and social organizations, educational problems and achievements, housing and job availability,

and conflict with existing ethnic communities. A historical analysis of the transition from plantation paternalism to urban competition will also be included. (3 hrs. lect. per week)

### **SSCI 250 GENDER AND SOCIETY (3)**

An introduction to social science perspectives and research findings on the effect of sex/gender roles on individuals, their communities and larger social institutions such as family, education, employment and government. (3 hrs. lect. per week)

## **Social Services (SOSE)**

### **SOSE 21 FAMILY DYNAMICS AND THE SOCIAL WORK INTERVIEW (3)**

Provides an introductory overview of social work and the roles of paraprofessionals. Focuses on understanding family dynamics and on developing basic social work interviewing skills. (3 hrs. lect. per week)

### **SOSE 22 SOCIAL WORK WITH GROUPS (3)**

Relates social work group principles and practice for practical application for paraprofessionals in human services programs. Previous and/or current group work experience is helpful. (3 hrs. lect. per week)

### **SOSE 51 PRACTICUM SEMINAR (1)**

*Corequisites: SOSE 91V*

This seminar course provides an opportunity for students to discuss problems experienced in work practicum and to develop counseling, guidance, problem-solving, and evaluation competencies. This course may be repeated. Students must be concurrently enrolled in SOSE 91V Work Practicum (1 credit). (1 hr. lect. per week)

### **SOSE 55 INDIVIDUAL COUNSELING (3)**

Focuses on developing basic individual counseling and problem-solving skills, potential and limitations of paraprofessionals in counseling. (3 hrs. lect. per week)

### **SOSE 91V WORK PRACTICUM/COMMUNITY SERVICE (1-3)**

Supervised work experience. Individualized in-service training in community service. May be repeated until 9 credits are earned. Responsibilities increase with each repeat. Concurrent enrollment in SOSE 51 (Practicum Seminar) is recommended. (1 cr.-5 hrs.; 2 cr.-10 hrs.; 3 cr.-15 hrs. per week for practicum)

### **SOSE 270 SUBSTANCE ABUSE COUNSELING (3)**

*Prerequisite: SOSE 55 and ENG 22 or higher or consent of the instructor*

Designed for people interested in pursuing work as a substance abuse counselor.

Covers physical, psycho-social effects of substance abuse; screening, assessment, counseling, and referral skills; and ethical and legal issues. (3 hrs. lect. per week)

## **Social Work (SW)**

### **SW 200 THE FIELD OF SOCIAL WORK (3)**

*Prerequisite: ENG 22/60 OR placement in ENG 100*

Orientation to the profession of social work; the nature and scope of social work, historical development, values and philosophy, methods of practice, and selected fields of practice. (3 hrs. lect. per week)

## **Sociology (SOC)**

### **SOC 22 INTRODUCTION TO MARRIAGE AND FAMILY (3)**

This is a course about you, sex, love, dating, marriage and family formation. It will help you understand yourself, your relationship with others whether they are your parents, your friends, or your children. It will help you understand where our values about family life come from and where the family is going as an institution. What does the increasing divorce rate mean, and what effects will such life styles as "living together" and "communalism" have on family life? Finally, the class will talk about your situation in your family and give you the ability to place your experiences in a sociological perspective. (3 hrs. lect. per week)

### **SOC 100 SURVEY OF GENERAL SOCIOLOGY (3)**

*Prerequisite: Placement in ENG 22/60*

Basic social relationships, norms, social structures and processes affecting social change. (3 hrs. lect. per week)

### **SOC 200 INTRODUCTION TO THE PRINCIPLES OF SOCIOLOGY (3)**

Introduction to basic theory, methods and analytic techniques used in sociology. (3 hrs. lect. per week)

**SOC 214 INTRODUCTION TO RACE AND ETHNIC RELATIONS (3)***Prerequisite: "C" or higher in ENG 100*

This course will acquaint students with the problems and dynamics of race and ethnic relations in comparative local, national, and world perspectives. Theory and research related to the social, economic, and political problems of ethnic and racial groups, and their existence and accommodation within societies will be reviewed and analyzed. (3 hrs. lect. per week)

**SOC 218 INTRODUCTION TO SOCIAL PROBLEMS (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

Introduction to Social Problems will acquaint students with the variety of social problems facing our society today. Local social problems will be emphasized. Sociological research and theories related to crime and delinquency, drug and alcohol abuse, sexual deviance, ethnic relations, economic disruption and unemployment, social consequences of sexism, and family disorganization will be discussed and students will be required to conduct a small research project in a selected area. (3 hrs. lect. per week)

**SOC 231 INTRODUCTION TO JUVENILE DELINQUENCY (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

Forms of juvenile deviance; conditions and processes that result in the alienation and deviance of youth. Juvenile corrections as an institutionalized societal response. May be taken on a CR/N basis. (3 hrs. lect. per week)

**SOC 251 INTRODUCTION TO SOCIOLOGY OF THE FAMILY (3)***Prerequisite: ENG 22/60 OR placement in ENG 100*

Family patterns, mate selection, parent-child interaction, socialization of roles, legal sanctions, and current trends in family organization and functions. (3 hrs. lect. per week)

**Spanish (SPAN)\*****101–102 ELEMENTARY SPANISH I–II (4–4)***101 Prerequisite: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60**102 Prerequisite: SPAN 101*

Development of listening, speaking, reading, writing. Drill and practice emphasized. Laboratory work required. (4 hrs. lect. per week)

**201–202 INTERMEDIATE SPANISH I–II (3–3)***201 Prerequisite: SPAN 102**202 Prerequisite: SPAN 201*

Continuation of oral practice and grammar study; increasing emphasis on reading and written composition. Laboratory drill. (3 hrs. lect. per week)

*\*Native speakers may not take language courses for credit.*

**Special Studies**

*See Special Courses, Special Studies.*

**Speech (SP)****SP 20 SPEECH COMMUNICATION (3)***Recommended Prep: Placement in ENG 22/60*

Designed for students interested in basic speech. Emphasis will be based on developing self-confidence, poise, and oral fluency in practical situations where communication is important. (3 hrs. lect. per week)

**SP 50 WORKING WITH CLIENTS (3) (FORMERLY COM 50)***Prerequisite: ENG 20B & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60**Corequisites: COSM 20 and 21L*

*COSM majors only.* Includes knowledge and skills in communicating with and helping people in professional and personal relationships. Techniques of communicating and helping will be discussed and practiced in class. (3 hrs. lect. per week)

**SP 151 PERSONAL AND PUBLIC SPEECH (3)***Recommended Prep: Placement in ENG 22/60*

This course introduces students to the principles of communication. In addition to discussing theoretical materials, students have opportunities to experience speech in a variety of informal and formal activities, including person-to-person, small group, and public address situations. (3 hrs. lect. per week)

**SP 200 SPEAKING SKILLS FOR PROSPECTIVE TEACHERS (3)***Recommended Prep: Placement in ENG 22/60*

Theory and activities for competence in the speaking skills useful in the classroom, especially interview, discussion and lecture. (3 hrs. lect. per week)

**SP 251 PRINCIPLES OF EFFECTIVE SPEAKING (3)***Prerequisite: SP 151 OR "C" or higher in ENG 100*

Designed to help students prepare and present speeches; the steps necessary and the rhetorical theory behind public speaking. (3 hrs. lect. per week)

**SP 253 ARGUMENTATION AND DEBATE (3)***Prerequisite: SP 151*

Argument as a technique in the investigation of social problems; formal and informal practice in the use of evidence, proof, refutation, and argument. (3 hrs. lect. per week)

**Student Development (SD)****SD 20B CAREER DECISION MAKING (1) (FORMERLY SD 85B)***Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E*

Personal evaluation of interests, skills, values and personality traits as a basis for self-awareness in career/life planning and decision making. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 20C WORK EXPLORATION (1) (FORMERLY SD 85C)***Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E*

Exploration of occupations utilizing experiences such as field interviews, career shadowing, guest speakers and "hands-on" activities in the use of tools and instruments. (1 hr. lect. per week)

**SD 20D JOB PLACEMENT (1) (FORMERLY SD 90C)***Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E*

Preparation for job seeking through the development of job search skills and job retention skills. Module will include training in application procedures, interviewing, resume and letter writing and competitive job placement. Designed for all job seekers regardless of work history or experience. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 21 ORIENTATION TO COLLEGE (1)***Prerequisites: ENG 20 OR placement in ENG 20B & C & D & E*

Orientation to college life. This course focuses on information, skills and attitudes needed for a successful college career. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 85 CAREER/LIFE PLANNING (3)***Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E*

A course utilizing a variety of processes to assist in the formulation and attainment of career goals. Students have the opportunity to evaluate their interests, skills, personality traits and values as a basis for occupational choice. Students are exposed to a variety of occupations and are made aware of labor market trends and projections. Effective job search skills, interview techniques, and resume writing are covered. (3 hrs. lect. per week)

**SD 95 CONFIRMING YOUR MAJOR (1)***Prerequisite: ENG 20 OR placement in ENG 20B & C & D & E*

This course is designed to assist students in confirming their selected majors. With the guidance of a career counselor, students explore program and career realities on an individualized basis. Graded on a CR/N basis. (1 hr. individualized instruction per week)

**Theatre (THEA)****THEA 101 INTRODUCTION TO DRAMA AND THEATRE (3)***Prerequisite: Placement in ENG 22/60*

Representative plays studied as illustrative of changing forms in the theatre and dramatic literature. (3 hrs. lect. per week)

**THEA 201 INTRODUCTION TO THE ART OF THE FILM (3)***Recommended Prep: Placement in ENG 22/60*

Introduction to aesthetic aspects of silent and sound movies. Technical subjects analyzed only as they relate to theme and style. (3 hrs. lect. per week)



## Welding Technology (WELD)

### **WELD 16 WELDING FOR AMT MAJORS (1)**

Introduction to oxyacetylene welding and cutting, MIG welding, and Plasma arc cutting. Safe work practices, proper care and use of equipment, and welding terminology will be covered. (2 hrs. lect. per week)

### **WELD 18 INTRODUCTION TO METAL SCULPTURE (3)**

Theory and practices of gas and electric welding toward practical application to creative designs. (2 hrs. lect.; 3 hrs. lab. per week)

### **WELD 19 WELDING FOR TRADES AND INDUSTRY (3) (FOR NON-MAJORS)**

*Comment: Can be substituted for WELD 17B and/or WELD 17C*

Introduction to the various methods of welding, including electric, oxyacetylene, and oxyacetylene cutting. Cross-listed as IEDW 102. (6 hrs. lab. per week)

### **WELD 21 HAND AND SHOP TOOLS (2)**

*WELD majors only.* Instruction in the care and use of hand and power tools. Safe operation of metal shears, abrasive cutters, sanders, grinders, and hydraulic benders. (1 hr. lect.; 3 hrs. lab. per week)

### **WELD 52 INTRODUCTION TO ARC I (3)**

*Prerequisite or Corequisite: BLPR 22*

*WELD majors only.* Fundamentals of oxyacetylene and arc welding. Proper use and operation of oxyacetylene equipment. Operation and use of various types of welding machines. Electrode identification and arc welding terminology. Welding on carbon steel in the flat fillet position. (20 hrs. lect. per week)

### **WELD 54 INTRODUCTION TO ARC II (2)**

*Prerequisite: WELD 52*

*WELD majors only.* Introduction to the horizontal position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

### **WELD 55 COMPUTATIONS WITH SMOLEY TABLES (3)**

*Prerequisite: MATH 20B & C & D OR placement in MATH 24/50*

An introduction to the use and application of the Smoley Tables by the carpentry and ironworker trades. The Smoley tables will be used to determine slopes, rises, rivet spacing, bevels, circumferences, squaring and decimal equivalents in designing and constructing trusses, rafters, railings, stairs, and other structural layouts. (3 hrs. lect. per week)

### **WELD 56 INTRODUCTION TO ARC III (2)**

*Prerequisite: WELD 54*

*WELD majors only.* Introduction to the vertical position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

### **WELD 58 INTRODUCTION TO ARC IV (2)**

*Prerequisite: WELD 56*

*WELD majors only.* Introduction to the overhead position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

### **WELD 60 ADVANCED ARC WELDING I (2)**

*Prerequisite: WELD 58*

*WELD majors only.* Single and multi-pass groove welding, on carbon steel, using E7018 electrodes. Welding to be done in the 1G (flat) and 2G (horizontal) positions. (20 hrs. lect. per week)

### **WELD 62 ADVANCED ARC WELDING II (3)**

*Prerequisite: WELD 60*

*WELD majors only.* Single and multi-pass groove welding on carbon steel using E7018 electrodes. Welding to be done in the 3G (vertical up) position. Limited thickness Guided Bend Test will be administered. (20 hrs. lect. per week)

### **WELD 64 ADVANCED ARC WELDING III (3)**

*Prerequisite: WELD 62*

*WELD majors only.* Single and multi-pass groove welding on carbon steel plate using E7018 electrodes in the 4G (overhead) position. Limited thickness Guided Bend Test will be administered. (20 hrs. lect. per week)

**WELD 66 PLASMA AND AIR CARBON ARC CUTTING (1)**

*WELD majors only.* Care and safe use of plasma and air carbon arc cutting process will be covered. Cutting operations will be done on carbon steel, aluminum, and stainless steel. (2 hrs. lect. per week)

**WELD 68 BLUEPRINT READING FOR WELDERS (3)**

*Prerequisite:* BLPR 22

*WELD majors only.* A basic course in blueprint interpretation designed primarily for Welding Technology majors. Emphasis will be placed on welding symbols and their significance. Basic instruction in structural shapes and estimating will also be covered. (3 hrs. lect. per week)

**WELD 70 OXYACETYLENE WELDING I (2)**

*WELD majors only.* Care and use of oxyacetylene equipment. Fusion welding on steel in the flat and horizontal positions. (20 hrs. lect./lab. per week)

**WELD 72 OXYACETYLENE WELDING II (2)**

*WELD majors only.* Care and use of oxyacetylene equipment. Braze welding on steel in the flat and horizontal positions. (20 hrs. lect./lab. per week)

**WELD 74 TIG WELDING I (2)**

*WELD majors only.* Theory, practice and application of the TIG welding process. Welding of carbon steel and stainless steel. (20 hrs. lect./lab. per week)

**WELD 76 TIG WELDING II (2)**

*WELD majors only.* Theory, practice and application of the TIG welding process in the welding of aluminum. (20 hrs. lect./lab. per week)

**WELD 78 FABRICATION TECHNIQUES (4)**

*WELD majors only.* Introduction to the layout and fabrication of welded structures, jigs, and fixtures. Interpretation and practical applications of blueprints and sketches. Miter cuts and the identification and processing of metals. (8 hrs. lect./lab. per week)

**WELD 80 GAS METAL AND FLUX CORED ARC WELDING (5)**

*WELD majors only.* Theory, practice, and applications of Gas Metal and Flux Cored Arc Welding processes including safety and manipulative skills. Welding of carbon steel and aluminum. (9 hrs. lect./lab. per week)

**WELD 82 WELDING INSPECTION AND TESTING PRINCIPLES (1)**

*Weld majors only.* Introduction to welding codes and qualifications. Visual, destructive, and nondestructive methods will be covered. (2 hrs. lect./lab. per week)

**WELD 84 ADVANCED FABRICATION TECHNIQUES (4)**

*WELD majors only.* Emphasis on the use of various types of equipment together with the interpretation of blueprints and sketches to perform practical work assignments. (8 hrs. lect./lab. per week)

**WELD 93V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

*WELD majors only.* This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Welding. Students may enroll 4 times for credit up to a maximum of 12 credits. (5 hrs. work experience per week per credit)

## Women's Studies (WS)

**WS 151 INTRODUCTION TO WOMEN'S STUDIES (3)**

*Prerequisite:* Placement in ENG 22/60

This is an introduction to Women's Studies, an interdisciplinary study of the world of women. The concept of gender permits the examination of various facets of women and men's experiences, corrects misconceptions and assists thinking about the future of women. (3 hrs. lect. per week)

**WS 218 SURVEY OF WOMEN AND WORK (3)**

*Prerequisites:* ENG 22/60 OR placement in ENG 100

*Recommended Prep:* ECON 120 or SOC 100 or WS 151

Survey of historical and contemporary issues in women's work, with an emphasis on U.S. labor history. Impact of gender, race and class on workplace conditions and issues. (3 hrs. lect. per week)

**WS 275 WOMEN IN ART (3)**

*Prerequisite:* ENG 100 OR placement in ENG 209-260, AND WS 151, ART 101 and (SOC 100 or PHIL 100)

An interdisciplinary survey of the role of women as subject/object in the visual arts, their activity as creators of art and as participants in the art world. This course is cross-listed as ART 275, and credit may be received for only WS 275 or ART 275, but not both. (3 hrs. lect. per week)

## Word Processing (WPRO)

### **WPRO 20 KEYBOARDING (1)**

*Prerequisites: ENG 20B & C & D & E OR ESL 11 & 13 & 14 & 17 OR placement in ENG 22/60*

A course to develop skills on the computer keyboard including alphabets, numbers, and symbols as applicable to computer terminals, word processors, and keypunch machines. To be taken CR/N.

Recommended for non-Business majors. (3 hrs. lect./lab. over 5 weeks)

## Work Cycle (WORK)

### **WORK 94V FEDERAL WORK CYCLE (1-12)**

*Instructor approval required. Acceptance in Federal Coop Ed Program required.*

This course is for students accepted in a Federal Cooperative Education program. During the Work Cycle, students are assigned work experiences related to academic studies or career goals. Students may enroll 6 times for credit with instructor approval, up to a total of 24 credits.

(5 hrs. work experience per week per credit)

## Zoology (ZOOL)

### **ZOOL 101 PRINCIPLES OF ZOOLOGY (4)**

Living animals, their structure, physiology, development, reproduction, evolution, habits, ecology, and their relationship to other living organisms and the environment. (3 hrs. lect.; 3 hrs. lab. per week)

### **ZOOL 141-141L HUMAN ANATOMY AND PHYSIOLOGY I (3-1) (FORMERLY ZOOL 240)**

*Prerequisites: College Chemistry and one course in college Biology or Zoology*

The structure and function of the human body which includes the study of its embryology, gross anatomy, micro-anatomy, physiology, pathology, and homeostatic relationships. (Part I)

(3 hrs. lect.; 1 hr. lab. per week)

### **ZOOL 142-142L HUMAN ANATOMY & PHYSIOLOGY II (3-1) (FORMERLY ZOOL 241)**

*Prerequisites: ZOOL 240 OR ZOOL 141 and ZOOL 141L*

The structure and function of the human body which includes the study of its embryology, gross anatomy, micro-anatomy, physiology, pathology, and homeostatic relationships. (Part II)

(3 hrs. lect.; 1 hr. lab. per week)

### **ZOOL 200 MARINE BIOLOGY (3)**

Lectures in this course provide an introduction to the marine flora and fauna, including those of the Hawaiian waters. A knowledge of the physical, biological and ecological characteristics of the marine environment is important for understanding the life systems of the ocean. The course will cover coral reef organisms, deep sea life, fisheries, farming the ocean, marine resources and the effects of pollution on marine life. (2 hrs. lect.; 3 hrs. lab. per week)

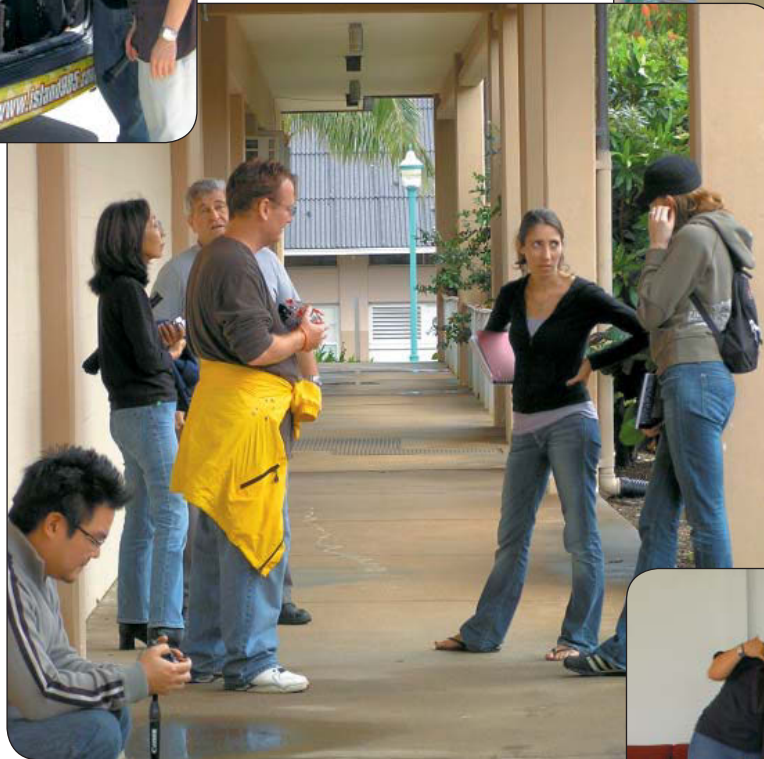
***See also OCEANOGRAPHY.***



*Radio 98.5 rocks campus.*



*Student Life sends  
Valentines to U.S.  
Troops*



*CA students taking a break at photo shoot.*



*Native Hawaiian club at craft fair.*



*The boys hanging out.*





# Administration, Faculty & Staff

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## Excellence in Teaching Award Recipients



**Bob Eddinger**  
Biology, 1975



**Doric Little**  
Speech, 1980



**Beng Poh Yoshikawa**  
The Learning Center, 1987



**David Cleveland**  
Sociology, 1988



**Ronald Pine**  
Logic & Philosophy of  
Science, 1990



**James Niino**  
Counseling, 1991



**Frank Mauz**  
Mathematics, 1992



**Cynthia Smith**  
History, 1994



**Kathleen Kamakaiwi**  
Cosmetology, 1995



**Tom Mikulski**  
Electrical Installation &  
Maintenance Technology, 1996



**Muriel Fujii**  
English, 1997



**Craig Ohta**  
Automotive Mechanics  
Technology, 1998



**Clifford Yamashiro**  
Automotive Technology, 1999



**Rick Ziegler**  
Humanities, 2000



**Robert Vericker**  
Administration of Justice,  
2001



**Aaron Tanaka**  
Computing, Electronics, &  
Networking Technology, 2002



**Kakkala Gopalakrishnan**  
Oceanography, 2003



**Lena Low**  
Economics, 2004



**Paul Onomura**  
Diesel Mechanics, 2005

# University of Hawai'i Leadership

## Board of Regents

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Ronald K. Migita  
Alvin A. Tanaka  
Jane B. Tatibouet  
Myron A. Yamasato

## President and Senior Management Team

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President

### *Advisors*

Walter Kirimitsu

University General Counsel

Nainoa Thompson

Advisor on Hawaiian Affairs

Linda Johnsrud

Vice President for Academic Planning & Policy

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Vice President for Administration

Howard Todo

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Associate Vice President for Student Affairs

David Lassner

Chief Information Officer

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Associate Vice President for Academic Affairs

Carolyn Tanaka

Associate Vice President for External Affairs

Jenny Samaan

Director of International Education

Jan Yokota

Director of Capital Improvements

Kari Wilhelm

Director of Risk Management

## Honolulu Community College Administration

*Back (l. to rt.)*

*Ken Kato,  
Vice Chancellor of Administrative Services;*

*Ramsey Pedersen,  
Chancellor;*

*Bernadette Howard,  
Dean of Transportation & Trades;*

*Ralph Kam,  
Dean of University College;*

*Front (l. to rt.)*

*Scott Murakami,  
Director of PCATT;*

*Sandy Matsui,  
Dean of Student Services;*

*Sharon Ota,  
Vice Chancellor of Academic Affairs;*

*Brian Furuto,  
Executive Assistant to the Chancellor;*

*Ralph Hiatt,  
Director of Pacific Aerospace Training Center*



## Chancellor's Executive Advisory Board

To insure the future viability of our training programs it is essential for HCC to work closely with industry in the State. Only through the active support of employers can the college hope to keep pace with rapidly changing training needs. The Chancellor's Executive Advisory Board provides the crucial input required to guide the College in the design of new training programs, as well as the modification of existing training programs, to meet both the current and future needs of industry in the State of Hawaii and in our nation as a whole.

William Anonsen  
Principal  
Maritime Consultants of the Pacific

Nelson B. Befitel  
Director  
Department of Labor and Industrial Relations

Joyce Borthwick  
Senior Vice President & Chief Compliance Officer  
First Hawaiian Bank

Elisabeth Chun  
Vice President and Executive Director  
Good Beginnings Alliance

Michael J. Chun, Ph.D.  
President and Headmaster  
Kamehameha Schools

Ann H. Chung  
Executive Director  
Hawaii Technology Trade Association

Bruce Y. Coppa  
Executive Vice President  
Communication Pacific

Donovan M. Dela Cruz  
Council Chair  
Honolulu City Council

William Emmsley  
Executive Director  
SSPA

Dan Ishii  
Associate Vice President for  
International Education  
University of Hawaii

Gary Kai  
Vice President  
Towne Development of Hawaii, Inc.

Al Kaopuiki  
Director of Training  
Plumbers and Pipefitters Fund

Kent Leong  
Account Manager  
Cisco Systems, Inc.

Myles Murakami  
President  
Atlas Insurance Agency

Karen Nakamura  
Chief Executive Officer  
Building Industry Assn. of Hawai'i

Senator Norman Sakamoto  
Hawaii State Senate

John Strom  
Vice President  
Enterprise Honolulu

Ronald Taketa  
Business Secretary  
Hawaii Carpenters Union

Gil Tam  
Vice President for Administrative and  
Community Affairs  
Sandwich Isles Communications, Inc.

Tin Myaing Thein, Ph.D.  
Executive Director  
Pacific Gateway Center

Thor Toma  
Vice President  
Servco Pacific, Inc.

## Faculty and Staff

AIU, Danny	Asst Prof, CC, Sheet Metal & Plastics	Sheet Metal Journeyworker.
AKI, Jessie L.	Assoc Prof, CC, Cosmetology	Hollywood Beauty College, Cosmetology Instructor's Certificate, State of Hawai'i, Licensed Cosmetologist, State of Hawaii.
ALARCON, Noel	Educational Specialist, Auto Maintenance	A.S., Honolulu Community College.
ALLEN, Paul H.	Prof, CC, Automotive Mechanics Technology	A.S., Maui Community College; State Certified Licensed Mechanic; A.S.E. Certified Master Automotive Technician.
ANDERSON, Charles V.	Assoc Prof, CC (Coordinator), Admissions & Counseling	B.S., Pennsylvania State University; M.Ed., University of Maryland.
AOSHIMA, Nobuko P.	Prof, CC, Japanese	B.A., Waseda University; M.A., Ph.D., University of Hawai'i at Mānoa.
BALANAY, Connie M.	Information Technology Specialist, Information Technology Center	A.S., Honolulu Community College; A.S. Hawai'i Community College; Cisco Certified Network Associate; Certified Novell Administrator; CompTIA A+ Certification.
BAUER, Violet	Educational Specialist, International Affairs and Development	B.A., University of Hawai'i at Mānoa.
BECKER, William A.	Assoc Prof, CC, Information Technology Center	B.S., University of Hawai'i at Hilo; M.S., University of Hawai'i at Mānoa.
BLUMHARDT, Jon H.	Director, Educational Media Center	B.A., M.A., M.Ed., University of Hawai'i at Mānoa; Ed.S., University of Virginia.
BOBILIN, Steve	Early Childhood Specialist, Human Services	B.A., M.Ed., University of Hawai'i at Mānoa.
BOURASSA, Donald J.	Prof, CC, Physics	B.S., University of California at Berkeley; M.S., M.Ed., University of Hawai'i at Mānoa.
BRILL, Richard C. JR.	Prof, CC, General Science, Physics, Geology	B.S., M.S., University of Hawai'i at Mānoa.
BROOKS, Harrison Budd	Prof, CC, Communication Arts	M.A., M.F.A., University of Iowa; M.A., Roosevelt University.
BUCK, Linda	Prof, CC, Human Services	B.S.J., Northwestern University; M.Ed., Bank Street College of Education.
BUXTON, Gaynel L.	Assoc Prof, CC, Human Services	B.A., University of California at Santa Barbara; M.Ed., University of Hawai'i at Mānoa.
CAHILL, Lorraine J.	Instructor, CC (Coordinator) Job Placement	B.A., University of Hawai'i-West Oahu.
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CARVALHO, Susanne	Early Childhood Specialist, Human Services	B.A., M.Ed., University of Hawai'i at Mānoa.
CASTELL, Michael L.	Asst Prof, CC, Computing, Electronics & Networking Technology	A.A.S., Community College of the Air Force; B.A., Chaminade University; M.S., Hawaii Pacific University.
CAULFIELD, Diane H.	Prof, CC, Counselor	B.S., M.Ed., University of Hawai'i at Mānoa.
CERNY, Gerald J.	Asst Prof CC, Pacific Center for Advanced Technology Training	B.S., U.S. Naval Academy; B.S., Western Montana College; M.Ed., University of Hawai'i at Mānoa.
CHANG, Cathleen	Institutional Support, Fiscal Officer	B.B.A., University of Hawai'i at Mānoa.; B.S., Hawai'i Pacific University.
CHAPMAN, Ronald F.	Prof Emeritus, CC, Library	A.A., Glendale College; B.A., Los Angeles State College; M.L.S., M.Ed., M.A., Ph.D., University of Hawai'i at Mānoa.
CHEN, Zhixiong	Educational Specialist, Computing Electronics and Networking Technology	Guangdong College of Hydroelectric Engineering, B.A., Jinan University; M.A., Hawaii Pacific University.
CHOCK, Kasey J.K.	Instructor, CC, Title III, Kupu Ka Wai	B.A., University of Hawai'i at Mānoa.
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CHU, Steven S.W.	Instructor, CC, Auto Body Maintenance and Repair	Honolulu Community College.
CHUN, Audrey C.	Media Specialist, Educational Media Center	B.F.A., University of Hawai'i at Mānoa.

CHUNG, Silvan Shea K.	Instructor, CC, Counseling	A.A., Kapiolani Community College; B.S., M.Ed., University of Hawai'i at Mānoa.
CROWELL, Dean K.	Acting Instructor, CC, Carpentry	Hawaii Carpenter Apprenticeship
DAVIDSON, Keith A.	Instructor, CC, Mathematics	Teaching Certificate, Washington State University; B.A., Washington State University; M.S., University of Idaho.
DONOVAN, Dolores M.R.	Asst Prof, CC, English	B.A., Delaware State College; M.A., Bowling Green State University; St. John's University; New York University.
DRIVER, Howard G.	Prof Emeritus, CC, English	B.A., M.A., University of Hawai'i at Mānoa.
DUNAN, Sally E.	Instructor, CC, Computing, Electronics, & Networking Technology	B.S., Iowa State University; M.S., University of Hawai'i at Mānoa.
EDMONDSON, R. Page	Asst Prof, CC, Anthropology	B.A., Antioch College; M.A., University of Hawai'i at Mānoa.
EFF, Michele K.	Administrative and Fiscal Support Specialist, NHVEP	B.A., University of Hawai'i at Mānoa.
FENLON, Frank E. JR.	Asst Prof, CC, Counselor	B.A., M.Ed., Brigham Young University.
FLORENDO, Leon F.	Instructor, CC, Title III	A.A., Leeward Community College; B.A., University of Hawai'i at Mānoa.
FUJII, Muriel M.	Prof, CC, English	B.A., University of San Francisco; 5th Year Certificate, M.A., University of Hawai'i at Mānoa.
FUNAI, Grace M.	Instructor, CC, Counselor	B.S., University of Arizona; M.Ed., Seattle University.
FURUTO, Brian K.	Asst to Senior Executive	B.B.A., University of Hawai'i at Mānoa; M.B.A., Indiana University.
GARCIA, Janet E.	Assoc Prof, CC, Librarian	B.S., M.L.I.S., University of Hawai'i at Mānoa.
GARMA, Imelda R.	Instructional & Student Support, Early Childhood	B.A., University of Hawai'i at Mānoa.
GOOCH, Patricia A.	Assoc Prof, CC, Human Services	B.S., Michigan State University; M.Ed., College of Notre Dame.
GOPALAKRISHNAN, Kakkala	Prof, CC, Oceanography	B.Sc., M.Sc., University of Kerala (India); M.S., Ph.D., University of California, Scripps Institution of Oceanography, San Diego.
GREENE, Evelyn K.L.	Asst Prof, CC, Aeronautics Maintenance Technology	A.S., Honolulu Community College.
GRIMALDI, Catherine	Educational Specialist, Computer Lab	
GROVE, Chulee C.	Prof, CC, Occupational and Environmental Safety Management	B.S., M.S., Mahidol University, Thailand; M.Ph., University of Hawai'i at Mānoa.
GRUWELL, Gregg R.	Media Specialist, Educational Media Center	B.S., California State University at Fullerton.
HALLETT, Norman F.	Prof Emeritus, CC, History	B.A., University of Miami; M.A., University of Illinois.
HARRIS, Nicholas D.	Research Support, Electronics Technician, Educational Media Center	A.S., Honolulu Community College; Certified by `Olelo as a Field Technician.
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HIATT, Ralph	Director, Pacific Aerospace Training Center	B.A., University of Hawai'i at Mānoa.
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HOOPER, Gloria	Prof Emeritus, CC, English, Reading	B.A., Eastern Washington State College; M.Ed., University of Hawai'i at Mānoa.
HOWARD, Bernadette	Dean, Transportation & Trades	B.S. University of Kentucky; M.Ed., University of Missouri.

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ISAACSON, Brian J.	Asst Prof, CC, Aeronautics Maintenance	Airframe and Powerplant Certification.
ITO-WON, Marilyn T.	Prof, CC, Counselor	B.A., M.Ed., University of Hawai'i at Mānoa.
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KACZMARSKI, Michael J. III	Prof, CC, Mathematics	B.A., M.A., University of Hawai'i at Mānoa.
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KAMAURA, Adrienne	Educational Specialist, Communication & Services	B.S., University of Hawai'i at Mānoa.
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KEALOHA, Pohai	Institutional Support, Commercial Aviation	Cannon's Business Certificate.
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LANE, Jeffery K.	Asst Prof, CC, Welding Technology	Graduate Apprentice, Honolulu Community College.



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LUBIN, Jan	Director, Management Information and Research	Monterrey Institute of Foreign Studies; Teaching Certificate, University of California, Los Angeles; M.A., University of Hawai'i at Mānoa.
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MASLOWSKI, Jean	Assoc Prof, CC, Counselor	B.A., University of Massachusetts; M.P.H., M.Ed. University of Hawai'i at Mānoa.
MATSUI, Sandra	Dean, Student Services	B.S., UC Davis; M.A., UC Santa Barbara.
MATSUMOTO, Glenn	Publications Specialist, Educational Media Center	Honolulu Community College.
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MEDIATI, Mario	Instructor, CC, Pacific Center for Advanced Technology Training	B.S., Sonoma State University; Ph.D., University of Hawai'i at Mānoa.
MESINA, Irene M.	Prof, CC, Head Librarian	B.A., M.L.S., M.Ed., University of Hawai'i at Mānoa.
MIHO, Shanon N.	Asst Prof, CC, Counselor	B.A., M.Ed., University of Hawai'i at Mānoa.
MIKULSKI, Thomas B.	Prof, CC, Electrical Installation and Maintenance Technology	Licensed Journeyman Electrician, Hawai'i; B.A., University of Hawai'i at West O'ahu.
MIYAZAKI, Harold S.	Electronics Technician, Educational Media Center	Certificate in Radio & TV Repair, Honolulu Technical School; Certificate in Electronics Technology, Electronics Institute.
MOORE, Chris Ann	Instructor, CC, Philosophy	B.S., Washington University (St. Louis, Mo.); B.S., M.A., California Institute of Integral Studies.
MORAVCIK, Eva R.	Assoc Prof, CC, Human Services	B.Ed., M.Ed., University of Hawai'i at Mānoa.
MORIMOTO, Beryl N.	Prof, CC, Pacific Center for Advanced Technology Training	B.Ed., M.B.A., University of Hawai'i at Mānoa.
MORISUGI, Norio	Adjunct Professor, Cosmetology and Salon Management	A.A., Osaka University of Foreign Studies; B.A., Keio University, Tokyo; C.C., Harvard Business School; Certificate of Licensed Instructor Trainer, Dale Carnegie Training; C.A., Salon Business Strategies.
MURAKAMI, Scott	Director of PCATT	B.A., M.A., M.B.A., University of Hawai'i at Mānoa.
NAGANO, Lianne U.	Prof, CC, College Skills Center	B.A., Duke University; M.A., University of Hawai'i at Mānoa.
NAGAE, Joy Ann	Asst Prof, CC, Fashion Technology	B.S., University of Hawai'i at Mānoa.
NAKAHARA, Earl T.	Prof, CC, College Skills Center	A.A., Leeward Community College; B.A., M.A., University of Hawai'i at Mānoa.
NAKANISHI, Miles P.	Prof, CC, Human Services	B.A., M.Ed., University of Hawai'i at Mānoa.

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NIINO, James S.	Assoc Prof, CC, Apprenticeship Coordinator	B.A., M.A., M.P.H., Ph.D., University of Hawai'i at Mānoa.
NITTA, Ivan K.	Assoc Prof, CC, Automotive Mechanics Technology	C.A., Leeward Community College; ASE Certified Licensed Master Technician.
NOLTE, Sheryl B.	Prof, CC, Human Services	B.S., Northern Illinois University.
OGOSO, Elton Y.	Media Specialist, Educational Media Center	B.A., M.Ed., University of Hawai'i at Mānoa.
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ONOMURA, Paul S.	Assoc Prof, CC, Diesel Mechanics Technology	Bendix, Detroit Diesel, Mack, P/bilt Products; Licensed Mechanic.
OSHIRO, Derek M.	Assoc Prof, CC, Refrigeration & Air Conditioning Technology	State of Hawai'i Air Conditioning and Refrigeration Apprenticeship Graduate.
OTA, Sharon	Vice Chancellor, Academic Affairs	B.S., M.S.W., Certificate in Public Administration, University of Hawai'i at Mānoa.
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PANUI, Lambert K.	Instructor, CC, Traveling Teacher Construction Academy	C.C., Honolulu Community College.
PATTERSON, Patrick M.	Asst Prof, CC, History	B.S., M.A., University of Oregon.
PEDERSEN, Ramsey	Chancellor	B.A., M.A., University of Hawai'i at Mānoa.
PERKINS, Robert C.	Asst Prof, CC, Marine Technologies	B.A., California State College at Dominguez Hills.
PETERSEN, Janice T.	Prof, CC, English	B.A., M.A., University of Hawai'i at Mānoa.
PETERSON, Barbara A.	Prof Emeritus, CC, History	B.A., B.S., Oregon State University; M.A., Stanford University; Ph.D., University of Hawai'i at Mānoa; Fulbright Scholar, Woodrow Wilson Fellowship.
PHILLIPS, Joseph B.	Information Technology Specialist, Information Technology Center	Linux Certified Administrator, Certified Information Systems Security Professional; Microsoft Certified Professional.
PINE, Ronald C.	Prof, CC, Logic and Philosophy of Science	B.A., California State College at Fullerton; M.A., Ph.D., University of Hawai'i at Mānoa.
PINELL, Sandra	Educational Specialist, Off-Campus Education	B.A., Pacific Lutheran University.
POOLE, Richard J.	Assoc Prof, CC, Computer Science	B.S., San Diego State University; M.S., Naval Postgraduate School.
QUINTO, Brian M.	Educational Specialist, Pacific Aerospace Training Center	B.A., University of Hawai'i at Mānoa; Certificate of Completion, Airframe Technology, Honolulu Community College; Certificate of Completion, Powerplant Technology, Honolulu Community College; FAA Airman Certificate; FAA Airframe and Powerplant Certificate.
RABANG, Jacqueline L.	Early Childhood Specialist, Human Services	A.S., Honolulu Community College.
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REEDER, James C.	Prof Emeritus, CC, Mathematics	B.A., University of California at Los Angeles; M.A.T., Washington State University.
RHOADS, Samuel E.	Prof, CC, Information and Computer Science	B.A., Western State College; M.S., University of Wyoming; D.A., Idaho State University.
ROBERTS-DEUTSCH, Marcia	Prof, CC, Art	B.A., Harvard University; M.F.A., Stanford University.

ROGERS, Stacy L.	Assoc Prof, CC, Fire and Environmental Emergency Response	B.A., University of Hawai'i at Mānoa.
ROTHE, Marion W.	Asst Prof, CC, Aeronautics Maintenance	A.S., Cochise College; B.S., University of Arizona; Airframe and Powerplant Certification.
RUPERT, Sherianne S. Y.	Prof, CC, Counselor	B.S., M.Ed., University of Hawai'i at Mānoa.
SAITO, Iris Jean T.	Prof, CC, Human Services	B.A., Professional Diploma, M.Ed., University of Hawai'i at Mānoa.
SANPEI, Sandra C.	Prof, CC, Communication Arts	B.F.A., M.F.A., University of Hawai'i at Mānoa.
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# Information Directory

Subject	Contact	Location	Phone
Add Courses	Records Office	Bldg. 6	845-9120
Admission Applications	Admissions Office	Bldg. 6	845-9129, 845-9270 voice/text
Advising/Academic Counseling	Counselor	Bldg. 6	845-9129
Books/Supplies	Bookstore	Bldg. 2-107	845-9105
Campus Employment	Job Placement	Bldg. 6	845-9204
Career Counseling	Counselor	Bldg. 6	845-9129
Cashier	Business Office	Bldg. 6	845-9102
Catalog	Bookstore	Bldg. 2-107	845-9105
Change of Major	Counselor	Bldg. 6	845-9129
Change Name/Address	Records Office	Bldg. 6	845-9120
Class Absences	Instructor *	See HCC Directory	
Complete Withdrawal	Records Office	Bldg. 6	845-9120
Computer Labs	Kay Grimaldi	Bldg. 2-405	845-9293
Cooperative Education	Coop Education	Bldg. 5-103B	845-9169
Course Advising/Info.	Counselor	Bldg. 6	845-9129
Course Waiver/Substitution	Counselor	Bldg. 6	845-9129
Credit-by-Exam	Division Chair		
Disability Services	Health Office College Skills Center	Bldg. 2-108A Bldg. 7-317	845-9282 voice/text 845-9272 voice/text
Distance Ed/Learning	Distance Ed	Bldg. 6	845-9151
Drop Courses	Records Office	Bldg. 6	845-9120
Financial Aid	Financial Aid Office	Bldg. 6	845-9116
Financial Obligation	Business Office	Bldg. 6	845-9102
Grade Discrepancies	Instructor *	See HCC Directory	
Graduation Application	Records Office	Bldg. 6	845-9120
Graduation Requirements	Counselor	Bldg. 6	845-9129
Health Clearance	Admissions Office	Bldg. 6	845-9129, 845-9270 voice/text
Housing (Off-campus)	Student Life	Bldg. 2-113	845-9498
Instructor Phone	Instructor *		845-9211
Job Placement	Career Readiness & Job Placement Center	Bldg. 6	845-9204
Lost and Found	Student Life	Bldg. 2-113	845-9498
Native Hawaiian Center	Jan Petersen	Bldg. 7-433	844-2322
Off Campus Classes	Sandy Pinell	Hickam	421-4350
	Eric Ijiri	Moanalua	837-8466
Online Classes	Distance Ed	Bldg. 6	845-9151
Parking/Citations	Business Office	Bldg. 6	845-9102
Placement Scores	Counselor	Bldg. 6	845-9129



Subject	Contact	Location	Phone
Refunds, Tuition/Fees	<i>Business Office</i>	<i>Bldg. 6</i>	<i>845-9102</i>
Registration	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Scholarship/Loans	<i>Financial Aid</i>	<i>Bldg. 6</i>	<i>845-9116</i>
Security	<i>Security</i>	<i>Bldg. 4</i>	<i>845-9273 voice/text 284-1270 (cell)</i>
Sexual Harassment or Discrimination Complaints	<i>Eileen Torigoe</i>	<i>Bldg. 6, 2nd Flr.</i>	<i>847-9843</i>
Student Activities	<i>Student Life</i>	<i>Bldg. 2-113</i>	<i>845-9498</i>
Student Government	<i>Student Gov.</i>	<i>Bldg. 2-116</i>	<i>845-9268 or 845-9269</i>
Student ID Cards	<i>Student Life</i>	<i>Bldg. 2-113</i>	<i>845-9498</i>
Student Newspaper	<i>Student Media Board</i>	<i>Bldg. 2-115</i>	<i>845-9213</i>
Student Records	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Telecourses	<i>Distance Ed</i>	<i>Bldg. 6</i>	<i>845-9151</i>
Transcript Evaluation	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Transcript Request	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Tuition/Fees, Refunds	<i>Business Office</i>	<i>Bldg. 6</i>	<i>845-9102</i>
Tuition Status	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Tutoring	<i>College Skills Center</i>	<i>Bldg. 7, 3rd Flr.</i>	<i>845-9400</i>
Veterans Affairs	<i>Records</i>	<i>Office Bldg. 6</i>	<i>845-9120</i>
Withdrawal from College	<i>Records Office</i>	<i>Bldg. 6</i>	<i>845-9120</i>
Work-Study Program	<i>Financial Aid Office</i>	<i>Bldg. 6</i>	<i>845-9116</i>

\* See HCC Directory at <http://honolulu.hawaii.edu/directory>