



Table of Contents

Where to Find Us | Page 4

Campus Map | Page 4

Where to Obtain Additional Information (Area Code 808) | Page 4

Board and Administration | Page 5

Our Credentials | Page 6

Campus Calendar | Page 8

2019-2020 Academic Calendar | Page 8

A Message From Our Chancellor | Page 10

A Message from Helen Cox, Chancellor | Page 10

Our Mission, Goals, and Student Learning outcomes | Page 11

Mission Statement | Page 11

Institutional Student Learning Outcomes (General Education) | Page 13

Kaua'i Community College's Connections | Page 16

International Education | Page 16

Distance Learning with Local Support! The University Center at Kaua'i Community College | Page 17

Getting Started at Kaua'i Community College | Page 21

Steps to Enroll | Page 21

Am I Eligible to Attend Kaua'i Community College? | Page 29

How Do I Apply for Financial Aid? | Page 29

How Do I Know If I Am A Resident? | Page 30

Prior Learning Assessment (PLA) | Page 30

What If I Am An International Student? | Page 31

Information for Students with Disabilities | Page 33

Am I Eligible For Any Veteran Educational Benefits? | Page 33

Can I Enter College While I Am Still Attending High School? | Page 33

College Costs and Financial Information | Page 35

Tuition and Fees | Page 35

Payment of Tuition and Fees | Page 35

Special Tuition and Fees | Page 35

Financial Obligations to the University | Page 37

Refunds | Page 38

Financial Aid and Scholarship Programs | Page 39

Senior Citizen Visitor Pass | Page 39

Student Employment | Page 40

Veterans' Administration | Page 40

Campus Resource and Services | Page 41

Academic Support Center 245-8341 | Page 41

Admissions and Records 245-8224, 245-8225 | Page 42

Alumni Association 956-2586 | Page 42

Apprenticeship Training Program 245-8318 | Page 42

Bookstore 245-8273 | Page 43

Campus Public Safety Department (CPSD) | Page 44

Campus Wellness 245-8307 | Page 44

Computer Labs | Page 44

Counseling and Advising 245-8212 | Page 44

Distance Learning 245-8212 | Page 45

Email Access/MyUH Account | Page 45

English Language Learners 245-8292 | Page 45

Facilities Use 245-8364 | Page 46

Financial Aid 245-8360 | Page 46

Food Services (Cafeteria: 245-8243) | Page 46

Handicapped Parking 245-8399 | Page 46

Health Care Insurance 245-8313 | Page 47

International Education 245-8368 | Page 47

Internet Access | Page 47

Kaua'i Community College Training (Office of Continuing Education and Training) 245-8318 | Page 47

Library 245-8233 | Page 47

Lost and Found 245-8233 | Page 48

MyUH Services | Page 48

Career Center 245-0132 | Page 48

Orientation for New Students 245-8212 | Page 49

Parking 245-8399 | Page 49

Performing Arts Center (PAC) 245-8352 | Page 50

Recreational Facilities | Page 50

Services to Hawaiian Students 245-8260 | Page 50

Services to Single Parents 245-0113 | Page 50

Services to Students with Disabilities 245-8212 or 245-8314 | Page 50

Student Clubs 245-0112 | Page 51

Student Employment | Page 40

Student Government 245-8382 or 245-8338 | Page 51

Student Housing | Page 51

Student Loans 245-8360 | Page 52

Testing Center 245-8306 | Page 52

Transportation/Bus Pass | Page 52

Veterans Education Benefits 245-8225 | Page 52

College Policies and Procedures | Page 53

Academic Dishonesty | Page 53

Academic Freedom | Page 53

Academic Probation and Suspension Policy | Page 53

Adding/Dropping Classes | Page 53

Attendance | Page 54

Campus Parking and Operation of Motor Vehicles | Page 55

Drug Free Workplace | Page 55

Catalog of Record | Page 56

Change of Major | Page 56
Change of Personal Data or Address | Page 56
Classification of Students | Page 57
Course Waivers and Substitutions | Page 58
Dean's List | Page 58
Educational Rights and Privacy of Students | Page 59
Factors Which May Affect Your Credits | Page 60
Final Exams | Page 61
Grade Point Average | Page 61
Grades and Grade Point Average | Page 61
Graduation Requirements and Graduation Procedure | Page 63
Health Insurance Requirement (International Students Only) | Page 64
Health Requirements | Page 64
Non-resident Student | Page 65
Equal Opportunity, Affirmative Action, and Filing of Complaints | Page 65
Residency | Page 67
LGBTQ+ Resources | Page 69

Selective Service Registration and Federal Student Aid | Page 70
Sexual Discrimination Policy | Page 70
Student Conduct Code | Page 71
Student Grievances | Page 71
Title IX | Page 71
Transcript Requests | Page 72
Transfer Credits From Another Institution | Page 72

Instructional Programs | Page 73

Types of Degrees and Certificates | Page 73
General Skills/Education Core Options | Page 76
Diversification, Foundations, and Graduation Requirement Courses | Page 76
Reporting on Gainful Employment Programs | Page 83
Course Descriptions | Page 135

Student Academic and Non-Academic Grievance Procedures, Policies, and Forms | Page 188

Who We Are | Page 189

Kaua'i Community College Faculty and Staff | Page 189

Where to Find Us

Campus Map



[Download PDF version](#)

Where to Obtain Additional Information (Area Code 808)

Academic Divisions	
Business Education	245-8321
Health Education	245-8325
Language, Arts, and Humanities	245-8278
Science and Mathematics	245-8223
Trade Technology	245-8264
Academic Support Center	245-8341
Admissions and Records	245-8225
Bookstore	245-8273
Campus Administration	

Chancellor	245-8210
Vice Chancellor for Academic Affairs	245-8229
Vice Chancellor for Student Affairs	245-8274
Vice Chancellor for Administrative Services	245-8230
Director of Continuing Education and Training	245-8355
Director of Institutional Effectiveness and University Center Kaua'i	245-8336
Campus Public Safety Manager/Campus Public Safety Department	245-8398
Career Center	245-0132
Continuing Education and Training	245-8318
Counseling and Advising	245-8212
Disability Access	245-8323
Disability Services Counselor	245-8314
EEO/AA	245-8395
Financial Aid Office	245-8360
Hawaiian Student Counselor	245-8260
International Students	245-8259
Library	245-8233
Performing Arts Center	245-8270
Single Parent/Displaced Homemaker Counselor	245-0113
Student Life Center	245-0104
Title IX	245-8395
University Center	245-8330
VA Certifying Official	245-8225
Campus Operator	245-8311
Campus FAX	245-8220

Board and Administration

The University of Hawai'i is governed by a Board of Regents appointed by the Governor of the State. The President of the University serves as the executive officer of the Board. The Chancellor of Kaua'i Community College reports to the Vice President for Community Colleges. Faculty Senate and the Associated Students of the University of Hawai'i at Kaua'i Community College Student Government, together with the Chancellor's regular staff, provide advisory services to the Chancellor on matters of campus operation.

The College has 5 academic divisions: Business Education; Health Education; Language, Arts, and Humanities; Science and Mathematics; and Trade Technology. The College also offers non-credit courses through the Office of Continuing Education and Training and access to advanced degrees through the University Center.

University of Hawai'i Board of Regents

- Lee Putnam, Chair
- Jeffrey Portnoy, Vice Chair
- Wayne Higaki, Vice Chair
- Simeon Acoba
- Kelii K. K. Acopan
- Eugene Bal III
- Benjamen Asa Kudo
- Michael McEnerney
- Randolph G. Moore
- Alapaki Nahale-a
- Jan Naoe Sullivan
- Michelle Tagorda

- Robert Frank Westerman
- Ernest Wilson
- Stanford Yuen

University of Hawai'i Central Administration

- David Lassner, President and UH Mānoa Chancellor
- Nainoa Thompson, Special Advisor to the President on Hawaiian Affairs
- Donald Straney, Vice President for Academic Planning and Policy
- Jan Gouveia, Vice President for Administration
- Tim Dolan, Vice President for Advancement
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- Carrie Okinaga, Vice President for Legal Affairs/ University General Counsel
- Vassilis Syrmos, Vice President for Research and Innovation

Kaua'i Community College Administration

- Helen A. Cox, Chancellor
- Frankie Harriss, Vice Chancellor for Academic Affairs
- VACANT, Vice Chancellor for Administrative Services
- Margaret Sanchez, Vice Chancellor for Student Affairs
- Valerie Barko, Director of Institutional Effectiveness and University Center Kaua'i
- Calvin Shirai, Director of the Office of Continuing Education and Training

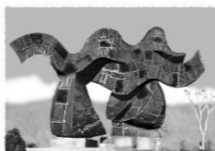
Our Credentials

- Kaua'i Community College is fully accredited until 2025 by the Accrediting Commission for Community and Junior Colleges (ACCJC), 10 Commercial Blvd Ste 204, Novato CA 94949, telephone (415) 506-0234, email accjc@accjc.org. Should you have any complaints, the appropriate forms and process are listed on the ACCJC website (<https://accjc.org/>).
- The Kaua'i Community College Nursing Program is fully accredited by the Accreditation Commission of Education in Nursing (ACEN) until 2025. This commission may be reached by mail (Accreditation Commission of Education in Nursing, 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326), internet (<https://www.acenursing.org/>) or telephone (404-975-5000). The last accreditation self study can be viewed by contacting the nursing program director.
- The Kaua'i Community College Culinary Arts Program is fully accredited until 2022 by the American Culinary Federation Education Foundation Accrediting Commission. This commission may be reached by contacting Scott Taylor at (904) 484-0220 or by email at staylor@acfcchefs.net. The last accreditation self study can be viewed by contacting the culinary program director.
- The Kaua'i Community College Automotive Technology Program is fully accredited until 2023 by the National Automotive Technicians Education Foundation (NATEF). This commission may be reached by mail (NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA, 20175) or telephone (703-669-6650). The last accreditation self study can be viewed by contacting the automotive technology program director.
- The Kaua'i Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Medical Assisting Education Review Board (MAERB). The Commission may be reached by mail (Commission Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763), telephone (727-210-2350), or online (<https://www.caahep.org/>). The last accreditation self study can be viewed by contacting the medical assisting program director.
- Kaua'i Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (G.I. Bill), the Veterans' Readjustment Act, and the Dependents' Educational Act.
- This catalog provides general information about Kaua'i Community College, its programs and services, and summarizes major policies and procedures of relevance to the student. 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 anytime the information, requirements, and policies contained in this catalog or other documents. The most current version of the catalog may be found on the College's website.

- The University of Hawai'i is an equal opportunity/affirmative action institution.

Several symbols reflecting College and community values have been associated with Kaua'i Community College. In keeping with being your University on Kaua'i, the College's official seal is now the same seal used by all the UH campuses.



The College logo, created by Graphic Artist Suesue Okada in 1988, and the 1980 Bumpei Akaji sculpture at the entrance of the campus both place high value on Kaua'i's natural environment. The logo is symbolic of Kaua'i: "The sun, the winds, the mountain, the ocean — all are important aspects of Kaua'i. This island world colors our being, affects what we become. In the same way, the College fosters our pursuit of knowledge, awareness, and growth, helping us attain serenity and completeness." The sculpture is associated with the KCC Foundation: "Nani Kaua'i: Ke mau nei ke ea o Kaua'i i Puhī 'āina malu" (Beautiful Kaua'i: The spirit of Kaua'i thrives in the peaceful land of Puhī). The KCC Alumni Association uses as its symbol the kukui or candlenut tree whose nut was used by ancient Hawaiians as a candle; thus kukui means light and the tree symbolizes enlightenment and education.

The taro leaf is the logo for Ho'ouluwehi, The Sustainable Living Institute on Kaua'i. Sustainability is defined as fostering the long-term maintenance of well-being, while respecting the balance of environmental, economic, social, and cultural aspects of any one endeavor. In respecting the College's ambition, Ho'ouluwehi narrowed down its scope and focus to four areas: 1) food production, 2) renewable energy, 3) affordable housing/sustainable living, and 4) waste elimination. To determine which courses should be awarded the taro leaf logo, five topic areas were used: 1) Economics, 2) Social, cultural, historic, 3) Science and technology, 4) Environmental, and 5) Written, oral, and artistic.

Campus Calendar

2019-2020 Academic Calendar

The College operates on the semester system. Some courses are modular, ranging from 2 to 7 weeks. Day and evening classes are available for full-time and part-time credit and non-credit students from 8:00 a.m. to 9:00 p.m. Courses may meet 5 or fewer times per week.

A summer program includes limited on-campus offerings and courses delivered by other UH campuses via HITS (Hawai'i Interactive Television System), also known as ITV (Interactive Television), cable TV, and internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for the fall and spring semesters.

Please check a current Academic Calendar to confirm these dates.

FALL 2019

- Academic advising begins for continuing students: **Feb. 1**
- Registration begins for continuing students: **Apr. 8**
- Academic advising/registration begins for new and returning students: **Apr. 15**
- Statehood Day (Holiday): **Aug. 16**
- First day of instruction: **Aug. 26**
- Begin fee charges for late registration:
 - \$5 registration fee for in-person transaction (no charge for transaction done on the web)
 - \$30 late registration fee for all transactions: **Aug. 26**
- Last day to add semester courses: **Sep. 3**
- Last day for 100% tuition refund for semester length course: **Sep. 3**
- Labor Day (Holiday): **Sep. 2**
- Last day for 50% tuition refund for semester length course: **Sep. 17**
- Last day to withdraw from semester courses without "W" grade: **Sep. 17**
- Last day for changes: withdrawal from semester courses with "W" grade, credit/no credit option for semester courses, declare auditor for semester courses, split-level changes, and make-up incomplete ("I") grades: **Nov. 4**
- Veterans' Day (Holiday): **Nov. 11**
- Thanksgiving Day (Holiday): **Nov. 28**
- Thanksgiving Recess: **Nov. 28-29**
- Last day to petition for semester graduation: **Dec. 12**
- Last day of instruction: **Dec. 12**
- Evaluation/final examination days: **Dec. 13-19**
- End of semester: **Dec. 20**

SPRING 2020

- Academic advising begins for continuing students: **Sep. 4 (2019)**
- Registration begins for continuing students: **Nov. 11**
- Academic advising/registration begins for new and returning students: **Nov. 18**
- First day of instruction: **Jan. 13**
- Begin fee charges for late registration:
 - \$5 registration fee for in-person transaction (no charge for transaction done on the web)
 - \$30 late registration fee for all transactions: **Jan. 13**
- Martin Luther King Day (Holiday): **Jan. 20**

- Last day to add semester courses: **Jan. 21**
- Last day for 100% tuition refund for semester length course: **Jan. 21**
- Last day for 50% tuition refund for semester length course: **Feb. 5**
- Last day to withdraw from semester courses without "W" grade: **Feb. 5**
- Presidents' Day (Holiday): **Feb. 17**
- Faculty and Staff Hawai'i Student Success Institute (no classes): **TBA**
- Spring Recess: **Mar. 16-20**
- Last day for changes: withdrawal from semester courses with "W" grade, credit/no credit option for semester courses, declare auditor for semester courses, split-level changes, and incomplete grade changes: **Mar. 27**
- Kūhiō Day (Holiday): **Mar. 26**
- Good Friday (Holiday): **Apr. 10**
- Last day to petition for semester graduation: **May 7**
- Last day of instruction: **May 7**
- Evaluation/final examination days: **May 8-14**
- End of semester: **May 15**
- Commencement: **May 15**

SUMMER 2020

- Academic advising and registration for all students: **Apr. 6**
- Kamehameha Day (Holiday): **Jun. 11**
- First day of instruction: **Jun. 12**
- Begin fee charges for late registration:
 - \$5 registration fee for in-person transaction (no charge for transaction done on the web)
 - \$10 late registration fee for all transactions: **Jun. 12**
- Last day to add semester courses: **Jun. 14**
- Last day for 100% tuition refund for semester length course: **Jun. 14**
- Last day for 50% tuition refund for semester length course: **Jun. 20**
- Last day to withdraw from semester courses without "W" grade: **Jun. 20**
- Independence Day (Holiday): **Jul. 4**
- Last day for changes: withdrawal from semester courses, with "W" grade, credit/no credit option for semester courses, and declare auditor for semester courses: **Jul. 7**
- Last day to petition for semester graduation: **Jul. 24**
- Last day of instruction: **Jul. 24**
- Evaluation/final examination days: **Jul. 25**
- End of semester: **Jul. 25**

A Message From Our Chancellor

A Message from Helen Cox, Chancellor

Kaua'i Community College – *a place to start – a place to grow.*



Aloha and welcome to Kaua'i Community College, your University of Hawai'i on Kaua'i. We're glad to have you with us! You've taken a very important step to reach your education and career goals. A college education also opens a window onto a broader world and gives you the skills to be an actor in your own life and in your community's future. You will certainly learn the technical and specialized skills and knowledge relevant to your chosen field, but you will also be challenged to master the campus-wide Student Learning Outcomes listed [here](#).

Since most people change careers several times in their lifespan, general education may be the most important part of your education with us! By mastering these learning outcomes in addition to the skill set specific to your field of study you will equip yourself to succeed on any path you choose. Your work with us will require time, effort, and self-discipline, but your rewards will be great. The instructors, counselors, and staff at Kaua'i Community College are all here to help you reach your goals. I look forward to seeing you at KCC, your place to start, your place to grow.

Our Mission, Goals, and Student Learning outcomes

Mission Statement



Kaua'i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Ke kū nei ke Kulanui Kaiāulu ma Kaua'i ma ke 'ano he kahua e ho'oulu, ho'ā, a ho'oikaika 'ia ai ka 'ike a me ka na'auao o nā kānaka a'o aku a a'o mai no ka ho'owaiwai 'ana i ke kaiāulu a me ka honua.

'O ke **kahua** ma mua, ma hope ke kūkulu.

First comes the **foundation**, then comes the building.

(ʻŌlelo No'eau, number 2459)

Kaua'i Community College fulfills its mission by incorporating the following practices. The College:

- Provides open access, affordable education;
- Offers Certificates of Competence, Achievement, and Academic Subjects; Associate in Applied Science, Science, and Arts Degrees;
- Welcomes and values diversity;
- Delivers educational opportunities on campus in small classes, in the community, internationally, and through distance learning;
- Provides programs that address workforce and community needs;
- Prepares and supports students individually and collectively to succeed in academic endeavors and engage in life-long learning;
- Encourages innovation and promotes sustainability while perpetuating the unique history and culture of Kaua'i.

Kaua'i Community College fulfills its mission by incorporating the following practices. The College:

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- Welcomes and values diversity;
- Delivers educational opportunities on campus in small classes, in the community, internationally, and through distance learning;
- Provides programs that address workforce and community needs;
- Prepares and supports students individually and collectively to succeed in academic endeavors and engage in life-long learning;
- Encourages innovation and promotes sustainability while perpetuating the unique history and culture of Kaua'i.

Institutional Student Learning Outcomes (General Education)



At Kaua'i Community College, we believe that graduates should possess a solid grounding in the major areas of knowledge, the capability to be productive individuals and life-long learners, and an understanding of what it means to be ethical and effective citizens. All C.A., A.A.S., A.S., and A.A. curricula at KCC include study of the cultural, social, and/or natural environment (humanities/fine arts, social sciences, and natural sciences), and all programs ensure that students receive expert instruction in and capable assessment of their achievement of the following institutional student learning outcomes:

1. **Written Communication:** Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.
2. **Oral Communication:** Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.
3. **Reading:** Read, evaluate, and interpret written material critically and effectively.

4. **Symbolic Reasoning:** Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. **Integrative Thinking:** Use problem-solving skills and creative thinking strategies to make connections among ideas and experiences and to synthesize and transfer learning to new and varied situations.
6. **Information Literacy:** Locate, retrieve, evaluate, and interpret the value of information gained from reading text materials, making observations, and using electronic media, and reflectively use that information.
7. **Technological Competency:** Identify, allocate, and utilize technological resources effectively.
8. **Teamwork:** Participate proactively and interact cooperatively and collaboratively in a variety of settings.
9. **Respect for Diversity:** Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others' opinions, feelings, values, and individual expression.
10. **Ethics:** Demonstrate an understanding of ethical issues in public and personal contexts that can be used to make sound judgments and decisions.

What Are These Outcomes?

Written Communication is the development and expression of ideas in writing. It involves learning to work with different writing styles and technologies, and can include combining texts, data, and images in order to communicate clearly and effectively. All students receive instruction in written communication and have opportunities to develop their writing abilities through iterative experiences across the curriculum.

Oral Communication encompasses speaking, non-verbal, and active listening skills. Speaking is the process of transmitting ideas and information orally in a variety of situations. Effective oral communication involves generating messages and delivering them in a manner suitable to the topic, purpose, and audience, with attention to paralanguage and non-verbal signals. Effective listening includes both literal and critical comprehension of ideas and information transmitted in oral language. All students receive instruction in effective oral communication.

Reading is the process of simultaneously extracting and constructing meaning through interaction and involvement with written language. Skilled readers are able to peruse written material fluently and are also able to control their reading in relation to their purpose, the nature of the material, and their level of comprehension. Students become skilled readers through continuous practice, development, and refinement in experiences across the curriculum, learning to reason about written material using knowledge from everyday life and from their individual fields of study.

Symbolic Reasoning – also known as Quantitative Reasoning– is the ability to reason logically and solve quantitative problems from a wide array of authentic contexts and everyday life situations. It also involves understanding, creating, and communicating arguments supported by quantitative evidence in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate). All students receive instruction in logical and/or mathematical reasoning, and have opportunity to develop competency and comfort in working with numerical data.

Integrative Learning is characterized by synthesizing relevant issues, ideas, artifacts, events, and expertise in original, innovative, and imaginative ways. Students develop this understanding and disposition through experiences across the curriculum, from making simple connections among ideas and experiences, to transferring learning to new and varied situations, to critically considering issues and ideas before accepting or formulating opinions or conclusions, to designing, evaluating, and implementing strategies to achieve desired goals.

Information Literacy is the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. It involves extracting and evaluating meaning from a variety of sources and using a variety of methods, including critically reading written texts, actively listening to audiovisual materials and oral presentations, analyzing interpersonal communication, and making observations. Students receive information literacy training in a variety of settings, and have opportunity to apply their skills across the curriculum.

Technological Competency is the ability to utilize equipment and technology appropriately and confidently. Depending upon a student's area of study, this may include computer operating systems and software, business technology, musical instruments, scientific laboratory equipment, agricultural technology, specialized medical technology, and/or tools and equipment utilized in specialized trades and technologies.

Teamwork is the ability to use individual skills collaboratively and cooperatively within a group, despite any personal conflict between individuals, in order to achieve a goal. Individuals have personal responsibility for the effort and initiative they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to the team. Good teamwork skills also involve knowing how to determine when team efforts are and are not most likely to be effective. Students have opportunity to learn individually and as members of a team in a variety of settings and courses.

Respect for Diversity is an understanding of and respect for other people and cultures. Individuals demonstrate intercultural knowledge and competence by effectively and appropriately interacting in a variety of social and cultural contexts. Students participate actively in a multicultural learning community which values diversity in all forms, and have opportunity to receive formal instruction in social sciences, interpersonal and intercultural communication, and comparative religion, among other fields.

Ethics involves reasoning about right and wrong human conduct in matters of personal and public concern. It requires students to be able to assess their own ethical values and the social context of problems, to recognize ethical issues in a variety of settings, to think about how different ethical perspectives might be applied to ethical dilemmas, and to consider the ramifications of alternative actions. Students' ethical self-identities evolve as they develop the combination of knowledge, skills, values, and motivation to engage in activities of personal and public concern that are both individually life-enriching and socially beneficial to their communities.

Kaua'i Community College's Connections

International Education

Kaua'i Community College has agreements with the following international colleges and universities:



In Japan:

Chiba Keizai College

Higashi Nippon International University / Iwaki Junior College

Ishigaki City – Okinawa

Minami Kyushu University

Nagasaki University

National Institute of Technology, Hiroshima College



National Institute of Technology, Kagoshima College

National Institute of Technology, Oshima College

National Institute of Technology, Toba College

National Institute of Technology, Toyama College

National Institute of Technology, Yuge College

Okinawa Christian University / Okinawa Christian Junior College

Okinawa Prefectural College of Nursing
University of the Ryukyus
Yamaguchi University

In China:
International College – Yunnan Agricultural University

In New Zealand:
Otago Polytechnic
University of Waikato

Contact the International Education Office @ 808-245-8368 for additional information.

Distance Learning with Local Support! The University Center at Kaua'i Community College



Stay Here. Go Forward!

The University Center at Kaua'i Community College provides access to higher education, via distance education, and provides local support services to help students reach their educational goal. The Center brings more than 60 University of Hawai'i (UH) certificate, bachelor, and graduate programs not offered at Kaua'i Community College to Kaua'i residents. Students take classes through cable television, the Internet, polycom, and/or interactive television. If you would like more information on UC programs, events, and support services, please visit our webpage (<https://kauai.hawaii.edu/university-center>), call our office (808-245-8330), email our office (uckauai@hawaii.edu), visit our website (<https://kauai.hawaii.edu/university-center>) or stop by the University Center, located on the second floor of the One Stop Center.

Note: Hybrid delivery requires both online and some face-to-face meetings. ITV is interactive video.

Business and Hospitality

- Certificate, Accounting
- Certificate, Business Essentials
- Certificate, Business Technology

- Certificate, Hospitality and Tourism
- Certificate, Management
- Certificate, Management Essentials
- Certificate, Management Foundations
- Certificate, Retail Foundations
- Certificate, Risk Management and Insurance
- Certificate, Small Business Accounting
- Certificate, Travel Industry Management
- Certificate, Writing (Business Track)
- AS, Accounting
- BA, Business Administration (General Business Administration)
- BA, Business Administration (Accounting Concentration)
- BA, Business Administration (Hospitality and Tourism Concentration)
- BA, Business Administration (Marketing Concentration)
- BA, Economics
- BAS, Applied Business and Information Technology (Hybrid)
- MBA, Executive
- MBA, with the optional Health Care Management Track Masters of Human Resources Management (Hybrid)
- Masters of Human Resource Management (Hybrid)

Education

Teaching License

- Certificate of Competence, Alternative Certification in Teaching for CTE 6-12
- BEd Blended: Early Childhood and SPED (Hybrid)
- BEd, Elementary Education (Hybrid)
- BS SPED 3+1 Licensure Pathway
- Advanced Professional Certificate in SPED K-12 (Bachelors)
- Post-Baccalaureate Certificate in Secondary Education
- Post-Baccalaureate Certificate in Special Education (Hybrid)
- MEd, Teaching (Hybrid)
- Grad Certificate, Kahuawaiola
- Indigenous Teacher Education Program

Non-License Education

- Certificate of Competence, Special Inclusive Education
- Registered Behavior Technician Training Course (High School Diploma)
- AST, Teacher Education
- BA, Social Sciences (Early Childhood Education Concentration)
- Board Certified Behavioral Analyst
- Board Certified Assistant Behavioral Analyst (BCaBA)
- Grad Certificate, Literacy Specialist
- Grad Certificate, Ethnomathematics (Hybrid)
- Grad Certificate, Technologies for Teachers (TeachTech)
- Grad Certificate, Online Learning and Teaching (COLT)
- MA, Indigenous Language and Culture Education (ITV)

- MA, Music Education
- MEd, Curriculum Studies (varying emphases and delivery)
- MEd, Early Childhood Education (Hybrid)
- MEd, Education
- MEd Educational Administration: K-12
- MEd, Educational Foundations (varying emphases and delivery)
- MEd, Learning Design and Technology
- MEd, Special Education
- EdD Professional Practice (Hybrid)
- PhD, Learning Design and Technology (Hybrid)

Information and Computer Science

- Certificate, Basic Logic & Programming (Level 1 and Level 2)
- Certificate, Help Desk
- Certificate, Information and Computing Science
- Certificate, Software Developer
- Certificate, Web Support
- MLIS, Library and Information Science
- MS, Computer Science

Liberal Arts

- AA, Liberal Arts

Medical and Health Care

- Certificate, Healthcare Administration
- AS, Respiratory Care Practitioner
- BS, Nursing (Hawai'i Statewide Nursing Consortium; ITV)
- RN to BSN (For Non-UH Consortium ADN Graduates)
- RN to BSN, Nursing
- MS, Advanced Population Health Nursing
- MS, Rehabilitation Counseling
- DNP Nursing
- Ph.D., Nursing

Public Administration

- Certificate, Disaster Prep and Emergency Management
- BA, Public Administration (General Public Administration)
- BA, Public Administration (Community Health)
- BA, Public Administration (Disaster Preparedness and Emergency Mgmt)
- BA, Public Administration (Health Care Administration)
- BA, Public Administration (Justice Administration)

Social Relations/Human Services

- Certificate, Ethnic Studies
- Certificate, Law and Society
- Certificate, Peace Studies

- Certificate, Substance Abuse and Addictions Studies
- Certificate, Women's Studies
- Grad Certificate, Disability and Diversity Studies
- BA, Interdisciplinary Studies
- BA, Psychology (Hybrid)
- BA, Social Sciences (Political Science)
- BA, Social Sciences (Psychology)
- BA, Sociology
- BA, Women's Studies
- BSW, Social Work
- MA, Counseling Psychology (Specialization: Clinical Mental Health Counseling; ITV)
- MSW, Social Work (Hybrid)

Getting Started at Kaua'i Community College

Steps to Enroll



Whether you are a new high school graduate, a returning student, a transfer student from another campus, an international student, a veteran, or a current high school student, please click below for more information on how to enroll.

I Am A ...

First-Time College Student

Step 1: [Submit the online UH System Application](#)

There is no application fee for Hawai'i residents, active duty military members and their eligible dependents stationed in Hawai'i and qualifying veterans and their eligible dependents.

A non-refundable \$25 application fee for non-Hawai'i residents is charged at the time of the application.

- [Information about Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
 - Fall term: August 1
 - Spring term: December 15

Step 2: [Placement/Assessment](#)

Call (808) 245-8212 to schedule the placement test or ask about other ways to place into classes. Other ways may include high school grades and grade point average or ACT, SAT and the Smarter Balanced Assessment (SBA) scores.

- [English Placement & English Pathways](#)
- [English Content and Workload Guide](#)
- [Math Placement & Math Pathways](#)

Step 3: [Health Clearances](#)

- Submit Tuberculosis (TB) Clearance
TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
**** Registration will not be permitted without Health Clearances ****
- [Health Clearance Form](#)

Step 4: **Get a UH Username**

Upon acceptance, you can create a UH Account by visiting: hawaii.edu/username. Click on **"Get a UH Username!"** and complete the Check Status Form.

Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Step 5: **New Student Orientation**

Students must attend [New Student Orientation](#) to learn about program requirements and services available to them. New student orientation is available [online](#) or [in person](#)

Step 6: **Apply for Financial Aid**

Complete the Free Application for Federal Student Aid (FAFSA) online and visit the [Financial Aid website](#) for more information on grants, student loans and scholarships.

Step 7: **Academic Advising**

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 8: **Register for Classes**

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 9: **Pay Tuition** (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the [payment plan](#) otherwise you will be dropped from your classes.

Step 10: **Purchase Books**

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

www.bookstore.hawaii.edu/kauai/Home

Store Hours:

M - Th 8:00 am - 5:30 pm

F 8:00 am - 3:30 pm

Sat - Sun Closed

Step 11 Finally: **GO TO CLASS !!!**

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

[Apply Now!](#)

Transfer Student from non-UH campus

A student who is currently attending college or have earned college credit from a non-UH campus

Step 1: [Submit the online UH System Application](#)

There is no application fee for Hawai'i residents, active duty military members and their eligible dependents stationed in Hawai'i and qualifying veterans and their eligible dependents.

A non-refundable \$25 application fee for non-Hawai'i residents is assessed at the time of the application.

- [Information about Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
 - Fall term: August 1
 - Spring term: December 15

Step 2: [Transfer Credit Evaluation](#)

Complete the [Transcript Evaluation Request Form](#) and submit to the Admissions & Records Office for an official transcript evaluation. All official transcripts must be sent from EACH non-UH campus directly to the Admissions & Records Office.

KCC accepts credits from institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at KCC and have been completed with a grade of "D" or better.

KCC uses the UH [Transfer System Course Transfer Database](#) as a guide to evaluate transfer credits.

Step 3: [Health Clearances](#)

- Submit Tuberculosis (TB) Clearance
TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
**** Registration will not be permitted without Health Clearances ****
- [Health Clearance Form](#)

Step 4: [Get a UH Username](#)

Upon acceptance, you can create a UH Account by visiting: hawaii.edu/username. Click on "**Get a UH Username!**" and complete the Check Status Form.

Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Step 5: [Apply for Financial Aid](#)

Complete the Free Application for Federal Student Aid (FAFSA) online and visit the [Financial Aid website](#) for more information on grants, student loans and scholarships.

Step 6: [Academic Advising](#)

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 7: [Register for Classes](#)

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 8: [Pay Tuition](#)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the [payment plan](#) otherwise you will be dropped from your classes.

Step 9: [Purchase Books](#)

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

www.bookstore.hawaii.edu/kauai/Home

Store Hours:

M - Th 8:00 am - 5:30 pm

F 8:00 am - 3:30 pm

Sat - Sun Closed

Step 10 Finally: GO TO CLASS !!!

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

[Apply Now!](#)

Transfer Student from UH campus

A student who is currently attending another UH campus

Step 1: Submit the UH Change of Home Institution Form

The UH Change of Home Institution Form (PDF) will change your primary campus to reflect Kaua'i Community College (KCC). Your home institution should be the campus in which you intend on receiving a degree and any financial support (i.e. financial aid, veterans benefits).

Submit by one of the following:

1. Email: arkauai@hawaii.edu
2. In-person: One Stop Center, Room 101
3. Mail to:
 - Kaua'i Community College
Admissions & Records Office
3-1901 Kaumuali'i Highway
Līhu'e, HI 96766

Step 2: Transfer Credit Evaluation

Complete the [Transcript Evaluation Request Form](#) and submit to the Admissions & Records Office for an official transcript evaluation. If you have taken courses from a college or university outside the UH system, then official transcripts must be sent from EACH non-UH campus directly to the Admissions & Records Office. Transcripts from other UH campuses do not need to be sent.

KCC accepts credits from institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at KCC and have been completed with a grade of "D" or better.

KCC uses the [UH Transfer System Course Transfer Database](#) as a guide to evaluate transfer credits.

Step 3: Are you currently receiving Financial Aid or Veterans Benefits?

If you are currently receiving Financial Aid, notify the Financial Aid Office at your current institution that you will be attending Kaua'i Community College (KCC). You will need to update your [FAFSA](#) and include KCC's school code 001614. Additional information about financial aid, grants, student loans and scholarships can be found on the [Financial Aid website](#).

If you are receiving Veterans Benefits, notify the VA School Certifying Official at your current campus that you will be transferring to KCC. Visit our Veteran Education Benefits website to learn more or call (808) 245-8225.

Step 4: Academic Advising

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 5: Register for Classes

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 6: Pay Tuition (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the **payment plan** otherwise you will be dropped from your classes.

Step 7: Purchase Books

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

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Store Hours:

M - Th 8:00 am - 5:30 pm

F 8:00 am - 3:30 pm

Sat - Sun Closed

Step 8 Finally: GO TO CLASS !!!

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

[Apply Now!](#)

Returning Student

Student who are returning to KCC after taking two or more semesters off

Step 1: Submit the online UH System Application

There is no application fee for Hawai'i residents, active duty military members and their eligible dependents stationed in Hawai'i and qualifying veterans and their eligible dependents.

A non-refundable \$25 application fee for non-Hawai'i residents is assessed at the time of the application.

- [Information about Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
 - Fall term: August 1
 - Spring term: December 15

Step 2: Reactivate your UH Username

Upon acceptance, you can create a UH Account by visiting: hawaii.edu/username. Click on **"Get a UH Username!"** and complete the Check Status Form.

Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Step 3: Apply for Financial Aid (if needed)

Complete the Free Application for Federal Student Aid (FAFSA) online and visit the [Financial Aid website](#) for more information on grants, student loans and scholarships.

Step 4: Academic Advising

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 5: Register for Classes

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 6: Pay Tuition (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the **payment plan** otherwise you will be dropped from your classes.

Step 7: Purchase Books

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

www.bookstore.hawaii.edu/kauai/Home

Store Hours:

M - Th 8:00 am - 5:30 pm

F 8:00 am - 3:30 pm

Sat - Sun Closed

Step 8: GO TO CLASS !!!

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

[Apply Now!](#)

Non-Degree Seeking Student

Student who want to take only a few classes

Step 1: Submit the online UH System Application

There is no application fee for Hawai'i residents, active duty military members and their eligible dependents stationed in Hawai'i and qualifying veterans and their eligible dependents.

A non-refundable \$25 application fee for non-Hawai'i residents is assessed at the time of the application.

- [Information about Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
 - Fall term: August 1
 - Spring term: December 15

Step 2: Placement/Assessment

If you plan to enroll in English or math courses or any course with English or math prerequisites, then call (808) 245-8212 to schedule the placement test or ask about other ways to place into classes.

Step 3: Health Clearances

- Submit Tuberculosis (TB) Clearance
TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
**** Registration will not be permitted without Health Clearances ****
- [Health Clearance Form](#)

Step 4: Get a UH Username

Upon acceptance, you can create a UH Account by visiting: hawaii.edu/username. Click on **"Get a UH Username!"** and complete the Check Status Form.

Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Step 8: Pay Tuition

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the [payment plan](#) otherwise you will be dropped from your classes.

Step 9: Purchase Books

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

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Store Hours:

M - Th 8:00 am - 5:30 pm

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Sat - Sun Closed

Step 10 Finally: GO TO CLASS !!!

The first day of instruction for the Spring 2019 Semester is Monday, January 7, 2019.

[Apply Now!](#)

High School Student

High school student taking college courses

What is Dual Credit?

Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree.

There are several different dual credit programs in Hawai'i that academically qualified high school students can participate in. The two most common dual credit programs are **Early College** and **Running Start**.

What is Early Admission?

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school students (including private and home-schooled students) to advance in their schooling by supplementing their regular high school work with selected college courses. The courses taken may not necessarily count toward high school graduation.

Step 1: Meet with your High School Counselor

Consult with your high school counselor about Early College, Running Start or Early Admission opportunities and eligibility requirements.

Step 2: Submit the online UH System Application

- Institution: **Kaua'i Community College**
- Planned Course of Study: Running Start, Early Admissions, and Jump Start (Non-Degree)

It is recommended that Hawai'i DOE high school students apply through [MyFutureHawaii](#).

Step 3: Complete the High School Approval Form

A new form must be submitted each semester for continued participation in the program.

- **Dual Credit**
Eligible high school students qualified to participate in the Early College or Running Start program are required to complete and submit the [Dual Credit Application form](#).
- **Early Admission**
Eligible students that plan to participate in the Early Admissions program must complete and submit the [Early Admissions Approval Form](#).
- **Home-schooled students** that plan to participate in the Early Admissions program must be 16 years of age or older and submit the [Early Admissions Approval Form \(Home-Schooled Applicants\)](#). In addition, a valid copy of the State of Hawai'i Department of Education Exceptions to Compulsory Education Form (4140) is required.

Step 4: Placement/Assessment

Call (808) 245-8212 to schedule the placement test or ask about other ways to place into classes. Other ways may include high school grades and grade point average or ACT, SAT and the Smarter Balanced Assessment (SBA) scores.

- [English Placement & English Pathways](#)
- [English Content and Workload Guide](#)
- [Math Placement & Math Pathways](#)

Step 5: **Health Clearances**

- Submit Tuberculosis (TB) Clearance
TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
**** Registration will not be permitted without Health Clearances ****
- [Health Clearance Form](#)

Step 6: **Get a UH Username**

Upon acceptance, you can create a UH Account by visiting: hawaii.edu/username. Click on “**Get a UH Username!**” and complete the Check Status Form.

Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Step 7: **Register for Classes**

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 8: **Pay Tuition** (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the [payment plan](#) otherwise you will be dropped from your classes.

Step 9: **Purchase Books**

Books may be purchased at the Kaua'i Community College Bookstore or online at the following website:

www.bookstore.hawaii.edu/kauai/Home

Store Hours:

M - Th 8:00 am - 5:30 pm

F 8:00 am - 3:30 pm

Sat - Sun Closed

Step 10: **GO TO CLASS !!!**

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

International Student

For more information go to [International Programs page](#) and see Steps To Enroll (<https://www.kauai.hawaii.edu/international-programs-steps-enroll>).

Veteran

[Step-by-step instructions how to enroll.](#) (<https://www.kauai.hawaii.edu/veterans-enrolling>)

Come to our Veterans' Support Center to make use of the experience and knowledge of the Student Veteran staff who will walk you through the complete process! We are here to help you! **CALL US! 808-245-8391**

Senior Citizen Visitor Pass

You may attend classes as a "Visitor" without having to pay tuition and fees if you are a senior citizen who:

1. Is 60 years or older during the week immediately following the late registration period;
2. Is a bona fide resident of the State of Hawai'i as described by University of Hawai'i's definition;
3. Meet course prerequisites, if any; and
4. Does not have any financial obligation.

Grades or credits will not be recorded and your name will not appear on the instructor's official class roster. Acceptance into classes is by instructor approval, after the late registration period. Check the Academic Calendar for scheduled dates. This is to assure that others wanting to register for credit or to officially audit classes will have the opportunity to do so.

Visitor passes are issued for each course and may be obtained at the Admissions & Records Office after late registration (after Jan 15). Passes are issued only if seats are available.

If you are a new or returning visitor, you will need to complete an application form for residency determination purposes.

If you wish to register during the regular registration and late registration periods, you may do so but you must complete all registration procedures and pay full tuition and fees.

Am I Eligible to Attend Kaua'i Community College?

Any U.S. high school graduate (or equivalent), or any person 18 years or older who shows evidence of being able to benefit from instruction, is eligible for admission to Kaua'i Community College, subject to the availability of resources.

How Do I Apply for Financial Aid?

The Financial Aid Program at Kaua'i Community College provides financial assistance to students who would not be able to attend college without such assistance. This assistance helps to supplement the expected contribution of a family or individual in meeting the cost of education. All funds are distributed in accordance with federal, state and institutional policies. To insure consistency and equity in the awarding of aid to students, we encourage completion of the Free Application for Federal Student Assistance (FAFSA) by March 1, the priority deadline. Please go to <https://www.kauai.hawaii.edu/fafsa> for more information.

For more information, including scholarship information, please go to <https://www.kauai.hawaii.edu/financial-aid>

All financial aid programs are subject to change due to legislative action.

How Do I Know If I Am A Resident?



An official determination of your residency status will be made after you submit your application. You may be required to provide documentation to verify your residency status. If you do not qualify as a bona fide resident of the state of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time you register, you must pay non-resident tuition. Once you are classified as a non-resident, you will continue to be classified as a non-resident until you can present satisfactory evidence to the Registrar that proves otherwise.

Certain students are granted statutory exemption for the residency regulation. See the [Residency](#) entry in this catalog for more specific residency information.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts).

The four most common options for requesting PLA credits are the following:

- A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and/or Division Chairperson. Requests for credit by equivalency exam can be submitted at any time during the semester. Examples of such examinations include the following:
 - AP – Advanced Placement Examination
 - CLEP – College-Level Examination Program
 - DSST – DANTES Subject Standardized Tests
 - IB – International Baccalaureate
- B. **Non-Collegiate-Sponsored Education Credit (NCSE)** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military

courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or Division Chairperson. Examples of such education credit include the following:

1. Military (e.g., Joint Services Transcript)
2. American Council on Education (ACE) College Credit Recommendation Service
3. Professional Licenses or Industry Certifications (nationally- or state-certified professionals)

- C. **Course Challenge / Credit by Institutional Examination (CBIE)** - Students who feel confident that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. In a Course Challenge/CBIE, students must demonstrate competency in a specific course and meet all Course Student Learning Outcomes (CSLOs) by completing, without instruction or tutorial assistance, a comprehensive written test, performance test, special project, and/or interview in the subject matter. The credit by examination must be approved by appropriate faculty and/or Division Chairperson. Note: Course Challenge option is not available for all courses. Courses for which credit is awarded based on Course Challenge/CBIE do not carry grades or grade points. Request for Exam by Institutional Credit may be submitted until week 12 of instruction (fall/spring).

Credit by examination carries no credit and does not contribute towards full-time student status (required for Veterans' benefits and Financial Aid).

- D. **Portfolio-based Assessment** - Prior learning must be documented with verifiable evidence of the concepts learned, relevant skills acquired, and the achievement level attained. Testimonial statements and/or references are required from qualified individuals (content experts, such as supervisors, co-workers, or personnel staff) who must also provide their credentials and qualifications of expertise. Credit for such prior learning must be approved by appropriate faculty and/or Division Chairperson. Note: Courses for which credit is awarded based on Portfolio-based Assessment do not carry grades or grade points. Students must initiate requests for credit by Portfolio-based Assessment by the end of the add/drop period.

Please see your academic advisor to review procedures for PLA detailed in [policy \(http://uhcc.hawaii.edu/ovpcc/policies/UHCCP_5.302\)](http://uhcc.hawaii.edu/ovpcc/policies/UHCCP_5.302).

What If I Am An International Student?



Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students. Interested F-1 visa students who are overseas and those who are already in the United States of America, need to submit the following:

1. University of Hawai'i System Application.
2. University of Hawai'i Supplementary Information Form for Undergraduate International Applicants.
3. Attach evidence of support in U.S. currency. You must show, personally or through a sponsor, that adequate financial support will be provided during your entire period of enrollment. Submit current bank and/or financial statements in U.S. currency.
4. English Proficiency Tests: Tests are required to have been taken within the last two years. Scores must be submitted directly from the testing services. Scores submitted by you will not be accepted.
 - TOEFL - 450 (PB) / 133 (CB) / 45 (iB)
 - IELTS - 5.0
 - Eiken / STEP - Grade 2
 - GTEC CBT 900 / GTEC 946
5. High school and college transcripts translated into English by either a school official or a U.S. consular official, mailed directly from the school(s) to our Admissions and Records Office. Transcripts submitted by you will not be accepted.
6. Kaua'i Community College Health Clearance Form. Hawai'i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) clearance must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration. The Measles, Mumps, and Rubella (MMR) record must be submitted with the University of Hawai'i System Application. For more information, please refer to Health Requirements.
7. \$25 non-resident application fee (nonrefundable, nontransferable).

TOEFL Exemptions: You are exempt from taking the test if:

- Your native language is English and you are from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the U.S.
- You have completed 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 U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.
- You are transferring from an accredited college or university in the U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and you have completed the equivalent of freshman level English with a grade of C or better.
- You have completed level 5 or qualified for level 6 at Global Village Hawai'i (<http://gvhawaiienglish.com/>).

Application Deadline

As an international student, you must submit the University of Hawai'i System Application and all required admission documents to our Admissions and Records Office by the following deadlines:

Fall semester	July 1
Spring semester	November 1

Once all documents are received, an admissions decision will be made. If accepted, an acceptance letter and a Form I-20 will be mailed to you. You will need the Form I-20 to apply for a student VISA (F-1) through the U.S. Embassy or Consulate in your country.

Program Major Selection and Credit Load

Your selection of a program major is a very important decision and will determine your length of stay in the United States as well as your career goals. As an international student, you will be required to take a minimum of 12 credit hours each semester toward your program.

Before you may register for courses, you must:

Demonstrate proof of enrollment in a health and accident insurance plan before registration. This insurance is mandatory. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. Additional information on student health insurance plans may be obtained from the student resources website, or by contacting the Office of the Vice Chancellor for Student Affairs at (808) 245-8313.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of the UH Board of Regents and the policies of the Kaua'i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the Admissions and Records Office at (808) 245-8225 for rules and regulations and admission requirements.

Information for Students with Disabilities

Kaua'i Community College is committed to providing all students with equitable access to its programs and services. For disability accommodations, please contact our Disabilities Service Coordinator at (808) 245-8317.

The Disability Services office is located in the Student Counseling Office in the One Stop Center.

For more information, please go to: <https://kauai.hawaii.edu/disability-services>

Kaua'i Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, and status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University of Hawai'i's programs and activities. Discriminatory harassment, including sexual harassment, is prohibited under this policy. With regard to employment, Kaua'i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation.

Am I Eligible For Any Veteran Educational Benefits?

Kaua'i Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (G.I. Bill), the Veterans' Educational Readjustment Act, and the Dependents' Act. Information regarding eligibility, entitlement, and types of education and training available for veterans, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.

Can I Enter College While I Am Still Attending High School?

EARLY ADMISSIONS

The Early Admissions program offers educational opportunities for academically qualified high school students, including home schooled students. To participate in the program, the student must complete and submit the following documents to the Admissions and Records Office:

1. Online UH System Application
2. Early Admissions Approval Form (A new form must be submitted each semester for continued participation in the program)
3. Health Requirements
4. If homeschooled, the State of Hawai'i Department of Education Exceptions to Compulsory Education Form 4140 (disregard high school counselor reference in Section II)

Early College is an initiative that allows high school students to take college classes on their high school campus. For the most part, students in an early college class are taught by college professors and take the class with their high school peers. Students who successfully complete the college class receive both high school and college credit. If you're interested in learning more about what early college opportunities are available at your high school, please talk to your high school counselor.

Running Start is a program that allows "eligible" high school students to take a college course at a University of Hawai'i system campus as part of their high school coursework. The unique partnership between the Hawai'i State Department of Education and the University of Hawai'i System allows public and charter high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits.

Visit <https://www.hawaii.edu/dualcredit> for more information about Early College and Running Start.

Jump Start is a pilot project that allows public high school seniors to enroll full-time in career and technical education programs at Honolulu Community College, Kapi'olani Community College, Leeward Community College, or Kaua'i Community College. Students earn high school credit for college courses they successfully complete during their senior year. Students can also still participate in their high school co-curricular activities such as sports, clubs, band, prom, and special committees.

Visit <http://www.uhcc.hawaii.edu/jumpstart> for more information about Jump Start.

Academically-accomplished or vocationally-gifted home schooled applicants, 16 years of age or older, and not currently enrolled in a public, private, charter, or independent high school may also enroll in college classes. A valid copy of the State of Hawai'i Department of Education Exceptions to Compulsory Education Form (4140) is required.

Contact the Admissions and Records Office arkauai@hawaii.edu for more information.

College Costs and Financial Information

Tuition and Fees

Schedule of Tuition and Fees					
No. of Credits	Fees (per semester)	Resident Tuition (per credit)	Resident Total	Non-Resident Tuition (per credit)*	Non-Resident Total
1	54.00	131.00	185.00	345.00	399.00
2	54.00	262.00	316.00	690.00	744.00
3	54.00	393.00	447.00	1,035.00	1,089.00
4	54.00	524.00	578.00	1,380.00	1,434.00
5	54.00	655.00	709.00	1,725.00	1,799.00
6	54.00	786.00	840.00	2,070.00	2,124.00
7	54.00	917.00	971.00	2,415.00	2,469.00
8	54.00	1,048.00	1,102.00	2,760.00	2,814.00
9	54.00	1,179.00	1,233.00	3,105.00	3,159.00
10	54.00	1,310.00	1,364.00	3,450.00	3,504.00
11	54.00	1,441.00	1,495.00	3,795.00	3,849.00
12	54.00	1,572.00	1,626.00	4,140.00	4,194.00
13	54.00	1,703.00	1,757.00	4,485.00	4,539.00
14	54.00	1,834.00	1,888.00	4,830.00	4,884.00
15	54.00	1,965.00	2,019.00	5,175.00	5,229.00
* Non-resident tuition may vary between Community College campuses.					

Payment of Tuition and Fees

All required tuition and fees must be paid by the student by the deadline of the campus offering the course. Listed below is the registration deadline and tuition deadline for the academic year 2019- 2020. If tuition is not paid by August 15th, 2019 deadline a hold may be placed on the students account restricting them from registering for classes or registration may be canceled. Students in need of financial aid may be assisted through the College's financial aid program.

Current payment deadline, please visit website: <https://www.kauai.hawaii.edu/payment-deadline>

Current Tuition Fee, please visit website: <https://www.kauai.hawaii.edu/tuition-fees>

Special Tuition and Fees

Activity

A \$30 activity fee is charged to both residents and non-residents for the Fall/Spring terms.

Apprenticeship Tuition and Fees

Apprentice and Journey Work: \$.50 per clock hour.

Bus Pass (Kaulana Bus Pass - KPASS)

A \$24 bus pass fee is charged to both residents and non-residents for the Fall/Spring terms. Fees are used to support subsidized public transportation services negotiated with the County of Kaua'i that allows student fee payers unlimited bus rides in exchange for payment of the mandatory fee amounts as negotiated.

This public transportation program will take into effect for all registered students, pending approval.

Terms of the public transportation services will be reviewed by Kaua'i Community College and the County of Kaua'i for successive contract renewals and negotiations.

Cable TV

A fee may be charged when a student registers in a course offered via cable television to recover the amount of any per student charge required under a license agreement or contract for use of copyrighted television courseware.

CNA, MEDA, and Nursing Lab Fees

A lab fee is charged each semester for the following: CNA (\$150), MEDA (\$200), and NURS (\$400).

Course Changes

Should you see Admissions and Records to add or drop courses, a \$5 change fee is charged (from the late registration period) for every change processed. There is no charge for a transaction done on the web, nor for a withdrawal from the last course at the student's home institution.

Dishonored Check Service Fee

A \$25 service charge will be assessed for each check which is made out to the University of Hawai'i and is returned for any cause.

Graduation

A fee of \$15 is payable at the time the student submits the Application for Graduation.

Hawaiian Language Diploma

A \$15 fee is charged for a Hawaiian Language Diploma. This diploma is in addition to, and not an alternative for, the regular English language diploma.

Late Registration

A fee of \$30 is charged when a student registers after the last day of regular registration for the Fall/Spring terms (\$10 for Summer term).

Non-Credit Course Tuition and Fees

Fees for non-credit courses vary. For details, visit the OCET website at <https://www.kauai.hawaii.edu/ocet-classes-available>.

Other Educational Records

A \$2 fee is charged for each copy of any other educational record requested by a student.

Student Schedule/Bill

A \$2 duplicating fee is charged for each copy.

Transcript

A \$5 fee is charged for each transcript that is sent to another college outside the University of Hawai'i System or for student copies.

A \$15 fee is charged for all "rush" transcripts (processed within 24 hours), sent within or outside of the University of Hawai'i System or for student copies.

An additional \$2.25 processing fee is charged for transcripts ordered online through the National Student Clearinghouse. For more information, visit the Admissions and Records Office website.

DO NOT send transcripts within the UH System (exception: send transcripts if you attended KCC prior to Fall 1986 - no fee required, except for "RUSH").

Financial Obligations to the University

Students who have 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, registration, and enrollment verifications.

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 Office of the Vice Chancellor for Student Affairs.



Find us at Kaua'i Community College first floor at the **One Stop Center**.

Kaua'i Community College

3-1901 Kaumuali'i Hwy

Līhu'e, HI 96766

Office Location: One Stop Center, Room 104

Appointments are given priority service. Walk-ins are welcome on a first come, first served basis.

Office Hours: Monday - Friday 7:45am - 4:30pm (Excluding State Holidays)
Appointment Hours: Monday - Thursday 8:30am - 3:30pm (Excluding State Holidays)
Office Phone: (808) 245-8360
Office Fax: (808) 245-0100
Office Email: kauccfao@hawaii.edu

Jeff Anderson Financial Aid Manager (808) 245-8384 jeffa@hawaii.edu	Carna Brown Financial Aid Officer (808) 245-8256 carna@hawaii.edu
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Refunds

Financial Aid Refund/Repayment Policy

Before dropping a class, please contact the Financial Aid office because withdrawing from courses can affect your financial aid for the current term, and future terms. For more information go to: <https://www.kauai.hawaii.edu/withdrawal-return-funds>

Repayment Policy

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of the return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between KCC and the student according to the portion of disbursed aid that could have been used to cover KCC charges and the portion that could have been disbursed directly to the student once University charges were covered. KCC will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and the College.

Tuition and Fees Refund

Refunds are processed by the Business Office.

Semester Length Courses: Student Activity Fees

A 100% Student Activity Fee refund is given for complete withdrawal made within the first week of instruction. No refund is given for complete withdrawal made after the first week of instruction.

Non-Semester Length Courses: Tuition and Special Course Fees

The refund period at all institutions 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:

1. 100% refund for complete withdrawal only if made on or before the last day of late registration as established at each institution.
2. 50% refund for complete withdrawal or change in status or tuition rate if made after the late registration period but on or before the end of the refund period as defined above, unless otherwise stipulated by federal regulations.

Non-Semester Length Courses: Activity Fees

1. 100% refund of the student activity fee for complete withdrawal only if made on or before the first day of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

Financial Aid and Scholarship Programs



The Financial Aid Program at Kaua'i Community College provides financial assistance to students who would not be able to attend college without such assistance. This assistance helps to supplement the expected contribution of a family or individual in meeting the cost of education. All funds are distributed in accordance with federal, state and institutional policies. To insure consistency and equity in the awarding of aid to students, we encourage completion of the Free Application for Federal Student Assistance (FAFSA) by March 1, the priority deadline. Please go to <https://kauai.hawaii.edu/fafsa> for more information.

For more information, including scholarship information, please go to <https://www.kauai.hawaii.edu/financial-aid>.

All financial aid programs are subject to change due to legislative action.

Senior Citizen Visitor Pass

You may attend classes as a "Visitor" without having to pay tuition and fees if you are a senior citizen who:

1. Is 60 years or older during the week immediately following the late registration period;
2. Is a bona fide resident of the state of Hawai'i as described by University of Hawai'i's definition;
3. Meet course prerequisites, if any; and
4. Does not have any financial obligation.

Grades or credits will not be recorded and your name will not appear on the instructor's official class roster. Acceptance into classes is by instructor approval, after the late registration period. Check the Academic Calendar for scheduled dates. This is to assure that others wanting to register for credit or to officially audit classes will have the opportunity to do so.

Visitor passes are issued for each course and may be obtained at the Admissions and Records Office after late registration. Passes are issued only if seats are available.

If you are a new or returning visitor, you will need to complete an application for residency determination purposes.

If you wish to register during the regular registration and late registration periods, you may do so but you must complete all registration procedures and pay full tuition and fees.

Student Employment

Work where you go to school! Many opportunities exist for students to work on campus. Go to: <http://www.hawaii.edu/sece> for more information.

Students can work up to 20 hours per week during the academic terms. To be eligible for on campus jobs you must be a classified student enrolled in at least six or more credits.

Veterans' Administration

Kaua'i Community College is an approved educational institution for education and training under the Administration Veteran's Educational Assistance Act (G.I. Bill), and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans' Administration Regional Office. For information on the G.I. Bill or other veteran benefits, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit <https://gibill.custhelp.va.gov/> or the Admissions and Records Office at 245-8225.

Campus Resource and Services

Academic Support Center 245-8341



The Academic Support Center offers free tutoring services for a variety of subjects, including:

- Accounting
- Business
- Chemistry
- Electronics Technology
- History
- Languages
- Math
- Science
- Writing

The Academic Support Center also provides resource materials; individualized study skills instruction; and small group workshops and/or individual instruction in learning skills, word processing, email, internet use and self-management skills. The Academic Support Center also provides computers and a printer for student use.

Kaua'i Community College offers free, online, on-demand tutoring, through Tutor.com, 24/7! Tutors are always available, even late at night when your instructor or tutor may not be. Stuck on a problem? Want someone to review your paper? This tutoring service is easy to use and can be accessed on any device that connects to the internet. When you sign in to Tutor.com you'll be able to:

- Connect with over 3,000 qualified tutors 24/7
- View replays and transcripts of previous sessions
- Drop off an essay for review and feedback
- Save your favorite tutors and set up tutoring appointments
- Take free practice quizzes to assess your skills

- Access tutoring help from your computer, mobile phone or tablet

For more information go to: <https://www.kauai.hawaii.edu/academic-support-center>

Admissions and Records 245-8224, 245-8225

Visit the Admissions and Records office for admission information, registration information, transcripts, grades, residency information, transcript evaluation, VA certification, and Class Availability. For more information, go to: <http://kauai.hawaii.edu/steps-to-enroll>

Alumni Association 956-2586

Kaua'i Community College Alumni may join the University of Hawai'i Alumni Association. The Association cultivates a close, supportive relationship between graduates and the UH System.

Apprenticeship Training Program 245-8318

The Apprenticeship Training Program at Kaua'i Community College offers quality education through training. The Program currently assists 7 building industry trades: air conditioning, carpentry, electrical, masonry, plumbing, roofing, and sheet metal. The apprentices are provided with on-the-job training and attend related training courses at the College.

Bookstore 245-8273



The College Bookstore is located in the Continuing Education and Training building. Students may purchase all their new and used books, as well as supplies, for all their Kaua'i CC classes. Food is also available.

Students enrolled in distance classes may purchase books from the "home" campus. The "home" campus is the campus from where the course originates. For example, if you live on Kaua'i and take a distance course offered at Kapi'olani CC, Windward CC, or UH Hilo campus, you need to go to those campus websites to purchase your books. Go to the bookstore homepage website at <https://www.bookstore.hawaii.edu/kauai> and choose the campus your course is offered from and proceed from there. If you prefer a phone order, you may call each respective campus bookstore at the contact number listed on their website. Students may also visit this website to purchase Kaua'i books online.

Bookstore gift cards are also available for purchase at the bookstore. These gift cards are redeemable at any of the bookstores in the UH System.

Computer hardware and software are available for purchase at the bookstore. Faculty, staff, and students currently registered at any of the UH campuses including students registered in the OCET non-credit classes qualify to purchase. Your registration slip may be required as proof of registration. Call the bookstore at (808) 245-8273 if you have any questions.

A full book refund is given if the book is returned within the first week of the semester. Only a 75% refund is given if a book is not in a saleable condition (new books that are returned marked/soiled). *A register receipt is required for ALL refunds!* After the first week, all sales are final. Summer session refunds must be made within 24 hours. Exception may be made on a case-by-case basis.

CASH PAID FOR BOOKS! During the final exam week that occurs twice a year in May and December, students can sell their books back to the Bookstore. Signs are posted around campus prior to the buyback announcing the days and time. See the bookstore bulletin board for more information on buyback.

Campus Public Safety Department (CPSD)

245-8399, 245-8398 (Assistance)

245-8393 (Information)

Kaua'i Community College is concerned about the safety and welfare of all campus members and guests. Because no campus is isolated from crime, the College has developed policies and procedures to ensure appropriate precautionary measures are taken.

- Outside phones are located at the entrance of the Performing Arts Center and Learning Resource Center.
- For information, contact the Vice Chancellor for Administrative Services at 245-8230 or the Vice Chancellor for Student Affairs at 245-8274.

Campus Wellness 245-8307

The Campus Wellness Center is a nurse-managed, academic health center with the goals of: providing high quality wellness care to students, faculty, and staff; offering a clinical practice site for health careers students and faculty; and serving as a site for investigation of wellness-related topics.

Services are provided by Nursing faculty who are Advanced Practice Registered Nurses in various specialties and include general health screening, family planning services, HIV and sexually transmitted disease screening, care of common illnesses, immunizations, TB testing, stress reduction, emotional care, CPR training, and health education activities. The Campus Wellness Center hours and CPR schedule are listed on the website at <https://www.kauai.hawaii.edu/wellness>.

Computer Labs

Computers for student use are located in the Learning Commons.

Counseling and Advising 245-8212

Academic counselors are here to provide guidance and information to empower students to succeed and meet their educational goals. We want you to make the most of your time at Kaua'i Community College; meeting with a counselor can help ensure you develop a plan of action that works for you.

Academic advising is available year-round. You are encouraged to see a counselor to resolve personal problems that may interfere with your school work.

For more information go to: <https://www.kauai.hawaii.edu/academic-advising>

Distance Learning 245-8212

Distance learning courses can increase student flexibility regarding the time, place, and pace of study. Cable TV courses provide instruction to students via commercial and public access television. Students receive their course content through television and interact with faculty through phone and email. Online courses generally provide the most flexibility for students in terms of time and place of study. Students enrolled in online classes access course content and complete assignments remotely via the internet. Some online courses require synchronous meetings. Interactive Television (ITV) classes and videoconferencing provide two-way video and audio instruction between students and faculty at various sites around the state. Students need to go to the ITV or videoconferencing site on campus. On-site outreach courses involve instructors hired by another UH campus to teach classes on Kaua'i. For more information, go to <https://www.kauai.hawaii.edu/kauai-cc-distance-learning>.

Email Access/MyUH Account



As part of its effort to help students gain skills in current technology and to support instructors using email as a teaching and communicating mechanism, the College provides email accounts for students. Because it is an educational institution, the College emphasizes the educational use of email. Students can log onto: <https://myuh.hawaii.edu>. It is recommended that students check their UH email at least twice a week.

English Language Learners 245-8292

Special courses are offered for students who speak English as a second language. See ELI 1, ELI 2, ELI 3, and ELI 4 in the Course Description section of this catalog.

Facilities Use 245-8364

The College facilities may be used by University of Hawai'i affiliates, state of Hawai'i agencies, and other organizations on a space-available basis. All non-state organizations must obtain, and maintain throughout the period of use, liability insurance of at least one million dollars for bodily injury liability arising out of each occurrence and of at least one million dollars for property damage liability arising out of each occurrence.

The University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user must provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents.

Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai'i.

Please go to <https://www.kauai.hawaii.edu/pdf/Other/facilitiesuse-agreement.pdf> to obtain a copy of the facilities use form.

Financial Aid 245-8360

The Financial Aid Program at Kaua'i Community College provides financial assistance to students who would not be able to attend college without such assistance. This assistance helps to supplement the expected contribution of a family or individual in meeting the cost of education. All funds are distributed in accordance with federal, state and institutional policies.

To insure consistency and equity in the awarding of aid to students, we encourage completion of the Free Application for Federal Student Assistance (FAFSA) by March 1, the priority deadline. Please go to <https://www.kauai.hawaii.edu/fafsa> for more information.

For more information, including scholarship information, please go to kauai.hawaii.edu/financial-aid

All financial aid programs are subject to change due to legislative action.

Food Services (Cafeteria: 245-8243)

245-8243 (Cafeteria)

kaucdr@hawaii.edu (Fine Dining Reservations)

The KCC Cafeteria and Culinary Arts Restaurant serves as an instructional facility for students in the Culinary Arts Program. During the course of training, students produce a wide variety of lunch items. Both facilities are open to the public. The Cafeteria is open in both the fall and spring semesters. The Culinary Arts Restaurant is open for lunch service during the fall semester for 12 weeks, and 6 weeks during the spring semester.

Email kaucdr@hawaii.edu for information on the Culinary Arts Restaurant.

We are open from: 8:00 a.m. to 1:00 p.m. Mon. thru Fri. Closed on Holidays

Breakfast, coffee, bentos, sandwiches, salads, and desserts are available in the morning and daily lunch specials are ready at 11:00 a.m. Food is also available in the Bookstore for purchase.

Handicapped Parking 245-8399

There are several handicapped stalls located in all KCC parking lots. Any student with a state of Hawai'i, Department of Transportation Disabled Person's Parking Placard may park in these reserved spaces.

Health Care Insurance 245-8313

Health care insurance is available to students. Those not covered by any form of medical insurance are encouraged to purchase a health care plan. For more information go to: www.hmsa.com/portal/student

All F-1 and M-1 visa foreign students must have some form of medical insurance before registration will be permitted.

For basic medical care, you may visit the campus Wellness Center. For more information go to: <https://www.kauai.hawaii.edu/wellness>

International Education 245-8368

International study opportunities are available. For more information, please contact Kyoko Ikeda by telephone (808-245-8368) or e-mail (kyokoi@hawaii.edu).

Internet Access

All KCC students have access to the Internet on campus computers. UH campus computers are to be used for academic pursuits. Computers for student use are located in the Library.

The IT Help Desk is located on the 1st floor of the Learning Resource Center, in room 120. The telephone number is 245-8342.

Kaua'i Community College Training (Office of Continuing Education and Training) 245-8318

245-8318 (Registration)

KCC is a first-rate institution that helps businesses create a stronger, better workforce and also helps working people reach their goals. As Kaua'i's training hub, KCC provides effective, customized training that responds to the professional and personal development needs of our community's lifelong learners. Job-related skill courses are accelerated, focused, and often customized to meet specific industry needs. KCC also has a wide variety of specialized and distance learning courses designed to prepare individuals for national and state certification exams (e.g., Tour Guide Certification, Forklift Certification, Certified Landscape Technician, Commercial Driver's License, green, sustainable, Environmental Health and Safety, and Security Guard Training).

Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.

Library 245-8233

The Library provides a diverse collection of materials in support of the College curriculum. Reference services include library instruction and research assistance (traditional and electronic). Computers within the library provide access to the University of Hawai'i Libraries' electronic catalog (Voyager), online databases, the internet, email, and other programs such as Word.

The KCC Library has a collection of over 53,000 books and over 400 AV materials. Digital online media resources include over 124,000 film titles that can be viewed via Films on Demand and Kanopy. Complementing the Library's physical book collection are electronic books (or e-books) offered via Ebrary and Credo Reference. Over 202,000 e-book titles are currently available. Along with e-books, the Library subscribes to full-text databases for over 33,089 journal titles. An electronic catalog provides access to all UH System libraries, to 28 local and national indexes, and to online databases. Interlibrary loan service is available to the 4 million volumes within the UH System libraries.

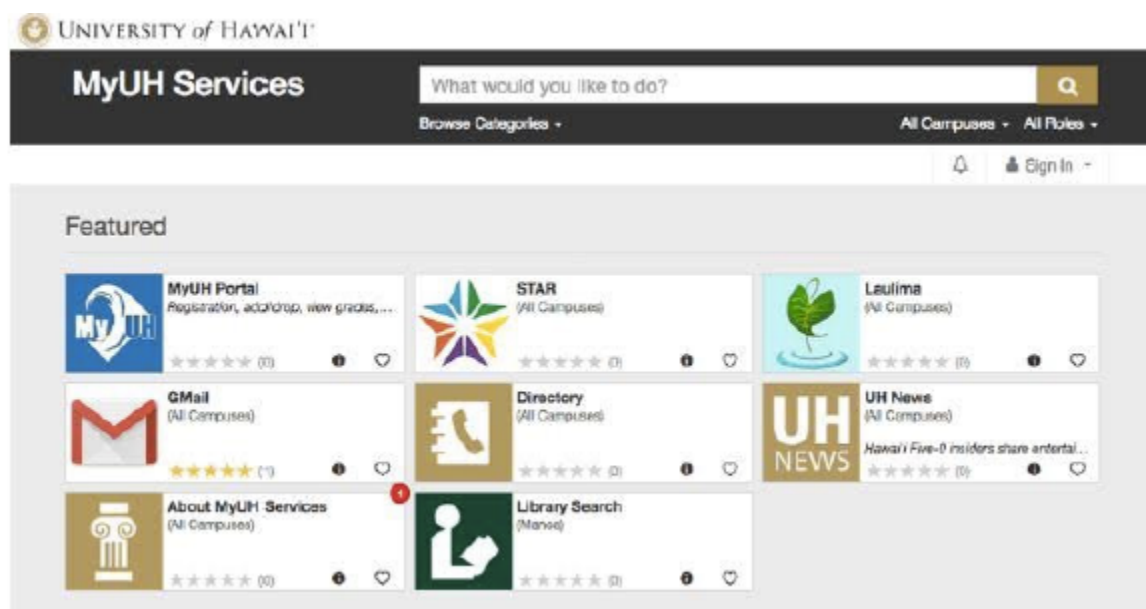
The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. Computers within the Library provides access to the internet and to the campus network. Laptops and a reserve collection are available at the circulation desk. Other services in the Library include a microfilm reader/printer and a photocopier (color and black and white).

Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours.

Lost and Found 245-8233

Information for lost and found articles may be obtained at the Library Circulation Desk.

MyUH Services



MyUH Services is a mobile-optimized, one-stop shop for UH business tasks, forms, apps and more. It includes one-click access to services customized for students, faculty and staff across our 10-campus system. Users can enter key words or phrases directly in the search bar and filter their results by role, campus and/or category. They can even tag their frequently used tasks to personalize their account, making navigation both easy and quick. For more information about MyUH Services, go to <https://myuh.hawaii.edu>.

Career Center 245-0132

The Career Center prepares students for academic and career success by helping individuals learn about themselves, explore career options for degrees, make career choices and carry out education and career plans. Assessment, career exploration, individual counseling as well as workshops, career events, classroom presentations and connections with employers are available. All services are available by appointment, which can be made by using MySuccess from the MyUH Portal, calling 808-245-0132 or emailing mshenry@hawaii.edu. Walk-ins are welcome. For more information, please visit <https://www.kauai.hawaii.edu/careers>.

Orientation for New Students 245-8212



New Student Orientation (NSO) is required at Kaua'i Community College. It is an important "first step" toward a great start at KCC and to a successful college career. Our NSO will help you to prepare for your first semester at KCC.

It will provide you with information on campus resources, student life and activities, and college survival tips to assist you with the transition to college and to our campus. You will meet other new students and some of our faculty and counselors as well as go on a campus tour.

NSO sessions are offered prior to the start of the fall and spring semesters. Students can sign up to attend an NSO session with your advisor when you come in for your advising appointment. If you have any questions about NSO, please call the Counseling and Advising Office at 245-8212.

For more information go to: <https://www.kauai.hawaii.edu/student-orientation>

Parking 245-8399

Parking on campus is free and does not require a permit. Please contact the Campus Public Safety Department for additional information.

Performing Arts Center (PAC) 245-8352

245-8352 (Manager)

The Performing Arts Center is the venue for outstanding international, national, and local cultural performances. It has hosted many sold-out productions since its grand-opening in fall 1995. The Performing Arts Center seats 550, with 12 additional spaces for wheelchair patrons. The resilient performing stage and backstage rehearsal room were specially designed for dance group productions.

Recreational Facilities

The College's recreational facilities include 4 tennis courts, and a student lounge with a pool table, ping-pong table, and satellite television access. A large grassy field is available for walking or jogging.

Please Contact Campus Life for information on the student lounge at 245-0104 and 245-8231 for facilities.

Students have access to a weight room through class participation.

Services to Hawaiian Students 245-8260

Services are provided to assist in the recruitment and retention of Hawaiian students. Services include academic planning and advising; assistance in college success; career guidance, and self-development.

Please call the Hawaiian Student/Hawaiian Studies Counselor at 245-8260 for additional information.

Services to Single Parents 245-0113

Bridge to Hope (BTH) provides services to single parents pursuing vocational, career or technical certificate/degrees. Services include college orientation, academic and personal advising, career planning, registration, financial aid resources, and on-campus employment. This opportunity is designed for students needing to complete work or volunteer requirements to maintain status with the State of Hawai'i First to Work Program.

Services to Students with Disabilities 245-8212 or 245-8314

Kaua'i Community College is committed to providing all students with equitable access to its programs and services.

For disability accommodations, please contact our Disabilities Service Coordinator at 808.245.8260. The Disability Services office is located in the Student Counseling Office in the One Stop Center.

For more information, please go to: <https://www.kauai.hawaii.edu/disability-services>

Kaua'i Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, and status as a covered veteran.

This policy covers admission and access to, and participation, treatment, and employment in the University of Hawai'i's programs and activities. Discriminatory harassment, including sexual harassment, is prohibited under this policy. With regard to employment, Kaua'i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation.

Student Clubs 245-0112

Registered Independent Campus Organizations provide students the opportunity to acquire valuable leadership skills, interact with other people that have similar interests, participate in civic, recreational, social and academically related activities, and gain important networking relationships.

For a complete list of Registered Independent Campus Organizations, go to: <https://www.kauai.hawaii.edu/student-life>

Student Employment

Work where you go to school! Many opportunities exist for students to work on campus. Go to: <http://www.hawaii.edu/sece> for more information.

Students can work up to 20 hours per week during the academic terms. To be eligible for on campus jobs you must be a classified student enrolled in at least six or more credits and have at least a 2.0 gpa. The Career Center bridges the gap between college and industry by offering assistance in choosing a career and/or just preparing the student for employment.

For more information go to: <https://www.kauai.hawaii.edu/careers>

Student Government 245-8382 or 245-8338



The Associated Students of the University of Hawai'i Kaua'i Community College Student Government ASUH-KCC SG is the official chartered student senate organization of Kaua'i Community College. The senate is comprised of an administrative council and student representatives for each campus division and minority groups of the college.

ASUH-KCC SG is a self-governing and student senate. This allows the senate to maintain its facility operations and serves as an avenue for student leaders to advocate on behalf of the general needs of its constituents. Also important, the group serves as a voice for campus concerns and actively volunteers on various campus and community committees. ASUH-KCC SG also sponsors activities for the student body, budgets and allocates student activity fees to support student groups and campus projects.

For more information go to: <https://www.kauai.hawaii.edu/student-government>

Student Housing

The College does not maintain dormitories or other student housing facilities. Students must arrange for their own housing.

Student Loans 245-8360

The College offers federal student loans. For information on these loan programs, please contact the Financial Aid Office at kaucfao@hawaii.edu or go to: <https://www.kauai.hawaii.edu/student-loans>

Testing Center 245-8306

The Testing Center offers a quiet environment for testing. Services include proctoring for placement tests, missed exams (with permission), distance learning courses from other University of Hawai'i campuses, distance learning courses from colleges and universities outside the University of Hawai'i system, and administration of exams for professional certification or licensure.

Please visit <https://www.kauai.hawaii.edu/testing-center> for more information about services and hours.

Kaua'i Community College's Testing Center is a Pearson VUE Authorized Test Center, providing on-island opportunities for community members to advance in their careers. Please visit [PearsonVue.com](https://www.pearsonvue.com) for more information about other academic and professional exams available on Kaua'i through Pearson VUE's network of testing centers.

For more information go to: <https://www.kauai.hawaii.edu/testing-center>

Transportation/Bus Pass

Kaua'i Bus – Bus Pass As a student of Kaua'i Community College, you can take the Kaua'i Bus for **FREE**, the county-run bus services, by showing your student ID. To get your student ID visit the Student Life Box Office located on the second floor of the Campus Center.

For routes and schedules, visit the Kaua'i Bus website. <https://www.kauai.gov/BusSchedules>

Veterans Education Benefits 245-8225

The College is an approved educational institution for education under the Veterans' Educational Assistance Act (G.I. Bill), the Veterans' Readjustment Act, and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained at the Admissions and Records Office or by contacting the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit <https://gibill.custhelp.va.gov/>

College Policies and Procedures

Academic Dishonesty

The University of Hawai'i, Kaua'i Community College has a [Code of Student Conduct](#) which defines expected conduct for students and specifies those acts subject to University sanctions.

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 unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, submitting any document to satisfy an academic requirement, that has been copied in a whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Academic Freedom

Faculty members are entitled to freedom in the classroom in discussing subjects of their expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research. Faculty members, in speaking and writing outside the University upon subjects beyond the scope of their own field of study, are entitled to precisely the same freedom and are subject to the same responsibility as attaches to all other citizens. When thus speaking as a citizen, they should be free from censorship or discipline. The commitment to academic freedom in the conduct of research does not imply that a faculty member's research is not subject to critical review and judgment as to its quality and significance.

Academic Probation and Suspension Policy

The Academic Probation and Suspension Policy establishes that any student who earns less than a 2.0 cumulative or current GPA shall be placed on academic probation. Grades of "W", "I", and "N" are excluded. Academic probation statuses are noted in the student's transcript record.

A student on academic probation who subsequently fails to achieve a 2.0 GPA for courses undertaken during the probationary semester and whose cumulative grade point average is below 2.0 shall be placed on academic suspension for one semester.

A student returning to the College following a semester of academic suspension shall be placed on academic probation and is subject to all conditions set forth for probationary students.

A student on academic probation who completes all credits attempted and achieves both a current and cumulative GPA of at least 2.0, shall be removed from academic probation and reinstated to satisfactory academic standing.

Adding/Dropping Classes

You may add or drop courses through the MyUH Portal on the internet. When you drop a class, you will receive a "W" grade. A "W" grade means that you have officially dropped a course. If you intend to withdraw but do not officially do so, you are considered enrolled and expected to complete assignments; the instructor will give you a grade based on your work in the class.

Erase Period - Courses dropped during the first 3 weeks of the semester will not be recorded on the student's record and a "W" grade will not be assigned.

Deadlines - Check the College Calendar for both add and drop deadlines. You need to take care of your responsibilities in dropping a course because your GPA could be affected.

Semester Courses - You may drop (withdraw from) semester-length courses any time up to the stated deadline.

Non-Semester Length Courses - The last day to withdraw from modular and non-modular courses that are completed in less than a semester is the instructional day prior to 60% completion of the course.

Complete Withdrawal - Students may drop courses online via their MyUH Portal prior to the first day of instruction. If you are not allowed to withdraw from the last course listed under Current Schedule in your MyUH Portal, contact the Admissions and Records Office at (808) 245-8225. There is no charge for a withdrawal from your last Kaua'i Community College course. Official withdrawal is not complete until the required form has been filed and all financial obligations cleared.

Cancelled Course - When a course is cancelled, an email notification will be sent to your hawaii.edu account (e.g., johndoe@hawaii.edu). Your hawaii.edu account is the official means by which the University will communicate important messages to you. Please check this account regularly.

Attendance



You are expected to attend the classes in which you are enrolled, and you are responsible for all class work assigned. For anticipated or unavoidable absences, you are expected to inform your instructor(s) and to make up class work. If you expect an extended period of absence, you need to discuss it with your instructor(s). The instructor(s) determine if it is possible for you to make up course requirements.

No-Show Drop Policy

All credit courses, whether face-to-face or online, students who do not establish attendance by the 100% refund date stated in the schedule of classes may be administratively withdrawn. If the student does not contact the instructor and the instructor reports the student as a "no show," the student will be withdrawn. Under these conditions, the administrative withdrawal will take place before the 100% refund date period and the student may be eligible for a refund, if applicable. The course will not appear on the student's transcript. Since many classes do not have mandatory attendance, **it is still the responsibility of any student who registers for class but then desires not to attend to notify the records and registration office before the 100% refund date, otherwise the student is liable for the course tuition and fees.** The No-Show Drop Policy can be viewed at <http://kauai.hawaii.edu/pdf/KCCPs/4-10No-ShowDropPolicy.pdf>.

Campus Parking and Operation of Motor Vehicles

The purpose of these rules are to increase pedestrian safety, reduce traffic congestion, and provide for safe and orderly parking on the campus. Any motor vehicle may be removed from the campus at the expense of the owner/driver of the vehicle if it is in violation of these rules.

Violations include: a) parking in prohibited areas such as, but not limited to, the following: on grassed areas, medial strips, sidewalks, in reserved or loading stalls, in "No Parking" areas, or along areas painted YELLOW or RED curbs (e.g., too close to intersection, in loading zones, and in driveway areas); b) driving on areas other than streets, roads or parking areas; c) speeding over 15 miles per hour or other posted limits; d) reckless driving; e) failure to heed directions of a duly authorized officer; and f) failure to heed directions given on an official sign (e.g., failure to stop at stop sign).

All owners and operators of motor vehicles parked or operated on campus shall assume the risk of, and the College and University shall not be responsible or liable for, any loss or damage occasioned by fire, theft, or other casualty to motor vehicles or any contents therein. Each such owner and operator of a motor vehicle parked or operated on campus shall indemnify and safe harmless the College and University from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

Drug Free Workplace

[The Official Notice](#), by the University of Hawai'i Office of the President, was issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

Illicit Drugs and Alcohol- In conformance 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 of this part shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of this part 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 are available at the Office of the Vice Chancellor for Student Affairs.

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.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Community College campus are available at the Office of the Vice Chancellor for Student Affairs.

Smoking - On July 10, 2018, all University of Hawai'i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff.

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities.

We encourage everyone to refrain from using tobacco products while on property owned or operated by UH. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco.

The Drug Free Workplace Policy may be viewed at <https://www.hawaii.edu/ohr/general-information/general-information-notice/notice-drug-free-workplace/?highlight=drugfree%20workplace>.

Catalog of Record

The catalog that is current when the student enrolls in Kaua'i Community College is the catalog of record. A student who is in continuous attendance (except summer session) may graduate under the provisions of the catalog of record or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date or a subsequent issue. A student who changes a program of study will come under the provisions of the catalog in effect at the time of the change.

Change of Major

ENTERING STUDENTS: All new, returning, and transfer students who have submitted an application but have not registered, may change their major by contacting the Counseling and Advising Office. Students who have registered must see their counselor and complete a [Change of Major Form](#).

CURRENT STUDENTS: Current students may change their major by seeing their counselor and completing the [Change of Major Form](#).

Change of Personal Data or Address

Any change of name and citizenship may be reported to the Admissions and Records Office in writing via a [form](#). Out-of-state students should provide their local address upon arrival to Kaua'i. Students can also update personal information through MyUH Services.

The Change of Personal Data or Address form may be viewed at http://kauai.hawaii.edu/pdf/admissions/Change_of_Student_Data_Form.pdf.

Classification of Students



Students are classified as follows:

By program enrollment:

Classified: Students who follow a prescribed program of studies leading to a degree or certificate.

Unclassified: Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate.

By number of credits enrolled:

Full-time: Students who are enrolled for 12 or more credits.

Part-time: Students who are enrolled for 11 credits or less.

By educational level:

Freshman: Students who have completed 0 – 29.99 credits

Sophomore: Students who have completed 30 – 59.99 credits

By registration status:

First-time student: A student attending a post-secondary institution (beyond high school) for the first time.

Continuing student: A student who was enrolled at Kaua'i Community College during the previous semester (excluding summer session).

Returning student: A student who was last enrolled at Kaua'i Community College and is returning to the College after an absence of one or more semesters.

Transfer student: A student who was last enrolled in another academic institution of a post-secondary nature.

Continuing education student: A student at Kaua'i Community College who is taking a non-credit course through the KCC Training Office/OCET.

Course Waivers and Substitutions

Students wishing to have a course waived or substituted in their program should go to Admissions and Records. With instructor approval, a Request for Course Waiver/Substitution Form will be completed by the student and forwarded for approval or disapproval to the instructor. The instructor will route the completed form to the Admissions and Records Office.

Dean's List



Classified students who take full-time Kaua'i CC courses who achieve a GPA of 3.5 or higher in any one semester will be included on the Dean's list. For information on other scholastic honors, see the Phi Theta Kappa entry under [Student Clubs](http://kauai.hawaii.edu/student-clubs) on the College's website <http://kauai.hawaii.edu/student-clubs>.

Educational Rights and Privacy of Students

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act (FERPA) of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i, Kaua'i Community College are hereby notified of the following:

1. It is the policy of Kaua'i 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 rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records within 45 days after a request for access is received.
 - b. The right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - c. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - d. The right to file complaints concerning alleged failure by Kaua'i Community College to comply with the Act.
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 Office of the Vice Chancellor for Student Affairs, Kaua'i Community College.
4. Directory Information: Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College's discretion, without prior consent of the student, unless the student otherwise so informs the College not to disclose such information.
 - a. Name,
 - b. Major field of study,
 - c. Education level, (i.e. freshman, sophomore, etc.)
 - d. Fact of participation in officially recognized activities and sports,
 - e. Weight and height of members of athletic teams,
 - f. Dates of attendance,
 - g. Previous educational institution attended,
 - h. Degrees and awards received,
 - i. Honors and awards (including Dean's List)
 - j. 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 with respect to that student. Should a student wish to exercise this right, he/she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without prior consent of that student.

NOTE: Submission of this FERPA confidentiality request form does not automatically remove you from the UH online directory. To remove yourself from the UH online directory, please do so via your MyUH account. From your MyUH account, go to the "My Profile" tab, UH Online Directory, Options for Students.

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

Factors Which May Affect Your Credits

Audit - Students may seek to audit a course because they want to review a subject or to learn without the pressure of having to fully participate in the class.

If you want to audit a course, you must first obtain written permission from the instructor using the "Permission to Audit a Course" Form. The form is available at the Admissions and Records Office.

The extent of the classroom participation is at the option of the instructor. No credit is given for an audited course and an "L" will be posted on the grade report to indicate the audit. STUDENTS MUST COMPLETE ALL REGULAR ADMISSION AND REGISTRATION PROCEDURES IN ORDER TO AUDIT A COURSE, AND REGULAR TUITION AND FEES MUST BE PAID.

Audit carries no credit and does not contribute towards full-time student status (required for Veterans' benefits and Financial Aid).

Balancing Work with College Courses - It is important for students to balance their time requirements of classes, study time, employment, and other commitments. The following table is recommended as a guide to students in balancing work with school.

Total Credit hours taken Maximum number of hours per week employment

3 - 7	40 hrs
6 - 9	30 hrs
9 -12	20 hrs
12 -15	10 hrs
15 -18	none

Credit by Articulation - Credit by articulation is a time-shortened program available at Kaua'i Community College for high school students from Kaua'i's high schools to receive college credits for equivalent courses completed in high school.

To obtain credits by articulation, students must submit a Credit by Articulation Form with their System Application and high school transcripts to the Admissions and Records Office.

Specific information and application procedures may be obtained at the Counseling and Advising Office.

Credit by Institutional Examination - Credit by Institutional Examination is available in a few courses at the College. Students will not receive letter grades for credits granted, but will receive the grade designation of "CE," which indicates that the equivalent of a grade of "C" or higher was achieved on the examination. For more information, see the section on [Prior Learning Assessment \(PLA\)](#).

Credit by Institutional Examination carries no credit and does not contribute towards full-time student status (required for Veterans' benefits and Financial Aid.)

Credit Load - The normal credit load for a student is 15-17 credits per semester.

Credit/No Credit Option - The major purpose of the credit/no credit option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without risking a relatively low grade.

Under the option, a student will be granted a "CR" grade (credit) which indicates that a grade of "C" or higher was achieved, or an "NC" grade (no credit).

If you intend to transfer to a 4-year institution, you should check that school's catalog to find out whether it accepts "CR" grades.

Credit/No Credit Option at the UH Mānoa Campus- The Credit/No Credit (C/NC) option at the UH Mānoa is limited to elective courses. The CR/NC option is not allowed for any course taken to fulfill a University or College core requirement nor a Department requirement, with the exception of those courses designated Credit/No Credit only. Students planning to transfer to Mānoa should follow this Mānoa policy when taking courses at KCC.

Repeating Courses - If you received a grade of "D" or lower, you may repeat the course and receive the higher grade and grade points. Credit is allowed only one time. You do not need instructor approval to repeat the course.

Transfer Credits from Another Institution - A student transferring from a regionally-accredited college or university may be allowed credit for previous academic work. It is the student's responsibility to have official transcripts of previous work sent to the KCC Admissions and Records Office by the institutions previously attended, to apply for evaluation of transcripts for advanced

standing, and to provide course description information from the catalogs of the previous colleges attended. A Transcript Evaluation Request Form is available at the Admissions and Records Office. Official transcripts become the property of the College and will not be forwarded to any institution outside of the University of Hawai'i System or individual or copied for students.

Variable Credit - Some courses are offered with variable credit. After the title of a course in the course description section, there will be a credit range, (1-3 is a common listing). Credit is given for course work completed and may not exceed the credits for which you are registered.

Final Exams

Final examinations take place the last week of each term (see the Academic Calendar for exact dates and times). All students must take their finals at the scheduled time; exceptions may be made for circumstances beyond your control and must be approved by your instructor. Any student who is absent without excuse from any exam may forfeit the right to make it up.

Grade Point Average

The grade point ratio GPR (or grade point average/GPA) is determined by dividing the total number of grade points earned by the total number of credits attempted. Courses for which grades of "W," "L," "CE," "CR," "NC," "NCE," or "N" were recorded are not included in computing the GPR. Grade points are assigned as follows:

A	4 points per credit
B	3 points per credit
C	2 points per credit
D	1 point per credit
F	0 point per credit

Grades and Grade Point Average

Each semester you will receive a grade report on your academic progress. Letter grades are used to indicate the quality of work done. Grade reports are available to you shortly after the end of each semester or summer session via a secured Internet site (report cards are not mailed).

Kaua'i Community College reserves the right to withhold issuance of grades, transcripts, or diplomas to students who have not met their obligations to the College.

The grade point ratio GPR (or grade point average/GPA) is determined by dividing the total number of grade points earned by the total number of credits attempted. Courses for which grades of "W," "L," "CE," "CR," "NC," "NCE," or "N" were recorded are not included in computing the GPR. Grade points are assigned as follows:

Grade	Points (Calculating Grade Point Average)
A Excellent Achievement	4
B Above Average Achievement	3
C Average Achievement	2
D Minimal Passing Achievement	1
F Failure	0
I Incomplete	
W Withdrawal from a course	
N No grade assigned	
CR Credit Granted	
CE Credit Granted (Credit by Examination)	

NC	No Credit Granted	
NCE	No Credit Granted (Credit by Examination)	
L	Audit	
I	<p>A course grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor's consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the "I" was awarded. IN NO CASE WILL AN "I" GRADE REVERT TO A "W" GRADE. SEE COLLEGE CALENDAR FOR SPECIFIC DEADLINES. To complete a course in which a student has received an Incomplete, the student must make arrangements with the instructor.</p> <p>Faculty Senate Grading Memo to All Instructional Faculty Regarding Incomplete (I) Grades – March 11, 2016</p> <p>A course grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor's consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the "I" was awarded.</p> <p>The alternate course grade will be the course grade the student earned at the end of the term with the missing assignments' grades entered as "O's" or no credit. If the student turns in the essential work within the established deadline, the instructor will grade the newly submitted material and change the student's final grade to the one earned with this essential work added.</p>	
N	No grade assigned. Indicates that a student has either 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.	
W	Withdrawal from a course. Indicates formal withdrawal from a course after the first three weeks of the semester.	
CR	Credit granted. Denotes work deserving of a credit at "C" level or higher for courses taken under the Credit/ No Credit grading option.	
CE	Credit granted. Denotes work deserving of a credit at "C" level or higher for courses taken under the Credit by Institutional Examination assessment.	
NC	No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit/No Credit grading option.	
NCE	No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit by Institutional Examination assessment.	
L	Indicates that a course was audited. No credit granted.	

Graduation Requirements and Graduation Procedure



Requirements

The issuance of an A.A. (Associate in Arts), A.S. (Associate in Science), A.A.S. (Associate in Applied Science), or a C.A. (Certificate of Achievement) requires that the student must:

1. Earn a GPA of 2.0 or better for all courses applicable toward the degree or certificate.
2. Earn a minimum of 12 credits of program courses in the degree/major at Kaua'i Community College. This requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or the Chancellor. The Vice Chancellor or Chancellor may also approve the use of credit by examination to meet this requirement.

The issuance of an A.S.C. (Academic Subject Certificate) or a C.O. (Certificate of Competence) requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

Notation of Academic Credentials

A student will be notified of the potential to earn a credential when enrolled in coursework that will fulfill requirements to complete a certificate or degree. Upon successful completion of requirements, academic credential will be notated on the student's official transcript, unless Kaua'i Community College is informed not to notate the completed credential at the request of the student. Notation of the academic credential will be completed at no cost to the student.

Graduation Procedure

In order to receive either a degree or certificate from Kaua'i Community College, a student must complete a Graduation Application. Check the Academic Calendar for application deadlines. A \$15 graduation fee is payable to the Business Office upon submission of the Graduation Application. Students may qualify to graduate at the end of either the fall or spring semester, or at the end of summer session. However, a commencement ceremony takes place only at the end of each spring semester.

To be eligible for graduation, continuing students (with no break in enrollment) may meet the program requirements stated in the catalog for the year of their entry into a program major, or they may choose to meet the requirements of any subsequent change in the program. However, students who stop-out must meet program requirements of the catalog in effect upon their re-entry, or may choose to meet the requirements of subsequent program revisions that occurred while they were continuously enrolled. Graduation may be denied if all requirements, including incomplete grades, are not met by the end of the graduating semester.

Preparation for graduation, including meeting all the requirements, is the responsibility of the student. If you are a new or returning student, you may begin to monitor your progress toward graduation by following the program requirements in the Instructional Programs section of this catalog. If you are a continuing student with no break in enrollment, you may also follow the program requirements, provided there have been no changes in the program requirements since your initial enrollment.

Graduation Requirements

The issuance of an A.A. (Associate in Arts), A.S. (Associate in Science), A.A.S. (Associate in Applied Science), or a C.A. (Certificate of Achievement) requires that the student must:

1. Earn a GPA of 2.0 or better for all courses applicable toward the degree or certificate.
2. Earn a minimum of 12 credits of program courses in the degree/major at Kaua'i Community College. This requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or the Chancellor. The Vice Chancellor or Chancellor may also approve the use of credit by examination to meet this requirement.

The issuance of an A.S.C. (Academic Subject Certificate) or a C.O. (Certificate of Competence) requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

Notation of Academic Credentials

A student will be notified of the potential to earn a credential when enrolled in coursework that will fulfill requirements to complete a certificate or degree. Upon successful completion of requirements, academic credential will be notated on the student's official transcript, unless Kaua'i Community College is informed not to notate the completed credential at the request of the student. Notation of the academic credential will be completed at no cost to the student.

Health Insurance Requirement (International Students Only)

All international students must demonstrate proof of enrollment in a health insurance program before enrolling. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

In compliance with public health regulations, students must show evidence that they are free of active tuberculosis and measles, mumps, and rubella.

Kaua'i 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.

Health Requirements

Hawai'i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) and Measles, Mumps, and Rubella (MMR) clearances must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration.

TB test must have been given within 12 months prior to the first day of instruction. MMR required of individuals born after 1956, or foreign immigrant. MMR record must include complete dates (month/day/year) for each immunization.

Kaua'i 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.

Non-resident Student

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

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

- A. U.S. military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
- B. Members of the Hawai'i National Guard and Hawai'i-based Reserves.
- C. Full-time employees of the University of Hawai'i and their spouses and legal dependents.
- D. East-West Center student grantees pursuing baccalaureate or advanced degrees.
- E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
- F. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation which provides no public higher education institution granting baccalaureate degrees are charged 150 percent of the resident tuition rate. The Office of the President updates and distributes the list of eligible Pacific Island jurisdictions.
- G. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.
- H. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- I. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the university within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.
- J. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus's strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

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

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

Appeal Process - Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

Equal Opportunity, Affirmative Action, and Filing of Complaints

Statement on Equal Opportunity/Affirmative Action

Kaua'i Community College is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible

under State law), sexual orientation, national guard absence, and status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the University of Hawai'i's programs and activities. Discriminatory harassment, including sexual harassment, is prohibited under this policy. With regard to employment, Kaua'i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation.

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

Resources and Filing Complaints

The process of addressing allegations of discrimination for students, employees, and applicants for admission or employment is described in the University of Hawai'i's Administrative Procedure A9.920, Discrimination Complaint Procedures for Students, Employees, and Applicants for Admission or Employment. Click here for A9.920: <https://www.hawaii.edu/policy/docs/temp/ap9.920.pdf>. The process of addressing allegations of discrimination for members of the public is described in the University of Hawai'i's Administrative Procedure A9.900, Policy and Complaint Procedure for Members of the Public Who Have Discrimination Complaints Regarding Public Accommodations or ADA Complaints Regarding Disability Access To University Services, Programs, and Activities. Click here for A9.900: <https://www.hawaii.edu/policy/docs/temp/ap9.900.pdf>. The process for addressing allegations of sex discrimination are described in EP 1.204. Click here for EP 1.204: <https://www.hawaii.edu/policy/docs/temp/ep1.204.pdf>. Students, employees, applicants for admission or employment, or members of the public who believe that they have been discriminated against on the basis of a protected category may file a complaint or receive information by contacting any of the individuals listed below.

- Teresa Tumbaga, Title IX/EEO Coordinator
(808) 245-8395
tumbagat@hawaii.edu
- Margaret Sanchez, Vice Chancellor for Student Affairs/Deputy Title IX Coordinator for Students
(808) 245-8274
masanche@hawaii.edu
- JoRae Baptiste, Human Resources Manager/Deputy Title IX Coordinator for Employees
(808) 245-8323
jorae@hawaii.edu

Employees or applicants for employment requesting disability accommodations may contact:

- JoRae Baptiste, Human Resources Manager/Deputy Title IX Coordinator for Employees
(808) 245-8323
jorae@hawaii.edu

Individuals may also contact the offices below for information or to file a formal grievance:

- Office for Civil Rights (OCR)
Seattle Office
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: (206) 607-1600
Fax: (206) 607-1601
TDD: (800) 877-8339
Email: OCR.Seattle@ed.gov
<http://www.ed.gov/ocr>
- U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or (877) 29-3804 (toll-free)

Fax: (202) 514-8337
Email: education@usdoj.gov
<https://www.justice.gov/crt>

- United States Equal Employment Opportunity Commission (EEOC)
Honolulu Local Office
Prince Jonah Kuhio Kalanianaʻole Federal Building
300 Ala Moana Boulevard, Room 4-257
Honolulu, HI 96805
Telephone: 1-800-669-4000
1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)
1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)
Fax: (808) 541-3390
Email: info@eeoc.gov
<https://www.eeoc.gov/>
- Hawai'i Civil Rights Commission (HCRC)
830 Punchbowl St., Room 411
Honolulu, HI 96813
Telephone: (808) 274-3141, Ext. 6-8636
Fax: (808) 586-8655
TDD: (808) 586-8692
Email: DLIR.HCRC.INFOR@hawaii.gov
<http://labor.hawaii.gov/hcrc>

Residency



RESIDENCY REGULATIONS (condensed; residency rules and regulations may be subject to change).

Students 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 the non-resident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a non-resident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAII RESIDENCY

A student is deemed a resident of the state of Hawai'i for tuition purposes if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

1. Demonstrated intent to permanently reside in Hawai'i (see below for evidences);
2. Been physically present in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
3. The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i your legal residency, the following evidence apply:

- A. Filing Hawai'i resident personal income tax return.
- B. Voting/registering to vote in the state of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous 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 in making a residency determination include:

- A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and residency in another place cannot be held simultaneously.
- C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A non-resident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. 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 U.S. Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

BOARD OF REGENTS EXEMPTIONS

1. Non-residents may be allowed to pay resident tuition if they qualify as one of the following:
 - A. U.S. military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
 - B. Members of the Hawai'i National Guard and Hawai'i-based Reserves.
 - C. Full-time employees of the University of Hawai'i and their spouses and legal dependents
 - D. East-West Center student grantees pursuing baccalaureate or advanced degrees
 - E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
 - F. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.
 - G. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of the transferor's discharge from a period of active duty service of 90 days or more.
 - H. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the university within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.
 - I. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus's strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

- J. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:

American Samoa	Republic of Palau
Commonwealth of the Northern Marianas	Republic of the Marshall Islands
Cook Islands	Solomon Islands
Federated States of Micronesia	Tokelau
Futuna	Tonga
Kiribati	Tuvalu
Nauru	Vanuatu
Niue	Wallis

This list is subject to change. For a current list, eligibility and documentation requirements, please contact the Admissions Office of the campus to which you are applying.

NON-RESIDENT CLASSIFICATION

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

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed above.

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

LGBTQ+ Resources



The University of Hawai'i system, along with Kaua'i Community College is committed to building an inclusive community that supports and advocates for all students. We welcome all members of our campus community to our campuses: lesbian, gay, bisexual, transgender, māhū and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity or expression. Please visit the College's website for specific resources (<http://www.kauai.hawaii.edu/lgbtq-resources>).

Selective Service Registration and Federal Student Aid

Military Selective Service Act requires that any male 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 Grant (HSIG), Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and Federal Parent Loan for Undergraduate Students.

This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959 (and have not yet reached their 26th birthday), and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males includes citizens and non-citizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the permanent residents of the Republic of Palau.

For further information, contact the Financial Aid Office at 245-8360.

Sexual Discrimination Policy

Policy on Sex Discrimination, Including Sexual Harassment and Sexual Assault

Kaua'i Community College does not discriminate on the basis of sex in any educational program or activity which it operates, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Kaua'i Community College's prohibition of discrimination in educational programs and activities extends to employment as well as to admission. Kaua'i Community College is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. Members of the Kaua'i Community College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct, which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Kaua'i Community College does not tolerate and prohibits sex discrimination and gender-based violence, including the crimes of sexual assault, domestic violence, dating violence, and stalking, under its sexual misconduct policy, Interim EP 1.204, Policy and Procedure on Sex Discrimination and Gender-Based Violence. Please click here for EP 1.204: <https://www.hawaii.edu/policy/docs/temp/ep1.204.pdf>. This policy defines expectations for appropriate conduct, and outlines resolution processes to address conduct that does not meet these expectations. Kaua'i Community College has designated a Title IX Coordinator and Deputy Title IX Coordinators who oversee the college's compliance with Title IX.

Kaua'i Community College will promptly and thoroughly investigate and resolve complaints alleging sex discrimination, sexual harassment, and sexual violence, including sexual assault, stalking, dating violence, and domestic violence, which can include providing information, law enforcement options, safety measures, educational measures, prevention services, and on- and off-campus resources. Where appropriate, Kaua'i Community College will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Student Conduct Code

The University of Hawai'i, Kaua'i Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Student Conduct Code, since upon enrollment at the University of Hawai'i, Kaua'i Community College, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online on the KCC website under Student Services.

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 unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, submitting any document to satisfy an academic requirement, that has been copied in a whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Student Grievances

The process of addressing allegations of misconduct is directed in the Student Academic Grievance Procedure or the Student Non-Academic Grievance Policy and Procedure. Copies are available at the Office of the Vice Chancellor for Student Affairs. The policies are also online on the KCC website under Student Services – Student Policies and in the Student Handbook.

See the [Student Academic Grievance Procedure](#) and [Student Non-Academic Grievance Policy and Procedure](#) sections for more information.

Title IX

SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND ANTI-HARASSMENT POLICY

Title IX is a landmark federal civil rights law that prohibits sex discrimination in education. The University of Hawai'i is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. This includes but is not limited to:

- Dating Violence;
- Domestic Violence;
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression;
- Sex discrimination;
- Sexual Assault;
- Sexual Exploitation;
- Sexual Harassment and
- Stalking All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Please go to <https://www.kauai.hawaii.edu/ep1204-interim-policy>, the University of Hawai'i's Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence, EP 1.204, for additional information.

Transcript Requests



Students may request for their official transcripts via mail or in-person at the Admissions and Records Office located in the One Stop Center. Transcript request may also be ordered online directly through the National Student Clearinghouse for an additional \$2.25 processing fee. Standard processing time is within 7 working days for \$5.00 per transcript. Rush processing time is within 24 business hours for \$15.00 per transcript. For additional information, contact the Admissions and Records Office at (808) 245-8225.

Transfer Credits From Another Institution

A student transferring from a regionally-accredited college or university may be allowed credit for previous academic work. It is the student's responsibility to have official transcripts of previous work sent to the KCC Admissions and Records Office by the institutions previously attended, to apply for evaluation of transcripts for advanced standing, and to provide course description information from the catalogs of the previous colleges attended. A Transcript Evaluation Request Form is available at the Admissions and Records Office. Official transcripts become the property of the College and will not be forwarded to any institution outside of the University of Hawai'i System or individual or copied for students.

Instructional Programs

Types of Degrees and Certificates

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

The Associate in Applied Science degree is a 2-year technical-occupational-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 cumulative GPA of 2.0 or better for all courses applicable toward the degree.

- [Accounting: Associate in Applied Science Degree](#)
- [Automotive Technology: Associate in Applied Science Degree](#)
- [Carpentry Technology: Associate in Applied Science Degree](#)
- [Culinary Arts: Associate in Applied Science Degree](#)
- [Electrical Installation and Maintenance Technology: Associate in Applied Science Degree](#)
- [Hospitality and Tourism: Associate in Applied Science Degree](#)

Associate in Arts degree (A.A.)

The Associate in Arts degree is a 2-year baccalaureate direct transfer liberal arts degree, consisting of at least 60 semester credits at the 100 and 200 levels. It is intended for students who plan to transfer to a 4-year institution or for students desiring two years of general education beyond high school. Only courses numbered 100 or above may count toward the degree, and all area requirements must be satisfied. The courses are likely to be transferable to any university. A transferrable course, however, may not be applicable to a particular program or major at the other institution. Therefore, it is highly recommended that the student consult with a counselor at the start of the liberal arts program. The issuance of an A.A. degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the degree.

- [Hawaiian Studies: Associate in Arts Degree](#)
- [Liberal Arts: Associate in Arts Degree](#)
- [Liberal Arts: Associate in Arts Degree \(Exploratory Business\)](#)
- [Liberal Arts: Associate in Arts Degree \(Exploratory Education\)](#)
- [Liberal Arts: Associate in Arts Degree \(Exploratory Health\)](#)

Associate in Science degree (A.S.)

The Associate in Science degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies for gainful employment. Required courses are numbered 100 or above. The issuance of an A.S. degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the degree.

- [Business: Associate in Science Degree](#)
- [Creative Media: Associate in Science Degree](#)
- [Early Childhood Education: Associate in Science Degree](#)
- [Electronics Technology: Associate in Science Degree](#)
- [Natural Science: Associate in Science Degree \(Biological Sciences\)](#)
- [Natural Science: Associate in Science Degree \(Engineering\)](#)
- [Natural Science: Associate in Science Degree \(Physical Sciences\)](#)
- [Nursing: Associate in Science Degree \(Registered Nursing\)](#)

Academic Subject Certificate (A.S.C.)

The Academic Subject Certificate is 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 A.S.C. requires that the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

- [Fitness Professional: Academic Subject Certificate](#)
- [Hawaiian Studies: Academic Subject Certificate](#)
- [Mālama 'Āina: Academic Subject Certificate](#)
- [Marine Option Program: Academic Subject Certificate](#)
- [Mathematics: Academic Subject Certificate](#)
- [Plant Biology and Tropical Agriculture: Academic Subject Certificate](#)
- [Polynesian Voyaging: Academic Subject Certificate](#)

Certificate of Achievement (C.A.)

The Certificate of Achievement is a college credential for students who have successfully completed designated medium-length technical-occupational-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 51 credit hours (unless external employment requirements exceed this number). The issuance of a C.A. requires that the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

- [Accounting: Certificate of Achievement](#)
- [Accounting: Certificate of Achievement \(Accounting Assistant\)](#)
- [Accounting: Certificate of Achievement \(Payroll Preparer\)](#)
- [Accounting: Certificate of Achievement \(Small Business Accounting\)](#)
- [Accounting: Certificate of Achievement \(Tax Preparer\)](#)
- [Automotive Technology: Certificate of Achievement \(Automotive Green Technology\)](#)
- [Automotive Technology: Certificate of Achievement \(Driveability Technician\)](#)
- [Automotive Technology: Certificate of Achievement \(Electronics/Computer Control Technician\)](#)
- [Automotive Technology: Certificate of Achievement \(Heavy Line Technician\)](#)
- [Automotive Technology: Certificate of Achievement \(Master Automobile Service Technology\)](#)
- [Business: Certificate of Achievement \(Entrepreneurship\)](#)
- [Business: Certificate of Achievement \(Management\)](#)
- [Carpentry Technology: Certificate of Achievement](#)
- [Culinary Arts: Certificate of Achievement](#)
- [Culinary Arts: Certificate of Achievement \(Advanced Culinary Arts\)](#)
- [Early Childhood Education: Certificate of Achievement](#)
- [Electrical Installation and Maintenance Technology: Certificate of Achievement](#)
- [Electronics Technology: Certificate of Achievement](#)
- [Electronics Technology: Certificate of Achievement \(Network Administrator and Security\)](#)
- [Hospitality and Tourism: Certificate of Achievement](#)
- [Medical Assisting: Certificate of Achievement](#)
- [Nursing: Certificate of Achievement \(Practical Nursing\)](#)

Certificate of Competence (C.O.)

The Certificate of Competence is 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. These course sequences shall be at least 4 credit hours, but may not exceed 23 credit hours. The issuance of a C.O. requires that the student's work has been evaluated and determined to be satisfactory. In credit course sequences, the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

- Accounting: Certificate of Competence (Accounting Office Assistant)
- Accounting: Certificate of Competence (Basic Accounting)
- Adult Residential Care Home Operator: Certificate of Competence
- Automotive Technology: Certificate of Competence (Drive Train Specialist)
- Automotive Technology: Certificate of Competence (Engine Specialist)
- Automotive Technology: Certificate of Competence (HEV Diagnostic and Repair)
- Automotive Technology: Certificate of Competence (HEV Preventive Maintenance and Repair)
- Automotive Technology: Certificate of Competence (Undercar Specialist)
- Beekeeping: Certificate of Competence
- Business: Certificate of Competence (Entrepreneurship)
- Business: Certificate of Competence (Management Essentials)
- Business: Certificate of Competence (Retail Essentials)
- Creative Media: Certificate of Competence (Animation)
- Creative Media: Certificate of Competence (Digital Photography)
- Creative Media: Certificate of Competence (Digital Video)
- Creative Media: Certificate of Competence (Event Technology)
- Creative Media: Certificate of Competence (Graphic Arts)
- Creative Media: Certificate of Competence (Music Production)
- Creative Media: Certificate of Competence (Web Design)
- Culinary Arts: Certificate of Competence
- Culinary Arts: Certificate of Competence (Culinary Arts - Food Prep)
- Early Childhood Education: Certificate of Competence
- Electrical Installation and Maintenance Technology: Certificate of Competence
- Electrical Installation and Maintenance Technology: Certificate of Competence (Solar Energy Technology/Technician)
- Electronics Technology: Certificate of Competence
- Electronics Technology: Certificate of Competence (Cisco I)
- Electronics Technology: Certificate of Competence (Cisco II)
- Electronics Technology: Certificate of Competence (Computer Support)
- Electronics Technology: Certificate of Competence (Network Security)
- Electronics Technology: Certificate of Competence (Programming)
- Facilities Engineering Technology: Certificate of Competence
- Facilities Engineering Technology: Certificate of Competence (FENG Mechanical, Electrical, and Plumbing)
- Geographic Information Systems: Certificate of Competence
- Geographic Information Systems: Certificate of Competence (Advanced Geographic Information Systems)
- Hawaiian Botany: Certificate of Competence
- Hospitality and Tourism: Certificate of Competence
- Hospitality and Tourism: Certificate of Competence (Hospitality Essentials)
- Hospitality and Tourism: Certificate of Competence (Hospitality Management)
- Medical Assisting: Certificate of Competence (Administrative Medical Assisting)
- Nurse Aide: Certificate of Competence
- Plant Biology and Tropical Agriculture: Certificate of Competence
- Sustainability Science: Certificate of Competence

General Skills/Education Core Options

Some programs may require one or more of the Core Options categories listed. Refer to the program's suggested pathway to determine which categories must be fulfilled. Depending on the type of certificate or degree being pursued, the options to fulfill each category will vary.

Category	Options to Fulfill Category
A.A. DEGREE	
Oral Communication	SP 151, SP 185, or SP 251
A.A.S. DEGREE	
Computer/Technology	BUSN 121, BUSN 123, BUSN 130, CULN 271, ICS 101 or higher
Cultural Environment	ANTH 150*, ANTH 200, ANTH 205*, ANTH 210*, ANTH 220, BOT 105, CULN 130, HOST 101, SP 185, any Humanities course, or any DA, DH, or DL designation, including languages
Natural Environment	CULN 185, HLTH 140, ICS 101, any Natural Science course, or any DB/DP designation
Oral Communication	CULN 160, SP 151, SP 185, SP 231, SP 251
Social Environment	BUS 120, ECED 105, ECED 131, ECED 140, ECED 245, HOST 100, HPER 195, MGT 122, PHIL 101, any Social Science course, or any DS designation
Thinking, Reasoning/ Mathematics	ACC 124, ACC 201, BUSN 188, ICS 111, MATH 100 or higher, or any FQ/FS designation
Written Communication	BUSN 179, ENG 100, ENG 104 or higher, JOUR 205*, LING 102, any WI course, or any FW designation
A.S. DEGREE	
(General Skills) Communication	ENG 100 or any FW designation
Cultural Environment	Any Humanities course numbered 100 or higher or any DA, DH, or DL designation
Mathematics	MATH 100 or higher, or any FQ/FS designation
Natural Environment	Any Natural Science course numbered 100 or higher or any DB or DP designation
(General Education) Social Environment	Any Social Science course numbered 100 or higher or any DS designation

* Inactive courses

Diversification, Foundations, and Graduation Requirement Courses

Kaua'i Community College has adopted the UH System's Diversification Requirements and Foundations Requirements. For the A.A. degree, students planning to transfer to Hawai'i Community College or UH Hilo are advised to check with their counselors for particulars regarding the College's requirements.

Minimum Diversification Requirements

Arts (DA), Humanities (DH), and Literatures (DL)	6 credits from 2 areas
Biological Sciences (DB)	3 credits
Physical Sciences (DP)	3 credits
Science Lab (DY)	1 credit
Social Sciences (DS)	6 credits from 2 different disciplines
	19 CREDITS

Minimum Foundations Requirements

Global and Multicultural Perspectives (FGA, FGB, FGC)	6 credits from 2 groups
Quantitative Reasoning (FQ)*	3 credits
Written Communication (FW)	3 credits
	12 CREDITS

*Effective Fall 2018, Quantitative Reasoning (FQ) replaces Symbolic Reasoning (FS) as a General Education requirement. The primary goal of FQ courses is to develop mathematical reasoning skills at the college level. Students apply mathematical concepts to the interpretation and analysis of quantifiable information in order to solve a wide range of problems arising in pure and applied research in specific disciplines, professional settings, and/or daily life.

To ensure there is adequate time for students who entered the UH System prior to Fall 2018 to complete their FS requirements, FS and FQ/FS courses will be offered at UH community colleges through Summer 2020. Students who entered the UH System prior to Fall 2018 and have been continuously enrolled may select courses from the FS or FQ/FS categories, unless they opt into all of the General Education and program requirements that are in place as of Fall 2018. Students entering the UH System in Fall 2018 and beyond may select courses from the FQ/FS or FQ categories. Students should contact their designated School/College academic or faculty advisor for more information.

Designation Course List

For programs that require a specific designation (diversification, foundations, or graduation requirement), a list of courses that fulfill each designation is provided. Five-year terms are also included where applicable. Alternative Communication and Pacific Cultures designations do not expire. Graduation requirements are specific to Kaua'i Community College programs and do not transfer to other UH campuses.

Diversification: Arts — DA

- [ART 101](#) (S2018-S2023)
- [ART 105](#) (F2018-S2023)
- [ART 107D](#) (F2017-S2022)
- [ART 111](#) (F2018-S2023)
- [ART 112](#) (S2018-S2023)
- [ART 113](#) (F2018-S2023)
- [ART 117](#) (F2018-S2023)
- [ART 123](#) (F2018-S2023)
- [ART 125](#) (S2018-S2023)
- ART 126 (Inactive) (S2018-S2023)
- [ART 157](#) (S2018-S2023)
- [ART 207D](#) (S2018-S2023)
- [ART 223](#) (F2018-S2023)
- [ART 225](#) (S2018-S2023)
- [ART 229](#) (S2018-S2023)
- [ART 243](#) (F2017-S2022)
- [ART 244](#) (F2017-S2022)
- ART 248 (Inactive) (S2018-S2023)
- [ART 267](#) (S2018-S2023)
- [ENG 104](#) (F2017-S2022)
- [HWST 128](#) (F2017-S2022)
- [HWST 177](#) (F2017-S2022)
- [MUS 121B](#) (F2017-S2022)
- [MUS 121C](#) (F2017-S2022)
- [MUS 122B](#) (F2017-S2022)
- [MUS 122C](#) (F2017-S2022)

- [MUS 166](#) (F2017-S2022)
- [MUS 201](#) (F2017-S2022)
- [MUS 202](#) (F2017-S2022)
- [MUS 203S](#) (F2017-S2022)
- [MUS 204](#) (F2017-S2022)
- [MUS 220](#) (F2017-S2022)
- [MUS 253](#) (F2017-S2022)
- [SP 151](#) (F2017-S2022)
- [SP 231](#) (F2017-S2022)
- [SP 251](#) (F2017-S2022)
- [THEA 221](#) (F2017-S2022)
- [THEA 222](#) (F2017-S2022)

Diversification: Biological Sciences – DB

- [AG 141](#) (F2017-S2022)
- [AG 200](#) (F2015-S2020)
- [AG 271](#) (F2015-S2020)
- [BIOL 100](#) (F2017-S2022)
- [BIOL 123](#) (F2017-S2022)
- [BIOL 171](#) (F2018-S2023)
- [BIOL 172](#) (F2018-S2023)
- [BIOL 208](#) (F2017-S2022)
- [BOT 101](#) (F2017-S2022)
- [BOT 130](#) (F2017-S2022)
- [HLTH 155](#) (F2016-S2021)
- [MARE 171](#) (F2018-S2023)
- [MARE 172](#) (F2018-S2023)
- [MICR 130](#) (F2017-S2022)
- [PHYL 141](#) (F2017-S2022)
- [PHYL 142](#) (F2017-S2022)
- [SCI 121](#) (F2017-S2022)
- [ZOO 105](#) (S2017-S2022)

Diversification: Humanities – DH

- [HIST 241](#) (F2015-S2020)
- [HIST 242](#) (S2015-S2020)
- [HIST 250](#) (S2015-S2020)
- [HIST 281](#) (F2015-S2020)
- [HIST 282](#) (F2015-S2020)
- [HIST 284](#) (F2017-S2022)
- [HIST 284K](#) (F2017-S2022)
- [HWST 107](#) (F2017-S2022)
- [HWST 111](#) (F2017-S2022)
- [HWST 281](#) (F2017-S2022)
- [LING 102](#) (F2017-S2022)
- [PHIL 100](#) (F2015-S2020)

- [PHIL 101](#) (F2015-S2020)
- [PHIL 102](#) (F2017-S2022)
- [PHIL 204](#) (2015-2020)
- [PHIL 211](#) (2015-2020)
- [PHIL 213](#) (2015-2020)
- [PHIL 225](#) (S2018-S2023)
- [REL 205](#) (F2017-S2022)
- [REL 210](#) (F2015-S2020)

Diversification: Literatures — DL

- [ENG 250](#) (F2017-S2022)
- [ENG 251](#) (F2017-S2022)
- [ENG 252](#) (F2017-S2022)
- [ENG 253](#) (F2017-S2022)
- [ENG 254](#) (F2017-S2022)
- [ENG 255](#) (F2017-S2022)
- [ENG 256](#) (F2017-S2022)
- [ENG 257](#) (F2017-S2022)
- [ENG 257N](#) (F2017-S2022)
- [ENG 257T](#) (F2015-S2020)
- [ENG 261](#) (F2017-S2022)
- [ENG 272B](#) (S2020-S2025)
- [ENG 272P](#) (S2020-S2025)
- [HAW 261](#) (F2017-S2022)
- [HWST 270](#) (S2016-S2021)
- [REL 122](#) (F2015-S2020)

Diversification: Physical Sciences — DP

- [AG 122](#) (F2017-S2022)
- [ASTR 110](#) (F2016-S2021)
- [CHEM 151](#) (F2017-S2022)
- [CHEM 161](#) (F2017-S2022)
- [CHEM 162](#) (F2017-S2022)
- [GG 101](#) (F2015-S2020)
- [OCN 120](#) (F2017-S2022)
- [OCN 201](#) (F2016-S2021)
- [PHYS 151](#) (F2017-S2022)
- [PHYS 152](#) (F2017-S2022)
- [PHYS 170](#) (F2017-S2022)
- [PHYS 272](#) (F2017-S2022)
- [SCI 122](#) (S2019-S2024)
- [SSM 110](#) (F2017-S2022)
- [SSM 275](#) (F2016-S2021)

Diversification: Social Sciences — DS

- [ANTH 200](#) (F2017-S2022)

- ANTH 220 (F2017-S2022)
- BOT 105 (F2017-S2022)
- ECON 130 (F2017-S2022)
- ECON 131 (F2017-S2022)
- GIS 189 (F2016-S2021)
- GIS 200 (F2017-S2022)
- POLS 110 (F2017-S2022)
- PSY 100 (F2017-S2022)
- PSY 240 (F2017-S2022)
- SOC 100 (F2017-S2022)
- SOC 220 (Inactive) (F2017-S2022)
- SP 181 (S2017-S2022)
- SP 185 (F2017-S2022)
- SSCI 250 (F2017-S2022)

Diversification: Lab (Science) – DY

- AG 200L (F2015-S2020)
- BIOL 100L (F2017-S2022)
- BIOL 123L (F2017-S2022)
- BIOL 171L (F2018-S2023)
- BIOL 172L (F2018-S2023)
- BOT 101L (F2017-S2022)
- BOT 130L (F2017-S2022)
- CHEM 151L (F2017-S2022)
- CHEM 161L (F2017-S2022)
- CHEM 162L (F2017-S2022)
- GG 101L (F2015-S2020)
- MARE 171L (F2018-S2023)
- MARE 172L (F2018-S2023)
- MICR 140L (F2017-S2022)
- PHYL 141L (F2017-S2022)
- PHYL 142L (F2017-S2022)
- PHYS 151L (F2017-S2022)
- PHYS 152L (F2017-S2022)
- PHYS 170L (F2016-S2021)
- PHYS 272L (F2017-S2022)
- SCI 121L (F2017-S2022)
- SCI 122L (S2019-S2024)

Foundations: Global and Multicultural Perspectives – FGA (prehistory to 1500)

- HIST 151 (F2016-S2021)

Foundations: Global and Multicultural Perspectives – FGB (1500 to modern times)

- HIST 152 (F2016-S2021)
- PHIL 103 (F2017-S2022)
- SSM 101 (F2015-S2020)

Foundations: Global and Multicultural Perspectives – FGC (prehistory to modern times)

- [REL 150](#) (F2014-S2019)

Foundations (Quantitative Reasoning) – FQ

- [MATH 100](#) (F2018-S2023)
- [MATH 103](#) (F2018-S2023)
- [MATH 112](#) (F2018-S2023)
- [MATH 115](#) (F2018-S2023)
- [MATH 140X](#) (F2018-S2023)
- [MATH 241](#) (F2018-S2023)
- [MATH 242](#) (F2018-S2023)
- [PHIL 111](#) (F2018-S2023)

Foundations (Symbolic Reasoning) – FS

- [MATH 100](#) (until Summer 2020)
- [MATH 103](#) (until Summer 2020)
- [MATH 112](#) (until Summer 2020)
- [MATH 115](#) (until Summer 2020)
- [MATH 140X](#) (until Summer 2020)
- [MATH 241](#) (until Summer 2020)
- [MATH 242](#) (until Summer 2020)

Foundations (Written Communication) – FW

- [ENG 100](#) (F2016-S2021)

Graduation Requirement: Alternative Communication – AC

- [ART 105](#)
- [ART 106](#)
- [ART 107D](#)
- [ART 111](#)
- [ART 112](#)
- [ART 113](#)
- [ART 123](#)
- [ART 157](#)
- [ART 207D](#)
- [ART 211](#)
- [ART 213](#)
- [ART 223](#)
- [ART 225](#)
- [ART 229](#)
- [ART 243](#)
- [ART 244](#)
- [ART 249](#)
- [ENG 104](#)
- [ENG 200](#)

- [FR 101](#)
- [FR 102](#)
- [HAW 101](#)
- [HAW 102](#)
- [HAW 201](#)
- [HAW 202](#)
- [HAW 221](#)
- [HAW 222](#)
- [HAW 261](#)
- [HAW 262](#)
- [HWST 128](#)
- [ICS 111](#)
- [JOUR 205](#) (Inactive)
- [JPN 101](#)
- [JPN 102](#)
- [JPN 201](#)
- [JPN 202](#)
- [MATH 135](#) (Inactive)
- [MATH 140](#) (Inactive)
- [MATH 241](#)
- [MATH 242](#)
- [MUS 121B](#)
- [MUS 121C](#)
- [MUS 122B](#)
- [MUS 122C](#)
- [MUS 201](#)
- [MUS 202](#)
- [MUS 203S](#)
- [MUS 204](#)
- [MUS 220](#)
- [MUS 253](#)
- [MUS 254](#)
- [SP 185](#)
- [SP 231](#)
- [SPAN 101](#)
- [SPAN 102](#)
- [SPAN 201](#)
- [SPAN 202](#)
- [THEA 221](#)

Graduation Requirement: Health and Wellness (Cognitive Health/Physical Health) – CH/PH

- [BIOL 100](#) (F2018-S2023)
- [BOT 130L](#) (S2015-S2020)
- [CULN 185](#) (F2015-S2020)
- [HLTH 140](#) (S2018-S2023)
- [HLTH 155](#) (2014-2019)

- [HPER 100](#) (S2018-S2023)
- [HPER 130](#) (2014-2019)
- [HPER 131](#) (Inactive) (S2015-S2020)
- [HPER 132](#) (Inactive) (S2015-S2020)
- [HPER 137](#) (Inactive) (2014-2019)
- [HPER 148](#) (S2016-S2021)
- [HPER 152](#) (2014-2019)
- [HPER 160](#) (F2014-S2019)
- [HPER 170](#) (2014-2019)
- [HPER 171](#) (F2015-S2020)
- [HPER 270](#) (S2018-S2023)
- [HWST 128](#) (F2015-S2020)
- [MUS 121B](#) (F2015-S2020)
- [MUS 122B](#) (F2015-S2020)
- [PHYL 141](#) (2014-2019)
- [PHYL 142](#) (2014-2019)

Graduation Requirement: Pacific Cultures — PC

- [ANTH 220](#)
- [BOT 105](#)
- [ENG 261](#)
- [HAW 261](#)
- [HAW 262](#)
- [HIST 284](#)
- [HIST 284K](#)
- [HWST 20P](#)
- [HWST 107](#)
- [HWST 111](#)
- [HWST 128](#)
- [HWST 129](#)
- [HWST 140](#)
- [HWST 177](#)
- [HWST 228](#)
- [HWST 229](#)
- [HWST 270](#)
- [HWST 281](#)
- [HWST 282](#)
- [HWST 285](#) (Inactive)
- [HWST 290](#)
- [HWST 295](#) (Inactive)
- [REL 205](#)

Reporting on Gainful Employment Programs

Gainful Employment programs at Kaua'i Community College are certificate programs which students can obtain Title IV financial aid. These programs must consist of at least 16 credits of coursework.

The table below shows the most recent information for Gainful Employment programs at KCC.

Program	Credits	US Dept of Labor CIP Code	Resident Tuition and Fees	Non-Resident Tuition and Fees	Typical Cost of Books and Supplies
Accounting (CA)	31	52.0301	\$4,083.00	\$10,717.00	\$1,926.00
Accounting Assistant (CA)	24	52.0301	\$3,147.00	\$8,283.00	\$1,200.00
Accounting Tax Preparer (CA)	24	52.0301	\$3,147.00	\$8,283.00	\$1,200.00
Accounting Office Assistant (CO)	18	52.0301	\$2,391.00	\$6,243.00	\$900.00
Accounting Payroll Preparer (CA)	24	52.0301	\$3,147.00	\$8,283.00	\$1,200.00
Accounting Small Business (CA)	24	52.0301	\$3,147.00	\$8,283.00	\$1,200.00
Administrative Medical Assisting (CO)	24	51.0801	\$3,147.00	\$8,283.00	\$1,200.00
Advanced Geographic Information Systems (CO)	16	45.0702	\$2,139.00	\$5,563.00	\$800.00
Automotive Technology - Automotive Green Technology (CA)	26	47.0604	\$3,453.00	\$9,017.00	\$1,300.00
Automotive Technology - Drivability Technician (CA)	34	47.0604	\$4,461.00	\$11,737.00	\$1,700.00
Automotive Technology - Electronics and Computer Control Technician (CA)	27	47.0604	\$3,579.00	\$9,357.00	\$1,350.00
Automotive Technology - Heavy Line Technician (CA)	30	47.0604	\$3,957.00	\$10,377.00	\$1,500.00
Automotive Technology - HEV Diagnostic and Repair (CO)	16	47.0604	\$2,139.00	\$5,563.00	\$800.00
Automotive Technology - HEV Preventative Maintenance and Repair (CO)	18	47.0604	\$2,391.00	\$6,243.00	\$900.00
Automotive Technology - Master Auto Service Technician (CA)	56	47.0604	\$7,341.00	\$19,325.00	\$2,800.00
Business Entrepreneurship (CA)	42	52.0701	\$5,523.00	\$14,511.00	\$2,100.00
Business Entrepreneurship (CO)	18	52.0701	\$2,391.00	\$6,243.00	\$900.00
Business Management (CA)	42	52.0299	\$5,523.00	\$14,511.00	\$2,700.00
Business Management Essentials (CO)	21	52.0299	\$2,769.00	\$7,263.00	\$1,050.00
Business Technology - Virtual Office Assistant (CO)	23	52.0407	\$3,021.00	\$7,943.00	\$1,150.00
Business Technology (CA)	33	52.0407	\$4,335.00	\$11,397.00	\$1,650.00
Business Technology (CO)	21	52.0407	\$2,769.00	\$7,263.00	\$1,050.00
Carpentry Technology (CA)	54	46.0201	\$7,089.00	\$18,645.00	\$2,700.00
Community Health Worker (CO)	16	51.1504	\$2,139.00	\$5,563.00	\$800.00
Creative Media - Digital Film (CO)	21	09.0702	\$2,769.00	\$7,263.00	\$1,650.00
Creative Media - Digital Graphic Design (CO)	21	09.0702	\$2,769.00	\$7,263.00	\$1,650.00
Culinary Arts (CA)	24	12.0599	\$3,147.00	\$8,283.00	\$1,576.00
Culinary Arts, Advanced Culinary (CA)	32	12.0599	\$4,209.00	\$11,057.00	\$1,976.00
Early Childhood Education (CA)	25	13.1210	\$3,327.00	\$8,677.00	\$1,250.00
Electrical Installation and Maintenance Technology (CA)	47	46.0302	\$6,153.00	\$16,211.00	\$2,350.00
Electronics Technology - Network Administrator and Security (CA)	35	11.1001	\$4,587.00	\$12,077.00	\$1,750.00
Electronics Technology - Network Security (CO)	17	11.1001	\$2,265.00	\$5,903.00	\$850.00
Electronics Technology (CA)	24	11.1001	\$3,147.00	\$8,283.00	\$1,200.00
Facilities Engineering Technology (CO)	23	19.0604	\$3,021.00	\$7,943.00	\$1,150.00
Facilities Engineering, Mechanical, Electric, and Plumbing (CO)	23	19.0604	\$3,021.00	\$7,943.00	\$1,526.00

Hospitality and Tourism - Hospitality Management (CO)	18	52.0904	\$2,391.00	\$6,243.00	\$900.00
Hospitality and Tourism (CA)	27	52.0904	\$3,579.00	\$9,357.00	\$1,350.00
Medical Assisting (CA)	44	51.0801	\$5,775.00	\$15,191.00	\$2,200.00
Practical Nursing (CA)	50	51.3901	\$6,585.00	\$17,285.00	\$2,500.00
Sustainable Science Management (CA)	27	30.3301	\$3,579.00	\$9,357.00	\$1,350.00

Notes:

(CA) = Certificate of Achievement (CO) = Certificate of Competence

On-time Graduation, Job Placement Rate and Median Student Loan Debt withheld to protect confidentiality due to small population.

ACCOUNTING

The accounting curriculum promotes the dynamic yet practical nature of the accounting profession. An emphasis on the integration of knowledge and technology forms a solid foundation that will support versatile career and educational endeavors. Students are engaged in skills and competencies to succeed as paraprofessionals in business environments such as bookkeeping, payroll processing, tax preparation or supporting roles in government, new or continuing small businesses, or other large industries such as hospitality, tourism, or agriculture. All certificates and degrees allow students to blend a mixture of college-level, technical, occupational, and/or baccalaureate-leading, transferable courses. The curriculum is considerate of socio-economic and academic diversity and encourages life-long learning.

Graduation Requirements:

A grade of "C" or higher for all ACC alpha courses in the Accounting program is required for graduation.

Program Student Learning Outcomes (PSLOs) approved 11/07/17:

1. Convey financial information clearly and appropriately to the audience and purpose.
2. Organize, analyze, interpret, and present timely and accurate financial information.
3. Apply accounting principles and techniques as needed.
4. Use standard and emerging technologies to perform basic office functions and to improve quality and productivity.
5. Maintain professional and personal development.
6. Demonstrate work attitude, behavior, and appearance that contribute to continued employability.
7. Use critical thinking skills that reflect legal and ethical standards and values of the accounting profession.

ACCOUNTING: ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel in Accounting	3
ENG 100	Composition I	3
	Computer/Technology: BUSN 171; ICS 101, or ICS 111	3
	Cultural Environment: ANTH 200; HWST 107, HWST 111; PHIL 100; REL 150; or AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.
2. ENG 100: This course fulfills 3 of the 6 credits required for the Written Communication category (the remaining 3 credits to be taken in Semester 3).

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
BLAW 200	Legal Environment of Business	3
	Electives: Any 100-level or higher course (3 credits)	3
	Thinking, Reasoning/Mathematics: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.
2. Thinking, Reasoning/Mathematics: AAS Core Options: To fulfill the requirement for this category, all courses may be considered except for ACC 124 and ACC 201.

FALL (SEMESTER 3)

Course	Title	Credits
ACC 126	Principles of Accounting III	3
ACC 134	Individual Income Tax Preparation	3
	Electives: Any 100-level or higher course (3 credits)	3
	Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or AAS Core Options	3
	Written Communication: AAS Core Options	3

1. ACC 126: To fulfill the requirement for ACC 126, students may take ACC 202.

SPRING (SEMESTER 4)

Course	Title	Credits
ACC 137	Business Income Tax Preparation	3

ACC 252	Using Quickbooks in Accounting	3
	ACC 193V - Special Studies	1
	Natural Environment: Any 100-level or higher Natural Science, DB, DP, or AAS Core Options	3
	Oral Communication: AAS Core Options	3
	Social Environment: ECON 130, ECON 131; MGT 124; POLS; SOC; or AAS Core Options	3
1. ACC 193V: This is a variable option for additional credit(s) if ACC 201 is taken to fulfill the requirements for ACC 124 and ACC 125.		
Total credits:		60-61

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel in Accounting	3
	Computer/Technology: BUSN 171; ICS 101, or ICS 111	3
	Written Communication: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
ACC 252	Using Quickbooks in Accounting	3
	Thinking, Reasoning/Mathematics: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.
2. Thinking, Reasoning/Mathematics: AAS Core Options: To fulfill the requirement for this category, all courses may be considered except for ACC 124 and ACC 201.

SUMMER SESSION

Course	Title	Credits
	ACC 193V - Special Studies	1
1. ACC 193V: This is a variable option for additional credit(s) if ACC 201 is taken to fulfill the requirements for ACC 124 and ACC 125.		

FALL (SEMESTER 3)

Course	Title	Credits
ACC 134	Individual Income Tax Preparation	3
	Electives: Any 100-level or higher course (3 credits)	3
Total credits:		28-31

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT (ACCOUNTING ASSISTANT)

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel in Accounting	3
	Computer/Technology: BUSN 171; ICS 101, or ICS 111	3
	Written Communication: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 252	Using Quickbooks in Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3

Thinking, Reasoning/
Mathematics: AAS Core
Options 3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.
2. Thinking, Reasoning/Mathematics: AAS Core Options: To fulfill the requirement for this category, all courses may be considered except for ACC 124 and ACC 201.

Total credits: 24

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT (PAYROLL PREPARER)

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
	Computer/Technology: ACC 252, ACC 255; BUSN 171; ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3
	Written Communication: AAS Core Options	3

1. To fulfill the requirement for ACC 124, students may take ACC 201.
2. Computer/Technology: ACC 252 or ACC 255 is recommended.

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Computer/Technology: ACC 252, ACC 255; BUSN 171; ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3
	Thinking, Reasoning/Mathematics: AAS Core Options	3

1. Computer/Technology: ACC 252 or ACC 255 is recommended.
2. Thinking, Reasoning/Mathematics: AAS Core Options: To fulfill the requirement for this category, all courses may be considered except for ACC 124 and ACC 201.

Total credits: 24

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT (SMALL BUSINESS ACCOUNTING)

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel in Accounting	3
	Computer/Technology: BUSN 171; ICS 101, or ICS 111	3
	Written Communication: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
ACC 252	Using Quickbooks in Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.

Total credits: 24

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT (TAX PREPARER)

FALL (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 134	Individual Income Tax Preparation	3
ACC 255	Using Excel in Accounting	3
	Written Communication: AAS Core Options	3

1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 137	Business Income Tax Preparation	3
	Computer/Technology: ACC 252; BUSN 171; ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3
1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.		
Total credits:		24

ACCOUNTING: CERTIFICATE OF COMPETENCE (ACCOUNTING OFFICE ASSISTANT)**FALL (SEMESTER 1)**

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel in Accounting	3
	Computer/Technology: ACC 252; BUSN 171; ICS 101, or ICS 111	3
	Written Communication: AAS Core Options	3
1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.		

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
	Thinking, Reasoning/Mathematics: AAS Core Options	3
1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.		
2. Thinking, Reasoning/Mathematics: AAS Core Options: To fulfill the requirement for this category, all courses may be considered except for ACC 124 and ACC 201.		
Total credits:		18

ACCOUNTING: CERTIFICATE OF COMPETENCE (BASIC ACCOUNTING)**FALL (SEMESTER 1)**

Course	Title	Credits
ACC 124	Principles of Accounting I	3
1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.		

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 125	Principles of Accounting II	3
ACC 252	Using Quickbooks in Accounting	3
1. ACC 124/ACC 125: To fulfill the requirements for ACC 124 and ACC 125, students may take either: 1) ACC 201 (except for the CO in Basic Accounting), or 2) ACC 124 and ACC 201.		
2. ACC 252: Students may take this course in this semester to fulfill the requirement for ACC 126.		

FALL (SEMESTER 3)

Course	Title	Credits
ACC 126	Principles of Accounting III	3
1. If ACC 252 is completed in Semester 2, ACC 126 does not need to be taken.		
Total credits:		9

ADULT RESIDENTIAL CARE HOME OPERATOR

Students in the Adult Residential Care Home Operator (CHO) program will receive instruction in common diseases, nutrition, making medication available, communication, rehabilitation, regulations accounts, and community resources. Students will receive a solid understanding of the elements of the Hawai'i Administrative Rules title 11 chapter 100.1. This program will allow students to apply for licensure as a state approved adult residential care home operator.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Demonstrate knowledge of and be able to practice the principles of resident care.
2. Incorporate the concepts of the social model through family and community centered approaches.
3. Demonstrate knowledge of community resources that may be utilized by residents and primary caregiver.

- Demonstrate skill in first aid, nutrition, and nursing and behavioral management of all CHO residents.
- Demonstrate knowledge of the licensure requirements for CHO facilities.

ADULT RESIDENTIAL CARE HOME OPERATOR: CERTIFICATE OF COMPETENCE

Course	Title	Credits
NURS 12	ARCH: Common Diseases, Special Diets, and Medications	2
NURS 13	ARCH: Specialized Populations, Communication, and Rehabilitation	1
NURS 14	ARCH: Regulations, Accounts, and Community Resources	1
Total credits:		4

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is a competency-based program designed following standards specified by the National Automotive Education Foundation (NATEF). The competencies the student is expected to achieve in the program are based on the task described by NATEF. A student who successfully completes the program will receive training in all of the eight areas described by NATEF: A-1 Engine Repair; A-2 Automatic Transmission and Transaxle; A-3 Manual Drive Train and Axles; A-4 Suspension and Steering; A-5 Brakes; A-6 Electrical/Electronic Systems; A-7 Heating and Air Conditioning; and A-8 Engine Performance. In order to meet global changes, the automotive industry has gone Green with Hybrid and Electric vehicles. Our program will meet the industry needs by providing training in sustainable energy with Hybrid and Electric Vehicle (HEV) Technology and alternative fuels.

The goals of the program are to prepare the student with the skills and competencies necessary for a successful career as an automotive technician, to instill in the student the work habits and attitude necessary to work in a highly competitive field, and to provide the student with the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the automobile.

The Automotive Technology program courses are clustered into certificates, each providing a set of marketable workplace skills. The Certificates of Competence (COs) in HEV Preventive Maintenance and Repair and the HEV Diagnostic and Repair lead to a Certificate of Achievement (CA) in Automotive Green Technology. The Drive Train Specialist, Engine Specialist, and Undercar Specialist lead to the CA in Automotive Technology Heavy Line Technician. In addition, other certificates earned are the Electronics/

Computer Controls Technician, Driveability Technician, and Master Automobile Service Technology CAs that lead to the Associate in Applied Science (AAS) degree. This two-year AAS degree program is offered every year.

This program is articulated with other UH Community College Automotive programs. Students should plan to enroll in all the Automotive Technology program courses offered each semester in order to earn the desired certificate or degree in the shortest time possible. Students are strongly encouraged to consult with an academic advisor to help them plan the best path for reaching their academic goals.

The cost of tools and supplies for the program is approximately \$2,500. This cost can vary considerably, depending on where the student chooses to buy tools and supplies.

Program Admission Requirements:

Applicants will be admitted into the Automotive Technology program on a "first applied, first qualified" basis. Students must maintain a valid driver's license throughout the course of study.

Graduation Requirements:

A GPA of 2.0 or higher in all AMT courses is needed to meet graduation requirements.

Program Student Learning Outcomes (PSLOs) approved 04/30/2015:

- Demonstrate technical proficiency in entry-level skills for employment in the automotive service field or related areas.
- Apply the theory behind automotive procedures and use critical thinking when performing service, maintenance, diagnostics, and repair of all major automotive systems.
- Comply with personal and environmental safety practices in accordance with applicable safety and environmental regulations.
- Identify and use appropriate tools, testing, and measuring equipment required to accomplish each task established by the National Automotive Technology Education Foundation (NATEF).
- Locate references, training information and manufacturer's procedures from industry resources using the appropriate technology and perform tasks in accordance with their research.
- Perform all diagnostic and repair tasks in accordance with manufacturer's recommended procedures as published.
- Communicate effectively both orally and in writing.

AUTOMOTIVE TECHNOLOGY: ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 154	Suspension and Steering Systems	4
	Thinking, Reasoning/ Mathematics: AAS Core Options	3

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7
AMT 145	Manual Drive Trains and Axles	4
AMT 241	Electrical/Electronic Systems II	4
PHYS 101	Career and Technical Education Physics	3

1. PHYS 101: This course fulfills the 3 credits required for the Natural Environment category.

FALL (SEMESTER 3)

Course	Title	Credits
AMT 149	Automatic Transmission and Transaxle	4
AMT 240	Fuel and Emission Systems	4
AMT 242	Engine Performance I	5
	Cultural Environment: AAS Core Options	3
	Social Environment: AAS Core Options	3

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 144	Heating and Air Conditioning	4
AMT 244	Engine Performance II	5
AMT 260	Diagnostic and Repair	4
	Communication: AAS Oral/ Written Core Options	3
	Total credits:	71

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (AUTOMOTIVE GREEN TECHNOLOGY)**FALL (SEMESTER 1)**

Course	Title	Credits
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7

FALL (SEMESTER 3)

Course	Title	Credits
AMT 171	HEV I - Introduction to Hybrid and Electric Vehicle Technology	3

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 172	HEV II - Preventive Maintenance and Repair	3
AMT 173	HEV III - Diagnostic and Repair	3
AMT 244	Engine Performance II	5
	Total credits:	26

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (DRIVEABILITY TECHNICIAN)**FALL (SEMESTER 1)**

Course	Title	Credits
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7
AMT 241	Electrical/Electronic Systems II	4

FALL (SEMESTER 3)

Course	Title	Credits
AMT 240	Fuel and Emission Systems	4
AMT 242	Engine Performance I	5

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 244	Engine Performance II	5
AMT 260	Diagnostic and Repair	4

Total credits:	34
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AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (ELECTRONICS/COMPUTER CONTROL TECHNICIAN)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 241	Electrical/Electronic Systems II	4

FALL (SEMESTER 3)

Course	Title	Credits
AMT 240	Fuel and Emission Systems	4
AMT 242	Engine Performance I	5

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 144	Heating and Air Conditioning	4
AMT 244	Engine Performance II	5
Total credits:		27

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (HEAVY LINE TECHNICIAN)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 154	Suspension and Steering Systems	4

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7
AMT 145	Manual Drive Trains and Axles	4

FALL (SEMESTER 3)

Course	Title	Credits
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AMT 149	Automatic Transmission and Transaxle	4
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Total credits:	30
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AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (MASTER AUTOMOBILE SERVICE TECHNOLOGY)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 154	Suspension and Steering Systems	4

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7
AMT 145	Manual Drive Trains and Axles	4
AMT 241	Electrical/Electronic Systems II	4

FALL (SEMESTER 3)

Course	Title	Credits
AMT 149	Automatic Transmission and Transaxle	4
AMT 240	Fuel and Emission Systems	4
AMT 242	Engine Performance I	5

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 144	Heating and Air Conditioning	4
AMT 244	Engine Performance II	5
AMT 260	Diagnostic and Repair	4
Total credits:		56

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF COMPETENCE (DRIVE TRAIN SPECIALIST)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2

AMT 141	Electrical/Electronic Systems I	5
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SPRING (SEMESTER 2)

Course	Title	Credits
AMT 145	Manual Drive Trains and Axles	4
Total credits:		11

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF COMPETENCE (ENGINE SPECIALIST)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7
Total credits:		14

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF COMPETENCE (HEV DIAGNOSTIC AND REPAIR)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

No courses scheduled.

FALL (SEMESTER 3)

Course	Title	Credits
AMT 171	HEV I - Introduction to Hybrid and Electric Vehicle Technology	3

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 173	HEV III – Diagnostic and Repair	3
AMT 244	Engine Performance II	5
Total credits:		16

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF COMPETENCE (HEV PREVENTIVE MAINTENANCE AND REPAIR)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 141	Electrical/Electronic Systems I	5

SPRING (SEMESTER 2)

Course	Title	Credits
AMT 129	Engine Repair	7

FALL (SEMESTER 3)

Course	Title	Credits
AMT 171	HEV I - Introduction to Hybrid and Electric Vehicle Technology	3

SPRING (SEMESTER 4)

Course	Title	Credits
AMT 172	HEV II - Preventive Maintenance and Repair	3
Total credits:		18

AUTOMOTIVE TECHNOLOGY: CERTIFICATE OF COMPETENCE (UNDERCAR SPECIALIST)

FALL (SEMESTER 1)

Course	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 154	Suspension and Steering Systems	4
Total credits:		15

BEEKEEPING

This program introduces beginning beekeepers to the concepts and practice of beekeeping, and exposes the student to the business opportunities that beekeeping can provide.

Program Student Learning Outcomes (PSLOs) approved 11/20/2018:

1. Demonstrate understanding the principles of beekeeping and demonstrate beekeeping skills.
2. Demonstrate understanding the business potential of beekeeping.

BEEKEEPING: CERTIFICATE OF COMPETENCE

SUMMER SESSION

Course	Title	Credits
AG 162	Introduction Beekeeping	2
	ACC 124 or ENT 125	3
	Total credits:	5

BUSINESS

The Associate in Science in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

Program Student Learning Outcomes (PSLOs) approved 09/10/2013:

1. Develop critical thinking and interpersonal skills applicable to real-world problems.
2. Utilize creativity and logical strategies and techniques to solve complex business issues.
3. Implement and apply current technical solutions to business activities, systems, and processes.
4. Apply foundational management principles to the functions of planning, organizing, coordinating, and decision making to business operations.
5. Demonstrate fundamental knowledge of business and technical skills to support lifelong professional development.

BUSINESS: ASSOCIATE IN SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
BUS 120	Principles of Business	3
ENT 125	Starting a Business	3
MGT 120	Principles of Management	3
	Computer/Technology: BUSN 171 or ICS 101	3
	Written Communication: BUSN 179; ENG 100, or ENG 200	3

SPRING (SEMESTER 2)

Course	Title	Credits
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ECON 130	Principles of Microeconomics	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
HOST 100	Career and Customer Service Skills	3
	Marketing Options: ENT 130 or MKT 120	3
	Oral Communication: SP 151 or SP 251	3

FALL (SEMESTER 3)

Course	Title	Credits
ACC 201	Introduction to Financial Accounting	3
BLAW 200	Legal Environment of Business	3
ECON 131	Principles of Macroeconomics	3
MGT 122	Human Relations in Business	3
	Cultural Environment: ANTH 200; HWST 107; PHIL 100; POLS 110; PSY 100; REL 150; or SOC 100	3

SPRING (SEMESTER 4)

Course	Title	Credits
ACC 202	Introduction to Managerial Accounting	3
BUS 190	Survey of International Business	3
BUS 293	Cooperative Education	3
	Natural Environment: Any 100-level or higher Natural Science course (1 DB or 1 DP, including 1 DY)	4
	Thinking, Reasoning/ Mathematics: MATH 100, MATH 103, or higher	3
	Total credits:	61

BUSINESS: CERTIFICATE OF ACHIEVEMENT (ENTREPRENEURSHIP)

FALL (SEMESTER 1)

Course	Title	Credits
BUS 120	Principles of Business	3
ENT 125	Starting a Business	3

HOST 100	Career and Customer Service Skills	3
	Computer/Technology: BUSN 171 or ICS 101	3
	Written Communication: BUSN 179; ENG 100, or ENG 200	3

SPRING (SEMESTER 2)

Course	Title	Credits
BUS 190	Survey of International Business	3
ECON 130	Principles of Microeconomics	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
	Marketing Options: ENT 130 or MKT 120	3
	Thinking, Reasoning/Mathematics: MATH 100, MATH 103, or higher	3

1. Marketing Options: ENT 130 is recommended.

FALL (SEMESTER 3)

Course	Title	Credits
BLAW 200	Legal Environment of Business	3
BUS 293	Cooperative Education	3
MGT 122	Human Relations in Business	3
	Oral Communication: SP 151 or SP 251	3
	Total credits:	42

BUSINESS: CERTIFICATE OF ACHIEVEMENT (MANAGEMENT)

FALL (SEMESTER 1)

Course	Title	Credits
ACC 201	Introduction to Financial Accounting	3
BUS 120	Principles of Business	3
HOST 100	Career and Customer Service Skills	3
MGT 120	Principles of Management	3
	Computer/Technology: BUSN 171 or ICS 101	3

SPRING (SEMESTER 2)

Course	Title	Credits
ACC 202	Introduction to Managerial Accounting	3
ECON 130	Principles of Microeconomics	3
	Marketing Options: ENT 130 or MKT 120	3
	Oral Communication: SP 151 or SP 251	3
	Written Communication: BUSN 179; ENG 100, or ENG 200	3

FALL (SEMESTER 3)

Course	Title	Credits
BLAW 200	Legal Environment of Business	3
BUS 293	Cooperative Education	3
MGT 122	Human Relations in Business	3
BUSN 188	Business Calculations	3

1. BUSN 188: This course fulfills the 3 credits required for the Thinking, Reasoning/Mathematics category.

Total credits: 42

BUSINESS: CERTIFICATE OF COMPETENCE (ENTREPRENEURSHIP)

FALL (SEMESTER 1)

Course	Title	Credits
ENT 125	Starting a Business	3
HOST 100	Career and Customer Service Skills	3
	Computer/Technology: BUSN 171 or ICS 101	3

SPRING (SEMESTER 2)

Course	Title	Credits
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
	Marketing Options: ENT 130 or MKT 120	3
	Oral Communication: SP 151 or SP 251	3

1. Marketing Options: MKT 120 is recommended.

Total credits: 18

BUSINESS: CERTIFICATE OF COMPETENCE (MANAGEMENT ESSENTIALS)

FALL (SEMESTER 1)

Course	Title	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Business	3
BUSN 188	Business Calculations	3
	Marketing Options: ENT 130 or MKT 120	3

1. BUSN 188: This course fulfills the 3 credits required for the Thinking, Reasoning/Mathematics category.
2. Marketing Options: ENT 130 is recommended.

SPRING (SEMESTER 2)

Course	Title	Credits
BUS 120	Principles of Business	3
	Oral Communication: SP 151 or SP 251	3
	Written Communication: BUSN 179; ENG 100, or ENG 200	3
Total credits:		21

BUSINESS: CERTIFICATE OF COMPETENCE (RETAIL ESSENTIALS)

FALL (SEMESTER 1)

Course	Title	Credits
HOST 100	Career and Customer Service Skills	3
MGT 122	Human Relations in Business	3
MKT 130	Principles of Retailing	3
BUSN 188	Business Calculations	3
	Oral Communication: SP 151 or SP 251	3

1. BUSN 188: This course fulfills the 3 credits required for the Thinking, Reasoning/Mathematics category.

Total credits: 15

CARPENTRY TECHNOLOGY

The Carpentry Technology program provides the basic entry-level skills in the construction of buildings. Skilled carpenters are required in areas of new building construction, repair, and

alteration of buildings. The program provides an introduction into the sustainable and green construction methods and materials, while offering instruction in the states building codes for energy efficiency. This program also enhances the graduate's entry into the carpenters apprenticeship program.

Program Admission Requirements:

1. Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; or
2. approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project.
3. Maintain and care for the tools required in the carpentry industry.
4. Know and utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully orally and in writing using computer technology.
6. Understand and demonstrate the craftsmanship standards of dependability, punctuality, and quality.

CARPENTRY TECHNOLOGY: ASSOCIATE IN APPLIED SCIENCE DEGREE

Course	Title	Credits
BLPR 22	Blueprint Reading	3
CARP 20B	Basic Carpentry Skills	3
CARP 20C	Applied Carpentry Skills	9
CARP 22B	Concrete Forms I	5
CARP 22C	Concrete Forms II	6
CARP 41B	Rough Framing and Exterior Finish I	6
CARP 41C	Rough Framing and Exterior Finish II	5
CARP 42B	Finishing I	6
CARP 42C	Finishing II	5
PHYS 101	Career and Technical Education Physics	3
WELD 17	Introduction to Welding	2
	Communication: ENG 100, ENG 106; SP 151, or SP 231	3

Cultural Environment: AAS Core Options	3
Social Environment: AAS Core Options	3
Thinking, Reasoning/Mathematics: MATH 100 or higher	3
1. PHYS 101: This course fulfills the 3 credits required for the Natural Environment category.	
Total credits:	65

CARPENTRY TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT

Course	Title	Credits
BLPR 22	Blueprint Reading	3
CARP 20B	Basic Carpentry Skills	3
CARP 20C	Applied Carpentry Skills	9
CARP 22B	Concrete Forms I	5
CARP 22C	Concrete Forms II	6
CARP 41B	Rough Framing and Exterior Finish I	6
CARP 41C	Rough Framing and Exterior Finish II	5
CARP 42B	Finishing I	6
CARP 42C	Finishing II	5
MATH 75X	Introduction to Mathematical Reasoning	4
1. MATH 75X: This course fulfills the 3 credits required for the Thinking, Reasoning/Mathematics category.		
Total credits:		52

CREATIVE MEDIA

The Creative Media program provides a comprehensive mix of lessons and hands-on activities in the following digital communication disciplines:

- Animation
- Digital Photography
- Digital Video
- Event Technology
- Graphic Arts
- Music Production
- Web Design

Featuring accomplished Creative Media experts, advanced computer labs, and a professional edit suite, Kaua'i CC's Creative Media program develops viable industry benchmark skills. An important component of the program is the Creative Media Consortium that connects industry experts with students to facilitate career opportunities and continuous curriculum improvement.

Students may earn certificates in Creative Media to provide job upgrades and entry-level skills, or an Associate of Science (A.S.) Degree in Creative Media. After earning an A.S. Degree, students may continue to UH West O'ahu to obtain a Bachelor of Applied Science Degree with a concentration in Creative Media or a Bachelor of Arts in Humanities with a concentration in Creative Media.

Program Student Learning Outcomes (PSLOs) approved 04/23/2018:

1. Use design elements and principles to create professional creative media projects.
2. Skillfully and safely operate creative media equipment.
3. Demonstrate mastery-level skills using creative media software applications.
4. Practice professional, ethical and legal principles.
5. Develop objectives for new projects and measure the effectiveness of completed projects.
6. Demonstrate exceptional interpersonal communication and collaborative skills.

CREATIVE MEDIA: ASSOCIATE IN SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ENG 100	Composition I	3
	ART 113 or ETRO 101	3
	ART 101; MUS 121C, or MUS 121D	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.
2. ART 101; MUS 121C, or MUS 121D: MUS 121C or MUS 121D is recommended.

SPRING (SEMESTER 2)

Course	Title	Credits
ART 107D	Introduction to Digital Photography	3
CM 110	Introduction to Music Production	3
CM 120	Introduction to Digital Video	3

CM 170	Introduction to Event Technology	3
CM 180	Introduction to Website Technology	3

FALL (SEMESTER 3)

Course	Title	Credits
ART 125	Introduction to Graphic Design	3
CM 190	Introduction to 3D Animation	3
	Creative Media Electives: ART 207D; CM 111, CM 171, or CM 181	6
	Social Environment: AS Core Options	3

SPRING (SEMESTER 4)

Course	Title	Credits
	Creative Media Electives: ART 225; CM 121, or CM 191	6
	Cultural Environment: AS Core Options	3
	Natural Environment: AS Core Options	3
	Mathematics: MATH 100 or higher	3
	Total credits:	60

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (ANIMATION)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ART 113	Introduction to Drawing	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
CM 190	Introduction to 3D Animation	3

FALL (SEMESTER 3)

Course	Title	Credits
CM 191	Intermediate 3D Animation	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.

Total credits:	18
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CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (DIGITAL PHOTOGRAPHY)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ETRO 101	Introduction to Electronics Technology	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
ART 107D	Introduction to Digital Photography	3

FALL (SEMESTER 3)

Course	Title	Credits
ART 207D	Intermediate Digital Photography	3
	SP 151 or SP 181	3
	1. SP 151 or SP 181: SP 181 is recommended.	
Total credits:	18	

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (DIGITAL VIDEO)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ETRO 101	Introduction to Electronics Technology	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
CM 120	Introduction to Digital Video	3

FALL (SEMESTER 3)

Course	Title	Credits
CM 121	Intermediate Digital Video	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.

Total credits: 18

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (EVENT TECHNOLOGY)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ETRO 101	Introduction to Electronics Technology	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
CM 170	Introduction to Event Technology	3

FALL (SEMESTER 3)

Course	Title	Credits
CM 171	Intermediate Event Technology	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.

Total credits: 18

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (GRAPHIC ARTS)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ART 113	Introduction to Drawing	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
ART 125	Introduction to Graphic Design	3

FALL (SEMESTER 3)

Course	Title	Credits
ART 225	Intermediate Graphic Design	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.

Total credits: 18

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (MUSIC PRODUCTION)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ETRO 101	Introduction to Electronics Technology	3

SPRING (SEMESTER 2)

Course	Title	Credits
CM 110	Introduction to Music Production	3
	ART 101; MUS 121C, or MUS 121D	3

1. ART 101; MUS 121C, or MUS 121D: MUS 121C or MUS 121D is recommended.

FALL (SEMESTER 3)

Course	Title	Credits
CM 111	Intermediate Music Production	3
	SP 151 or SP 181	3

1. SP 151 or SP 181: SP 181 is recommended.

Total credits: 18

CREATIVE MEDIA: CERTIFICATE OF COMPETENCE (WEB DESIGN)

FALL (SEMESTER 1)

Course	Title	Credits
ART 112	Introduction to Digital Arts	3
ART 113	Introduction to Drawing	3

SPRING (SEMESTER 2)

Course	Title	Credits
ART 101	Introduction to the Visual Arts	3
CM 180	Introduction to Website Technology	3

FALL (SEMESTER 3)

Course	Title	Credits
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CM 181	Intermediate Website Technology	3
	SP 151 or SP 181	3
1. SP 151 or SP 181: SP 181 is recommended.		
Total credits:		18

CULINARY ARTS

The Certificate of Competence (CO) in Culinary Arts--Food Prep requires 8 credits and prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation, and safety and customer service. Completion of this certificate does not assure entry into the Culinary Arts Certificate of Achievement (CA) or Associate in Applied Science (AAS) degree cycle.

The Kaua'i Community College Career Ladder Culinary Arts program is designed to provide technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade skills of those already employed in the food service industry. "Hands-on" laboratory training reinforces theoretical knowledge and prepares graduates for positions in professional food service careers. With job experience, graduates of the Culinary Arts program may advance to positions such as chefs, kitchen managers, and restaurant managers.

Successful completion of the 14-credit CO in Culinary Arts allows students to continue to the CAs and/or to the AAS degree program. Graduates will also be eligible to apply for the American Culinary Federation "Certified Culinarian" certificate.

The Program has integrated in its curriculum the study of humanities/fine arts, natural sciences, and cultural and social sciences.

Program Admission Requirements:

Although applicants will be admitted into the Culinary Arts program, admission into the Culinary Arts AAS laboratory cycle (except CULN 101B/C and CULN 102B/C) is on a "first applied, first qualified" basis. Once qualified, the student must initiate the registration process (i.e., submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency in writing and mathematics as part of acceptance into the CO in Culinary Arts, CAs, and AAS degree programs. Priority admittance into the Culinary Arts fall AAS degree cycle will be given to continuing students who have met the following requirements by the March 1 priority deadline:

1. Met minimum English requirements (qualified for ENG 100L using ACT between 11-17, Smarter Balance

score 3 plus "C" or higher in high school senior English, or Smarter Balance score 2 plus "B" or higher in high school senior English);

2. Met minimum math requirements (qualified for MATH 82X or placing into Math Level 2); and
3. Completed CULN 101B/C and/or CULN 102B/C with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a CO in Culinary Arts or higher degree.

The CO in Culinary Arts--Food Prep is open admissions. Applicants exploring the culinary arts field who wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing, and/or math program prerequisites are encouraged to enroll in the CO in Culinary Arts--Food Prep program.

Graduation Requirements:

A grade of "C" or higher for all CULN alpha courses in the Culinary Arts program is required for graduation.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food services operations. (COMMUNICATION)
2. Demonstrate reasoning and decision-making skills that reflect critical thinking (problem-solving, creative thinking, quantitative reasoning, application, and resource management) and the current state of culinary arts/science.(COGNITION)
3. Use print materials, personal communications, observations, and electronic media efficiently and ethically to locate, retrieve, evaluate, organize, and present information needed to meet educational, personal, and professional objectives. (INFORMATION COMPETENCY)
4. Apply work ethics, attitudes, and professional codes of conduct in the workplace with guests and with members of the culinary team including co-workers and supervisors. (SOCIAL RESPONSIBILITY)
5. Demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards. (PERSONAL RESPONSIBILITY)

CULINARY ARTS: ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2

CULN 116	Introduction to Culinary Sustainability	1
CULN 121	Culinary Fundamentals	4
CULN 130	Intermediate Cookery	5
	Written Communication: BUSN 179; ENG 100, or ENG 106 (3-4 credits)	3 - 4

1. Written Communication: ENG 106 is recommended.

SPRING (SEMESTER 2)

Course	Title	Credits
CULN 100	Math for the Culinary Arts	3
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room Operations	5

FALL (SEMESTER 3)

Course	Title	Credits
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 271	Hospitality Purchasing and Cost Control	4

SPRING (SEMESTER 4)

Course	Title	Credits
CULN 115	Menu Merchandising	2
CULN 242	Applied Garde Manger	5
CULN 275	Human Resource Management and Supervision	3
CULN 294	Culinary Arts Practicum	5
	Total credits:	62-63

CULINARY ARTS: CERTIFICATE OF ACHIEVEMENT

FALL (SEMESTER 1)

Course	Title	Credits
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 116	Introduction to Culinary Sustainability	1
CULN 121	Culinary Fundamentals	4
CULN 130	Intermediate Cookery	5

SPRING (SEMESTER 2)

Course	Title	Credits
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room Operations	5
	Total credits:	24

CULINARY ARTS: CERTIFICATE OF ACHIEVEMENT (ADVANCED CULINARY ARTS)

The Certificate of Achievement in Culinary Arts must be completed before continuing to the Advanced Culinary Arts certificate.

FALL (SEMESTER 3)

Course	Title	Credits
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 271	Hospitality Purchasing and Cost Control	4

SPRING (SEMESTER 4)

Course	Title	Credits
CULN 115	Menu Merchandising	2
CULN 275	Human Resource Management and Supervision	3
CULN 294	Culinary Arts Practicum	5
	Total credits:	27

CULINARY ARTS: CERTIFICATE OF COMPETENCE

FALL (SEMESTER 1)

Course	Title	Credits
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 116	Introduction to Culinary Sustainability	1
CULN 121	Culinary Fundamentals	4
CULN 130	Intermediate Cookery	5
	Total credits:	14

CULINARY ARTS: CERTIFICATE OF COMPETENCE (CULINARY ARTS - FOOD PREP)

A total of 8 credits are required for this certificate. Students may choose to complete the Fall and/or Spring semester.

FALL (SEMESTER 1)

Course	Title	Credits
CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation	4
CULN 101C	Introduction to Food Service, Short Order, and Quantity Food Cookery	4

SPRING (SEMESTER 2)

Course	Title	Credits
CULN 102B	Introduction to Food Service, Breakfast Cookery, and Cafeteria Service	4
CULN 102C	Introduction to Food Service, Pantry Development, and Basic Baking	4
Total credits:		8

EARLY CHILDHOOD EDUCATION

The Early Childhood Education (ECED) program prepares students with the knowledge, skills, and dispositions needed to work collaboratively with young children and families in various professional capacities. The training that students receive blends theory and practice through coursework and hands-on experiences in the real world of a preschool program at the Child Development Center at Kaua'i Community College. Designed as a cohort model, a new group of students will be admitted every two years. Students will progress through the program together, completing a 9-credit Certificate of Competence and a 25-credit Certificate of Achievement en route toward completing the 60-credit Associate in Science (AS) degree in Early Childhood Education.

There are several pathways that students graduating with the AS in ECED can follow within the State of Hawai'i. Students may continue to UH West O'ahu (Bachelor's in Social Science in Early Childhood Education) or UH Mānoa (Bachelor of Education in Elementary and Early Childhood Education or in Early Childhood and Special Education). Students who plan to transfer are strongly encouraged to seek academic advising upon admission to Kaua'i CC.

Program Admission Requirements:

To be admitted to the Early Childhood Education Program students must:

- be qualified for ENG 100

By the beginning of the second semester, students must:

- pass the fingerprinting and background check required by the State of Hawai'i Department of Human Services for individuals working with young children (fee required)

Program Student Learning Outcomes (PSLOs) approved 09/28/2017:

1. Apply knowledge of child development to create healthy, challenging learning environments and experiences.
2. Build respectful partnerships with colleagues, children, their families, and the community.
3. Observe, "document," and assess children's development and learning.
4. Build positive relationships and guide children through supportive interactions.
5. Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
6. Demonstrate the ability to execute decision making and carry out actions ethically and/or according to professional standards.
7. Demonstrate collaboration, critical thinking, and reflection skills.
8. Recognize the importance of advocacy for children and their families.

EARLY CHILDHOOD EDUCATION: ASSOCIATE IN SCIENCE DEGREE**FALL (SEMESTER 1)**

Course	Title	Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Child Development: Theory into Practice	3
ENG 100	Composition I	3
	Hawaiian, Asian, and Pacific Issues (HAP) or Pacific Cultures (PC): Any HAP or PC course	3

SPRING (SEMESTER 2)

Course	Title	Credits
ECED 140	Guidance of Young Children in a Group Setting	3
ECED 191	Field Experience in Early Childhood Education I	4
ECED 245	Child, Family, and Community	3

	Diversification: Humanities (DH): Any DH course	3
	Mathematics: MATH 100 or higher	3

FALL (SEMESTER 3)

Course	Title	Credits
ECED 115	Health, Safety, and Nutrition for the Young Child	3
ECED 263	Language and Creative Expression Curriculum	3
	Diversification: Arts (DA): Three credits of any DA course/courses	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3
	Diversification: Laboratory (science) (DY): Any DY course	1
	Diversification: Social Sciences (DS): Any DS course	3

1. Diversification (DS): PSY 240 is recommended.

SPRING (SEMESTER 4)

Course	Title	Credits
ECED 170	Introduction to Working with Infants and Toddlers	3
ECED 264	Inquiry and Physical Curriculum	3
ECED 291	Field Experience in Early Childhood Education II	4
SP 151	Personal and Public Speaking	3
	Total credits:	60

EARLY CHILDHOOD EDUCATION: CERTIFICATE OF ACHIEVEMENT

FALL (SEMESTER 1)

Course	Title	Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 115	Health, Safety, and Nutrition for the Young Child	3

ECED 131	Child Development: Theory into Practice	3
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SPRING (SEMESTER 2)

Course	Title	Credits
ECED 140	Guidance of Young Children in a Group Setting	3
ECED 191	Field Experience in Early Childhood Education I	4
ECED 245	Child, Family, and Community	3
ECED 264	Inquiry and Physical Curriculum	3
	Total credits:	25

EARLY CHILDHOOD EDUCATION: CERTIFICATE OF COMPETENCE

FALL (SEMESTER 1)

Course	Title	Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Child Development: Theory into Practice	3
	Total credits:	9

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

The Electrical Installation and Maintenance Technology (EIMT) program is comprehensive, fulfilling the requirements for entry level positions in the electrical field; providing technical knowledge needed as well as the essential hands-on skills that meet the condition for achieving success in the electrical field. Emphasis is placed on wiring in accordance with both the provisions contained in the National Electrical Code and the energy conservation codes. Successful completion of the Electrical Installation and Maintenance Technology program, will prepare an individual to take the State of Hawai'i Maintenance Electrician License test.

Program Admission Requirements:

1. Qualified for ENG 100L or ENG 106 and either qualified for MATH 82X or higher or concurrent enrollment in MATH 75X or higher; or
2. approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 09/17/2014:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project that comply with published codes and deliver energy efficient outcomes.
3. Maintain and care for the tools required in the electrical industry.
4. Utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully orally and in writing using computer technology.
6. Demonstrate the craftsmanship standards of dependability, punctuality, and quality.

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY: ASSOCIATE IN APPLIED SCIENCE DEGREE

Course	Title	Credits
BLPR 22	Blueprint Reading	3
EIMT 23	Wiring Materials, Methods and NEC Codes	3
EIMT 31	Residential Installation Theory	4
EIMT 35	Residential Installation Lab	6
EIMT 45	Commercial Installation Theory	4
EIMT 47	Commercial Installation Lab	6
EIMT 51	Industrial Motor Controls	3
EIMT 53	AC/DC Systems and Equipment	6
EIMT 70	Renewable Energy PV	3
EIMT 75	Renewable Energy Advanced PV	3
ETRO 18	General Electronics	3
SP 151	Personal and Public Speaking	3
	Cultural Environment: AAS Core Options	3
	Natural Environment: PHYS 101 or higher	3
	Social Environment: AAS Core Options	3
	Thinking, Reasoning/Mathematics: MATH 100 or higher	3
	Written Communication: AAS Core Options	3

1. SP 151: This course fulfills the 3 credits required for the Oral Communication category.
2. Thinking, Reasoning/Mathematics: MATH 100 or higher: To fulfill the requirement for this category, all courses may be considered except for MATH 111 and MATH 112.

Total credits: 62

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT

Course	Title	Credits
BLPR 22	Blueprint Reading	3
EIMT 23	Wiring Materials, Methods and NEC Codes	3
EIMT 31	Residential Installation Theory	4
EIMT 35	Residential Installation Lab	6
EIMT 45	Commercial Installation Theory	4
EIMT 47	Commercial Installation Lab	6
EIMT 51	Industrial Motor Controls	3
EIMT 53	AC/DC Systems and Equipment	6
EIMT 70	Renewable Energy PV	3
EIMT 75	Renewable Energy Advanced PV	3
ETRO 18	General Electronics	3
	Thinking, Reasoning/Mathematics: MATH 100 or higher	3

1. Thinking, Reasoning/Mathematics: MATH 100 or higher: To fulfill the requirement for this category, all courses may be considered except for MATH 111 and MATH 112.

Total credits: 47

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY: CERTIFICATE OF COMPETENCE

Course	Title	Credits
BLPR 22	Blueprint Reading	3
EIMT 23	Wiring Materials, Methods and NEC Codes	3
EIMT 51	Industrial Motor Controls	3
EIMT 70	Renewable Energy PV	3
ETRO 18	General Electronics	3

Total credits: 15

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY: CERTIFICATE OF COMPETENCE (SOLAR ENERGY TECHNOLOGY/TECHNICIAN)

Course	Title	Credits
EIMT 23	Wiring Materials, Methods and NEC Codes	3
EIMT 70	Renewable Energy PV	3
EIMT 75	Renewable Energy Advanced PV	3
FENG 23	Plumbing Basics and Repair	2
Total credits:		11

ELECTRONICS TECHNOLOGY

Students enrolled in the Electronics Technology program receive an education in basic electronics, computer technology, computer programming, RF and optical systems, and networking that includes knowledge of DC/AC/Semiconductor circuits, digital electronics, lasers, computers, and networks. Graduates may enter the workforce as entry-level technicians or continue their education in Electronics or Computer Engineering Technology baccalaureate programs.

Program Admission Requirements:

1. Placement in ENG 100;
2. "C" or higher in MATH 82X or placement in MATH 103; or
3. approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 09/12/2014:

1. Demonstrate an appropriate mastery of the knowledge, techniques, and skills in the use of contemporary tools of electronics technology.
2. Demonstrate theoretical and technical knowledge of components, systems, and control processes that govern the outcomes of systems for purposes of operation, maintenance, and improvement.
3. Apply current technical knowledge in the analysis and solution of technical problems.
4. Function effectively on teams interacting with all levels of personnel, fully participating, and adding to the dynamics of the group.
5. Communicate effectively orally, in writing, and by means of the various electronic communication devices.
6. Exhibit professional, ethical, and social responsibilities showing a respect for diversity and an awareness of contemporary professional, societal, and global issues.

7. Explain the importance of commitment to quality, timeliness, and continuous professional improvement in adapting to emerging technologies.

ELECTRONICS TECHNOLOGY: ASSOCIATE IN SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
ETRO 101	Introduction to Electronics Technology	3
ETRO 105	Circuit Analysis I	4
ETRO 140B	Cisco Networking 1	3
MATH 103	College Algebra	3
ENG 100	Composition I	3

1. ENG 100: This course fulfills the 3 credits required for the Written Communication category.

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 106	Circuit Analysis II	4
ETRO 140C	Cisco Networking 2	3
ETRO 287	Computer Systems and Networking	4
	EE 160 or ICS 111	3
	Social Environment: AS Core Options	3

FALL (SEMESTER 3)

Course	Title	Credits
ETRO 143	Digital Electronics	3
ETRO 143L	Digital Electronics Laboratory	1
ETRO 210	Electronic Technology I	3
SCI 122	Introduction to Science: Physical Science	3
SCI 122L	Introduction to Physical Science Laboratory	1
	Electives	3

1. Electives (choose from the following tracks to fulfill 3 of the 6 credits required):

Civil Track: GIS 189 and GIS 200

Electronics Track: ETRO 212*, ETRO 257, and ETRO 296*

Network Track: ETRO 240B and ETRO 240C

Programming Track: EE 160 and ETRO 275

*Not yet approved.

SPRING (SEMESTER 4)

Course	Title	Credits
ETRO 161	Introduction to Optics and Photonics	3
ETRO 280	Microprocessor Architecture, Programming, and Interfacing	3
SP 251	Principles of Effective Public Speaking	3
	Cultural Environment: AS Core Options	3
	Electives	3

1. SP 251: This course fulfills the 3 credits required for the Oral Communication category.
2. Electives (choose from the following tracks to fulfill the remaining 3 of the 6 credits required):
Civil Track: GIS 189 and GIS 200
Electronics Track: ETRO 212*, ETRO 257, and ETRO 296*
Network Track: ETRO 240B and ETRO 240C
Programming Track: EE 160 and ETRO 275
 *Not yet approved.

Total credits: 62

ELECTRONICS TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT**FALL (SEMESTER 1)**

Course	Title	Credits
ETRO 101	Introduction to Electronics Technology	3
ETRO 143	Digital Electronics	3
ETRO 143L	Digital Electronics Laboratory	1
SP 251	Principles of Effective Public Speaking	3

1. SP 251: This course fulfills the 3 credits required for the Oral Communication category.

SPRING (SEMESTER 2)

Course	Title	Credits
ICS 111	Introduction to Computer Science I	3
ENG 100	Composition I	3

1. ENG 100: This course fulfills the 3 credits required for the Written Communication category.

FALL (SEMESTER 3)

Course	Title	Credits
ETRO 105	Circuit Analysis I	4

SPRING (SEMESTER 4)

Course	Title	Credits
ETRO 106	Circuit Analysis II	4
Total credits:		24

ELECTRONICS TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT (NETWORK ADMINISTRATOR AND SECURITY)**FALL (SEMESTER 1)**

Course	Title	Credits
ETRO 101	Introduction to Electronics Technology	3
ETRO 140B	Cisco Networking 1	3
ENG 100	Composition I	3

1. ENG 100: This course fulfills the 3 credits required for the Written Communication category.

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 18	General Electronics	3
ETRO 140C	Cisco Networking 2	3

FALL (SEMESTER 3)

Course	Title	Credits
ETRO 240B	Cisco Networking 3	3
ETRO 287	Computer Systems and Networking	4
SP 251	Principles of Effective Public Speaking	3

1. SP 251: This course fulfills the 3 credits required for the Oral Communication category.

SPRING (SEMESTER 4)

Course	Title	Credits
ETRO 240C	Cisco Networking 4	3
ETRO 244	Cisco CCNA Security	4
ETRO 275	Fundamentals of Linux	3
Total credits:		35

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE

FALL (SEMESTER 1)

Course	Title	Credits
ETRO 18	General Electronics	3
ETRO 101	Introduction to Electronics Technology	3
Total credits:		6

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE (CISCO I)

The Cisco Certified Networking Associate (CCNA) program is a four course program that uses web-based computer instruction and a lab setting that closely resembles a real networking environment to explore networking technology. Students gain skills needed for designing, building and maintaining computer networks. Scheduled class periods include review and hands-on lab exercises and projects. Testing is done online. The total time commitments for successful completion is 90 hours per semester. Students who pass Cisco's national examination will earn a CCNA certification that is recognized world-wide. This rapidly expanding field offers career opportunities in networking and provides a career ladder into more advanced networking technology certifications. Women and minorities are encouraged to apply.

Other Available Courses:

- ETRO 187 Computer Hardware and OS (4)
- ETRO 299V Router Security (3)
- ETRO 299V PIX Firewall (3)
- ETRO 299V Wireless Networks (3)

* The ETRO 299V courses are offered as directed studies.

FALL (SEMESTER 1)

Course	Title	Credits
ETRO 140B	Cisco Networking 1	3

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 140C	Cisco Networking 2	3
Total credits:		6

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE (CISCO II)

The Cisco Certified Networking Associate (CCNA) program is a four course program that uses web-based computer instruction and a lab setting that closely resembles a real networking environment to explore networking technology. Students gain skills needed for designing, building and maintaining computer networks. Scheduled class periods include review and hands-on lab exercises and projects. Testing is done online. The total time commitment for

successful completion is 90 hours per semester. Students who pass Cisco's national examination will earn a CCNA certification that is recognized world-wide. This rapidly expanding field offers career opportunities in networking and provides a career ladder into more advanced networking technology certifications. Women and minorities are encouraged to apply.

Other Available Courses:

- ETRO 187 Computer Hardware and OS (4)
- ETRO 299V Router Security (3)
- ETRO 299V PIX Firewall (3)
- ETRO 299V Wireless Networks (3)

* The ETRO 299V courses are offered as directed studies.

FALL (SEMESTER 1)

Course	Title	Credits
ETRO 240B	Cisco Networking 3	3

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 240C	Cisco Networking 4	3
Total credits:		6

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE (COMPUTER SUPPORT)**FALL (SEMESTER 1)**

Course	Title	Credits
ETRO 18	General Electronics	3
ETRO 140B	Cisco Networking 1	3
ETRO 287	Computer Systems and Networking	4
Total credits:		10

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE (NETWORK SECURITY)**FALL (SEMESTER 1)**

Course	Title	Credits
ETRO 140B	Cisco Networking 1	3
ETRO 287	Computer Systems and Networking	4

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 140C	Cisco Networking 2	3
ETRO 275	Fundamentals of Linux	3

FALL (SEMESTER 3)

Course	Title	Credits
ETRO 244	Cisco CCNA Security	4
Total credits:		17

ELECTRONICS TECHNOLOGY: CERTIFICATE OF COMPETENCE (PROGRAMMING)**FALL (SEMESTER 1)**

Course	Title	Credits
EE 160	Programming for Engineers	4

SPRING (SEMESTER 2)

Course	Title	Credits
ETRO 275	Fundamentals of Linux	3
ICS 111	Introduction to Computer Science I	3
Total credits:		10

FACILITIES ENGINEERING TECHNOLOGY

The Facilities Engineering Technology program prepares individuals for employment in jobs requiring multiple maintenance competencies. These competencies will allow graduates to obtain general maintenance positions in a variety of industries. Graduates will have gained knowledge in electrical applications and practices; refrigeration and air conditioning systems; and drywall, painting, and construction methods.

Program Admission Requirements:

1. Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher;
2. "C" or higher in CARP 20B; or
3. approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project.
3. Maintain and care for the tools required in the construction and maintenance industry.
4. Know and utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully in writing, orally, and with computer technology.
6. Understand proper mechanical, electrical, and carpentry codes and standards applicable to construction and repair.

7. Understand and demonstrate the craftsmanship standards of dependability, punctuality, and quality.

FACILITIES ENGINEERING TECHNOLOGY: CERTIFICATE OF COMPETENCE

Course	Title	Credits
BLPR 22	Blueprint Reading	3
EIMT 23	Wiring Materials, Methods and NEC Codes	3
ETRO 18	General Electronics	3
FENG 20	Facility Safety and Accident Prevention	1
FENG 21	Introduction to Building Maintenance	3
FENG 22	Interior Finishing	1
FENG 23	Plumbing Basics and Repair	2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration	3
Electives I - Facilities Engineering Technology		4
Total credits:		23

FACILITIES ENGINEERING TECHNOLOGY: CERTIFICATE OF COMPETENCE (FENG MECHANICAL, ELECTRICAL, AND PLUMBING)

Course	Title	Credits
BLPR 22	Blueprint Reading	3
EIMT 23	Wiring Materials, Methods and NEC Codes	3
EIMT 51	Industrial Motor Controls	3
ETRO 18	General Electronics	3
FENG 23	Plumbing Basics and Repair	2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration	3
FENG 40	Commercial Refrigeration and Air Conditioning Diagnostic	3
Electives II - Facilities Engineering Technology		3
Total credits:		23

GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information Systems (GIS) is a computerized system used to design, capture, store, manipulate, analyze, manage, and present geographically referenced information or data. GIS combines cartography, statistical analysis, and databases to manipulate spatial areas for a given application.

Program Admission Requirements:

1. Qualified for ENG 100.

Program Student Learning Outcomes (PSLOs) approved 10/17/2013:

1. Analyze and describe contemporary and interdisciplinary geographical representation, with a focus on social and environmental management issues.
2. Apply acquired knowledge and skills, incorporating geographic perspectives into their major fields of specialization.
3. Critically analyze the specific advancements of geographical representation, and support geographic decisions and the furthering of geographic scientific and technological knowledge, especially related to the presentation of geographic mapping across cultures and through time, and assessing theories and assumptions about mapping and decision-making that relate to the student's particular academic focus.
4. Illustrate critical thinking skills in decision-making that reflect ethical and professional understandings of geographic mapping.
5. Describe and analyze the politics and influences of geographical representation.
6. Construct maps utilizing digital techniques, computer assisted design (CAD), database development, and map design.
7. Communicate successfully orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
8. Analyze and demonstrate quantitative methods appropriately, based upon a scientific understanding of the physical and natural world, and an understanding of the mathematics of digitized geographical representation.

GEOGRAPHIC INFORMATION SYSTEMS: CERTIFICATE OF COMPETENCE

FALL (SEMESTER 1)

Course	Title	Credits
GIS 189	GIS, Mapping, and Society	3

GIS 200	Interpreting and Creating GIS Maps	3
Total credits:		6

GEOGRAPHIC INFORMATION SYSTEMS: CERTIFICATE OF COMPETENCE (ADVANCED GEOGRAPHIC INFORMATION SYSTEMS)

FALL (SEMESTER 1)

Course	Title	Credits
GIS 189	GIS, Mapping, and Society	3
GIS 200	Interpreting and Creating GIS Maps	3

SPRING (SEMESTER 2)

Course	Title	Credits
GIS 205	GIS Database Design and Programming	3
GIS 205L	GIS Database Design and Programming Laboratory	1

FALL (SEMESTER 3)

Course	Title	Credits
GIS 213	Advanced Geospatial Techniques	3
GIS 214	Practicum in GIS	3
Total credits:		16

HAWAIIAN STUDIES

HAWAIIAN STUDIES: ASSOCIATE IN ARTS DEGREE

The Associate in Arts AA in Hawaiian Studies is a 60-credit degree program intended to either provide the first two years of a baccalaureate program in Hawaiian Studies or prepare the student for study in other, broader fields of science, humanities, arts, and social sciences.

Program Admission Requirements:

The program will be governed by the same admission policies as the current Liberal Arts A.A. program, and advising and counseling will be available from a special designated counselor at Student Services.

Program Student Learning Outcomes (PSLOs) approved 03/18/2015:

1. Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.

2. Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences in academics and in other professional endeavors.
3. Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level reading skills, research methods, and writing and speaking techniques.
4. Apply appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. Synthesize aboriginal Hawaiian problem-solving skills and creative thinking strategies with other approaches then applying this learning to new and varied situations.
6. Identify, allocate, and utilize technological and natural resources effectively and responsibly.

FALL (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3

Diversification: Social Sciences (DS): ANTH 200, ANTH 220; or BOT 105

1. ENG 100: This course fulfills the 3 credits required for the Foundations: Written Communication (FW) category.
2. HWST 107: This course fulfills the Hawaiian, Asian, and Pacific Island Issues (HAP) graduation requirement.
3. Diversification: Social Sciences (DS): A total of 6 credits is required. The courses must be from two different disciplines (BOT 105 is recommended to be taken in Semester 1 and ANTH 200 or ANTH 220 is recommended to be taken in Semester 4).

SPRING (SEMESTER 2)

Course	Title	Credits
HAW 102	Elementary Hawaiian II	4
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): ASTR 110 (DP); BIOL 123 (DB), BIOL 208 (DB); BOT 130 (DB); OCN 120 (DP), or OCN 201 (DP)	3
	Diversification: Laboratory (science) (DY): BIOL 123L or BOT 130L	1
	Diversification: Literatures (DL): ENG 261 or HAW 261	3

Electives - Hawaiian Studies AA 3

Oral Communication: SP 151, SP 231, or SP 251 3

1. Diversification: Biological Sciences (DB) or Physical Sciences (DP): Only 1 DB course and 1 DP course is required. If the DB course is taken in Semester 2, the DP course should be fulfilled in Semester 4 or vice versa.
2. Diversification: Laboratory (science) (DY): Only 1 DY course is required and can be fulfilled in Semester 2 or Semester 4.
3. Diversification: Literatures (DL): HAW 261 is recommended.
4. Electives: A total of 9 credits is required from any of the categories listed below (take 3 credits in Semesters 2, 3, and 4):
Culture, History, and Arts: HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 199V, HWST 290, HWST 299V; or REL 205
Hawaiian Environment: BIOL 123, BIOL 123L; BOT 105, BOT 130, BOT 130L; HWST 140, HWST 281, HWST 282
'Ōlelo: HAW 201, HAW 202, HAW 221, HAW 222, HAW 262
5. Oral Communication: SP 151 is recommended.

FALL (SEMESTER 3)

Course	Title	Credits
HWST 270	Hawaiian Mythology	3
	Diversification: Humanities (DH): HIST 284, HIST 284K; HWST 111, HWST 281, HWST 290; or REL 205	3
	Electives - Hawaiian Studies AA	3
	Foundations: Global and Multicultural Perspectives (FG): HIST 151 (FGA); HIST 152 (FGB) or SSM 101 (FGB); or REL 150 (FGC)	3
	Foundations: Symbolic Reasoning (FS): MATH 100, MATH 103, MATH 112, MATH 140X, MATH 241, MATH 242, or any FS course	3

1. Diversification: Humanities (DH): REL 205 is recommended.
2. Electives: A total of 9 credits is required from any of the categories listed below (take 3 credits in Semesters 2, 3, and 4):
Culture, History, and Arts: HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 199V, HWST 290, HWST 299V; or REL 205
Hawaiian Environment: BIOL 123, BIOL 123L; BOT 105, BOT 130, BOT 130L; HWST 140, HWST 281, HWST 282
‘Ōlelo: HAW 201, HAW 202, HAW 221, HAW 222, HAW 262
3. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. Two courses from different time periods are required.

SPRING (SEMESTER 4)

Course	Title	Credits
	Diversification: Arts (DA) or Humanities (DH): HIST 284 (DH), HIST 284K (DH); HWST 111 (DH), HWST 128 (DA), HWST 177 (DA), HWST 281 (DH), HWST 290 (DH); or REL 205 (DH)	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): ASTR 110 (DP); BIOL 123 (DB), BIOL 208 (DB); BOT 130 (DB); OCN 120 (DP), or OCN 201 (DP)	3
	Diversification: Social Sciences (DS): ANTH 200, ANTH 220; or BOT 105	3
	Electives - Hawaiian Studies AA	3
	Foundations: Global and Multicultural Perspectives (FG): HIST 151 (FGA); HIST 152 (FGB) or SSM 101 (FGB); or REL 150 (FGC)	3

1. Diversification: Biological Sciences (DB) or Physical Sciences (DP): Only 1 DB course and 1 DP course is required. If the DB course is taken in Semester 2, the DP course should be fulfilled in Semester 4 or vice versa.
2. Diversification: Social Sciences (DS): A total of 6 credits is required. The courses must be from two different disciplines (BOT 105 is recommended to be taken in Semester 1 and ANTH 200 or ANTH 220 is recommended to be taken in Semester 4).
3. Electives: A total of 9 credits are required from any of the categories listed below (take 3 credits in Semesters 2, 3, and 4):
Culture, History, and Arts: HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 199V, HWST 290, HWST 299V; or REL 205
Hawaiian Environment: BIOL 123, BIOL 123L; BOT 105, BOT 130, BOT 130L; HWST 140, HWST 281, HWST 282
‘Ōlelo: HAW 201, HAW 202, HAW 221, HAW 222, HAW 262
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. Two courses from different time periods are required.

GRADUATION REQUIREMENTS

Course	Title	Credits
	Graduation Requirement: Hawaiian, Asian, and Pacific Issues (HAP): At least one HAP course	
	Writing Intensive (WI): At least 2 WI courses	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits:	60
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HAWAIIAN STUDIES: ACADEMIC SUBJECT CERTIFICATE

The Hawaiian Studies Academic Subject Certificate program is designed for students to gain a basic background in Hawaiian Studies. The course of study encompasses Hawaiian language, culture, environment, and values. It will satisfy a number of basic course requirements for the Hawaiian Studies and Hawaiian Language Bachelor Degree programs at the University of Hawai‘i at Mānoa and the University of Hawai‘i at Hilo. It will also satisfy employer needs for employees who have completed a course of study in Hawaiian culture, language, environment, and values.

Program Student Learning Outcomes (PSLOs) approved 03/18/2015:

1. Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.

2. Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences in academics and in other professional endeavors.
3. Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level reading skills, research methods, and writing and speaking techniques.
4. Apply appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. Synthesize aboriginal Hawaiian problem-solving skills and creative thinking strategies with other approaches then applying this learning to new and varied situations.
6. Identify, allocate, and utilize technological and natural resources effectively and responsibly.

FALL (SEMESTER 1)

Course	Title	Credits
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3
	Electives: Culture, History, and Arts: ANTH 220; HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 177, HWST 199V, HWST 228, HWST 270, HWST 290, HWST 299V; or REL 205	3
	Electives: Hawaiian Environment: BIOL 123/123L; BOT 105, BOT 130/130L; HWST 140, HWST 281, or HWST 282	3

SPRING (SEMESTER 2)

Course	Title	Credits
HAW 102	Elementary Hawaiian II	4
	Electives: Hawaiian Environment: BIOL 123/123L; BOT 105, BOT 130/130L; HWST 140, HWST 281, or HWST 282	3
	Electives: Culture, History, and Arts: ANTH 220; HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 177, HWST 199V, HWST 228, HWST 270, HWST 290, HWST 299V; or REL 205	3

FALL (SEMESTER 3)

Course	Title	Credits
	Electives: Hawaiian Language: HAW 201, HAW 202, HAW 221, HAW 222, or HAW 262	3
	Total credits:	26

MĀLAMA 'ĀINA: ACADEMIC SUBJECT CERTIFICATE

The Mālama 'Āina program is designed to provide a theoretical and practical foundation for students interested in exploring the scientific and cultural aspects of Hawaiian land stewardship. Students will learn about plants and animals in the context of Hawaiian ecosystems and their inter-connections with the people of Hawai'i. Participation in field study will provide the opportunity to progress from study to practice, thus giving back to the 'āina that feeds us.

Program Student Learning Outcomes (PSLOs) approved 12/07/2016:

1. Observe, analyze, and describe the ecosystem of Hawai'i using indigenous terminology and methodology;
2. Observe, analyze, and describe the ecosystem of Hawai'i using Western scientific terminology and methodology;
3. Use GIS technology to design, capture, store, manipulate, analyze, manage, and present geographically referenced information or data;
4. Apply Hawaiian and Western knowledge and technological skills to active land stewardship practices.

FALL (SEMESTER 1)

Course	Title	Credits
HAW 101	Elementary Hawaiian I	4
	Elective: BOT 105 or ZOOL 105	3

SPRING (SEMESTER 2)

Course	Title	Credits
BOT 130	Plants in the Hawaiian Environment	3
BOT 130L	Plants in the Hawaiian Environment Lab	1
HAW 102	Elementary Hawaiian II	4

FALL (SEMESTER 3)

Course	Title	Credits
BIOL 171	Introduction to Biology I	3
BIOL 171L	Introduction to Biology Laboratory I	1

GIS 189	GIS, Mapping, and Society	3
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SPRING (SEMESTER 4)

Course	Title	Credits
	Elective: HWST 107 or HWST 270	3
	Total credits:	25

POLYNESIAN VOYAGING: ACADEMIC SUBJECT CERTIFICATE

The Polynesian Voyaging Academic Subject Certificate program is designed for students interested in exploring, experiencing, and understanding the scientific, historical, and cultural aspects of non-instrument wayfinding as it pertains to the exploration and settlement of Polynesia.

Program Student Learning Outcomes (PSLOs) approved 05/01/2013:

1. Identify the basic principles of non-instrument wayfinding.
2. Describe how the major starlines are utilized by contemporary wayfinders in navigating.
3. Describe the basic physics of sailing in the Pacific Ocean.
4. Explain the movement of people in Polynesia from a cultural and historical context.

FALL (SEMESTER 1)

Course	Title	Credits
HWST 107	Hawai'i: Center of the Pacific	3
HWST 281	Ho'okele I: Polynesian Voyaging and Astronomy	3
	Electives: ANTH 220; ASTR 110; BOT 105; OCN 201; PHYS 151, PHYS 151L; SCI 122, or SCI 122L	8

1. Electives: A total of 8 credits is required (BOT 105 and OCN 201 are recommended to fulfill 6 of the 8 credits required). If fewer than 8 Elective credits are taken, the remaining Elective credits required for the certificate may be fulfilled in Semester 2.

SPRING (SEMESTER 2)

Course	Title	Credits
HWST 20P	Basic Woodworking	2
HWST 282	Ho'okele II: Polynesian Navigation and Seamanship	4
	Total credits:	20

HOSPITALITY AND TOURISM

The Hospitality and Tourism (HOST) program at Kaua'i Community College (KCC) is designed to ensure students' success in their chosen hospitality careers. The program is designed to meet the needs of those who are already employed in the hospitality services industry, as well as those who wish to prepare themselves for entry into this global field. We welcome you to experience the diversity and professionalism that make this career choice a sustainable opportunity.

Current certificates include the following:

- Certificate of Competence (CO) in Hospitality Essentials (9 credits)
- Certificate of Competence (CO) in Hospitality and Tourism (15 credits)
- Certificate of Competence (CO) in Hospitality Management (18 credits)
- Certificate of Achievement (CA) in Hospitality and Tourism (27 credits)
- Associate in Applied Science (AAS) in Hospitality and Tourism (61 credits)

A Fall 2017 University of Hawai'i (UH) System Articulation Agreement facilitates matriculation of students and transfer of courses across the UH System. The HOST program has an articulated career ladder with the UH West O'ahu Business program leading to a Bachelor's in Business degree. KCC students completing the AAS degree UH West O'ahu Articulation Option in Hospitality and Tourism have the opportunity to transfer to UH West O'ahu. Students wishing to participate in the Bachelor's in Business program must notify their KCC academic advisor that they want to track into the UH West O'ahu Articulation Option AAS degree program.

Graduation Requirements:

A grade of "C" or higher for all HOST alpha courses in the Hospitality and Tourism program is required for graduation.

Program Student Learning Outcomes (PSLOs) approved 09/10/2014:

1. Demonstrate critical thinking skills to effectively function in the hospitality and tourism industry.
2. Demonstrate an awareness of diversity and exhibit professional work ethics that promote positive service interactions and teamwork skills.
3. Utilize interpersonal written and oral communication skills necessary for effective organizational operations.

- Incorporate the principles of Aloha to promote the sustainability of Hawaiian cultural values in the hospitality industry.

HOSPITALITY AND TOURISM: ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL (SEMESTER 1)

Course	Title	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Cultural Environment: ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; or REL 150	3
	Electives: Any 100-level or higher course (3 credits)	3
	Written Communication: ENG 100, ENG 200, or higher	3

SPRING (SEMESTER 2)

Course	Title	Credits
HOST 150	Housekeeping Operations	3
HOST 154	Food and Beverage Operations	3
SP 151	Personal and Public Speaking	3
	Business Elective: BUS 120; ECON 130, or ECON 131	3
	Thinking, Reasoning/ Mathematics: BUSN 188; MATH 100, MATH 103, MATH 115, or higher	3

- SP 151: This course fulfills the 3 credits required for the Oral Communication category.

FALL (SEMESTER 3)

Course	Title	Credits
HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
	ACC 124 or ACC 201	3
	Computer/Technology: BUSN 171 or ICS 101	3
	Electives: Any 100-level or higher course (3 credits)	3

SPRING (SEMESTER 4)

Course	Title	Credits
BLAW 200	Legal Environment of Business	3
HOST 293	Hospitality and Tourism Internship	3
	ECON 130 or ECON 131	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3
	Diversification: Laboratory (science) (DY): Any DY course	1
	Written Communication: ENG 100, ENG 200, or higher	3

- ECON 130 or ECON 131: Either course will fulfill the requirement for the Social Environment category.
- Diversification: Biological Sciences (DB)/Physical Sciences (DP): One course from either designation fulfills the 3 credits required for the Natural Environment category.
- Diversification: Laboratory (science) (DY): One course from this designation fulfills the 1 credit required for the Natural Environment category.

Total credits: 61

HOSPITALITY AND TOURISM: CERTIFICATE OF ACHIEVEMENT

FALL (SEMESTER 1)

Course	Title	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Written Communication: AAS Core Options	3

SPRING (SEMESTER 2)

Course	Title	Credits
HOST 150	Housekeeping Operations	3
HOST 154	Food and Beverage Operations	3
	Computer/Technology: BUSN 171 or ICS 101	3

FALL (SEMESTER 3)

Course	Title	Credits
HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
HOST 293	Hospitality and Tourism Internship	3
Total credits:		27

HOSPITALITY AND TOURISM: CERTIFICATE OF COMPETENCE**FALL (SEMESTER 1)**

Course	Title	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
Written Communication: AAS Core Options		3

SPRING (SEMESTER 2)

Course	Title	Credits
SP 151	Personal and Public Speaking	3
Computer/Technology: BUSN 171 or ICS 101		3

1. SP 151: This course fulfills the 3 credits required for the Oral Communication category.

Total credits: 15

HOSPITALITY AND TOURISM: CERTIFICATE OF COMPETENCE (HOSPITALITY ESSENTIALS)**FALL (SEMESTER 1)**

Course	Title	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
Written Communication: AAS Core Options		3
Total credits:		9

HOSPITALITY AND TOURISM: CERTIFICATE OF COMPETENCE (HOSPITALITY MANAGEMENT)**FALL (SEMESTER 1)**

Course	Title	Credits
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HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
Written Communication: AAS Core Options		3

SPRING (SEMESTER 2)

Course	Title	Credits
HOST 150	Housekeeping Operations	3
SP 151	Personal and Public Speaking	3
Computer/Technology: BUSN 171 or ICS 101		3

1. SP 151: This course fulfills the 3 credits required for the Oral Communication category.

Total credits: 18

LIBERAL ARTS**LIBERAL ARTS: ASSOCIATE IN ARTS DEGREE**

The Liberal Arts program provides courses that develop general intellectual capacities, such as reason and judgment. These studies encourage students to think clearly and creatively, to seek and assess information, and to communicate effectively. As the liberal arts are the foundation for a good education in any field, many of the courses are prerequisite for career and technical programs. Beyond the mission of preparing students for further education, however, the Liberal Arts program is committed to developing well-rounded individuals with the skills to face the challenges of life and to make positive contributions to society.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the program.

Program Student Learning Outcomes (PSLOs) updated 03/20/2018:

1. Communicate effectively both orally and in writing in Standard American English.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.

3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.

FALL (SEMESTER 1)

Course	Title	Credits
	Electives: Any 100-level or higher course (6 credits)	6
	Foundations: Quantitative Reasoning (FQ): Any FQ course	3
	Foundations: Written Communication (FW): Three credits of any FW course	3
	Oral Communication: SP 151, SP 185, or SP 251	3

SPRING (SEMESTER 2)

Course	Title	Credits
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3

Diversification: Laboratory (science) (DY): Any DY course	1
Electives: Any 100-level or higher course (6 credits)	6
Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. Diversification: Arts (DA), Humanities (DH), and Literatures (DL): A total of 6 credits is required (maximum of 3 credits from any one group). Take 3 credits in Semesters 2 and 3.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): Only 1 DB course and 1 DP course is required. If DB is taken in Semester 2, the DP course should be fulfilled in Semester 3 or vice versa.
3. Diversification: Laboratory (science) (DY): Only 1 DY course is required and can be fulfilled in Semester 2 or 3.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 3. Two courses from different time periods are required.

FALL (SEMESTER 3)

Course	Title	Credits
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (3 credits)	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. Diversification: Arts (DA), Humanities (DH), and Literatures (DL): A total of 6 credits is required (maximum of 3 credits from any one group). Take 3 credits in Semesters 2 and 3.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): Only 1 DB course and 1 DP course is required. If DB is taken in Semester 2, the DP course should be fulfilled in Semester 3 or vice versa.
3. Diversification: Social Sciences (DS): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. The courses must be from at least two different disciplines.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 3. Two courses from different time periods are required.

SPRING (SEMESTER 4)

Course	Title	Credits
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (11 credits)	11

1. Diversification: Social Sciences (DS): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. The courses must be from at least two different disciplines.

GRADUATION REQUIREMENTS

Course	Title	Credits
	Graduation Requirement: Hawaiian, Asian, and Pacific Issues (HAP) or Pacific Cultures (PC): Any HAP or PC course	
	Writing Intensive (WI): At least 2 WI courses	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits:	60
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LIBERAL ARTS: ASSOCIATE IN ARTS DEGREE (EXPLORATORY BUSINESS)

The Liberal Arts program provides courses that develop general intellectual capacities, such as reason and judgment. These studies encourage students to think clearly and creatively, to seek and assess information, and to communicate effectively. As the liberal arts are the foundation for a good education in any field, many of the courses are prerequisite for career and technical programs. Beyond the mission of preparing students for further education, however, the Liberal Arts program is committed to developing well-rounded individuals with the skills to face the challenges of life and to make positive contributions to society. The Liberal Arts Business concentration provides

students exposure to business-related courses. Students may transfer to a business-related program at KCC at any point in this concentration's progression, or complete this AA degree and transfer to a baccalaureate program in business as well as any other baccalaureate program in which a Liberal Arts AA qualifies.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the program.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.

8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

FALL (SEMESTER 1)

Course	Title	Credits
ECON 130	Principles of Microeconomics	3
ENG 100	Composition I	3
	ACC 124 or ACC 201	3
	Business Exploratory Major Electives	3
	Foundations: Quantitative Reasoning (FQ): MATH 103, MATH 115, MATH 140X, or MATH 241	3 - 4

1. ECON 130: This course fulfills 3 of the 9 credits required for the Diversification: Social Sciences (DS) category.
2. ENG 100: This course fulfills the 3 credits required for the Foundations: Written Communication (FW) category.

SPRING (SEMESTER 2)

Course	Title	Credits
ECON 131	Principles of Macroeconomics	3
	ACC 125 or ACC 202	3
	Business Exploratory Major Electives	3
	Diversification: Biological Sciences (DB): Any DB course	3
	Diversification: Humanities (DH): Any DH course	3
	Diversification: Laboratory (science) (DY): Any DY course	1

1. ECON 131: This course fulfills another 3 of the 9 credits required for the Diversification: Social Sciences (DS) category.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 4. They must be different courses.
3. Diversification: Humanities (DH): The DH course should also be designated as a Pacific Cultures (PC) course.
4. Diversification: Laboratory (science) (DY): Only 1 DY course is required and can be fulfilled in Semester 2, 3, or 4.

FALL (SEMESTER 3)

Course	Title	Credits
	ACC 126 or a Business Exploratory Major Elective	3
	Diversification: Literatures (DL): Any DL course	3
	Diversification: Physical Sciences (DP): Any DP course	3
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (1-4 credits)	1 - 4

1. ACC 126 or a Business Exploratory Major Elective: If completing ACC 201 and ACC 202, a Business Exploratory Major Elective is required.
2. Diversification: Literatures (DL): The DL course should also be designated as a Writing Intensive (WI) course.
3. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 4. They must be different courses.
4. Diversification: Social Sciences (DS): Except for ECON courses, any DS course may be chosen.
5. Electives: At least 2 credits should be designated as a Cognitive Health (CH) or Physical Health (PH) course.

SPRING (SEMESTER 4)

Course	Title	Credits
	Diversification: Arts (DA): Any DA course/courses (1-3 credits)	1 - 3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course (6 credits)	6
Oral Communication (OC): Any OC course	3
<ol style="list-style-type: none"> 1. Diversification: Arts (DA): The DA course should also be designated as an Alternative Communication (AC) course. 2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 4. They must be different courses. 3. Foundations: Global and Multicultural Perspectives (FG): Two courses from different time periods are required. 	

GRADUATION REQUIREMENTS

Course	Title	Credits
	Graduation Requirement: Alternative Communication (AC): Any AC course	
	Graduation Requirement: Health and Wellness (Cognitive Health, CH, or Physical Health, PH): Two credits of any CH or PH course	2
	Graduation Requirement: Pacific Cultures (PC): At least one PC course	
	Writing Intensive (WI): At least 1 WI course	
The following requirements must be satisfied within the 60-credit AA degree:		
	Total credits:	60

LIBERAL ARTS: ASSOCIATE IN ARTS DEGREE (EXPLORATORY EDUCATION)

The Liberal Arts program provides courses that develop general intellectual capacities, such as reason and judgment. These studies encourage students to think clearly and creatively, to seek and assess information, and to communicate effectively. As the liberal arts are the foundation for a good education in any field, many of the courses are prerequisite for career and technical programs. Beyond the mission of preparing students for further education, however, the Liberal Arts program is committed to developing well-rounded individuals with the skills to face the challenges of life and to make positive contributions to society. The Liberal Arts Education concentration provides students with several courses required when transferring to

baccalaureate programs in education at other UH campuses, as well as any other baccalaureate program in which a Liberal Arts AA qualifies.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the program.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the

connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

FALL (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
MATH 111	Math for Elementary Teachers I	3
PSY 240	Developmental Psychology	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. ENG 100: This course fulfills the 3 credits required for the Foundations: Written Communication (FW) category.
2. PSY 240: This course fulfills 3 of the 9 credits required for the Diversification: Social Sciences (DS) category.
3. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 1. They must be different courses.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 1 and 3. Two courses from different time periods are required.

SPRING (SEMESTER 2)

Course	Title	Credits
MATH 112	Math for Elementary Teachers II	3
	Diversification: Biological Sciences (DB): Any DB course	3
	Diversification: Humanities (DH): Any DH course	3
	Diversification: Laboratory (science) (DY): Any DY course	1
	Diversification: Literatures (DL): Any DL course	3
	Electives: Any 100-level or higher course (2 credits)	2

1. MATH 112: This course fulfills the 3 credits required for the Foundations: Quantitative Reasoning (FQ) category.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 1. They must be different courses.
3. Diversification: Humanities (DH): The DH course should also be designated as a Pacific Cultures (PC) course.
4. Diversification: Laboratory (science) (DY): Only 1 DY course is required and can be fulfilled in Semester 1, 2, or 3.
5. Diversification: Literatures (DL): The DL course should also be designated as a Writing Intensive (WI) course.
6. Electives: At least 2 credits should be designated as a Cognitive Health (CH) or Physical Health (PH) course.

FALL (SEMESTER 3)

Course	Title	Credits
MUS 253	Basic Experiences of Music	3
	Diversification: Physical Sciences (DP): Any DP course	3
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (3 credits)	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. MUS 253: This course fulfills the 3 credits required for the Diversification: Arts (DA) category, as well as the Alternative Communication (AC) graduation requirement.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits is required. Take 1 DB course in Semester 2, 1 DP course in Semester 3, and 1 DB or DP course in Semester 1. They must be different courses.
3. Diversification: Social Sciences (DS): An additional 6 credits are necessary to fulfill the 9 credits required for this category. Take 3 credits in Semesters 3 and 4. At least one of the courses cannot be a PSY course.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 1 and 3. Two courses from different time periods are required.

SPRING (SEMESTER 4)

Course	Title	Credits
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (9 credits)	9
	Oral Communication (OC): Any OC course	3

1. Diversification: Social Sciences (DS): An additional 6 credits are necessary to fulfill the 9 credits required for this category. Take 3 credits in Semesters 3 and 4. At least one of the courses cannot be a PSY course.

GRADUATION REQUIREMENTS

Course	Title	Credits
	Graduation Requirement: Alternative Communication (AC): Any AC course	
	Graduation Requirement: Health and Wellness (Cognitive Health, CH, or Physical Health, PH): Two credits of any CH or PH course	2
	Graduation Requirement: Pacific Cultures (PC): At least one PC course	
	Writing Intensive (WI): At least 1 WI course	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits:	60
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LIBERAL ARTS: ASSOCIATE IN ARTS DEGREE (EXPLORATORY HEALTH)

The Liberal Arts program provides courses that develop general intellectual capacities, such as reason and judgment. These studies encourage students to think clearly and creatively, to seek and assess information, and to communicate effectively. As the liberal arts are the foundation for a good education in any field, many of the courses are prerequisite for career and technical programs. Beyond the mission of preparing students for further education, however, the Liberal Arts program is committed to developing well-rounded individuals with the skills to face the challenges of life and to make positive contributions to society. The Liberal Arts Health concentration provides students exposure to health-related courses. Completing the Liberal Arts Health concentration allows students to meet the program prerequisites for the KCC Nursing program provided that they meet the minimum requirements. It also prepares them for transferring to many allied health

baccalaureate programs as well as any other baccalaureate programs in which a Liberal Arts AA qualifies. Students wishing to major in pre-professional health programs, such as medicine, dentistry, or veterinary sciences should consider the Associate in Science in Natural Science major in lieu of this Liberal Arts Health concentration.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the program.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.

8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

FALL (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
HLTH 140	Introduction to Human Body Systems and Related Medical Terminology	3
PSY 100	Survey of Psychology	3
	Diversification: Physical Sciences (DP): CHEM 151 or CHEM 161	3
	Diversification: Laboratory (science) (DY): CHEM 151L or CHEM 161L	1
	Foundations: Quantitative Reasoning (FQ): MATH 103, MATH 115, MATH 140X, or MATH 241	3 - 4

1. ENG 100: This course fulfills the 3 credits required for the Foundations: Written Communication (FW) category.
2. HLTH 140: This course fulfills the Health and Wellness: Cognitive Health (CH) or Physical Health (PH) graduation requirement.
3. PSY 100: This course fulfills 3 of the 9 credits required for the Diversification: Social Sciences (DS) category.

SPRING (SEMESTER 2)

Course	Title	Credits
MICR 130	General Microbiology	3
MICR 140L	General Microbiology Lab	2
PHYL 141	Human Anatomy and Physiology I	3
PHYL 141L	Human Anatomy and Physiology I Lab	1
	Diversification: Humanities (DH): Any DH course	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. PHYL 141: This course fulfills 3 of the 6 credits required for the Diversification: Biological Sciences (DB) category.
2. PHYL 141L: This course fulfills 1 of the 3 credits required for the Diversification: Laboratory (science) (DY) category.
3. Diversification: Humanities (DH): The DH course should also be designated as a Pacific Cultures (PC) course.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 4. Two courses from different time periods are required.

FALL (SEMESTER 3)

Course	Title	Credits
PHYL 142	Human Anatomy and Physiology II	3
PHYL 142L	Human Anatomy and Physiology II Lab	1
PSY 240	Developmental Psychology	3
	HLTH 155 or NURS 212	3
	Electives: Any 100-level or higher course (3 credits)	3
	Oral Communication (OC): Any OC course	3

1. PHYL 142: This course fulfills the remaining 3 of the 6 credits required for the Diversification: Biological Sciences (DB) category.
2. PHYL 142L: This course fulfills another 1 of the 3 credits required for the Diversification: Laboratory (science) (DY) category.
3. PSY 240: This course fulfills another 3 of the 9 credits required for the Diversification: Social Sciences (DS) category.

SPRING (SEMESTER 4)

Course	Title	Credits
	Diversification: Arts (DA): Any DA course/courses (1-3 credits)	1 - 3
	Diversification: Literatures (DL): Any DL course	3
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (3 credits)	3

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

3

1. Diversification: Arts (DA): At least one of the DA courses should also be designated as an Alternative Communication (AC) course.
2. Diversification: Literatures (DL): The DL course should also be designated as a Writing Intensive (WI) course.
3. Diversification: Social Sciences (DS): Except for PSY courses, any DS course may be chosen.
4. Electives: To be taken in this semester only if needed.
5. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 4. Two courses from different time periods are required.

GRADUATION REQUIREMENTS

Course	Title	Credits
	Graduation Requirement: Alternative Communication (AC): Any AC course	
	Graduation Requirement: Health and Wellness (Cognitive Health, CH, or Physical Health, PH): Two credits of any CH or PH course	2
	Graduation Requirement: Pacific Cultures (PC): At least one PC course	
	Writing Intensive (WI): At least 1 WI course	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits:	60
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FITNESS PROFESSIONAL: ACADEMIC SUBJECT CERTIFICATE

The Fitness Professional program is designed to prepare students to become certified personal trainers in the community. They will be prepared to set up personal training programs, give basic nutritional guidance, and market themselves.

Graduation Requirements:

CPR certification is required before graduation.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or

express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.

2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

FALL (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
HPER 100	Health, Wellness, and Fitness	2
HPER 270	Personal Trainer Certification Prep	3
SP 151	Personal and Public Speaking	3

HPER 152, HPER 160, or
HPER 170

1. HPER 152, HPER 160, or HPER 170: Choose at least two courses (HPER 160 is recommended to be taken in Semester 1 and HPER 152 is recommended to be taken in Semester 2).

SPRING (SEMESTER 2)

Course	Title	Credits
ENT 130	Marketing for the Small Business	3
HLTH 285	Human Nutrition	3
	HPER 199V - Special Studies	1
	HPER 152, HPER 160, or HPER 170	1 - 2
Total credits:		20-22

1. HPER 152, HPER 160, or HPER 170: Choose at least two courses (HPER 160 is recommended to be taken in Semester 1 and HPER 152 is recommended to be taken in Semester 2).

MARINE OPTION PROGRAM: ACADEMIC SUBJECT CERTIFICATE

The Marine Option Program (MOP) is a University of Hawai'i system-wide program with participation by students at all universities and community colleges in the UH System, except Kapi'olani Community College. This is an experiential program offering students opportunities to learn about the marine and freshwater environments. Students work with marine scientists in many different areas of interest applying their academic knowledge to the real world while learning practical marine and lab skills. The MOP Academic Subject Certificate can then be used when applying for marine-related jobs or for further study at a four-year institution.

Program Admission Requirements:

The student must be enrolled at Kaua'i Community College in the Liberal Arts program.

Graduation Requirements:

The student must complete at least twelve total credits including six credits consisting of three required courses (OCN 101, OCN 201, and OCN 199V) and six credits of electives including one of the listed laboratory courses.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Increased understanding and appreciation of marine and freshwater systems by undergraduates in any major at all UH campuses.

2. Enhanced employability and opportunities for advanced study as a result of knowledge, skills, and contacts acquired through experiential education and networking.

Course	Title	Credits
OCN 101	Introduction to Marine Option Program	1
OCN 201	Science of the Sea	3
	OCN 199V - Special Studies	2
	Electives - Marine Option Program ASC	6
Total credits:		12

1. Electives: A total of 6 credits is required (including at least one laboratory): BIOL 123/BIOL 123L*; BOT 130/BOT 130L*; CHEM 151/CHEM 151L*; CHEM 161/CHEM 161L*; GG 101/GG 101L*; HWST 281; MARE 264**, MARE 364**; MICR 130/MICR 140L; OCN 120; PHYS 151/PHYS 151L*, PHYS 170/PHYS 170L*; SCI 121/SCI 121L*; SSCI 250
* These courses will fulfill the laboratory requirement.
** MARE 264 and MARE 364 are both intensive summer field experience courses in Quantitative Underwater Ecological Survey Techniques (QUEST) offered through UH Hilo. The courses are open systemwide to qualifying students.

MATHEMATICS: ACADEMIC SUBJECT CERTIFICATE

The Mathematics ASC is designed for students interested in studying additional math, beyond what is required for their current degree program. Students in this program may opt for a broad study of math, taking a variety of 100-level courses such as Survey of Mathematics, Math for Elementary Teachers, or Statistics and College Algebra. This pathway offers students an opportunity to explore multiple areas of mathematics that will help them develop critical reasoning and quantitative skills to better understand the world around them.

Other students in this program may wish to pursue a path that will prepare them for further study in STEM fields, such as, but not limited to, Engineering, Computer Science, or Biology. These students may choose to take courses including College Algebra, Precalculus, as well as Calculus I, II, III, and IV. Taking these courses prior to transfer will allow students to fulfill STEM program prerequisite requirements as well as provide students an opportunity to learn higher level math in an environment with low class size and the support of dedicated teaching faculty.

Program Admission Requirements:

1. Admitted to Kaua'i Community College

Program Student Learning Outcomes (PSLOs) approved 11/11/2017:

1. Apply abstract and quantitative reasoning skills to solve mathematical problems.
2. Communicate mathematical concepts coherently, clearly, and precisely in various ways such as symbolically, graphically, numerically or verbally.

PATHWAY OPTION 1 (STEM COLLEGE-READY SEQUENCE)

Course	Title	Credits
MATH 103	College Algebra	3
MATH 140X	PreCalculus	4
MATH 241	Calculus I	4
MATH 242	Calculus II	4

PATHWAY OPTION 2 (CALCULUS-READY SEQUENCE)

Course	Title	Credits
MATH 241	Calculus I	4
MATH 242	Calculus II	4
MATH 243	Calculus III	3
MATH 244	Calculus IV	3

PATHWAY OPTION 3 (NON-STEM EXPLORATION SEQUENCE)

Course	Title	Credits
MATH 100	Survey of Mathematics	3
MATH 103	College Algebra	3
MATH 115	Introduction to Statistics and Probability	3
MATH 140X	PreCalculus	4

PATHWAY OPTION 4 (ELEMENTARY EDUCATOR SPECIALIZATION)

Course	Title	Credits
MATH 103	College Algebra	3
MATH 111	Math for Elementary Teachers I	3
MATH 112	Math for Elementary Teachers II	3
	MATH 100 or MATH 115	3
	Total credits:	12-15

PLANT BIOLOGY AND TROPICAL AGRICULTURE: ACADEMIC SUBJECT CERTIFICATE

The Plant Biology and Tropical Agriculture (PBS) Academic Subject Certificate is designed to provide students with

education and training in horticulture, propagation/micropropagation, agriculture, pest management, and crop improvement.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

FALL (SEMESTER 1)

Course	Title	Credits
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AG 102	Orientation to Hawai'i Agriculture Industry	1
BOT 101	General Botany	3
BOT 101L	General Botany Lab	1
	Diversification: Physical Sciences (DP): Any DP course	3
	Diversification: Laboratory (science) (DY): Any DY course	1

1. BOT 101/BOT 101L: SCI 121 and SCI 121L will fulfill the requirements for BOT 101 and BOT 101L.

SPRING (SEMESTER 2)

Course	Title	Credits
AG 141	Integrated Pest Management	3
AG 200	Principles of Horticulture	3
AG 200L	Principles of Horticulture Lab	1
	AG 293V - Special Studies	2 - 3

1. AG 293V: 2-3 credits are required for the certificate.

FALL (SEMESTER 3)

Course	Title	Credits
AG 264	Plant Propagation	3
AG 271	Introduction to Crop Improvement	3
	Total credits:	24-25

HAWAIIAN BOTANY: CERTIFICATE OF COMPETENCE

A coordinated offering of BOT 130-Plants in the Hawaiian Environment (3 credits), BOT 130L-Plants in the Hawaiian Environment Laboratory (1 credit), and BOT 105-Ethnobotany (3 credits) will provide the student with the science behind and the experience in as well as the cultural context of Hawaiian botany.

Graduation Requirements:

Students must earn a GPA of 3.0 or better for all courses required in the certificate.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of

communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.

2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

Course	Title	Credits
BOT 105	Ethnobotany	3
BOT 130	Plants in the Hawaiian Environment	3
BOT 130L	Plants in the Hawaiian Environment Lab	1
	Total credits:	7

MEDICAL ASSISTING

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and APRNs in private medical offices and outpatient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures. Students will earn a Certificate of Achievement (CA) upon completion of the program.

The Administrative Medical Assisting program will prepare students to assist healthcare providers in private medical offices and outpatient clinics. Students will be prepared in administrative, financial, and business medical office practices and healthcare operations. Students will earn a Certificate of Competence (CO) upon completion of the program.

Program Admission Requirements:

Students will be admitted as a cohort in the fall semester each year. The program application period will be open from December 1 through February 1. ACC 124, BIOL 100 or HWST 107 (for CA only), ENG 100, HLTH 140, and MATH 75X or higher must be completed prior to entry. Acceptance will be on a first applied, first qualified basis. Progression onto the spring semester will require a "C" or higher in all required MEDA program courses in the fall.

Program Student Learning Outcomes (PSLOs) approved 03/18/2015:

1. Demonstrate effective communication skills with all members of the healthcare team (affective).
2. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality (affective).
3. Apply medical office business, financial and administrative concepts and practices (cognitive).
4. Apply critical thinking skills and concepts of medical assisting to maintain quality patient care and efficient administrative procedures (cognitive).
5. Perform clinical and administrative medical assisting skills appropriate for entry-level practice in an ambulatory care setting (psychomotor).

MEDICAL ASSISTING: CERTIFICATE OF ACHIEVEMENT

SPRING (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
HLTH 140	Introduction to Human Body Systems and Related Medical Terminology	3
	ACC 124; BIOL 100; or HWST 107	3

Diversification: Social Sciences (DS): Any DS course

Mathematics: MATH 75X or higher

FALL (SEMESTER 2)

Course	Title	Credits
MEDA 105	Introduction to Medical Assisting	3
MEDA 120	Clinical Medical Assisting I	2
MEDA 120L	Clinical Medical Assisting I Lab	1
MEDA 143	Administrative Medical Assisting I	2
MEDA 143L	Administrative Medical Assisting I Lab	1
MEDA 150	Medical Assisting Science	4
MEDA 176	Administration of Medications	2
MEDA 176L	Administration of Medications Lab	1

SPRING (SEMESTER 3)

Course	Title	Credits
MEDA 123	Clinical Medical Assisting II	2
MEDA 123L	Clinical Medical Assisting II Lab	1
MEDA 165	Administrative Medical Assisting II	2
MEDA 201	Medical Law and Ethics	2
MEDA 210	Medical Assisting Certification Review	1
MEDA 220	Medical Assisting Externship	4
Total credits:		43-44

MEDICAL ASSISTING: CERTIFICATE OF COMPETENCE (ADMINISTRATIVE MEDICAL ASSISTING)

SPRING (SEMESTER 1)

Course	Title	Credits
ACC 124	Principles of Accounting I	3
ENG 100	Composition I	3
	Mathematics: MATH 75X or higher	3 - 4

FALL (SEMESTER 2)

Course	Title	Credits
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MEDA 105	Introduction to Medical Assisting	3
MEDA 143	Administrative Medical Assisting I	2
MEDA 143L	Administrative Medical Assisting I Lab	1
MEDA 150	Medical Assisting Science	4

SPRING (SEMESTER 3)

Course	Title	Credits
MEDA 165	Administrative Medical Assisting II	2
MEDA 201	Medical Law and Ethics	2
Total credits:		23-24

NATURAL SCIENCE

NATURAL SCIENCE: ASSOCIATE IN SCIENCE DEGREE (BIOLOGICAL SCIENCES)

The purpose of the Associate in Science in Natural Science (ASNS) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. The ASNS in Biological Sciences provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in biology, chemistry, and physics typically required in the first two years of a broad range of biological science baccalaureate degrees at four-year universities.

Students must earn a "C" or higher in all courses specifically required for their ASNS concentration (e.g. CHEM 161, PHYS 170, etc.). A minimum of 60 credits are required but the total and individual subtotals can vary depending on "double dipping" between general education, electives, and graduation requirements. Double dipping between concentration requirements and electives is not allowed. Before enrolling in any general education or elective courses, students looking to transfer to a four-year institution should carefully consider courses required for their prospective major that might be fulfilled with transferable courses at Kaua'i CC (e.g. CHEM 162L, MATH 243, EE courses, additional general education Diversification requirements, etc.). Students should also consider other opportunities for double dipping for focus designation requirements for UH Mānoa (e.g. choosing a FG/DH/DL/DA/DS course that also fulfills UH Mānoa's WI or HAP focus requirements).

Program Admission Requirements:

1. Kaua'i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as Natural Science students and be in the program.

Natural Science Program Student Learning Outcomes (PSLOs) approved 03/01/2013:

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

FALL (SEMESTER 1)

Course	Title	Credits
BIOL 171	Introduction to Biology I	3
BIOL 171L	Introduction to Biology Laboratory I	1
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
Electives: Any 100-level or higher course (3 credits)		3
Foundations: Written Communication (FW): Three credits of any FW course		3

1. BIOL 171: This course fulfills the 3 credits required for the Diversification: Biological Sciences (DB) category.

SPRING (SEMESTER 2)

Course	Title	Credits
BIOL 172	Introduction to Biology II	3
BIOL 172L	Introduction to Biology Laboratory II	1
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry Lab II	1
Diversification: Arts (DA), Humanities (DH), or Literatures (DL)		3
Diversification: Social Sciences (DS): Any DS course		3
Electives: Any 100-level or higher course (3 credits)		3

FALL (SEMESTER 3)

Course	Title	Credits
MATH 241	Calculus I	4

PHYS 151/PHYS 151L or PHYS 170/PHYS 170L	4 - 5
Electives: Any 100-level or higher course (3 credits)	3
Foundations: Global and Multicultural Perspectives (FG): HIST 151, HIST 152; or REL 150	3

1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. Two courses from different time periods are required.

SPRING (SEMESTER 4)

Course	Title	Credits
MATH 242	Calculus II	4
	PHYS 152/PHYS 152L or PHYS 272/PHYS 272L	4
	Electives: Any 100-level or higher course (3-4 credits)	3 - 4
	Foundations: Global and Multicultural Perspectives (FG): HIST 151, HIST 152; or REL 150	3

1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 3 and 4. Two courses from different time periods are required.

GRADUATION REQUIREMENTS

Course	Title	Credits
	Writing Intensive (WI): At least 1 WI course	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits:	60
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NATURAL SCIENCE: ASSOCIATE IN SCIENCE DEGREE (ENGINEERING)

The purpose of the Associate in Science in Natural Science (ASNS) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. The ASNS in Engineering provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in chemistry, mathematics, and physics typically required in the first two years of a broad range of physical science baccalaureate degrees at four-year universities.

Program Admission Requirements:

1. Kaua'i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as natural science students and be in the program.

Engineering Program Student Learning Outcomes (PSLOs) approved 03/01/2013:

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

FALL (SEMESTER 1)

Course	Title	Credits
EE 160	Programming for Engineers	4
MATH 241	Calculus I	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
	Foundations: Written Communication (FW): Three credits of any FW course	3

SPRING (SEMESTER 2)

Course	Title	Credits
MATH 242	Calculus II	4
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
	Electives: EE 213, EE 260, EE 296; ICS 111; and SCI 170 are recommended (4 credits)	4
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 4. Two courses from different time periods are required and at least one of the courses should also be designated as a Writing Intensive (WI) course.

FALL (SEMESTER 3)

Course	Title	Credits
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
EE 211	Basic Circuit Analysis I	4
MATH 243	Calculus III	3
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3

1. Diversification: Arts (DA), Humanities (DH), and Literatures (DL): SP 251 is recommended.

SPRING (SEMESTER 4)

Course	Title	Credits
CHEM 162	General Chemistry II	3
MATH 244	Calculus IV	3
	ECON 130 or ECON 131	3
	Electives: EE 213, EE 260, EE 296; ICS 111; and SCI 170 are recommended (3 credits)	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. ECON 130 or ECON 131: Either course will fulfill the requirement for the Diversification: Social Sciences (DS) category.
2. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 2 and 4. Two courses from different time periods are required and at least one of the courses should also be designated as a Writing Intensive (WI) course.

Total credits: 60

NATURAL SCIENCE: ASSOCIATE IN SCIENCE DEGREE (PHYSICAL SCIENCES)

The purpose of the Associate in Science in Natural Science (ASNS) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. The ASNS in Physical Sciences provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in chemistry, mathematics, and physics typically required in the first two years of a broad range of physical science baccalaureate degrees at four-year universities.

Students must earn a "C" or higher in all courses specifically required for their ASNS concentration (e.g., CHEM 161, PHYS 170, etc.). A minimum of 60 credits are required but the total and individual subtotals can vary depending on "double dipping" between general education, electives, and graduation requirements. Double dipping between concentration requirements and electives is not allowed. Before enrolling in any general education or elective courses, students looking to transfer to a four-year institution should carefully consider courses required for their prospective major that might be fulfilled with transferable courses at Kaua'i Community College (e.g., CHEM 162L, MATH 243, EE courses, additional general education Diversification requirements, etc.). Students should also consider other opportunities for double dipping for focus designation requirements for UH Mānoa (e.g., choosing a FG/DH/DL/DA/DS course that also fulfills UH Mānoa's WI or HAP focus requirements).

Program Admission Requirements:

1. Kaua'i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as Natural Science students and be in the program.

Natural Science Program Student Learning Outcomes (PSLOs) approved 03/01/2013:

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

FALL (SEMESTER 1)

Course	Title	Credits
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
MATH 241	Calculus I	4
	Foundations: Global and Multicultural Perspectives (FG): HIST 151, HIST 152; or REL 150	3
	Foundations: Written Communication (FW): Three credits of any FW course	3

1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 1 and 2. Two courses from different time periods are required.

SPRING (SEMESTER 2)

Course	Title	Credits
CHEM 162	General Chemistry II	3
MATH 242	Calculus II	4
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (2-3 credits)	2 - 3
	Foundations: Global and Multicultural Perspectives (FG): HIST 151, HIST 152; or REL 150	3

1. Electives: It is recommended that CHEM 162L be taken. Engineering students at Mānoa do not need CHEM 162L, but all other science majors do.
2. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits is required. Take 3 credits in Semesters 1 and 2. Two courses from different time periods are required.

FALL (SEMESTER 3)

Course	Title	Credits
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3
	Electives: Any 100-level or higher course (6 credits)	6

SPRING (SEMESTER 4)

Course	Title	Credits
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
	Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course (3-4 credits)	3 - 4
	Electives: Any 100-level or higher course (9 credits)	9

GRADUATION REQUIREMENTS

Course	Title	Credits
	Writing Intensive (WI): At least 1 WI course	

The following requirements must be satisfied within the 60-credit AA degree:

Total credits: 60

NURSE AIDE

This program prepares entry-level nurse aides to provide care to the elderly, ill, and disabled. The program prepares nurse aides for employment under the supervision of a licensed practical nurse, registered nurse, or physician in skilled nursing, long term, assisted living, clinics, hospitals, and home settings. After successful completion, students are eligible to take the State of Hawai'i Nurse Aide certification exam.

Program Admission Requirements:

1. Qualified for ENG 100L. Basic Life Support CPR certification.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Describe the roles and responsibilities of the nurse aide as a member of the health care team.
2. Provide safe, basic, culturally relevant nurse aide care to clients in various health settings.
3. Demonstrate effective basic nursing skills, appropriate to the nurse aide role.
4. Communicate effectively in both oral and written format with clients, families, and other members of the health care team.
5. Describe and adhere to ethical and legal principles that guide nurse aide care.
6. Identify emotional and physical needs of clients and optimal ways to meet them.
7. Identify and demonstrate appropriate professional conduct in various health care settings.
8. Describe and demonstrate basic problem-solving skills appropriate to nurse aide practice.
9. Demonstrate effective use of equipment to provide safe nurse aide care.
10. Apply knowledge and skills learned to resident care in clinical settings.

NURSE AIDE: CERTIFICATE OF COMPETENCE**FALL (SEMESTER 1)**

Course	Title	Credits
NURS 100	Nurse Aide	3
NURS 100L	Nurse Aide Clinical Lab	2
Total credits:		5

NURSING

The Kaua'i Community College Career Ladder Nursing program is built around the career ladder concept that allows

flexibility in career and educational planning. The program admits new students every fall semester. The Career Ladder Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; telephone: (404) 975-5000. The program was reaffirmed accreditation until Spring 2025. The ACEN (www.acenursing.org) is officially recognized as the accredited agency for nursing education by the National Council of State Boards of Nursing, Council for Higher Education Accreditation, and the U.S. Department of Education. Successful completion of the first level of the curriculum leads to a Certificate of Achievement (CA) and eligibility to take the State Board Examination for licensure as a Practical Nurse. The first level curriculum requires two semesters and one summer session, resulting in the CA. Continuation into the second level of the Career Ladder Nursing program is based upon satisfactorily meeting established criteria for entry of continuing students into the second level. The second level requires an additional two semesters and leads to an Associate in Science (AS) Degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admissions to the fourth year of the Bachelor of Science in Nursing program at UH Mānoa after completing additional prerequisite courses which can be taken concurrently with the AS degree program. Licensed Practical Nurses (LPNs) seeking advanced standing into the second level of the Career Ladder Nursing program must meet established criteria for entry of LPNs into the second level.

Program Admission Requirements:

Complete prerequisite courses that are listed with:

1. A grade of "C" or higher (C- is not accepted).
2. A minimum GPA of 2.75.
3. Complete the Test of Essential Academic Skills (TEAS) exam with scaled scores at the Proficient Level or higher in all content areas. Basic and Developmental Level scores in any content area will not be accepted.
4. The Nursing Program Admissions Committee will utilize an admissions rubric approved by the Nursing program faculty as the basis for admission into the Nursing program. Prospective students should see the Health Science counselor for the current admissions rubric.

Graduation Requirements:

A grade of "C" or higher in all Nursing program courses is required for graduation. Students need to complete computerized proficiency testing on a Standardized Exit Exam with a satisfactory exam score in the spring semester of the second level. Students failing to obtain a satisfactory score will be required to complete a designated NCLEX-RN review course at his/her own expense before the AS Degree in Nursing can be confirmed.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.
2. A competent nurse develops insight through reflective practice, self-analysis, and self-care.
3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research.
4. A competent nurse demonstrates leadership in nursing and health care.
5. A competent nurse collaborates as part of a health care team.
6. A competent nurse practices within, utilizes, and contributes to the broader health care system (including the Global Community).
7. A competent nurse practices client-centered care.
8. A competent nurse communicates and uses technology effectively.
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety.

NURSING: ASSOCIATE IN SCIENCE DEGREE (REGISTERED NURSING)

FALL (SEMESTER 1)

Course	Title	Credits
ENG 100	Composition I	3
MICR 130	General Microbiology	3
PHYL 141	Human Anatomy and Physiology I	3
PHYL 141L	Human Anatomy and Physiology I Lab	1
	Mathematics: MATH 100 or higher	3

1. Mathematics: MATH 100 or higher: MATH 100 or any MATH course 100-level or higher that is designated as Foundations: Quantitative Reasoning (FQ) fulfills the 3 credits that are required for the Mathematics category.

SPRING (SEMESTER 2)

Course	Title	Credits
NURS 212	Pathophysiology	3
PHYL 142	Human Anatomy and Physiology II	3
PHYL 142L	Human Anatomy and Physiology II Lab	1
PSY 240	Developmental Psychology	3

FALL (SEMESTER 3)

Course	Title	Credits
NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1

SPRING (SEMESTER 4)

Course	Title	Credits
NURS 203	General Pharmacology	3
NURS 220	Health and Illness I	10

SUMMER SESSION (SEMESTER 5)

Course	Title	Credits
NURS 230	Clinical Immersion I	4

FALL (SEMESTER 6)

Course	Title	Credits
NURS 320	Health and Illness II	10

SPRING (SEMESTER 7)

Course	Title	Credits
NURS 360	Health and Illness III	9
NURS 362	Professionalism in Nursing II	1

Total credits: 70

NURSING: CERTIFICATE OF ACHIEVEMENT (PRACTICAL NURSING)**FALL (SEMESTER 1)**

Course	Title	Credits
ENG 100	Composition I	3
MICR 130	General Microbiology	3
PHYL 141	Human Anatomy and Physiology I	3
PHYL 141L	Human Anatomy and Physiology I Lab	1
	Mathematics: MATH 100 or higher	3

1. Mathematics: MATH 100 or higher: MATH 100 or any MATH course 100-level or higher that is designated as Foundations: Quantitative Reasoning (FQ) fulfills the 3 credits that are required for the Mathematics category.

SPRING (SEMESTER 2)

Course	Title	Credits
NURS 212	Pathophysiology	3

PHYL 142	Human Anatomy and Physiology II	3
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PHYL 142L	Human Anatomy and Physiology II Lab	1
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PSY 240	Developmental Psychology	3
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FALL (SEMESTER 3)

Course	Title	Credits
NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1

SPRING (SEMESTER 4)

Course	Title	Credits
NURS 203	General Pharmacology	3
NURS 220	Health and Illness I	10

SUMMER SESSION (SEMESTER 5)

Course	Title	Credits
NURS 230	Clinical Immersion I	4

Total credits: 50

PLANT BIOLOGY AND TROPICAL AGRICULTURE

The Plant Biology and Tropical Agriculture academic program is designed to meet the needs of students interested in agriculture. The certificate program in Plant Biology and Tropical Agriculture is available to meet a range of academic and career needs. Graduates with a certificate in Plant Biology and Tropical Agriculture will qualify for a range of different agricultural occupations that provide improved career opportunities and income.

Program Student Learning Outcomes (PSLOs) approved 02/19/2014:

1. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
2. Identify and analyze the biotic and abiotic factors that affect agricultural production and describe how these factors are managed at the local, state, national, and global level.
3. Apply principles and practices from tropical agriculture and plant and soil sciences to improve production and profitability.
4. Apply the scientific method and available technology to understand and manage agronomic and agribusiness challenges and opportunities.
5. Explain contemporary social, political, economic, and ethical issues involving food, agriculture and the environment.

6. Use practical hands-on field and laboratory investigation skills in plant biology and tropical agriculture.

PLANT BIOLOGY AND TROPICAL AGRICULTURE: CERTIFICATE OF COMPETENCE

Course	Title	Credits
AG 102	Orientation to Hawai'i Agriculture Industry	1
AG 200	Principles of Horticulture	3
AG 200L	Principles of Horticulture Lab	1
AG 264	Plant Propagation	3
BOT 101	General Botany	3
BOT 101L	General Botany Lab	1
BOT 130	Plants in the Hawaiian Environment	3
BOT 130L	Plants in the Hawaiian Environment Lab	1

1. BOT 101/BOT 101L: BIOL 171 and BIOL 171L will fulfill the requirements for BOT 101 and BOT 101L.

Total credits: 16

SUSTAINABILITY SCIENCE

SUSTAINABILITY SCIENCE: CERTIFICATE OF COMPETENCE

FALL (SEMESTER 1)

Course	Title	Credits
SSM 101	Sustainability in a Changing World	3
SSM 275	Basic Energy Production	3
	Sustainability Science Electives: AG 103, AG 103B, AG 200/AG 200L; SSM 110, or SSM 201	6
Total credits:		12

Course Descriptions

This section lists the instructional courses offered. Not all courses are offered every semester. To find out if a course is offered during a particular semester, check the current [Class Availability](#) listing on the College website.

Course Descriptions

ACCOUNTING

ACC

ACC 124: Principles of Accounting I

Credits: 3

Semester Offered: Fall, Spring

Description: This course introduces basic accounting principles and practices for service and/or merchandising types of businesses. Areas include accounting as an information system, the accounting cycle, financial statements, internal control, current and/or long-term assets, current liabilities, and payroll. Special emphasis will be placed upon the practical application of accounting principles.

ACC 125: Principles of Accounting II

Credits: 3

Prereq: "C" or higher in ACC 124.

Semester Offered: Fall, Spring

Description: This course continues the study of financial accounting procedures. Areas include: long-term assets, long-term liabilities, accounting for corporations and/or partnerships. The statement of cash flows and financial statement analysis may be covered.

ACC 126: Principles of Accounting III

Credits: 3

Prereq: "C" or higher in ACC 125.

Semester Offered: Fall

Description: This course introduces basic accounting principles and practices for manufacturing businesses and introduces basic principles and practices of managerial accounting. Areas include financial statement analysis, cost accounting, budgeting, standard cost systems, break-even analysis, responsibility accounting, and capital budgeting.

ACC 132: Payroll and Hawai'i General Excise Tax

Credits: 3

Prereq: "C" or higher or concurrent enrollment in ACC 124 or ACC 201.

Semester Offered: Spring

Description: This course introduces principles, manual and computerized procedures, and terminology for business applications of payroll accounting. Areas include preparation of federal and Hawai'i state forms for payroll taxes and the Hawai'i General Excise and Use Tax.

ACC 134: Individual Income Tax Preparation

Credits: 3

Prereq: "C" or higher or concurrent enrollment in either ACC 124 or ACC 201.

Semester Offered: Fall

Description: This course introduces the preparation of federal and state of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their application to the tax returns. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

ACC 137: Business Income Tax Preparation

Credits: 3

Prereq: "C" or higher in ACC 134.

Semester Offered: Spring

Description: This course introduces Federal and Hawai'i tax laws and regulations and basic return preparation for business entities. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

ACC 193V: Cooperative Education

Credits: 1 - 3

Class Hours: 1 hour per week with coordinator and 75 hours work experience for each credit.

Prereq: Approval of instructor.

Comments: This course is intended for Accounting majors. Non-Accounting majors should contact the instructor. Additional prerequisites may be required by different campuses. Repeatable for a maximum of 3 credits.

Semester Offered: Fall, Spring

Description: Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work (with or without compensation) in private and public sectors is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

ACC 201: Introduction to Financial Accounting

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall

Description: This course is an introduction to accounting principles and practices used to record and communicate financial information and to analyze methods for valuating assets, liabilities, and equity of an organization.

ACC 202: Introduction to Managerial Accounting

Credits: 3

Prereq: "C" or higher in ACC 201 or "C" or higher in both ACC 124 and ACC 125.

Semester Offered: Spring

Description: This course is an introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. Also included are principles and procedures relating to cash flow analysis and corporations.

ACC 252: Using Quickbooks in Accounting**Credits:** 3**Prereq:** "C" or higher in either ACC 124 or ACC 201 or approval of instructor.**Semester Offered:** Spring**Description:** This course provides a "hands-on" approach to computerized accounting using QuickBooks. Students will apply previously acquired accounting skills and knowledge in a computerized environment to set up and maintain accounting records. An emphasis will be placed on the application of QuickBooks to the accounting cycle.**ACC 255: Using Excel in Accounting****Credits:** 3**Prereq:** "C" or higher or concurrent enrollment in ACC 124 or ACC 201; or approval of instructor.**Semester Offered:** Fall, Spring**Description:** This course provides hands-on training in the use of spreadsheets on computers to solve accounting problems. It applies previously acquired accounting skills and knowledge and emphasizes financial and managerial accounting. Additionally, students will develop the ability to use a numeric keypad to perform business computations.

AGRICULTURE

AG**AG 102: Orientation to Hawai'i Agriculture Industry****Credits:** 1**Semester Offered:** Spring**Description:** This course familiarizes students with different agricultural operations/systems in Hawai'i through lectures, research, student presentations, guest speakers and/or field trips.**AG 103: Sustainable Agriculture Systems****Credits:** 2**Prereq:** Qualified for ENG 75.**Description:** This course explores sustainable agriculture systems in Kaua'i, Hawai'i and the world. It compares various sustainable models and examines various sectors of production agriculture and related agribusinesses in Hawai'i. Field trips to farms, processors and wholesalers will complement the course.**AG 103B: Sustainable Farm Management****Credits:** 1**Prereq:** Qualified for ENG 75.

Qualified for MATH 75X.

Description: This course covers business and regulation aspects, available resources, and collaborative opportunities for farmers. Students will learn through guest speakers, lectures, readings, and business planning.**AG 122: Soil Technology****Credits:** 3**Description:** This course (i) studies identification, preparation, and fertilization of soils, (ii) discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection and irrigation practices, and (iii) emphasizes sustainable management systems.**AG 141: Integrated Pest Management****Credits:** 3**Description:** This course includes an introduction to the principles involved in the control of plant pests including diseases, insects, mites, nematodes, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. Integrated pest management will be incorporated into the course.**AG 162: Introduction Beekeeping****Credits:** 2**Comments:** Students must not be allergic to bees. May be repeated for a maximum of 6 credits.**Semester Offered:** Fall, Spring, Summer**Description:** This course introduces the biology and behavior of honeybees and best management practices for hive management; develops hands-on skill for hive inspection, maintenance, and management techniques to control honeybee diseases and pests; and investigates alternative pollinators.**AG 200: Principles of Horticulture****Credits:** 3**Semester Offered:** Fall**Description:** This course introduces plant anatomy and physiology, as well as discusses plant nutrients, moisture, environmental requirements, and plant propagation. In addition, culture and production techniques for selected ornamental crops will be studied.**AG 200L: Principles of Horticulture Lab****Credits:** 1**Prereq:** "C" or higher or concurrent enrollment in AG 200.**Semester Offered:** Fall**Description:** This course (1) introduces plant anatomy and physiology, (2) discusses plant nutrients, moisture, environmental requirements and plant propagation, and (3) studies culture and production techniques for selected ornamental crops through laboratory exercises.**AG 264: Plant Propagation****Credits:** 3**Semester Offered:** Spring**Description:** This is an introductory course in the principles and practices of plant propagation. This course will focus on: (i) theoretical and applied aspects of sexual and asexual reproduction of plants and (ii) propagation of selected plants by seed, cuttings, grafting, layering, and micropropagation/tissue culture.

AG 271: Introduction to Crop Improvement**Credits:** 3**Prereq:** "C" or higher in AG 200, BOT 101, or both SCI 121 and SCI 121L.**Semester Offered:** Spring**Description:** This course includes fundamentals of genetic theory using biotechnological procedures in insect and plant pathogen control and plant and animal breeding as practical applications.**AG 293V: Plant Biology and Tropical Agriculture Internship****Credits:** 1 - 3**Class Hours:** 1 hour per week with coordinator and 75 hours work experience for each credit.**Prereq:** Approval of instructor.**Comments:** May be repeated for a maximum of 12 credits.**Semester Offered:** Fall, Spring**Description:** The course provides credit for supervised experiential learning projects including independent research projects with an instructor and internships with an employer. The nature of the internship or research project is variable but will be designed to provide an opportunity for experiential learning. Students may enroll in 1-3 credits of AG 293V per semester, depending on project time commitment.**ANTHROPOLOGY**

*ANTH***ANTH 200: Cultural Anthropology****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** This course is an orientation on the nature of culture, basic concepts for analyzing cultural behavior.**ANTH 220: Prehistory of Hawai'i****Credits:** 3**Semester Offered:** Fall**Description:** This course studies the development of prehistoric Hawaiian culture through legendary, archaeological, ethnographic, and historic sources. Prehistory of Hawai'i is designed for the layperson who is interested in a general course on the culture of Hawai'i prior to 1778. ANTH 220 concentrates on the early human use of and adaptation to the geography and environment of these islands.**ARCHITECTURAL, ENGINEERING, AND CAD TECHNOLOGIES**

*AEC***AEC 81: Introduction to AutoCAD****Credits:** 3**Semester Offered:** Spring**Description:** This class is designed for students with no previous Computer-Aided Design (CAD) training. It will introduce new users to basic AutoCAD two-dimensional (2D) drafting tools, commands, and concepts essential to related fields in carpentry, architecture, engineering, and green construction technology.**AEC 99V: Special Studies****Description:** See explanation under the heading of Special Studies.**AEC 110: AutoCAD 1****Credits:** 3**Prereq:** "C" or higher in AEC 81.**Semester Offered:** Spring**Description:** This course reinforces fundamental essential Computer-Aided Design (CAD) operator skills introduced in AEC 81, Introduction to AutoCAD, by providing additional concepts and tools that demonstrate technical knowledge essential to the architectural, engineering, and construction technology related fields.**ART**

*ART***ART 101: Introduction to the Visual Arts****Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course is a general introduction to the visual arts including media, techniques, and history. It is designed to offer an in-depth appreciation of the creative processes involved in the visual arts. This course reviews two- and three-dimensional art forms, methods and media; examines the visual elements and principles of design; and surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines.**ART 105: Introduction to Ceramics****Credits:** 3**Comments:** May be repeated for a maximum of 9 credits.**Semester Offered:** Fall, Spring**Description:** This course introduces students to creating three dimensional concepts in clay. Students complete hand- building and wheel-throwing projects and learn how to use a kiln.**ART 106: Introduction to Sculpture****Credits:** 3**Description:** This course introduces students to the traditional sculptural techniques of carving, modeling, and constructing. Students will use these techniques through the creation of relief sculpture, sculpture in the round, and mold-making.

ART 107D: Introduction to Digital Photography**Credits:** 3**Recommended:** "B" or higher in ART 112 or "C" or higher in both ART 101 and ETRO 101.**Semester Offered:** Fall, Spring**Description:** This course teaches basic skills to create eye-appealing photographs for print and digital distribution. Working individually and collaboratively, students learn how to operate cameras, lights, and software applications to create and edit visually-appealing photographs. Students also create web-based Digital Portfolios to display photographs.**ART 111: Introduction to Watercolor Painting****Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course is an introduction to the theory and practice of watercolor painting. Students will learn about the use of watercolor materials and wet and dry painting techniques, including applying washes, glazing, lifting, scraping, and creating blends. They also will concentrate on painting composition, paint consistency, and color development within the context of practicing and improving their technical painting skills.**ART 112: Introduction to Digital Arts****Credits:** 3**Semester Offered:** Fall, Spring**Description:** In this introductory course, students use industry-standard equipment and applications to design and create projects in the following Creative Media focus areas: Animation, Graphic Arts, Event Technology, Music Production, Photography, Video Production and Website Technology.**ART 113: Introduction to Drawing****Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course involves students in two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media. Students learn the basics of line, contour, shading, texture, perspective, composition, and action drawing. Students will create several original works of art and compile a portfolio of their drawings at the end of the term.**ART 117: Introduction to Screenwriting****Credits:** 3**Prereq:** "C" or higher in ENG 100 or ENG 104.**Comments:** Cross-listed with ENG 117.**Description:** This is an introductory course in which students will learn basic principles of screenwriting. This includes thorough instruction in story development and structure, appropriate terminology, and the experience of the writing and rewriting process. Activities include script writing, viewing and analyzing short films, in-class writing assignments, reading essays, and reading and critiquing short screenplays.**ART 123: Introduction to Painting****Credits:** 3**Prereq:** "C" or higher in ART 113.**Semester Offered:** Fall, Spring**Description:** This course teaches the fundamentals of painting to beginning painting students. Students will explore the technical and expressive possibilities of the paint media. The class will focus on the formal, conceptual, and technical problems in painting. Emphasis will be given to color mixing systems and successfully manipulating paint as a medium for self expression.**ART 125: Introduction to Graphic Design****Credits:** 3**Recommended:** "B" or higher in ART 112 or "C" or higher in either ART 101 or ART 113.**Semester Offered:** Fall, Spring**Description:** This course teaches entry-level skills required to design and create basic graphics and illustrations for print and digital distribution. Working individually and collaboratively, students use professional development tools and applications to design and create effective graphics and illustrations. Students also create web-based Digital Portfolios to display their projects.**ART 157: Introduction to Digital Video/Storytelling****Credits:** 3**Recommended:** "C" or higher in ART 112.**Semester Offered:** Fall, Spring**Description:** This course is an introduction to the fundamental, technical, and aesthetic issues of digital storytelling. This includes thorough instruction in story development, image production, and digital video editing. Activities include script writing, storyboard production, video and sound recording, editing techniques, and DVD production basics. One aspect of this course will be to integrate traditional Hawaiian storytelling with new media technology.**ART 190B: Introduction to Adobe Photoshop®****Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course is an introduction to Adobe Photoshop®. It is oriented to students who have not been exposed to the formal study of this software program. Students will learn the basic Adobe Photoshop® work area and tools, including such concepts as selecting, layers, filters, painting, retouching, and creating special effects. Students will work on various projects and digital images.

ART 207D: Intermediate Digital Photography**Credits:** 3**Prereq:** "C" or higher in ART 107D.**Recommended:** "B" or higher in ART 112 or "C" or higher in both ART 101 and ETRO 101.**Semester Offered:** Fall, Spring**Description:** This course teaches intermediate-level skills required to design and create professional photographs for print and digital distribution. Working individually and collaboratively, students use professional cameras, lights, and software applications to create commercial-quality photographs.**ART 211: Intermediate Watercolor****Credits:** 3**Prereq:** "C" or higher in ART 111.**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Spring**Description:** This course is a continuation of ART 111 that provides intensive application of basic techniques. Emphasis is placed on the development of a personal style in the medium of watercolor.**ART 213: Intermediate Drawing****Credits:** 3**Prereq:** "C" or higher in ART 113.**Semester Offered:** Fall, Spring**Description:** This course has an emphasis on the development of intermediate drawing skills especially the use of color. There will be an emphasis on the power of observation from life. This course introduces students to the intermediate skills and elements of descriptive drawing with some abstraction later in the semester. Students will become familiar with the basic vocabulary and conventions of objective drawing processes and media while practicing an enhanced perceptual awareness and eye/hand motor skills.**ART 223: Intermediate Painting****Credits:** 3**Prereq:** "C" or higher in ART 123.**Semester Offered:** Fall, Spring**Description:** This course provides an overview of the origins, influences, development and impact of major artistic movements in Europe and the U.S. Students will paint with an emphasis on familiarizing themselves with the subject matter, styles, techniques, and intentions of famous artists from these movements to further develop the skill they learned in ART 123.**ART 225: Intermediate Graphic Design****Credits:** 3**Prereq:** "C" or higher in ART 107D.**Recommended:** "B" or higher in ART 112 or "C" or higher in both ART 101 and ART 113.**Semester Offered:** Fall, Spring**Description:** This course teaches intermediate-level skills required to design and create professional graphics and illustrations for print and digital distribution. Working individually and collaboratively, students use industry-standard development tools and applications to design and create commercial-quality graphics and illustrations.**ART 229: Interface Design I****Credits:** 3**Recommended:** "C" or higher in ART 112.**Semester Offered:** Spring**Description:** Students will acquire an introductory knowledge of the design and development of multimedia and web-based interactive interfaces, as well as the production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations including some video editing.**ART 243: Intermediate Ceramics - Hand Building****Credits:** 3**Prereq:** "C" or higher in ART 105.**Semester Offered:** Fall, Spring**Description:** This course will introduce students to advanced techniques in hand building. Non-functional, sculptural concepts will be emphasized and students will be encouraged to challenge themselves to create larger forms than in ART 105. Kiln operations and glaze creation also will be introduced.**ART 244: Intermediate Ceramics - Wheel Throwing****Credits:** 3**Prereq:** "C" or higher in ART 105.**Semester Offered:** Fall, Spring**Description:** This course is a comprehensive introduction to the art of wheel throwing. Students will experience the creating of vessels through the use of the ceramic wheel. Beginning with the simple cylinder, students will learn to expand their skills while creating various forms with the round bottle as a final target of accomplishment. Kiln operations and glaze creation also will be introduced.**ART 249: Interface Design II****Credits:** 3**Prereq:** "C" or higher in ART 112 and ART 229.**Semester Offered:** Fall, Spring**Description:** Students will acquire an advanced knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations, including video editing. The production of interactive interfaces for web and multimedia projects to be used in students' professional portfolios will be emphasized.

ART 250: Film and World History Since WWII**Credits:** 3**Comments:** Cross-listed with HIST 250.**Semester Offered:** Fall, Spring

Description: This course examines historical events, from WWII until the present, through cinema. Significant events and turning points will be discussed, including the attack on Pearl Harbor, the Holocaust, and the Cold War. Films from around the world will be examined for their context in history, as well as for their inherent cinematic qualities. The course will examine how cinema has influenced world events, as well as how world events have shaped the direction of cinema.

ART 267: Intermediate Digital Video/Storytelling**Credits:** 3**Prereq:** "C" or higher in ART 112 and ART 157.**Semester Offered:** Fall

Description: This course examines the technical and aesthetic issues of digital storytelling at the intermediate level. Emphasis is on production management and organization, principles of directing, cinematography, and advanced camera operations. Activities include script writing, storyboard production, directing actors, video and sound recording, lighting, art design, sound design, editing techniques, and DVD production.

ASTRONOMY

*ASTR***ASTR 110: Survey of Astronomy****Credits:** 3**Prereq:** Qualified for MATH 100.**Semester Offered:** Fall, Spring

Description: This course is an introduction to the astronomical universe including planets, our Sun and Solar System, stars, galaxies, cosmology, and the universe. The focus is on the structure, evolution and dynamics of the physical universe and how properties of light can be used, for example, to determine distance, temperature, composition, and relative speed of nearby stars.

ASTR 110L: Survey of Astronomy Laboratory**Credits:** 1**Prereq:** "C" or higher or concurrently enrolled in ASTR 110.**Comments:** ASTR 110L is not required to enroll in ASTR 110.**Semester Offered:** Spring

Description: This course includes a demonstration of astronomical principles through laboratory observations and analysis of astronomical data.

AUTOMOTIVE MECHANICS TECHNOLOGY

*AMT***AMT 16: Car Care****Credits:** 1**Class Hours:** 1 lecture/lab (semester) or 2 lecture/lab (8 weeks)**Semester Offered:** Fall, Spring

Description: This course offers technical information on the history and development of automobiles; the function of the lubricating, cooling, fuel, and electrical systems; the major automobile components; minor trouble-shooting; tire changing; and car maintenance.

AMT 18: Minor Tune-up and Repair**Credits:** 2**Semester Offered:** Fall, Spring

Description: This course is designed to help students acquire an understanding of some of the elementary principles involved in the operation and maintenance of the various units of an automobile. Emphasis is upon developing the student's interest in minor automotive repair in a safe and efficient manner.

AMT 80: Introduction to Small Engines Repair**Credits:** 2**Semester Offered:** Fall, Spring

Description: This class introduces students to the field of small gasoline engine repair. An overview of job opportunities and skills required is included. The course emphasizes shop safety, tool use and identification, and the general construction and repair of small gasoline engines.

AMT 100: Introduction to Automotive Technology**Credits:** 2**Semester Offered:** Fall

Description: This course will cover policies and procedures of the Automotive Technology (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.

AMT 129: Engine Repair**Credits:** 7**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Spring

Description: 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. This course includes live work.

AMT 141: Electrical/Electronic Systems I**Credits:** 5**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Fall

Description: This course will provide students with fundamental principles of automotive electricity and electronics. Practical skills to diagnose, test, and service battery, starting, charging and lighting systems are covered. Testing and repair of electrical safety devices, wiring, connectors, and relays are also covered.

AMT 144: Heating and Air Conditioning**Credits:** 4**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Spring

Description: This course provides an understanding of the theory, diagnosis, service, safety handling of refrigerant and repair of automotive heating, ventilation, and air conditioning (HVAC) systems. The course presents the operation and function of vacuum, electrical, refrigeration circuits, and computer controls. Training is provided on the use of tools and equipment while performing diagnostics, repairs, and service on HVAC systems.

AMT 145: Manual Drive Trains and Axles**Credits:** 4**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Spring

Description: This course covers the theory and fundamental operating principles of the modern automotive drive trains and axles. Students learn maintenance and repair of C-V shafts, propeller shafts, clutch systems, standard transmissions, standard transaxles, all-wheel drive, four-wheel drive and final drive systems.

AMT 149: Automatic Transmission and Transaxle**Credits:** 4**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Fall

Description: This course covers the fundamental principles of automatic transmission design and operation found on Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) automobiles. Service, repair, and overhaul procedures are included for a variety of import and domestic automatic transmissions.

AMT 152: Brake Systems**Credits:** 4**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Fall

Description: This course covers the principles in the operation of the modern automotive brake system. Further development in new technology such as computerized ABS (Anti-skid Brake Systems), electronic power brakes, and four-wheel disc brakes will be covered. Repair and service techniques of the complete brake system will be demonstrated.

AMT 154: Suspension and Steering Systems**Credits:** 4**Prereq:** "C" or higher in AMT 241.**Semester Offered:** Fall

Description: This course presents the theory and practical application of the operation, problem diagnosis, maintenance and repair of the modern suspension and steering systems to include: front wheel drive steering and suspension systems; rear wheel drive steering and suspension systems; four wheel drive steering and suspension systems; and all-wheel drive steering and suspension systems. Wheel alignment and tire servicing are also covered.

AMT 171: HEV I - Introduction to Hybrid and Electric Vehicle Technology**Credits:** 3

Prereq: "C" or higher in AMT 141 and ETRO 18; Or automotive industry work experience with instructor's approval.

Recommended: Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.

Semester Offered: Fall

Description: This course is designed to familiarize the student with the safety, electrical and electronic theories related to hybrid and electric vehicles, high voltage analysis tools used in hybrid and electric vehicles, high voltage safety systems, AC induction electric machines, and permanent magnet electric motors theory and construction. Hands-on application to safety disconnect and use of high voltage analysis tools to perform basic checks.

AMT 172: HEV II - Preventive Maintenance and Repair**Credits:** 3

Prereq: "C" or higher in AMT 141, AMT 171, and ETRO 18; Or automotive industry work experience with instructor's approval.

Recommended: Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.

Semester Offered: Spring

Description: This course is designed to familiarize the student with hybrid and electric vehicle safety, hybrid internal combustion engines (ICE), regenerative braking systems, high voltage climate control system, power inverter and battery pack cooling systems, high voltage analysis tools used, high voltage safety systems, and 12 volt systems used in hybrid and electric vehicles. Hands-on application to safety disconnect, use of high voltage analysis tools to perform basic checks, and perform service and preventive maintenance on hybrid and electric vehicles.

AMT 173: HEV III – Diagnostic and Repair**Credits:** 3**Prereq:** "C" or higher in AMT 141, AMT 171, and ETRO 18; Or automotive industry work experience with instructor's approval.**Recommended:** Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.**Semester Offered:** Spring**Description:** This course is designed to familiarize the student with hybrid and electric vehicle safety, hybrid internal combustion engines (ICE), hybrid transmissions, parallel/series, power inverter system, AC induction electric machines, permanent magnet electric motors theory and construction, and battery pack construction. Hands-on application to safety disconnect, use of high voltage analysis tools to perform diagnostic tests on high voltage insulation failures, electric motor failures, battery failures, and differentiate between an ICE failure and an electric machine failure. Perform battery pack testing and reconditioning.**AMT 177: Automotive Diesel Fuel System****Credits:** 2**Prereq:** "C" or higher in AMT 129 or automotive industry work experience with instructor's approval.**Recommended:** Knowledge of basic theory on operations of automotive engines and fuel and emission systems.**Semester Offered:** Fall, Spring**Description:** This course is designed to provide the student with technical knowledge and skill in servicing and troubleshooting the fuel injector system of the automotive diesel engine.**AMT 240: Fuel and Emission Systems****Credits:** 4**Prereq:** "C" or higher in AMT 100.**Semester Offered:** Fall**Description:** This course covers the principles of operation, diagnosis, and repair of fuel systems and emission systems. Carburetion, fuel injection, supercharging, turbocharging, fuel pumps, electronic control, and emission control systems are examined. Diagnostic and repair procedures are performed using automotive tools and testing equipment.**AMT 241: Electrical/Electronic Systems II****Credits:** 4**Prereq:** "C" or higher in AMT 141.**Semester Offered:** Spring**Description:** This course covers essential theories and practical skills in diagnosing electronic control systems, networking, and repairing automotive accessory circuits such as power windows, power door locks, power antennas, power mirrors, audio systems, anti-theft systems, power seats, horns, blower fan, and wiper/washer. Also covered are conventional instrumentation, digital instrumentation, supplemental inflatable restraint (SRS), and high voltage systems.**AMT 242: Engine Performance I****Credits:** 5**Prereq:** "C" or higher in AMT 129 and AMT 240.**Semester Offered:** Fall**Description:** This course covers diagnosis of engine mechanical systems, electrical systems, fuel system delivery (pumps, regulators), fuel injectors, ignition systems, and emission control systems using digital storage oscilloscopes, scanners, and various electronic testers.**AMT 244: Engine Performance II****Credits:** 5**Prereq:** "C" or higher in AMT 242.**Semester Offered:** Spring**Description:** Computer engine management systems of domestic and foreign cars are studied in this course. Theory of operation, diagnosis and repair of sensors, actuators, and onboard computers are covered. Use of scanners, digital storage oscilloscopes, digital graphing multi-meters, and DVOMs are also covered.**AMT 260: Diagnostic and Repair****Credits:** 4**Prereq:** "C" or higher in AMT 144, AMT 145, AMT 149, AMT 152, AMT 154, and AMT 244.**Semester Offered:** Spring**Description:** This course is designed to provide the student with realistic on-the-job types of training on automotive vehicles. Students will be exposed to different types of live jobs to build self-confidence, improve their approach to troubleshooting, and improve their skills of the trade with emphasis on accuracy, neatness, and speed.

BIOLOGY

*BIOL***BIOL 100: Human Biology****Credits:** 3**Prereq:** Qualified for ENG 100.**Coreq:** BIOL 100L**Semester Offered:** Spring**Description:** This general science course emphasizes basic science concepts by studying human anatomy and physiology. The course introduces students to the structure and function of cells, tissues, organs, and systems of the human body. This course includes a study of the disease process and recent scientific advances.

BIOL 100L: Human Biology Lab**Credits:** 1**Prereq:** Qualified for ENG 100.**Coreq:** BIOL 100**Description:** This lab course complements the human biology lecture with an emphasis on basic science concepts using the gross and microscopic anatomy and physiology of the ten systems of the human body.**BIOL 110V: Projects in Biology****Credits:** 1 - 2**Class Hours:** Meetings arranged**Prereq:** "B" or higher in BIOL 171, BOT 101, BOT 130, MICR 130, and SCI 121. Approval of instructor.**Recommended:** Qualified for ENG 100.**Comments:** May be repeated once for a maximum of 4 credits.**Semester Offered:** Fall, Spring, Summer**Description:** This class offers the opportunity to use equipment, techniques, or materials not ordinarily used in regular biology courses. The student will be actively involved with developing procedures, making adaptations, and constructing an apparatus used in the course. This class is project based and directed studies.**BIOL 123: Introduction to Science: Hawaiian Environment****Credits:** 3**Prereq:** Qualified for ENG 100.**Coreq:** BIOL 123L**Semester Offered:** Spring**Description:** This general biology survey course will emphasize the interaction of science with society illustrated by topics in geology, meteorology, oceanography, and biology of the Hawaiian Islands.**BIOL 123L: Hawaiian Environment Science Laboratory****Credits:** 1**Coreq:** BIOL 123**Semester Offered:** Spring**Description:** This one credit, three-hour laboratory complements BIOL 123 lecture which needs to be taken concurrently. Subject matter illustrates topics and methods in science using examples from Hawaiian Natural History.**BIOL 171: Introduction to Biology I****Credits:** 3**Coreq:** BIOL 171L and CHEM 151 (or CHEM 161)**Recommended:** ENG 100 or equivalent.**Comments:** Cross-listed with MARE 171.**Semester Offered:** Fall**Description:** This course covers introductory biology with a marine emphasis for all life science majors including cell structure, chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes.**BIOL 171L: Introduction to Biology Laboratory I****Credits:** 1**Coreq:** BIOL 171 and CHEM 151 (or CHEM 161)**Comments:** Cross-listed with MARE 171L.**Semester Offered:** Fall**Description:** The laboratory complements BIOL 171 and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on organic molecules, cell structure, cell functions, and genetics.**BIOL 172: Introduction to Biology II****Credits:** 3**Prereq:** "C" or higher in BIOL 171 and 171L.**Coreq:** BIOL 172L**Comments:** Cross-listed with MARE 172.**Semester Offered:** Spring**Description:** BIOL/MARE 172 is a continuation of BIOL/MARE 171 emphasizing anatomy, physiology, and systematic of plants and animals to include behavior, ecosystems, populations, and communities.**BIOL 172L: Introduction to Biology Laboratory II****Credits:** 1**Coreq:** BIOL 172**Comments:** Cross-listed with MARE 172L.**Semester Offered:** Spring**Description:** This laboratory complements the BIOL 172 lecture and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on a systemic study of the anatomy and physiology of plants and animals, and how they interact in populations, ecosystems, and communities.**BIOL 208: Field Biology: Island Ecosystems****Credits:** 3**Prereq:** Qualified for ENG 100 and MATH 103. Ability to do moderate hiking and outdoor activity.**Recommended:** "C" or higher in a biological science course and laboratory (BIOL 123/123L; BOT 101, BOT 130/130L; SCI 121/121L).**Comments:** The laboratory is part of the class.**Semester Offered:** Summer**Description:** Oceanic island communities in the Pacific, such as Hawai'i, offer a unique and exciting environmental setting for a hands-on experiential field biology course. This course will provide students with an opportunity to perform standardized tests and field research techniques to collect current data on specific island ecosystems. Students will learn to analyze the data and relate the information they have acquired to the diversity and health of the ecosystem, gaining a greater understanding and appreciation of the changing and fragile nature of island communities.

BLUEPRINT

BLPR

BLPR 22: Blueprint Reading

Credits: 3

Prereq: Qualified for ENG 106. Qualified for MATH 82X or "C" or higher or concurrent enrollment in MATH 75X.

Semester Offered: Fall

Description: This course is designed to help students acquire an understanding of some of the basic principles in blueprint reading. Emphasis is on developing interpretation and visualization techniques as they refer to construction drawings and concepts essential to related fields in carpentry, architecture, engineering, and green construction technology.

BOTANY

BOT

BOT 101: General Botany

Credits: 3

Coreq: BOT 101L

Recommended: Qualified for ENG 100L.

Semester Offered: Fall, Spring

Description: This course covers the structure, growth, functions, and evolution of plants and their relationship to the environment and human activities. The course will give the student an overall view of the plant kingdom and the integral part that they play in life.

BOT 101L: General Botany Lab

Credits: 1

Coreq: BOT 101

Recommended: Qualified for ENG 100L.

Semester Offered: Fall

Description: This course covers the laboratory/hands-on part of BOT 101, which includes structure, growth, functions, and evolution of plants and their relationship to the environment and human activities. The course will give the student an overall view of the plant kingdom and the integral part that they play in life.

BOT 105: Ethnobotany

Credits: 3

Recommended: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: The course focuses on the importance of plants and their influence upon the cultures of Hawai'i and the Pacific. Students learn traditional and contemporary use of cultivated and wild plants.

BOT 130: Plants in the Hawaiian Environment

Credits: 3

Coreq: BOT 130L

Recommended: Qualified for ENG 100. Concurrent enrollment in MATH 75X.

Semester Offered: Spring

Description: This course is an introduction to the biological sciences demonstrated through the study of the evolution of plant species and communities of the Hawaiian Islands. The course will include the study of ecological interactions, human impact on the environment, observational skills and scientific inquiry, plant structure and form in relation to function, and the identification and systematics of native and introduced flora.

BOT 130L: Plants in the Hawaiian Environment Lab

Credits: 1

Coreq: BOT 130

Recommended: Qualified for ENG 100. Concurrent enrollment in MATH 75X.

Semester Offered: Spring

Description: BOT 130L is a one-credit laboratory science course designated to accompany BOT 130. The course is a hands-on, experiential approach to the biological sciences. This course will involve students in specific application of lecture materials and concepts through scientific inquiry and field observations. Field trips are included.

BUSINESS

BUS

BUS 120: Principles of Business

Credits: 3

Semester Offered: Fall, Spring

Description: This course surveys the fundamentals of the American business enterprise and examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment.

BUS 190: Survey of International Business

Credits: 3

Prereq: "C" or higher in BUS 120.

Recommended: Basic computer and internet skills.

Semester Offered: Spring

Description: This course focuses on general business problems, techniques and strategies necessary in the development of business activities in the global market place. The course is designed to promote an understanding of the impact that a country's culture and its environment have on a firm's international operations. The course also covers current trends in management, finance, communication, marketing and ethics.

BUS 293: Cooperative Education

Credits: 3

Class Hours: 1 credit = 75 hours of work experience, 2 credits = 150 hours of work experience, 3 credits = 225 hours of work experience

Prereq: "C" or higher in ENT and MGT courses. Business program major. Approval of instructor.

Semester Offered: Fall

Description: Cooperative Education is a supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the business environment.

BUSINESS LAW

BLAW

BLAW 200: Legal Environment of Business

Credits: 3

Semester Offered: Fall, Spring

Description: This course introduces fundamental principles of law as applied to ordinary business relationships, sources of business law, the essential elements of a contract, the agency and employment relationships, negotiable instruments, bailments, personal property, and the sale of personal property. Emphasis is placed on the Uniform Commercial Code.

BUSINESS TECHNOLOGY

BUSN

BUSN 121: Introduction to Word Processing

Credits: 3

Semester Offered: Fall, Spring

Description: This course covers proper keyboarding techniques, word processing concepts, and document formatting of letters, memos, tables, reports, and email. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.

BUSN 123: Word Processing for Business

Credits: 3

Prereq: "C" or higher in BUSN 121.

Semester Offered: Spring

Description: This course uses advanced features from a word processing program to create business documents emphasizing production and proofreading. This course integrates knowledge of the internet and the computer, and it includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

BUSN 130: Spreadsheet and Database

Credits: 3

Semester Offered: Spring

Description: This course introduces spreadsheet concepts essential for business and personal use. Students will create and edit spreadsheets; apply formatting, formulas, functions, and data analysis; design charts and graphs; create templates, data tables, and reports. A database management system will be introduced.

BUSN 158: Social Media and Cloud-Based Collaboration for Business

Credits: 3

Prereq: Qualified for ENG 100.

Approval of instructor.

Recommended: Basic computer, internet, and keyboarding skills.

Semester Offered: Fall

Description: This course introduces students to social media and collaboration tools as they relate to business. Students create, maintain, and update blogs, social media sites, and internal/external collaboration and communication tools. Organizational management of cloud storage is included.

BUSN 159: Creating and Managing the Virtual Office

Credits: 3

Prereq: "C" or higher in BUSN 123, BUSN 164, and ICS 101. Qualified for ENG 100L. Approval of instructor.

Recommended: Basic computer, internet, and keyboarding skills.

Semester Offered: Spring

Description: This course will explore concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a comprehensive business and marketing plan.

BUSN 164: Career Success

Credits: 3

Recommended: Computer experience using a word processing program.

Semester Offered: Fall

Description: This course presents concepts and theories relating to workplace behavior, managing one's attitude, and building relationships for workplace effectiveness.

BUSN 170: Records and Information Management

Credits: 3

Semester Offered: Spring

Description: The course studies principles of and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; study and application of Association of Records Managers and Administrators (ARMA) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.

BUSN 171: Internet Technologies

Credits: 3

Semester Offered: Spring

Description: This course introduces information technology as a tool for facilitating business functions in a global society. It emphasizes the most significant aspects of the internet including its infrastructure, protocols, applications, security, impact on society, and databases as related to search engines. Website creation will be introduced.

BUSN 172: Introduction to SQL for Business Users

Credits: 3

Prereq: "C" or higher in BUSN 130.

Semester Offered: Fall

Description: This course is the study of concepts of Structured Query Language (SQL) and universal database programming language. Students will learn how to read and write SQL statements, use SQL to sort and filter retrieved data, reformat retrieved data with calculated fields, and merge columns and create alternate names for columns. Students will also learn how to gather significant statistics from data using aggregate functions and to extract data from multiple tables simultaneously using joins and subqueries. In addition, students will learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Finally, students will learn how to report and automate query results using ODBC connections to Microsoft Office applications.

BUSN 179: Business Writing**Credits:** 3**Prereq:** Qualified for ENG 100L.**Recommended:** Ability to keyboard by touch is recommended.**Semester Offered:** Fall, Spring**Description:** This course is the study of language fundamentals needed to communicate effectively in a professional business setting. Students will develop effective written messages that are positive, persuasive, and informative in a variety of formats including current business communication media. Basic language skills learned include grammar, usage, punctuation, capitalization, number style, and spelling.**BUSN 188: Business Calculations****Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.**BUSN 193V: Cooperative Education****Credits:** 1 - 3**Class Hours:** 1 hour per week with coordinator and 75 hours work experience for each credit**Prereq:** Approval of instructor.**Comments:** May be repeated for a maximum of 3 credits.**Semester Offered:** Fall, Spring**Description:** Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in the private and public sectors is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.**BUSN 201: Introduction to Project Management****Credits:** 3**Prereq:** "C" or higher in BUSN 123, BUSN 130, BUSN 179, and ICS 101.**Description:** This course will focus on project management concepts. Students will discover the project life cycle, learn how to organize a successful project from inception to completion, and identify how to effectively manage business projects in the workplace. Topics include originating, planning, performing, and controlling a project. Students will complete a practical project by incorporating concepts learned in this course with skills attained in previous Business Technology (BTEC) program courses.

CARPENTRY

CARP

CARP 20B: Basic Carpentry Skills**Credits:** 3**Semester Offered:** Fall, Spring**Description:** This course provides an overview of the tools, materials, and safety practices currently used in the industry. The safe use, care, and maintenance of hand tools and power tools are emphasized.**CARP 20C: Applied Carpentry Skills****Credits:** 9**Prereq:** "C" or higher or concurrent enrollment in CARP 20B.**Semester Offered:** Fall**Description:** This is an introductory course in carpentry technology. Students will develop basic carpentry skills required by the industry. This course will cover the use, safety, and maintenance of hand and power tools, identification and application of materials, assembly methods, and basic material takeoff. Emphasis will be on sustainable construction practices.**CARP 22B: Concrete Forms I****Credits:** 5**Coreq:** CARP 20C**Semester Offered:** Fall, Spring**Description:** This course focuses on the theory and practice of concrete form construction, including forms for footings and walls. Other topics include the study of concrete and concrete products, form construction terminology, and form materials and methods. Projects include on-site building foundation layout using the transits and levels. Safety practices in form construction are stressed.**CARP 22C: Concrete Forms II****Credits:** 6**Coreq:** CARP 22B**Semester Offered:** Fall, Spring**Description:** This course covers the theory and practice of concrete form construction, including forms for beams, stairs, and above-grade slabs. Other topics include the study of new building materials used in form construction and methods. Projects include on-site building foundation layout using the transits and levels. Safety practices in form construction are stressed.**CARP 41B: Rough Framing and Exterior Finish I****Credits:** 6**Coreq:** CARP 41C**Semester Offered:** Fall, Spring**Description:** This is a course on the theory and practice in construction of framing walls, rough openings, floors, and exterior wall coverings and exterior trim. Other topics include floor framing methods and layout, roof framing methods and layout, and introduction to sustainable building construction practices. Safety is stressed throughout the course.**CARP 41C: Rough Framing and Exterior Finish II****Credits:** 5**Coreq:** CARP 41B**Semester Offered:** Fall, Spring**Description:** This is a course on the theory and practice in construction of partition walls, interior and exterior stairs layout and construction, as well as exterior siding and trim. Other topics include truss design and layout, and quantity and material estimates. Safety is stressed throughout the course.

CARP 42B: Finishing I**Credits:** 6**Coreq:** CARP 42C**Semester Offered:** Spring

Description: In this course, students are introduced to the safe installation of materials for finishing the interior surfaces of a framed house. Students will install, repair, and prepare drywall for painting. Hardwood, laminate, and resilient floorings will be covered as will door and window installation and molding trim. Estimating on a time and materials basis and calculating labor cost are introduced. The goal of the class is to present the best practices to achieve professional results and produce a durable and sustainable product.

CARP 42C: Finishing II**Credits:** 5**Coreq:** CARP 42B**Semester Offered:** Spring

Description: In this course, students will be introduced to shop woodworking tools and their safe use producing and installing complex moldings. Wood joinery as it pertains to interior stairs, cabinetry, and countertops will result in an understanding of the millwork package necessary to finish a living space. The goal of the class is to present the best practices to achieve professional results and produce a durable and sustainable product.

CARP 99V: Special Studies

Description: See explanation under the heading of Special Studies.

CHEMISTRY

*CHEM***CHEM 151: Elementary Survey of Chemistry****Credits:** 3**Prereq:** Qualified for ENG 100. "C" or higher in MATH 75X or MATH 82X.**Coreq:** CHEM 151L**Semester Offered:** Fall, Spring

Description: This survey of general principles and descriptive chemistry is intended for students with no previous background in chemistry. Topics include atoms and molecules; moles and formulas; properties of solids, liquids, and gases; enthalpy and entropy; acids and bases; chemical composition; stoichiometry; and equilibria.

CHEM 151L: Elementary Survey of Chemistry Lab**Credits:** 1**Prereq:** "C" or higher in MATH 75X or MATH 82X.**Coreq:** CHEM 151**Semester Offered:** Fall, Spring

Description: In this course, students are introduced to the illustration and practice of laboratory techniques as well as application of the chemical principles presented in CHEM 151.

CHEM 161: General Chemistry I**Credits:** 3**Prereq:** Qualified for MATH 103.**Coreq:** CHEM 161L**Semester Offered:** Fall, Spring

Description: This course is an introduction to the basics of college chemistry. Topics include chemical kinetics, chemical equilibrium, acid-bases, acid-base equilibrium, solubility, solubility equilibrium, entropy, electrochemistry, coordination, and nuclear chemistry.

CHEM 161L: General Chemistry Lab I**Credits:** 1**Coreq:** CHEM 161**Semester Offered:** Fall, Spring

Description: This course is an introduction to chemical principles and procedures in the laboratory.

CHEM 162: General Chemistry II**Credits:** 3**Prereq:** "C" or higher in CHEM 161.**Coreq:** CHEM 162L**Semester Offered:** Spring

Description: An introduction to the basics of college chemistry. Topics include chemical kinetics, chemical equilibrium, acid-bases, acid-base equilibrium, solubility equilibrium, entropy, electrochemistry, coordination, and nuclear chemistry.

CHEM 162L: General Chemistry Lab II**Credits:** 1**Coreq:** CHEM 162**Semester Offered:** Spring

Description: Introduction to chemical principles and procedures in the laboratory.

COMMUNITY HEALTH WORKER

*CHW***CHW 101: Community Health Worker Fundamentals****Credits:** 3**Prereq:** Approval of instructor.

Recommended: Basic computer, internet, and keyboarding skills. Basic writing skills.

Description: This course provides an introduction to the role of community health worker within the larger framework of public health; including a focus on self-exploration as an essential part to the promotion of health and disease prevention for clients.

CHW 130: Introduction to Counseling and Interviewing**Credits:** 3**Prereq:** "C" or higher in CHW 101.**Coreq:** CHW 135**Semester Offered:** Fall

Description: This course offers basic introduction to the theory and practice of counseling and motivational interviewing skills that community health workers need for establishing trusting relationships and promoting readiness for behavior change across diverse populations. This course is a combination of didactic and experiential learning with a focus on assessment, intervention, and outcomes.

CHW 135: Health Promotion/ Disease Prevention**Credits:** 3**Prereq:** "C" or higher in CHW 101.**Coreq:** CHW 130**Semester Offered:** Fall

Description: This course explores the roles community health workers play in health promotion and disease prevention. Topics include the major causes of premature mortality and morbidity, behavioral and environmental contributions to illness and injury, and strategies for promoting health, wellness, and risk reduction. Students will practice developing and teaching health promotion/disease prevention classes.

CHW 140: Case Management**Credits:** 3**Prereq:** "C" or higher in CHW 130.**Semester Offered:** Spring

Description: This course provides an overview of the concepts and practice skills surrounding case management with unique community populations. The focus includes the importance and ability of the community health worker to gather, document, and report on client visits and other activities. The concepts of individual and community capacity building, cultural competence, professional ethics and boundaries, and active listening skills will be applied to the practice of case management. Culturally sensitive strategies and a strengths-based model of case management will be emphasized.

CHW 145: Community Health Worker Practicum**Credits:** 4**Prereq:** "C" or higher in CHW 130 and CHW 135. "C" or higher or concurrent enrollment in CHW 140.**Semester Offered:** Spring

Description: This course provides supervised practical experience that allows the community health worker student to apply the concepts and skills developed from classroom experience to the unique needs of their community. This will serve as an opportunity to increase the student's ability and effectiveness as part of a community-based health team. This course is the "capstone" to the Community Health Worker program.

COOPERATIVE EDUCATION

Cooperative Education

Cooperative Education:**Credits:** 1 - 3

Class Hours: 1 hour per week seminar and 75 hours work experience for each credit.

Prereq: Approval of instructor.

Comments: May be repeated with approval of the instructor.

Description: Cooperative Education is a program that integrates classroom studies with work experience directly related to a student's academic field of study. Field experiences may be on- or off-campus, paid or volunteer, part- or full-time. Students earn one to three college credits in this formal program (1 credit = 75 hours, 2 credits = 150 hours, 3 credits = 225 hours). A student's current employment may qualify as a student's co-op site if it directly relates to that student's field of study. If a student does not work in a position that qualifies as a co-op site, the instructor will locate a volunteer site from a group of participating agencies in business, industry, and government. If students need a paid co-op experience, they are expected to find their own paying co-op sites. Co-op field experiences are a graduation requirement for the Accounting and Hospitality and Tourism programs. These degree programs view Cooperative Education as a capstone or exit experience within their program curriculum.

CREATIVE MEDIA

CM

CM 110: Introduction to Music Production

Credits: 3

Recommended: "B" or higher in ART 112, "C" or higher in ETRO 101, MUS 121C, and MUS 121D.

Semester Offered: Fall, Spring

Description: This introductory course teaches basic concepts and procedures required to operate audio equipment in a recording studio. Topics include digital audio theory, dynamic processing, acoustics, mixers, multi-track recordings, studio session procedures, miking techniques, mixer signal flow, audio monitoring equipment, and MIDI devices.

CM 111: Intermediate Music Production

Credits: 3

Prereq: "C" or higher in CM 110.

Recommended: "C" or higher in ETRO 101, MUS 121C, and MUS 121D.

Semester Offered: Fall, Spring

Description: This intermediate-level course teaches how to use Pro Tools to complete projects from initial setup to mix-down. Hands-on assignments teach how to record, edit, and mix soundtracks from multi-track recordings of live instruments and MIDI sequencing of software synthesizers.

CM 120: Introduction to Digital Video

Credits: 3

Recommended: "B" or higher in ART 112, "C" or higher in ETRO 101.

Semester Offered: Fall, Spring

Description: In this course, students develop basic video production skills. The course emphasizes the technical aspects of digital cinematography and sound recording, plus fundamentals of field production in terms of conceptual development, planning, writing, storyboarding, editing, and project management. Students also learn the basic rules of visual composition, sequencing, and storytelling.

CM 121: Intermediate Digital Video

Credits: 3

Prereq: "C" or higher in CM 120.

Recommended: "B" or higher in ART 112, "C" or higher in ETRO 101.

Semester Offered: Fall, Spring

Description: This course examines the technical and aesthetic issues of digital video production at the intermediate level. Lessons include production management, directing actors, script writing, storyboard production, video camera operation, sound recording, lighting, and editing techniques. Working individually and collaboratively, students use professional video cameras, lights, audio equipment, and editing software to produce commercial-quality video programs.

CM 170: Introduction to Event Technology

Credits: 3

Recommended: "B" or higher in ART 112, "C" or higher in ETRO 101.

Semester Offered: Fall, Spring

Description: This course teaches entry-level skills required to support live events. Working individually and collaboratively, students learn how to set up, safely operate, and store professional sound, lighting, staging, and visual display equipment.

CM 171: Intermediate Event Technology

Credits: 3

Prereq: "C" or higher in CM 170.

Recommended: "C" or higher in ETRO 101.

Semester Offered: Fall, Spring

Description: This course teaches intermediate-level skills required to coordinate and support live events. Working individually and collaboratively, students learn how to set up, safely operate, and store professional sound, lighting, staging, and visual display equipment. In this course, students plan and manage live events from beginning to end. Lessons also include equipment troubleshooting, project management, and risk management.

CM 180: Introduction to Website Technology

Credits: 3

Recommended: "B" or higher in ART 112, "C" or higher in ART 101.

Semester Offered: Fall, Spring

Description: This course teaches entry-level design and development skills required to create basic websites. Students use professional software applications to create websites that are user friendly, visually appealing, and scalable. Lessons provide an overview of Cascading Style Sheets (CSS), Hypertext Markup Language (HTML), and Javascript.

CM 181: Intermediate Website Technology

Credits: 3

Prereq: "C" or higher in CM 180.

Recommended: "B" or higher in ART 112, "C" or higher in ART 113.

Semester Offered: Fall, Spring

Description: In this course, students use industry-standard development applications to design and create professional websites that are user friendly, visually appealing, scalable, and ADA compliant. This course also covers how to customize websites using Cascading Style Sheets (CSS), Hypertext Markup Language (HTML) and Javascript.

CM 190: Introduction to 3D Animation

Credits: 3

Recommended: "B" or higher in ART 112, "C" or higher in ART 113.

Semester Offered: Fall, Spring

Description: This course teaches entry-level skills required to design and create basic 3-dimensional, animated graphic sequences. The course covers general design and production as the students work through the different stages of the animation pipeline (art, modeling, surfacing, camera, animating, lighting, and rendering). Students also create web-based Digital Portfolios to display completed animated sequences.

CM 191: Intermediate 3D Animation**Credits:** 3**Prereq:** "C" or higher in CM 190.**Recommended:** "C" or higher in ART 113.**Semester Offered:** Fall, Spring

Description: This course teaches intermediate-level skills required to design and create professional 3-dimensional, animated graphic sequences. The course covers 3D computer animation theory and attributes, including: curves, surfaces, nurbs, polygons, textures, modeling, lighting, and rendering. Working individually and collaboratively, students use industry-standard software applications to create commercial quality 3D animated sequences.

CULINARY ARTS

CULN

CULN 100: Math for the Culinary Arts**Credits:** 3**Semester Offered:** Spring

Description: This course introduces the quantitative methods, reasoning, and operations necessary to perform tasks and solve problems needed by culinary professionals. The quantitative methods covered include computation measurement, ratio, proportion and percent; conversions, recipe scaling, yield percent and recipe costing; baker's percentage and kitchen ratios; purchasing; and proportioning. Applications include interpretation and analysis of quantitative information needed in culinary situations.

CULN 101B: Introduction to Food Service, Basic Skills, and Sanitation**Credits:** 4**Semester Offered:** Fall

Description: This course will provide an overview of the rapidly growing food service industry from entry level to management positions. Students will learn the basic skills needed to enter an entry-level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry.

CULN 101C: Introduction to Food Service, Short Order, and Quantity Food Cookery**Credits:** 4**Prereq:** "C" or higher in CULN 101B.**Semester Offered:** Fall

Description: This course will provide an overview of the rapidly growing food service industry from entry level to management positions. The students will reinforce the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. Students will demonstrate principles in quantity food preparation using large quantity equipment. This course also stresses food selection, proper food storage/sanitation, and recipe and product evaluations.

CULN 102B: Introduction to Food Service, Breakfast Cookery, and Cafeteria Service**Credits:** 4**Semester Offered:** Spring

Description: This course will provide an overview of the rapidly growing food service industry with the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitude required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, proper food storage/ sanitation, and recipe and product evaluations. This course introduces students to breakfast short order cooking concepts and includes instruction and practical application in the following: eggs cooked to order, omelets, pancakes, waffles, French toast, and hot cereals. Students will also be trained in offering weekly specials for cafeteria operation.

CULN 102C: Introduction to Food Service, Pantry Development, and Basic Baking**Credits:** 4**Prereq:** "C" or higher in CULN 102B.**Semester Offered:** Spring

Description: This course will provide an overview of the rapidly growing food service industry with the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, proper food storage/sanitation, and recipe and product evaluations. Students will gain knowledge and skills in the preparation and presentation of hot and cold sandwiches, salads, and salad dressings. This course is an introduction to baking, emphasizing the basic formulas, fundamentals, and procedures.

CULN 111: Introduction to the Culinary Industry**Credits:** 2**Semester Offered:** Fall

Description: This course provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.

CULN 112: Sanitation and Safety
Credits: 2

Prereq: Qualified for ENG 106.

Semester Offered: Fall

Description: This course is the study and application of principles and procedures of sanitation and safety in the hospitality industry. This course includes the study of foodborne illnesses, biological hazards, chemical hazards, physical hazards, and cross-contamination as they may occur during the flow of food. An introduction to Hazard Analysis Critical Control Point (HACCP) and other sanitation and safety programs will also be presented. Safety issues and Occupational Safety and Health Administration (OSHA) guidelines and standards will be covered as they apply to the hospitality industry.

CULN 115: Menu Merchandising
Credits: 2

Prereq: "C" or higher in BUSN 188 or qualified for MATH 100 or higher and ENG 100 or higher.

Coreq: CULN 275 and CULN 294

Semester Offered: Spring

Description: This course is a study of the factors involved in planning effective menus for a variety of food service operations. This course includes the design, format, selection, costing, pricing, and balance of menu items based on an understanding of the needs of various target markets.

CULN 116: Introduction to Culinary Sustainability
Credits: 1

Semester Offered: Fall

Description: This course overviews a variety of sustainable practices, and examines how to implement them in a food service operation. Students will learn to combine elements of purchasing/receiving, energy and water conservation, and recycling to help control costs while reaping the benefits of being good environmental stewards.

CULN 121: Culinary Fundamentals
Credits: 4

Prereq: "C" or higher or concurrent enrollment in CULN 112. Qualified for ENG 106. Qualified for MATH 82X.

Semester Offered: Fall

Description: This course is an introduction to the fundamental concepts, skills, and techniques of food preparation. Course coverage includes use of standardized recipes, as well as basic fabrication and cooking methods for proteins, stocks, soups, sauces, seafood, vegetables, and starches. Students will learn to identify, use, and maintain all equipment, tools, and utensils in a safe and sanitary manner.

CULN 130: Intermediate Cookery
Credits: 5

Class Hours: 1 lecture, 2 lecture/lab, and 9 lab

Prereq: "C" or higher in CULN 121.

Semester Offered: Fall

Description: This course focuses on the application of basic concepts, skills, and techniques in fundamentals of cookery, short order cookery (including breakfast cookery as found in coffee shops, snack bars, and other quick service outlets with an emphasis in American Regional Cuisine), and quantity food production with emphasis on menu development, recipe standardization and conversion, and quality control. This course also includes experience in both quantity food production and short order cookery.

CULN 150: Fundamentals of Baking
Credits: 5

Class Hours: 1 lecture, 2 lecture/lab, and 9 lab

Prereq: "C" or higher in CULN 130.

Semester Offered: Spring

Description: This course is an introduction to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredient functions, product identification, weights, measures, and proper use and maintenance of bakeshop tools and equipment. Students identify the basic baking concepts and techniques in preparing items such as quick breads, yeast breads, pies, cakes, cookies, dessert sauces, custards, and creams.

CULN 160: Dining Room Operations
Credits: 5

Class Hours: 1 lecture, 2 lecture/lab, and 9 lab

Prereq: "C" or higher in CULN 150.

Semester Offered: Spring

Description: This course is the study and application of the variety of service styles and techniques practiced by industry with special emphasis on the importance of the relationship coordination between the front and the back of the house. It includes the study of the principles, practices, responsibilities and liabilities associated with alcohol service.

CULN 185: Culinary Nutrition
Credits: 3

Prereq: Qualified for ENG 106. Qualified for MATH 82X.

Semester Offered: Fall

Description: This course provides basic overall nutrition education, including functions of nutrients, vitamins and minerals, metabolic and other physiological processes, diet-related health concerns, and global health issues.

CULN 221: Continental Cuisine
Credits: 5

Class Hours: 1 lecture, 2 lecture/lab, and 9 lab

Prereq: "C" or higher in CULN 150 and CULN 160.

Semester Offered: Fall

Description: This course focuses on expanding competencies gained in Fundamentals of Cookery, Intermediate Cookery, and other prior culinary courses, emphasizing creativity and the refining and perfecting of skills and techniques acquired. Students specialize in cooked-to-order dishes typically served in hotels and fine dining restaurants with special emphasis on the classical cuisines. This course also covers the preparation and presentation of Continental and European cuisines.

CULN 222: Asian Pacific Cuisine**Credits:** 5**Class Hours:** 1 lecture, 2 lecture/lab, and 9 lab**Prereq:** "C" or higher in CULN 221.**Semester Offered:** Fall

Description: This course focuses on basic classical Asian/Pacific cookery techniques that have evolved into the culinary concepts and flavors utilized in Pacific Rim and Hawaii Regional cuisine. Through the production of the contemporary menu, students learn about cooking techniques, specialty ingredients, seasonal foods, spices, and herbs.

CULN 240: Garde Manger**Credits:** 5**Class Hours:** 1 lecture, 2 lecture/lab, and 9 lab**Prereq:** "C" or higher in CULN 221 and CULN 222 or approval of instructor.**Semester Offered:** Spring

Description: This course is a study of the basic garde manger principles as well as the functions and duties of the department as it relates to and integrates with other kitchen operations. The preparation of specialty items such as aspics, chaud-froids, forcemeat, pates, terrines, galantines, mousses, as well as ice sculpturing, tallow sculpturing, and vegetable carving will be covered in this seven and a half week course.

Effective:

Through Fall 2019 (will be replaced by CULN 242)

CULN 242: Applied Garde Manger**Credits:** 5**Class Hours:** 2 lecture, 2 lecture/lab, and 9 lab**Prereq:** "C" or higher in both CULN 221 and CULN 222 or approval of instructor.**Semester Offered:** Spring

Description: This course is a study of the basic Garde Manger principles as well as the functions and duties of the department as it relates to and integrates with other kitchen operations. The preparation of specialty items such as aspics, chaud-froids, forcemeat, pates, terrines, galantines, mousses, as well as ice sculpturing, tallow sculpturing, and fruit and vegetable carving will be covered in this seven and a half week course.

Effective:

Spring 2020

CULN 271: Hospitality Purchasing and Cost Control**Credits:** 4**Prereq:** Qualified for MATH 100 or approval of instructor.**Semester Offered:** Fall

Description: In this course, students will analyze purchasing and food control systems in commercial food service operations. Students will practice cost and sales analysis, comparative buying, and inventory control.

CULN 275: Human Resource Management and Supervision**Credits:** 3**Prereq:** "C" or higher in CULN 271. Qualified for ENG 100.**Semester Offered:** Spring

Description: This course is designed to prepare the student for the transition from employee to supervisor in a food service operation. Students will learn to identify and evaluate various leadership styles and techniques. Course content also includes employee training, motivation, and evaluation techniques common in food service operations.

CULN 294: Culinary Arts Practicum**Credits:** 5**Class Hours:** 1 lecture, 2 lecture/lab, and 9 lab**Prereq:** Approval of instructor or "C" or higher in CULN 185, CULN 240, and CULN 271.**Coreq:** CULN 115 and CULN 275**Semester Offered:** Spring

Description: This capstone course is designed to integrate culinary training with academic studies and field experience using fundamental cooking techniques, food science, aesthetics, managerial principles, and sensory perception as the framework. Students will plan, organize, staff, direct, and control a restaurant on campus. They will be responsible for menu designs, service, finances, purchasing, and productivity. The instructor serves as a resource in the areas of market analysis, menu creation and design, cost control, and financial analysis.

EARLY CHILDHOOD EDUCATION

*ECED***ECED 105: Introduction to Early Childhood Education****Credits:** 3**Prereq:** Qualified for ENG 100.**Coreq:** ECED 110 and ECED 131**Semester Offered:** Fall

Description: This course 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.

ECED 110: Developmentally Appropriate Practices**Credits:** 3**Prereq:** Qualified for ENG 100.**Coreq:** ECED 105 and ECED 131**Semester Offered:** Fall

Description: This course provides an overview and basic awareness, knowledge, and skills necessary for working with children from birth through age eight, including those with special needs. It also introduces concepts of developmentally appropriate practices, the value of play, safe and healthy learning environments and appropriate child guidance.

ECED 115: Health, Safety, and Nutrition for the Young Child**Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall

Description: This course introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. It introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings.

ECED 131: Child Development: Theory into Practice**Credits:** 3**Prereq:** Qualified for ENG 100.**Coreq:** ECED 105 and ECED 110**Semester Offered:** Fall

Description: This course covers principles of human development from conception through early childhood. It 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.

ECED 140: Guidance of Young Children in a Group Setting**Credits:** 3**Prereq:** "C" or higher in ECED 105, ECED 110, and ECED 131.**Coreq:** ECED 192 and ECED 245**Semester Offered:** Spring

Description: This course addresses positive ways to support children's social-emotional development. It focuses on adult-child and child-child interactions and relationships.

ECED 170: Introduction to Working with Infants and Toddlers**Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Spring

Description: This course provides an overview of infant-toddler development, risk factors that impact development, and appropriate community resources and services. Its focus is on respectful, responsive, and reciprocal practices within the framework of a curriculum based upon caregiving routines.

ECED 191: Field Experience in Early Childhood Education I**Credits:** 4

Prereq: "C" or higher in ECED 140, ECED 192, and ECED 245. "C" or higher or concurrent enrollment in ECED 115. "C" or higher or concurrent enrollment in ECED 170.

Semester Offered: Spring

Description: This course provides 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.

ECED 245: Child, Family, and Community**Credits:** 3**Prereq:** "C" or higher in ECED 105, ECED 110, and ECED 131.**Coreq:** ECED 140 and ECED 192**Semester Offered:** Spring

Description: This course will focus on developing skills for establishing effective relationships between the early childhood professional and families of the children with whom the professional is working.

ECED 263: Language and Creative Expression Curriculum**Credits:** 3

Prereq: "C" or higher in ECED 191. "C" or higher or concurrent enrollment in ECED 115. "C" or higher or concurrent enrollment in ECED 170.

Coreq: ECED 264 and ECED 291**Semester Offered:** Fall, Spring

Description: This course will focus on the theoretical foundation and practice in the planning, implementation, and assessment of the language arts and creative expression curriculum.

ECED 264: Inquiry and Physical Curriculum**Credits:** 3**Prereq:** "C" or higher in ECED 115 and ECED 191.**Coreq:** ECED 170 ECED 263**Semester Offered:** Spring

Description: This course addresses creative and language disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. This course includes designing curriculum for language, literacy, literature, and creative expression (art, music, & creative movement/dance) based on observation of children. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments.

ECED 291: Field Experience in Early Childhood Education II**Credits:** 4

Prereq: "C" or higher in ECED 191. "C" or higher or concurrently enrolled in ECED 115. "C" or higher or concurrently enrolled in ECED 170.

Coreq: ECED 263 and ECED 264**Semester Offered:** Spring

Description: This course provides a final supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice.

ECONOMICS

ECON

ECON 130: Principles of Microeconomics**Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring

Description: In this course, students will study supply, demand, and price determination in a market economy; costs, revenues, and price policies of the firm under conditions of competition and monopoly; and the determination of wages, rent, interest, and profits.

ECON 131: Principles of Macroeconomics**Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring

Description: The field of macroeconomics explores how the economic system operates and interacts with other social and political forces. This course focuses on the system of capitalism and how it determines the national income (GDP) and economic growth, employment/unemployment rates, and national/global economic inequality. This course also explores the government's role in regulation and determining fiscal policies, inflation, trade imbalances, and exchange rates. Finally, the relationship between business and the economy is studied through an examination of the multinational corporation.

ELECTRICAL ENGINEERING

EE**EE 160: Programming for Engineers****Credits:** 4**Prereq:** Qualified for MATH 241.**Semester Offered:** Fall, Spring

Description: This is an introductory course on computer programming and modern computing environments with an emphasis on algorithm and program design, implementation and debugging. Designed for engineering students, this course includes a hands-on laboratory to develop and practice programming skills.

EE 205: Object-Oriented Programming**Credits:** 3**Prereq:** "C" or higher in EE 160 or approval of instructor.**Semester Offered:** Spring

Description: This is a second-level programming course for Engineers. The course introduces the object-oriented programming paradigm focusing on the definition and use of classes along with fundamentals of object-oriented design in a modern object-oriented language such as C++. Other topics include complex data structures, simple searching and sorting techniques, and an introduction to software engineering issues.

EE 211: Basic Circuit Analysis I**Credits:** 4**Prereq:** Concurrent enrollment in MATH 243 or qualified for MATH 244.**Semester Offered:** Fall, Spring

Description: This course studies linear passive circuits, time domain analysis, transient and steady-state responses, phasors, impedance and admittance; power and energy, frequency responses, and resonance.

EE 213: Basic Circuit Analysis II**Credits:** 4**Prereq:** "C" or higher EE 211. "C" or higher or concurrent enrollment in MATH 244.**Semester Offered:** Fall, Spring

Description: This course studies Laplace transforms, Fourier transforms, convolution and the applications to circuits, frequency selective circuits, design of active filters, and state space analysis of circuits.

EE 260: Introduction to Digital Design**Credits:** 4**Prereq:** "C" or higher in EE 160.

Description: This course is an introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components.

EE 296: Sophomore Project**Credits:** 1**Prereq:** Approval of instructor.**Comments:** May be repeated any number of times for credit.**Semester Offered:** Spring

Description: Sophomore level individual or team project under EE faculty direction and guidance. The project provides design experience and develops practical skills.

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

EIMT**EIMT 21: Electrical Fundamentals****Credits:** 3**Semester Offered:** Fall

Description: This course introduces students to AC and DC electrical theory and practical concepts, including basic laws and formulas. This course includes how basic circuits are configured and the necessary materials required and the wiring of common electrical devices. Tools and test equipment requirements and simple wiring techniques will be covered.

EIMT 23: Wiring Materials, Methods and NEC Codes**Credits:** 3**Semester Offered:** Fall

Description: This course is an introduction to the National Electrical Code (NEC) requirements for branch circuit wiring. The selection and installation of materials and the methods used following NEC guidelines for common electrical circuits within the home are covered. Selection, sizing, and electrical safety requirements are explained as well as basic troubleshooting skills.

EIMT 31: Residential Installation Theory**Credits:** 4**Prereq:** "C" or higher in EIMT 23.**Recommended:** Completed EIMT 21 or ETRO 18.**Semester Offered:** Fall, Spring**Description:** This course is designed to develop knowledge of basic and advanced residential wiring with emphasis on the National Electrical Code, energy efficiency, and the principles of residential blueprint reading.**EIMT 33: Hawai'i Journeyperson Exam Preparation****Credits:** 5**Prereq:** "C" or higher in EIMT 23, "C" or higher in either EIMT 21 or ETRO 18. Approval of instructor.**Coreq:** EIMT 51**Recommended:** Concurrent enrollment in MATH 75X.**Comments:** This course is only for those currently employed in the Electrical trade.**Semester Offered:** Spring**Description:** This course does not provide work experience. Instead, this courses for students who are working in the trade industry only so that they can complete the 240 hours required by the "State of Hawai'i HRS-PVL-448E." This course can be taken as a credit course or through the Office of Continuing Education and Training as a non-credit course. Students who wish to meet the 448E-5 (b)(1) rule must work 10,000 hours in the trade industry and complete 240 hours of related coursework offered through the University of Hawai'i Community Colleges System. To meet the 240-hour requirement students must complete modules of study in areas of electrical theory, Codeology, grounding, and motor control. This course will fulfill 75 hours of the 240-hour requirement and will cover Codeology, as well as grounding and bonding; the remaining 165 hours are covered in other courses offered on campus.**EIMT 35: Residential Installation Lab****Credits:** 6**Prereq:** "C" or higher in EIMT 23.**Recommended:** Completed EIMT 21 or ETRO 18.**Semester Offered:** Fall, Spring**Description:** 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 and methods.**EIMT 45: Commercial Installation Theory****Credits:** 4**Prereq:** "C" or higher in EIMT 31.**Recommended:** Completed EIMT 23.**Semester Offered:** Fall, Spring**Description:** This course is designed to develop knowledge of commercial and industrial wiring techniques with emphasis on the National Electrical Code, energy efficiency, and the principles of advanced electrical blueprint reading.**EIMT 47: Commercial Installation Lab****Credits:** 6**Prereq:** "C" or higher in EIMT 35.**Semester Offered:** Fall, Spring**Description:** This course is designed to advance the knowledge of commercial and industrial wiring techniques with emphasis on the National Electrical Code, energy efficiency, and the principles of advanced electrical blueprint reading.**EIMT 51: Industrial Motor Controls****Credits:** 3**Prereq:** "C" or higher in EIMT 23.**Semester Offered:** Spring**Description:** This is an introduction to motor controls and the logic sequence that they implement. The course covers how to read a ladder diagram, including component recognition, use, and application. Students will develop skills to create a computer generated control diagram from a sequence of operations and learn troubleshooting skills to diagnose basic control functions.**EIMT 53: AC/DC Systems and Equipment****Credits:** 6**Prereq:** "C" or higher in EIMT 23.**Semester Offered:** Fall, Spring**Description:** This course is designed to advance the student into electrical principles of direct current and alternating current equipment. Emphasis is placed on the theory, operation, control, and power generation of alternative energy systems including photovoltaic, wind, and hydro systems.**EIMT 70: Renewable Energy PV****Credits:** 3**Recommended:** Completed EIMT 21 (or ETRO 18) and EIMT 23.**Semester Offered:** Fall**Description:** This course is designed to prepare the individual for entry into the photovoltaic field. Emphasis is on photovoltaic technology application, incorporating the electrical principles, solar radiation, load analysis, components of a system, maintenance, and types of systems. Successful completion of the course qualifies an individual to take the North American Board of Certified Energy Practitioners (NABCEP) Basic Entry Level exam.**EIMT 75: Renewable Energy Advanced PV****Credits:** 3**Prereq:** "C" or higher in EIMT 70.**Semester Offered:** Spring**Description:** This course is designed to advance the student in the photovoltaic field using battery technology and stand-alone systems. Emphasis is on the application of photovoltaic systems following the National Electrical Code rules. System sizing, conductor sizing, grounding, and overcurrent protection are covered. Successful completion of the course satisfies the educational requirements for an individual to take the North American Board of Certified Energy Practitioners (NABCEP) Certification exam.**EIMT 99V: Special Studies****Description:** See explanation under the heading of Special Studies.

ELECTRONICS

ETRO

ETRO 18: General Electronics

Credits: 3

Prereq: Qualified for ENG 75.

Qualified for MATH 75X.

Semester Offered: Fall, Spring

Description: This introduction to DC, AC, semi-conductor, and digital electronics includes characteristics, applications, power supplies, and amplifiers. The course also includes the use of the oscilloscope and meters.

ETRO 101: Introduction to Electronics Technology

Credits: 3

Prereq: Admission into the Electronics Technology program.

Recommended: Completed ETRO 18.

Semester Offered: Fall

Description: This course introduces the fundamentals of electronics, computer technology, and electrical components. It also develops applications of basic arithmetic and mathematics to electronic and computer technology, engineering notation, electrical units, and schematic diagrams. Finally, it provides the theory and applications of electronic measuring instruments and the construction of circuits.

ETRO 105: Circuit Analysis I

Credits: 4

Prereq: Qualified for MATH 103.

Semester Offered: Fall

Description: This course covers fundamental topics including resistance, and networks, with DC voltage sources and circuit analysis. It also demonstrates Ohm's law, Kirchoff's laws, Thevenin's theorem, and maximum power theorems. Students will develop step-by-step problem solving methods and hands-on laboratory applications and utilize electronics measurement instrumentation and software for data analysis.

ETRO 106: Circuit Analysis II

Credits: 4

Prereq: "C" or higher in ETRO 105.

Semester Offered: Spring

Description: The course teaches practical and theoretical principles of AC circuits and waveforms and reinforces trouble shooting and circuit analysis skills. In addition, magnitude, phase, rectangular and polar forms for sinusoids, impedance, and power vectors will be introduced. Time domain and frequency domain solutions for capacitive and inductive circuits will be studied and filter circuits will be demonstrated.

ETRO 140B: Cisco Networking 1

Credits: 3

Recommended: Basic computer and internet usage skills.

Semester Offered: Fall

Description: This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IPv4 and IPv6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

ETRO 140C: Cisco Networking 2

Credits: 3

Prereq: "C" or higher in ETRO 140B.

Recommended: Basic computer and internet usage skills.

Semester Offered: Spring

Description: This course introduces the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches; implement and troubleshoot common issues with static, RIPV2, single-area OSPFv2, and single-area OSPFv3 routing protocols; implement inter-VLAN routing in both IPv4 and IPv6 networks; secure the network with Access Control Lists (ACLs); and apply essential network services such as Dynamic Host Configuration Protocol (DHCP) for IPv4 and IPv6, and Network Address Translation (NAT).

ETRO 143: Digital Electronics

Credits: 3

Prereq: Qualified for MATH 103.

Coreq: ETRO 143L

Semester Offered: Fall

Description: This course is an introduction to number systems, codes, logic gates, Boolean algebra, and ICs used in digital circuits. Digital design using both logic gates and the VHDL programming language are studied. Analog-to-digital/digital-to-analog and microprocessor interfacing are introduced.

ETRO 143L: Digital Electronics Laboratory

Credits: 1

Prereq: Admission into the Electronics Technology program.

Coreq: ETRO 143

Semester Offered: Fall

Description: This course demonstrates the principles studied in ETRO 143 by means of laboratory experiments. Digital electronics concepts presented in ETRO 143 lectures are verified and reinforced by simulating, building, and testing digital electronics and computer circuits.

ETRO 161: Introduction to Optics and Photonics**Credits:** 3**Prereq:** Qualified for ENG 100. Qualified for MATH 103.**Semester Offered:** Spring

Description: This introductory photonics course covers the physics of light, laser safety, geometric optics, lenses, mirrors, polarizing lenses, interference/ diffraction waves, laser physics, optical imaging, and bio-photonics. Lab experiments and projects are embedded to reinforce the theory and provide practical experience for those interested in pursuing a career in this field.

ETRO 166: Introduction to Fiber Optics**Credits:** 3**Prereq:** Qualified for ENG 100. Qualified for MATH 103.**Semester Offered:** Fall, Spring

Description: This course is an introduction to fiber optic communications, providing a basic background and featuring hands-on training for installation and maintenance. Emphasis will be on fiber optic data links for Local Area Network (LAN) applications. The basic background will cover the technology for fiber optic communications: fiber, cables, splices and connectors, emitters and detectors, transmitters and receivers, data links, LANs, and equipment for installation and maintenance.

ETRO 187: Computer Hardware and OS**Credits:** 4**Recommended:** ETRO 18 and ICS 100 or ICS 101.**Semester Offered:** Fall

Description: This course covers the fundamentals of computer hardware, software, and advanced concepts such as security, networking, and responsibilities of an Information Technology (IT) professional. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install and configure operating systems, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. This course includes an introduction to mobile devices such as tablets and smartphones and client side virtualization. Hands-on labs are an essential element of the course.

ETRO 199V: Projects in Electronics**Credits:** 1 - 4**Class Hours:** 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)**Prereq:** Approval of instructor.**Recommended:** ICS 100 or ETRO 18.**Comments:** May be repeated any number of times for credit.**Semester Offered:** Fall, Spring

Description: Students in this independent studies course are expected to write a project proposal which states the objectives or scope of the project, materials cost, expected outcomes, and implementation plan. A schedule of lab use time and instructor consultation time should also be included. The project must be documented and a final report is expected.

ETRO 210: Electronic Technology I**Credits:** 3**Prereq:** "C" or higher in ETRO 106.

Description: This course introduces basic theory as well as operations of solid-state devices and applies to diodes, bipolar transistors, field effect transistors, Zener diodes, photonic devices, and other semiconductor devices. Students will study electronic circuits performing rectifying and amplification. They will also investigate common amplifier devices and usages, and instrumentation applications.

ETRO 240B: Cisco Networking 3**Credits:** 3**Prereq:** "C" or higher in ETRO 140B and ETRO 140C.**Recommended:** Basic computer and internet usage skills.**Semester Offered:** Fall

Description: This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), and Spanning-Tree Protocol (STP) in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a Wireless Local Area Network (WLAN) in a small-to-medium network.

ETRO 240C: Cisco Networking 4**Credits:** 3**Prereq:** "C" or higher in ETRO 240B, or approval of instructor.**Recommended:** Basic computer and internet usage skills.**Semester Offered:** Spring

Description: This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

ETRO 244: Cisco CCNA Security**Credits:** 4**Prereq:** "C" or higher in ETRO 140C, or approval of instructor.**Recommended:** ETRO 240B and ETRO 240C.**Semester Offered:** Spring

Description: CCNA Security is a hands-on career-oriented course preparing students with the associate-level knowledge and skills required to secure Cisco networks. Emphasis is placed on the development of a security infrastructure; identification of threats and vulnerabilities to networks; mitigation of security threats; and core security technologies. Students will experience hands-on installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality, and availability of data and devices.

ETRO 245: Advanced Routing**Credits:** 3**Prereq:** "C" or higher in ETRO 140B, ETRO 140C, ETRO 240B, and ETRO 240C or valid CCNA certification, or approval of instructor.**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Spring

Description: The purpose of this course is to develop the knowledge and skills needed to manage Internet Protocol (IP) traffic and access; understand scalable internetworks; configure advanced routing protocols including Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], and Open Shortest Path First [OSPF]; configuration of Internet Protocol version 6 (IPv6); and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

ETRO 247: Multilayer Switching**Credits:** 3**Prereq:** "C" or higher in ETRO 140B, ETRO 140C, ETRO 240B, and ETRO 240C or valid CCNA certification, or approval of instructor.**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Spring

Description: This course focuses on the development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration and troubleshooting skills.

ETRO 248: Network Troubleshooting**Credits:** 3**Prereq:** "C" or higher in ETRO 245, ETRO 246, and ETRO 247.**Comments:** May be repeated for a maximum of 6 credits.

Description: This course focuses on the development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration and troubleshooting skills.

ETRO 257: RF Communications**Credits:** 4**Prereq:** "C" or higher in ETRO 106.**Semester Offered:** Spring

Description: This course studies the general principles and characteristics of a variety of Radio Frequency (RF) Communications Systems. The coverage includes the analysis of digital and analog communications systems, subsystems, modulation techniques, and circuits. RF communication theory will be reinforced in lab with practical hands-on experience.

ETRO 275: Fundamentals of Linux**Credits:** 3**Prereq:** "C" or higher in ICS 101, or approval of instructor.**Semester Offered:** Fall, Spring

Description: This course introduces the student to fundamentals of the Linux-based system that provides essential services for a local area network. Upon completion of this course, the student will have a basic understanding of the Linux operating system and have hands-on experience installing, managing, and troubleshooting the Linux operating system.

ETRO 280: Microprocessor Architecture, Programming, and Interfacing

Credits: 3

Prereq: Acceptance into Electronics Technology program. Qualified for ENG. Qualified for MATH 103.

Recommended: ETRO 143/143L.

Semester Offered: Spring

Description: Microprocessor trainers will be used to introduce microprocessor architecture, interfacing, and machine language programming. Memory, interfaces, I/O devices, and interrupt processed I/O will also be covered.

ETRO 287: Computer Systems and Networking

Credits: 4

Prereq: "C" or higher in ETRO 105 or ETRO 280.

Coreq: ETRO 287L

Description: This course prepares students for work in maintaining, servicing, troubleshooting, and repairing PCs, peripheral devices, operating systems, as well as communication systems and networks. Students will build, upgrade, install, maintain, and troubleshoot computer and networking hardware. Topics include cabling of voice and data networks, LANs and WANs architecture and protocols, networking devices, wireless networking, and network security.

ETRO 287L: Computer Systems and Networking Laboratory

Credits: 1

Prereq: "C" or higher in ETRO 280, or approval of instructor.

Coreq: ETRO 287

Semester Offered: Spring

Description: Computer Systems and Networking Laboratory is a co-requisite course to ETRO 287. Students gain hands-on experience working with computer hardware, peripheral devices, operating systems, and networks by working on a series of laboratory assignments. Students will build, upgrade, maintain, and troubleshoot computer and network hardware. Operating system installation, optimization, and troubleshooting are also included. Students also research and develop a project related to computer technology and present this project as a capstone experience. This experience reinforces the content of the computer systems lecture course and provides the necessary qualification to work as entry-level computer technicians.

ENGLISH

ENG

ENG 75: Introduction to College Reading and Writing

Credits: 5

Semester Offered: Fall, Spring

Description: This course prepares students for college-level reading and writing courses. It focuses on strengthening reading, critical thinking, and writing skills through practice that progressively becomes more sophisticated. The reading exercises focus on building vocabulary, improving reading comprehension, and analyzing and synthesizing ideas. Most of the writing will involve responding to academic readings and developing and supporting theses logically. These writing exercises will move from informal writing, such as journals and responses, to more formal types of structured writing, such as summaries, and ultimately to short essays that incorporate readings and outside sources. Students also will be given instruction in writing mechanics and guided practice in the writing process. The expectations for correctness will increase as the term progresses.

ENG 100: Composition I**Credits:** 3

Prereq: "C" or higher in ENG 22, or "C" or higher in ENG 75 and concurrent enrollment in ENG 100L, or acceptable English placement*, or instructor approval. * Smarter Balanced score of 4; or Smarter Balanced score of 3 with a "B" or higher in 12th Grade ELA course; or Smarter Balanced score of 2 with a "B" or higher in 12th Grade ELA course jointly approved by HIDOE and UH; or Cumulative HS GPA 2.6 or higher; or a grade of "B" or higher in 12th Grade ELA course or AP Language & Composition class; or an ACT score of 18 or higher; or an SAT score of 510 or higher in Writing; or a score of 15 or higher on the HiSet College Ready, Language Arts - Writing; or a score of 170 on the GED - Reasoning Through Language Arts; or via writing sample.

Semester Offered: Fall, Spring, Summer

Description: This course introduces students to the essential rhetorical, conceptual, and stylistic demands of writing in Standard American English at the college level. Instruction in composing processes, research strategies, and writing from sources is a focus of the course. The course also provides students with experiences in the library and on the internet to enhance their skills in accessing and using various types of primary and secondary materials. Students will engage in research activities, evaluate sources, and apply the principles of college writing to produce substantial college-level compositions, building foundation skills for writing in courses across the college curriculum.

ENG 100L: Composition 1 Writing Lab**Credits:** 1

Prereq: "C" or higher in ENG 75; acceptable English placement*; or approval of instructor. * Smarter Balanced score of 3 with a C or higher in 12th Grade ELA course, jointly approved by HIDOE and UH; or cumulative high school GPA of 2.0 - 2.5; or a grade of C in 12th Grade ELA course or AP Language and Composition class; or an ACT score of 11-17; or an SAT score of 310-509 in Writing; or via writing sample.

Coreq: ENG 100

Comments: May be repeated for a maximum of 3 credits, however, this course does not fulfill requirements for any degree or certificate. This course is credit (C) or no credit (NC).

Semester Offered: Fall, Spring

Description: This course allows for intensified student engagement with ENG 100 course content: college-level composition, critical reading, the writing process, rhetorical principles, research strategies, and the documentation of sources.

ENG 104: Introduction to Creative Writing**Credits:** 3

Recommended: "C" or higher in ENG 100.

Semester Offered: Fall, Spring

Description: This course is an introduction to the art of creative expression. Types of writing may include poetry, short stories, imaginative essays, and plays. The class offers opportunity for self-expression.

ENG 106: Technical Communication**Credits:** 4

Prereq: "C" or higher in ENG 75 or acceptable English placement*, or instructor approval. * Smarter Balanced score of 3 with a C or higher in 12th Grade ELA course, jointly approved by HIDOE and UH; or cumulative high school GPA of 2.0 - 2.5; or a grade of C in 12th Grade ELA course or AP Language and Composition class; or an ACT score of 11-17; or an SAT score of 310-509 in Writing; or via writing sample.

Comments: ENG 106 does not fulfill the English requirement for AA transfer degrees.

Semester Offered: Fall, Spring

Description: This class offers instruction and practice in the specialized reading and writing skills necessary in professional trade and technical settings. The course will emphasize practice in critical thinking, essential information literacy, active reading strategies, and writing clearly, accurately, and correctly. Particular attention will be given to writing reports, reading technical articles, and preparing and delivering presentations within the trade and technical professional environment.

ENG 200: Composition II**Credits:** 3

Prereq: "C" or higher in ENG 100.

Semester Offered: Fall, Spring

Description: This course further develops the writing and research skills covered in Composition I. Students will be given more in-depth instruction in rhetoric, logic, argument, research techniques, and the stylistic demands of writing within a discipline. Particular emphasis will be placed on writing well-researched and well-documented papers.

ENG 250: American Literature**Credits:** 3

Prereq: "C" or higher in ENG 100.

Semester Offered: Fall, Spring

Description: Students will read works by representative American writers, including women and ethnic authors, from the colonial period to the present.

ENG 251: British Literature to 1800**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall

Description: This course introduces students to representative literature from the Middle Ages to 1800. Writers may include Chaucer, Milton, and Shakespeare. Students will consider these works within their historical contexts and discuss the ideas, intended meaning, and historical significance. Literary movements and methods of interpretation also will be discussed.

ENG 252: British Literature After 1800**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course provides an opportunity to read works by major British authors from the Romantic, Victorian, and Modern periods. Students have the opportunity to practice reading to understand and appreciate literature.

ENG 253: World Literature to 1600**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall

Description: Students read selected major works of world literature from classical times (Generally beginning with The Epic of Gilgamesh from around 2000 B.C.) through the 16th century, or the time of Shakespeare. Students will look at works from all the major cultures of the world. They will discuss these works in relation to their context, ideas, intended meaning, and historical significance. Literary movements and methods of interpretation also will be discussed.

ENG 254: World Literature After 1600**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: Students read selected major works of world literature from 1600 (the time of Shakespeare) to the present. Writers from Europe, North America, China, Japan, India, the Middle East, South America, Africa, and other regions will be discussed. Students will consider these works within their historical contexts and discuss their context, ideas, intended meaning, and historical significance. Literary movements and methods of interpretation also will be discussed.

ENG 255: Short Story and Novel**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course offers opportunity for analysis and appreciation of two genres of fiction: the short story and the novel.

ENG 256: Drama and Poetry**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course offers opportunity for analysis and appreciation of poetry and drama.

ENG 257: Literature by Women**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall

Description: This course focuses on women authors and their works in a variety of literary genres, such as short stories, novels, poetry, drama, memoir, and creative non-fiction. Students will read literature from the past and present by women of varied social and ethnic backgrounds to discover the common personal and political concerns which have motivated women to write throughout history. Emphasis will be placed upon developing critical thinking skills for understanding and appreciating individual texts, and on using writing as a way to explore ideas, make connections, and express knowledge.

ENG 257N: Introduction to Literature and Film**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course focuses on the study of literature and film, specifically how works of literature--short stories, novels, and plays--are adapted to film. The course will include readings of literary texts, film screenings, and both the reading and writing of film criticism. Students also will learn the terminology used in both literary analysis and cinematography, as well as the various techniques filmmakers use to make meaning.

ENG 257T: Introduction to Children's Literature**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course is an introduction to Children's Literature and will offer a general survey of the history and development of children's literature. Students will critically evaluate various genres of literature written for children and adolescents, including folk-tales, picture books, chapbooks, classical myths & legends, and the novel. Students will explore many themes associated with preteen and adolescent literature.

ENG 261: Literature of the Pacific**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Spring

Description: This class is an introduction to reading and interpreting literature of and about the cultures of the Pacific, including those of Melanesia, Micronesia, and Polynesia. Students will read, analyze, and appreciate works in a variety of literary genres. The class also will consider these works within their cultural, historical, political, and social contexts. Emphasis will be placed upon developing critical thinking skills through class discussion and close readings to improve students' understanding and appreciation of individual texts as well as to illustrate and explore the significance of common and conflicting themes.

ENG 272B: Multiethnic Literatures of Hawai'i**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Spring

Description: This course explores selected works of multiethnic literatures of Hawai'i focusing on the interaction between and among cultures as reflected in literature from the 20th century to the present, exploring themes such as cultural knowledge and values, identity, place, responses to change assimilation and alienation - and postcolonial perspectives and the revival of Native Hawaiian culture. Course work includes critical thinking skills related to interpreting the significance of the action, characters, themes, and literary devices used by authors to convey meaning.

ENG 272P: Landscapes in Literature**Credits:** 3**Prereq:** "C" or higher in ENG 100.**Semester Offered:** Fall, Spring

Description: This course studies the relationship between humans and the natural environment as reflected in selected literature on themes such as portrayal of landscapes, sense of place, sustainability, and the changing environment and its effects on human experience. Course work includes critical thinking skills related to interpreting the significance of the action, characters, themes, and literary devices used by the author. Emphasis is placed on writing, both as a way of discovering ideas and as a way of expressing knowledge of the reading material. Students are expected to be actively engaged in responding to the literature. As students read, discuss, and write about the literature, they should gain a better understanding of themselves and the world in which they live.

ENGLISH LANGUAGE INSTITUTE

*ELI***ELI 4: Reading and Writing American English****Credits:** 3

Prereq: For non-native speakers of English with appropriate test scores (below 8.0 G.E. on Nelson-Denny, or TOEFL score below 500) or recommendation of instructor or counselor.

Semester Offered: Fall, Spring

Description: This course for non-native speakers of English provides practice in reading comprehension skills, writing strategies and skills, vocabulary development, interpersonal communication skills, and cross-cultural understanding.

ENTREPRENEURSHIP

*ENT***ENT 125: Starting a Business****Credits:** 3**Semester Offered:** Fall, Spring

Description: This course surveys the business environment, establishing a firm, decision-making processes, marketing assessments, financing, operations considerations, and government regulations. It also covers development of a business plan. It is designed for those who wish to start or are currently operating their own business.

ENT 130: Marketing for the Small Business**Credits:** 3**Semester Offered:** Spring

Description: This course covers key concepts and issues underlying the modern practice of marketing for the small business. The course provides a clear understanding of marketing's role in the management of a small business including marketing terminology, consumer-oriented approach to marketing, channels of distribution, marketing research, concepts and practices of retailing, wholesaling, physical distribution, marketing communication, personal selling, and marketing organization.

ENT 150: Basic Accounting and Finance for Entrepreneurs**Credits:** 3**Semester Offered:** Spring

Description: This course introduces accounting concepts and principles, procedures, and systems for the entrepreneur. Application skills include recording, summarizing, reporting, analyzing, and using accounting information for the small business. The development of a financial plan for a small business will incorporate the basic concepts pertaining to financial statements and financial planning.

FACILITIES ENGINEERING TECHNOLOGY

*FENG***FENG 20: Facility Safety and Accident Prevention****Credits:** 1**Semester Offered:** Fall

Description: This is an introductory course on facility maintenance safety, including the effect it has on productivity and employee morale. The course includes application of a safety program into basic accident prevention. Students will learn and evaluate various federal (Occupational Safety and Health Administration OSHA), state, and local laws governing safety. Topics include hazardous chemicals, fall protection, electrical safety, and drugs in the workplace.

FENG 21: Introduction to Building Maintenance**Credits:** 3**Prereq:** "C" or higher in CARP 20B.**Semester Offered:** Fall

Description: This course in general building and facilities maintenance covers carpentry skills in blueprint reading, measuring, framing, and exterior and roof finishes. This course also covers masonry skills in blueprint reading, brick size and texture, types of walls, foundations, anchors, concrete mixes, forms, stone, and plaster. Other topics include troubleshooting, preventive maintenance, and safety.

FENG 22: Interior Finishing**Credits:** 1**Prereq:** "C" or higher in CARP 20B.**Semester Offered:** Fall

Description: This course provides an overview of interior finishes including general painting and wall coverings installation, as well as installation and finishing of drywall and suspended ceilings. Included are installation techniques and the selection of materials for various interior trim, including doors, windows, and baseboard.

FENG 23: Plumbing Basics and Repair**Credits:** 2**Prereq:** "C" or higher in CARP 20B.**Semester Offered:** Fall, Spring

Description: This course provides an overview of the plumbing systems and the materials, tools, and techniques used in the repair and maintenance of the fixtures and appliances found in a building. Included are safety precautions, tool selection, and an introduction to the codes that apply to a plumbing system.

FENG 30: Basic Fundamentals of Air Conditioning and Refrigeration**Credits:** 3**Prereq:** Qualified for ENG 106.

Qualified for MATH 82X or concurrent enrollment in MATH 75X or higher. "C" or higher or concurrent enrollment in ETRO 18.

Semester Offered: Fall

Description: This class offers the basic principles and fundamentals of air conditioning and refrigeration. The course is designed to expose students to the methods of maintaining, diagnosing, and minor repairing of domestic and commercial air conditioning/ refrigeration systems.

FENG 40: Commercial Refrigeration and Air Conditioning Diagnostic**Credits:** 3**Prereq:** "C" or higher in FENG 30.**Semester Offered:** Spring

Description: This course builds on the skills acquired in the FENG 30, Basic Fundamentals of Air Conditioning and Refrigeration, course. This develops practical skills for technicians, air conditioning and refrigeration helpers, and an introduction to mechanical engineering. This course covers the performance evaluation on working systems under various conditions along with developing refrigerant diagnostic skills. EPA Recovery Certification is required.

FENG 99V: Special Studies

Description: See explanation under the heading of Special Studies.

FRENCH

FR**FR 101: Elementary French I****Credits:** 4

Comments: The laboratory is part of the class.

Semester Offered: Fall

Description: This course is an introduction to the French language emphasizing conversation, listening, grammar, reading, and writing.

FR 102: Elementary French II**Credits:** 4**Prereq:** "C" or higher in FR 101.

Comments: The laboratory is part of the class.

Semester Offered: Spring

Description: This course is a continuation of FR 101: conversation, listening, grammar, reading, and writing.

GEOGRAPHIC INFORMATION SYSTEMS

GIS**GIS 189: GIS, Mapping, and Society****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring

Description: Geographic Information Systems (GIS) is a computerized system used to design, capture, store, manipulate, analyze, manage, and present geographically referenced information or data. It combines cartography, statistical analysis, and databases to manipulate spatial areas for a given application. This introductory course will cover the use and application of GIS combining an overview of general principles of GIS and practical experience in the analytical use of spatial information. Students will gain an overall knowledge of GIS, analyze the social context of mapping and knowledge production, examine the diverse range of GIS applications, and complete a final project with a practical component involving the use of an analytical software package: ArcGIS 10 by ESRI (Environmental System Research Institute).

GIS 200: Interpreting and Creating GIS Maps

Credits: 3

Prereq: "C" or higher or concurrent enrollment in GIS 189.

Semester Offered: Fall, Spring

Description: This course introduces advanced geospatial analysis techniques, including Global Positioning Systems (GPS), GIS database and overlay creation, data classification, location analysis, distribution and density, geovisualization techniques, and map interpretation through the use and application of GIS. This course will combine an overview of general principles of GIS and practical experience in the analytical use of spatial information. Students will gain greater in-depth knowledge of geospatial analysis and examine the social context of mapping and knowledge production, examine the diverse range of GIS applications, and complete a final project with a practical component involving the use of a geospatial analysis software package. Special emphasis and concentration will focus on sustainability, considering the current and future use and protection of resources in light of land management.

GIS 205: GIS Database Design and Programming

Credits: 3

Prereq: "C" or higher in GIS 189 and GIS 200.

Coreq: GIS 205L

Semester Offered: Fall, Spring

Description: This course will cover advanced compilation, database design, and production of maps, including the use of GPS, GIS, data export-to-CAD, research, presentations, and illustration using ArcGIS mapping software. Special emphasis and concentration will focus on sustainability, considering the current and future use and protection of resources in light of land management. Class includes a required Lab.

GIS 205L: GIS Database Design and Programming Laboratory

Credits: 1

Prereq: "C" or higher in GIS 189 and GIS 200.

Coreq: GIS 205

Semester Offered: Fall, Spring

Description: This course will cover the technical exercises of advanced compilation, design, and production of maps, including the use of GPS, GIS, research, presentations, and illustration using mapping software. Special emphasis and concentration will focus on sustainability, considering the current and future use and protection of resources in light of land management.

GIS 213: Advanced Geospatial Techniques

Credits: 3

Prereq: "C" or higher in GIS 205 and GIS 205L.

Semester Offered: Fall, Spring

Description: This course covers the applications of advanced GIS technologies to various problems or issues in the social, natural, and environmental sciences. Remote sensing techniques, radar, and satellite imagery map design will be introduced along with an overview of current advances in geospatial technology, including 3D mapping, online, and cloud mapping.

GIS 214: Practicum in GIS

Credits: 3

Prereq: "C" or higher in GIS 205 and GIS 205L.

Comments: May be repeated for a maximum of 6 credits.

Semester Offered: Fall, Spring

Description: This course is a practicum that will assist students entering the GIS job market through internship opportunities in applied geography under professional and faculty supervision. Field placement is integrated with academic study.

GEOLOGY

GG

GG 101: Introduction to Geology

Credits: 3

Prereq: Qualified for ENG 100. Qualified for MATH 75X.

Coreq: GG 101L

Semester Offered: Fall

Description: This course is a study of the principles of physical geology, the composition and structure of the earth, and the processes shaping the earth's surface. We'll study geology as it affects our lives and shapes our landscape including volcanoes, earthquakes, tsunamis, and other processes such as weathering and mountain building that evolve or act over extremely long time periods. The course also explores the very nature of science and scientific inquiry through the unifying theory of plate tectonics, the most recent and perhaps most dramatic example of new evidence and understanding revolutionizing a scientific discipline.

GG 101L: Introduction to Geology Lab

Credits: 1

Prereq: Qualified for ENG 100. Qualified for MATH 75X.

Coreq: GG 101

Description: GG 101L explores basic procedures of geologic investigations into the structure and properties of Earth and its geologic processes. Two field trips may be required.

HAWAIIAN

HAW

HAW 101: Elementary Hawaiian I

Credits: 4

Comments: The laboratory is part of the class.

Semester Offered: Fall

Description: This course is an introduction to the Hawaiian language emphasizing conversation, listening, grammar, reading, and writing.

HAW 102: Elementary Hawaiian II
Credits: 4

Prereq: "C" or higher in HAW 101.

Comments: The laboratory is part of the class.

Semester Offered: Spring

Description: This is the second semester of an elementary course in Hawaiian. Emphasis is placed on listening, comprehension, speaking, reading, and writing.

HAW 201: Intermediate Hawaiian I
Credits: 4

Prereq: "C" or higher in HAW 102.

Comments: The laboratory is part of the class.

Semester Offered: Fall, Spring

Description: This first half of an intermediate course in Hawaiian further develops skills in listening, speaking, reading, and writing the Hawaiian language.

HAW 202: Intermediate Hawaiian II
Credits: 4

Prereq: "C" or higher in HAW 201.

Comments: The laboratory is part of the class.

Semester Offered: Fall, Spring

Description: This second half of an intermediate course in Hawaiian is the continued development of listening, speaking, reading, and writing the Hawaiian language.

HAW 221: Introduction to Hawaiian Conversation
Credits: 3

Prereq: "C" or higher in HAW 202.

Semester Offered: Fall

Description: This course provides practice for control of spoken Hawaiian and further develops vocabulary for more accurate, mature expressions.

HAW 222: Introduction to Hawaiian Composition
Credits: 3

Prereq: "C" or higher in HAW 202.

Semester Offered: Spring

Description: This class provides systematic practice for control of written Hawaiian. A variety of situations will be introduced in which the student will use written Hawaiian as the medium of communication, providing for further development of vocabulary and grammatical elements for accurate, mature expression.

HAW 261: Hawaiian Literature in English
Credits: 3

Semester Offered: Fall, Spring

Description: This course is a survey of traditional Hawaiian myths, legends, chants, and sayings. The emphasis will be on the various modes of native Hawaiian literature from pre-contact to the present. Readings will be presented in English translation.

HAW 262: Survey of Hawaiian Writings
Credits: 3

Prereq: "C" or higher in HAW 202.

Description: This course offers a sampling of different styles and modes of native Hawaiian literature, primarily from the 19th and 20th centuries. The readings are presented in the original Hawaiian.

HAWAIIAN STUDIES

HWST

HWST 20P: Basic Woodworking
Credits: 2

Prereq: "C" or higher in HWST 281.

Coreq: HWST 282

Semester Offered: Spring

Description: This course will cover basic woodworking skills and techniques in relation to canoes. The main components of the course will cover proper tool usage, shop safety procedures, maintenance and adjustment of both hand and power tools, and understanding various wood joinery utilizing adhesives. Several projects may be required involving fabrication by the students to demonstrate their understanding of measurement, joinery, tool usage, and safety procedures.

HWST 107: Hawai'i: Center of the Pacific
Credits: 3

Prereq: Qualified for ENG 100L.

Semester Offered: Fall, Spring, Summer

Description: This course is an introduction to the unique aspects of Hawai'i and Hawaiian culture in relation to the larger Pacific including origins, language, religion, land, art, history, and current issues.

HWST 111: The Hawaiian 'Ohana
Credits: 3

Semester Offered: Fall, Spring

Description: This course presents Hawaiian values through the traditional family system. Ancestral family practices will be investigated and compared with current Hawaiian lifestyles and values.

HWST 128: Hula and Chant
Credits: 3

Comments: The laboratory is part of the class.

Semester Offered: Fall, Spring

Description: An introduction to hula and chant covering the fundamentals of traditional dance and traditions, chant, protocol, and language.

HWST 129: Hula and Chant Performance
Credits: 2

Prereq: "C" or higher in HWST 128 or approval of instructor.

Semester Offered: Fall, Spring

Description: This is an intermediate course of hula and chant covering the fundamentals of traditional dance and traditions, chant, protocol, and language. Students will advance their ability in hula performance and expand their knowledge in hula protocol, proper adornments, and the use of hula implements.

HWST 140: Mahi'ai I - Hawaiian Cultivation Practices
Credits: 3

Prereq: Qualified for ENG 100. "C" or higher in HWST 107.

Description: For the past 2,000 years taro, or kalo, has been the main staple and most important food of the Hawaiian people. It has also played a very important role in the beliefs and daily lives of Hawaiians. This course will study the cultural link between the Hawaiians and kalo through the study of traditional cultivation, maintenance, and processing methods used by the Hawaiians. This will occur in conjunction with hands-on experience.

HWST 177: Hawaiian Music in Transition**Credits:** 3**Semester Offered:** Fall, Spring

Description: This course studies musical traditions in Hawai'i from pre-contact to the present. It includes indigenous Hawaiian music, its acculturated forms and contemporary trends, and non- Hawaiian music in Hawai'i. Students will consider aspects of musical style, instruments used, composition, teaching and performance practice, the role of music in society, and repertoire. No musical background is necessary.

HWST 199V: Special Studies

Description: See explanation under the heading of Special Studies.

HWST 228: Hanohano Ha'upu: Literary Journeys Through Hula**Credits:** 3

Prereq: "C" or higher in HAW 101 and HWST 129 or approval of instructor.

Semester Offered: Fall

Description: This course introduces students to significant places and legendary figures of Kaua'i through the study of mo'olelo (stories) and mele (songs). Through this study, students will learn and perform various hula and chant that are found in Kaua'i's literary history.

HWST 229: Cultural Connections Through Hula**Credits:** 2

Prereq: Approval of instructor.

Semester Offered: Spring

Description: This course is the final course in the hula series. Students enrolled in this course will demonstrate their knowledge in hula and Hawaiian culture and language by traveling outside of Kaua'i and making connections with other cultural practitioners.

HWST 270: Hawaiian Mythology**Credits:** 3

Prereq: "C" or higher in both HWST 107 and HAW 101 or approval of instructor.

Semester Offered: Fall, Spring

Description: HWST 270 is an introduction to Hawaiian mythology and mo'olelo as a basis of understanding (or a reflection) of Hawaiian culture, values, metaphor, and worldviews. This course will investigate and analyze oral and written Hawaiian literary sources and the roles of akua, 'aumakua, kupua and kanaka.

HWST 281: Ho'okele I: Polynesian Voyaging and Astronomy**Credits:** 3

Prereq: Qualified for ENG 100 or concurrent enrollment in ENG 100L. Qualified for MATH 82X or "C" or higher or concurrent enrollment in MATH 75X.

Semester Offered: Fall, Spring

Description: This course is a survey of the Hawaiian and Polynesian environment in relationship to migration, voyaging, and folklore. This course will provide the student with the basics of wayfinding (or non-instrument) techniques as utilized by the voyages of Hōkūle'a, Hawai'i Loa, Makali'i, and other Polynesian voyaging canoes. In addition, the class will explore and appreciate the cultural impact of long distance voyaging and the settlement of Polynesia upon contemporary society.

HWST 282: Ho'okele II: Polynesian Navigation and Seamanship**Credits:** 4**Coreq:** HWST 20P

Recommended: Ability to swim.

Semester Offered: Spring

Description: This course will introduce students to the skills of Polynesian navigation and seamanship through the exploration and experiences of the voyages of contemporary Polynesian voyaging canoes. In addition, students will have opportunities to learn and practice some of these skills on a double-hulled sailing canoe.

HWST 290: Rediscovering Polynesian Connections**Credits:** 3

Prereq: Approval of instructor.

Recommended: "C" or higher in one of the following: HAW 261, HWST 107, HWST 111, Hawaiian Language courses, Spanish, or French (if appropriate to the country being visited).

Description: This course investigates Polynesian connections through life experiences. This is a study abroad course in which the student will experience the interconnectedness of the peoples and cultures of Polynesia through cultural immersion. Studies will begin on the home campus and culminate with a visit to the host country.

HWST 299V: Special Studies

Description: See explanation under the heading of Special Studies.

HEALTH

HLTH**HLTH 140: Introduction to Human Body Systems and Related Medical Terminology****Credits:** 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: This course provides students with an introduction to medical terminology related to human body systems. Normal human structure and function of the human body and major body systems will also be explored.

HLTH 145: Introduction to Healthcare**Credits:** 3

Prereq: "C" or higher in HLTH 140.

Description: This course provides an introduction to health care and health professions. It focuses on the concepts of effective communication, emergency preparedness, and protective practices to prevent illness and injury. Professional ethics will also be discussed.

HLTH 155: Introduction to the Study of Diseases**Credits:** 3**Prereq:** "C" or higher in HLTH 140. Qualified for ENG 100.**Semester Offered:** Fall**Description:** This course provides an introduction to the general concepts and characteristics of disease processes. Etiology, signs and symptoms, as well as diagnostic tests and treatments of selected diseases from major body systems will be discussed.**HLTH 175: Introduction to Healthcare Informatics****Credits:** 3**Prereq:** "C" or higher in HLTH 140. Qualified for ENG 100.**Description:** This course introduces the concepts and practices of health informatics for students interested in a healthcare career. The structure of information systems, quality, privacy and ethical use of healthcare data, participatory healthcare, and the impact of healthcare informatics on healthcare delivery will be discussed.**HLTH 285: Human Nutrition****Credits:** 3**Prereq:** "C" or higher in HLTH 140. Qualified for ENG 100.**Semester Offered:** Spring**Description:** This course provides students with an introduction to Human Nutrition from a scientific and cultural perspective. The basic components of nutrition and a healthy diet are explored. Food sustainability and food politics are introduced. Sustainable diet planning with a cultural perspective is discussed. Basic research methodology is examined.**HEALTH, PHYSICAL EDUCATION, AND RECREATION****HPER****HPER 100: Health, Wellness, and Fitness****Credits:** 2**Prereq:** Qualified for ENG 100L.**Semester Offered:** Fall**Description:** In this course, students develop an understanding of the concepts of health, wellness, and physical fitness as these concepts relate to their lifestyles. Students will explore the progression of conditioning exercises and activities that develop and maintain physical fitness, and lifestyle choices that maintain health and wellness. This course will take place in both the classroom and lab setting.**HPER 130: Beginning Tennis****Credits:** 1**Comments:** May be repeated for a maximum of 2 credits.**Semester Offered:** Fall, Spring**Description:** Students will develop the fundamental skills of tennis for singles and doubles competition.**HPER 148: Hiking****Credits:** 2**Recommended:** Medical clearance if you've been inactive. Able to walk at least 3 miles at one time.**Semester Offered:** Fall, Spring, Summer**Description:** This is an introductory hiking course designed to impart skills such as fitness preparation, navigation, and the logistics of planning a hiking trip on Kaua'i. This class will also examine certain aspects of group dynamics such as problem solving, communication, stress management, and leadership. Hawaiian folklore will be explored on some of the hikes. There will be class meetings for lecture and fitness, as well as day hiking trips.**HPER 152: Weight Training****Credits:** 1**Comments:** May be repeated any number of times for credit.**Semester Offered:** Fall, Spring**Description:** This course introduces the student to the proper lifting mechanics and benefits of weight training. Emphasis will be placed on conditioning, myths, and facts related to weight training.**HPER 160: Fitness Boot Camp****Credits:** 1**Recommended:** Medical clearance.**Comments:** May be repeated any number of times for credit.**Semester Offered:** Fall, Spring**Description:** This course will focus on the development and maintenance of the following components of fitness: muscular endurance, strength, cardiovascular fitness, balance, speed, and coordination. General fitness concepts to improve each component of fitness, nutrition, and weight management will be included. The primary emphasis is helping reduce the risk of functional decline and improve overall performance in everyday activities.**HPER 170: Beginning Yoga****Credits:** 2**Prereq:** Qualified for ENG 100.**Comments:** May be repeated for a maximum of 4 credits.**Semester Offered:** Fall, Spring, Summer**Description:** This course will focus on the practice of hatha yoga. General philosophy, history, and benefits toward wellness will be included. The primary emphasis will be on the performance of postures and breathing exercises, along with emphasis on ethical principles, personal conduct, and meditation in order to improve overall wellness.

HPER 171: Intermediate Yoga**Credits:** 2**Prereq:** "C" or higher in HPER 170 (Beginning Yoga) or approval of instructor.**Recommended:** 1) Medical Clearance if you have not been regularly active. 2) Consistent and recurring participation in a Yoga practice.**Comments:** May be repeated for a maximum of 4 credits.**Semester Offered:** Spring**Description:** This course will focus on corrective work and improvement of basic poses, as well as intermediate poses, meditation, breathing, and relaxation techniques in Hatha Yoga with independent, group, and personalized training. Students will study yoga history, philosophy, and understand how to apply principles of yoga into a healthy lifestyle.**HPER 195: Modern Health: Personal and Community****Credits:** 2**Prereq:** Qualified for ENG 100.**Description:** This course introduces the concepts of personal, physical, and emotional health. Community health and the evaluation of health-related information will also be discussed.**HPER 199V: Special Studies****Description:** See explanation under the heading of Special Studies.**HPER 270: Personal Trainer Certification Prep****Credits:** 3**Prereq:** Qualified for ENG 100. Qualified for MATH 75X.**Recommended:** BLS - CPR Certification.**Semester Offered:** Fall**Description:** This course focuses on applied kinesiology, exercise physiology, and nutrition. Functional screening and application to training programs will also be discussed. With completion of the course, the students will be eligible to take the ACE Personal Trainer Certification Exam and become effective personal trainers.**HPER 271: Personal Training Practicum****Credits:** 2**Prereq:** "C" or higher in HPER 152 and HPER 270.**Recommended:** CPR - BLS.**Semester Offered:** Spring**Description:** This course is the practical application of HPER 270, Personal Trainer Certification Prep. Students will be mentored and guided as they prepare for the ACE certification. Students will implement fitness assessments, as well as evaluate the results in order to set up safe and effective personal training workout sessions.

HISTORY

*HIST***HIST 151: World History to 1500****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** A global and historical survey focusing on human societies and cross-cultural interactions to 1500 C.E., History 151 is the first half of a two-semester series of courses that cover human history from our origins through the twentieth century. This course provides a survey of world history from the prehistoric era to 1500 C.E. with an emphasis on the development of complex societies and enduring historical trends.**HIST 152: World History Since 1500****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** A global and historical survey focusing on human societies and cross-cultural interactions since 1500 C.E., History 152 is the second half of a two-semester series of courses that cover human history from our origins through the twentieth century. This course provides a survey of world history since 1500 C.E. with an emphasis on the growth of and response to global empires, as well as the major revolutions which characterize the modern world.**HIST 241: History of Asia to 1500****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** This is the first in a two-semester series of courses that provide a survey of the history of East, Southeast, and South Asia from the earliest times to the modern era. History 241 will examine the history of Asia from the prehistoric era through 1500 CE. It includes a broad survey of major historical figures, events, and developments in India, China, Korea, and Japan. Students will examine a number of interrelated processes—the origins of civilizations, the formation and disintegration of great empires, the evolution of ruling classes, the growth and spread of religions, as well as nomadic-sedentary relations.**HIST 242: History of Asia Since 1500****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** The second in a two-semester series of courses that provide a survey of the history of East, Southeast, and South Asia from the earliest times to the modern era. History 242 will examine the history of Asia from the year 1500 through the present. It includes a broad survey of major historical figures, events, and developments in India, China, Korea, and Japan. Students will examine a number of interrelated processes: technological change, the impact of Western imperialism, the growth of Asian nationalism, and the transition to a modern world.**HIST 250: Film and World History Since WWII****Credits:** 3**Comments:** Cross-listed with ART 250.**Semester Offered:** Fall**Description:** This course examines historical events, from WWII until the present, through cinema. In this course students will learn how to use films as a historical source, as well as how world events and culture have shaped the direction of cinema.

HIST 281: American History to 1865
Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall

Description: This course is a survey of American history from the Paleolithic era through the Civil War, focusing on social history--seeking to tell the story of America "from the bottom up." Students will examine major events, trends and themes in the American past from multiple perspectives and will produce a piece of original research on the early American world.

HIST 282: American History Since the Civil War

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: History 282 is the second half of a two-semester series of courses that cover American history from the initial colonization of the continent through the twentieth century. This course provides an introduction to American history after the Civil War. Students will examine major events, trends, and themes in the American past from multiple perspectives and will produce a piece of original research on modern American history.

HIST 284: History of the Hawaiian Islands

Credits: 3

Semester Offered: Fall

Description: This is a survey course on the history of Hawai'i from the late prehistoric period to the overthrow of the Hawaiian Kingdom.

HIST 284K: History of Kaua'i

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: This course covers the history of the island of Kaua'i and Kaua'i's Ali'i from the first settlers to the Overthrow of the Hawaiian Kingdom.

HOSPITALITY AND TOURISM

HOST

HOST 100: Career and Customer Service Skills

Credits: 3

Recommended: Qualified for ENG 100.

Comments: Prior Learning Assessment credit available for this course.

Semester Offered: Fall, Spring

Description: This course focuses on the strategies and skills related to career success and customer satisfaction in the hospitality and tourism industry.

HOST 101: Introduction to Hospitality and Tourism

Credits: 3

Semester Offered: Fall, Spring

Description: This course provides an overview of the travel industry and related major business components. Students will analyze the links between travel, lodging, food, recreation, and other tourism-related industries.

HOST 150: Housekeeping Operations

Credits: 3

Recommended: "C" or higher in HOST 101.

Semester Offered: Spring

Description: This course studies the professional management of housekeeping operations including practical applications and management skills required to ensure quality service and effective performance.

HOST 152: Front Office Operations

Credits: 3

Recommended: "C" or higher in HOST 101.

Semester Offered: Fall

Description: This course studies the philosophy, theory, and current operating procedures of a hotel front office. It concentrates on the human relations skills necessary for effective guest and employee relations, and the technical skills necessary to operate a manual, mechanical, or computerized front office operation.

HOST 154: Food and Beverage Operations

Credits: 3

Recommended: "C" or higher in HOST 101.

Semester Offered: Spring

Description: This course introduces the basic principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. The course provides practical applications to effectively manage resources for food and beverage industry operations.

HOST 280: Hospitality Management

Credits: 3

Prereq: "C" or higher in HOST 101.

Recommended: Qualified for ENG 100.

Semester Offered: Fall

Description: This course examines the key principles and processes of management in the hospitality industry that are essential for organizational effectiveness. The course focuses on leadership skill building, decision-making processes, and human relations management.

HOST 293: Hospitality and Tourism Internship

Credits: 3

Prereq: Hospitality and Tourism or Culinary Arts major. Department approval. Approval of instructor. "C" or higher in HOST 101.

Recommended: "C" or higher in HOST 100, HOST 150, HOST 152, and HOST 280.

Semester Offered: Fall, Spring

Description: This is a supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment.

INFORMATION AND COMPUTER SCIENCES

ICS

ICS 101: Digital Tools for the Information World

Credits: 3

Recommended: Qualified for ENG 100 and MATH 103. Keyboarding experience is recommended prior to taking this course.

Semester Offered: Fall, Spring

Description: This course covers fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends, and impact on individuals and society. Emphasis will be placed on the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages.

ICS 111: Introduction to Computer Science I

Credits: 3

Prereq: Qualified for MATH 103.

Recommended: Basic computer use proficiency.

Semester Offered: Spring

Description: This course is intended for Computer Science majors and all others interested in the first course in programming. This course is an overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language.

INTERDISCIPLINARY STUDIES

IS

IS 50: Summer Bridge

Credits: 2

Semester Offered: Summer

Description: IS 50: Summer Bridge is meant to help prepare students for their first semester at KCC. This course includes the study of resources available to students at KCC, college-level study skills, non-cognitive affective success skills, and the use of technology to create, manage, and share files.

IS 103: Introduction to College

Credits: 3

Semester Offered: Fall, Spring

Description: This course is a comprehensive first-year experience course for new students. This course takes a place-based approach, in which students are encouraged to explore connections between their personal and cultural identity, their community, and the college. Students will learn about college resources, study skills, and psycho-social skills that contribute to college success. Students will apply their academic skills by collaborating with a community organization and developing a service-learning approach to a relevant community issue.

IS 110: Foundations of College Success

Credits: 1

Semester Offered: Fall, Spring, Summer

Description: This course is designed to assist students in the transition to college. In this course you will learn proven strategies for creating greater academic, professional, and personal success. Major topics include study techniques, campus resources, and the development of attitudes, values, and beliefs that foster success.

IS 180V: Study Abroad

Credits: 1 - 15

Class Hours: Instructional hours will vary according to courses taken at the host institution.

Prereq: Approval of instructor.

Comments: May be repeated for a maximum of 15 credits.

Semester Offered: Fall, Spring

Description: This course is a place holder course for students who study abroad on an exchange program for a semester or for an entire academic year. Students going on the exchange program will register for this course (1-15 credits) and pay only their home campus' tuition. Upon returning to Kaua'i CC, students are responsible for submitting the course syllabi and transcripts from the host institution to the admissions office for the courses taken abroad to be articulated with courses offered by UH. After the courses are articulated, students will receive equivalent UH credit for the courses taken abroad while this course will remain on the transcript but will show zero credit.

JAPANESE LANGUAGE AND LITERATURE

JPN

JPN 101: Elementary Japanese I

Credits: 4

Semester Offered: Fall

Description: This course is an introduction to the Japanese language emphasizing conversation, listening, grammar, reading, and writing.

JPN 102: Elementary Japanese II

Credits: 4

Prereq: "C" or higher in JPN 101 or placement test score demonstrating equivalent knowledge and skills.

Semester Offered: Spring

Description: This is the second semester of an elementary course in spoken and written Japanese. As a first-year course, it emphasizes the spoken language, but increasing attention is given to reading and writing. Students are expected to have an active knowledge of both Hiragana and Katakana.

JPN 201: Intermediate Japanese I
Credits: 4

Prereq: "C" or higher in JPN 102 or placement test score demonstrating equivalent knowledge and skills.

Semester Offered: Fall

Description: This is the first half of an intermediate course in spoken and written Japanese. As a second-year course, it emphasizes reading and writing. Students are expected to have an active knowledge of Hiragana, Katakana, and approximately 150 Kanji characters.

JPN 202: Intermediate Japanese II
Credits: 4

Prereq: "C" or higher in JPN 201 or placement test score demonstrating equivalent knowledge and skills.

Semester Offered: Spring

Description: This is the second semester of an intermediate course in spoken and written Japanese.

LINGUISTICS

LING

LING 102: Introduction to the Study of Language

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: This course offers an overview of linguistic study, introducing students to linguistic principles and terminology applicable to all languages. In exploring the nature and function of human languages, the course examines how language is used, how it is acquired, how it changes over time, how it is patterned, how it is represented and processed in the brain, and how it affects culture and history. Major concerns, discoveries, methods, and controversies in this exciting field are discussed.

MANAGEMENT

MGT

MGT 120: Principles of Management

Credits: 3

Semester Offered: Fall, Spring

Description: This course introduces the functions of management from an organizational viewpoint: planning, organizing, directing, and controlling. Contemporary studies that relate to communication, motivation, leadership styles, and decision making will be included.

MGT 122: Human Relations in Business

Credits: 3

Recommended: SP 151.

Semester Offered: Fall, Spring

Description: This course gives students an opportunity to understand and utilize human relations concepts as they apply to the business environment. Areas included are morale, personal efficiency, leadership, personality, motivation, and communication.

MGT 124: Human Resource Management

Credits: 3

Semester Offered: Fall, Spring

Description: This course is an introduction to the principles, organizations, and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remuneration and security, and other services provided to the firm by the personnel section. This course is designed to give students an operational knowledge of the activities involved in personnel management relations with regard to their future roles in business.

MARINE SCIENCE

MARE

MARE 171: Introduction to Marine Biology I

Credits: 3

Coreq: CHEM 151 (or CHEM 161) and MARE 171L

Recommended: ENG 100 or equivalent.

Comments: Cross-listed with BIOL 171.

Semester Offered: Fall

Description: MARE 171 Introduction to Marine Biology I is an introductory biology course with a marine emphasis for all life science majors. Cell structure and chemistry; growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes.

MARE 171L: Introduction to Marine Biology Laboratory I

Credits: 1

Coreq: CHEM 151 (or CHEM 161) and MARE 171

Comments: Cross-listed with BIOL 171L.

Semester Offered: Fall

Description: The laboratory complements MARE 171 and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on organic molecules, cell structure, cell functions, and genetics.

MARE 172: Introduction to Marine Biology II

Credits: 3

Prereq: "C" or higher in MARE 171 and 171L.

Coreq: MARE 172L

Comments: Cross-listed with BIOL 172.

Semester Offered: Spring

Description: BIOL/MARE 172 is a continuation of BIOL/MARE 171 emphasizing anatomy, physiology, and systematic of plants and animals to include behavior, ecosystems, populations, and communities.

MARE 172L: Introduction to Marine Biology Laboratory II

Credits: 1

Coreq: MARE 172

Comments: Cross-listed with BIOL 172L.

Semester Offered: Spring

Description: This laboratory complements the MARE/BIOL 172 lecture and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on a systemic study of the anatomy and physiology of plants and animals, and how they interact in populations, ecosystems, and communities.

MARKETING

MKT

MKT 120: Principles of Marketing

Credits: 3

Semester Offered: Fall

Description: This course is an introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop an understanding of the marketing process, analyze marketing opportunities, and develop strategies to fulfill the needs of target markets.

MKT 130: Principles of Retailing

Credits: 3

Semester Offered: Fall, Spring

Description: This course provides an introductory view of retailing and its relative position in the marketing chain. The primary emphasis is on the basic functions of a retail store, including finance and control, operations, personnel, merchandising, and sales promotion.

MATHEMATICS

MATH

MATH 16: Math Study Skills

Credits: 1

Description: Students in MATH 16 study and apply essential study skills needed to succeed in mathematics and other mathematics-related courses. Techniques are introduced to reduce math anxiety, improve note-taking skills, manage time effectively, employ effective study techniques, and practice sound math test-taking skills.

MATH 75X: Introduction to Mathematical Reasoning

Credits: 4

Semester Offered: Fall, Spring

Description: This course prepares students for MATH 100, MATH 111, and MATH 115. Course topics include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas with special emphasis on pattern recognition and problem solving. Additional topics may include set theory, inequalities, and quadratics.

MATH 82X: Expanded Algebraic Foundations

Credits: 5

Prereq: Appropriate math placement.

Semester Offered: Fall, Spring

Description: This covers elementary algebra topics. Topics include linear equations and inequalities, graphing, linear systems, properties of exponents, operations on polynomials, factoring, rational and radical expressions and equations, quadratic equations, and applications. Additional topics may include graphing by transformation, introduction to logarithms and functions, and dimensional analysis.

MATH 88: College Algebra Companion

Credits: 2

Prereq: Appropriate math placement.

Coreq: MATH 103

Comments: This course is credit (C) or no credit (NC).

Semester Offered: Fall, Spring

Description: MATH 88 provides students with supplemental algebra instruction that directly supports the topics covered in MATH 103.

MATH 100: Survey of Mathematics

Credits: 3

Prereq: "C" or higher in MATH 75X or MATH 82X; or acceptable math placement test score.

Comments: Not recommended for science and engineering majors.

Semester Offered: Fall, Spring

Description: This course offers a non-technical survey of mathematical concepts and techniques enjoying applications in the daily life of our society. Topics chosen are from the areas of arithmetic, algebra, computers, geometry, logic, probability, and statistics.

MATH 103: College Algebra

Credits: 3

Prereq: "C" or higher in MATH 82X or acceptable math placement.

Semester Offered: Fall, Spring

Description: MATH 103 is a continuation from Elementary Algebra. Topics of study include exponents; algebraic equations and inequalities; absolute value; polynomial, rational, radical, exponential and logarithmic functions; conic sections; and systems of equations and inequalities.

MATH 111: Math for Elementary Teachers I**Credits:** 3**Prereq:** Qualified for ENG 100. "C" or higher in MATH 75X or MATH 82X; or acceptable math placement test score.**Comments:** This course is intended for prospective elementary education majors only.**Semester Offered:** Fall, Spring**Description:** This course teaches students to communicate and represent mathematical ideas, how to solve problems, and how to reason mathematically. Material covered includes operations and their properties, sets, counting, patterns, and algebra.**MATH 112: Math for Elementary Teachers II****Credits:** 3**Prereq:** "C" or higher in MATH 111.**Comments:** This course is intended for prospective elementary education majors only.**Semester Offered:** Fall, Spring**Description:** This course deals with representations of and operations on the natural numbers, integers, rational numbers, and real numbers. It also explores properties of those operations.**MATH 115: Introduction to Statistics and Probability****Credits:** 3**Prereq:** "C" or higher in MATH 75X or MATH 82X; or acceptable math placement test score.**Semester Offered:** Fall, Spring**Description:** This course utilizes basic statistical topics including measures of central tendency and dispersion, classification of variables, sampling techniques, elementary probability, normal and binomial probability distributions, tests of hypothesis, linear regression and correlation in order to solve problems.**MATH 140X: PreCalculus****Credits:** 4**Prereq:** "C" or higher in MATH 103 or acceptable placement score.**Semester Offered:** Fall, Spring**Description:** MATH 140X will provide students with essential precalculus skills needed in Calculus. Topics of study include, but are not limited to, functions, with special attention to polynomials, rational, exponential, logarithmic, and trigonometric functions; plane trigonometry; and polar coordinates.**MATH 241: Calculus I****Credits:** 4**Prereq:** "C" or higher in MATH 140X or acceptable math placement.**Semester Offered:** Fall, Spring**Description:** This course focuses on limits and continuity, techniques and applications of differentiation of algebraic and trigonometric functions, and an introduction to integration.**MATH 242: Calculus II****Credits:** 4**Prereq:** "C" or higher in MATH 241 or acceptable math placement.**Semester Offered:** Spring**Description:** This course offers the opportunity to study integral calculus, transcendental functions, and series representation of functions. Applications include finding the balancing point of an object, computing the force on submerged objects, and modeling population growth, radioactive decay, and the temperature of a heating or cooling object.**MATH 243: Calculus III****Credits:** 3**Prereq:** "C" or higher in MATH 242 or acceptable math placement.**Semester Offered:** Fall**Description:** This course covers vector algebra, vector-valued functions, differentiation of functions of several variables, and optimization.**MATH 244: Calculus IV****Credits:** 3**Prereq:** "C" or higher in MATH 243 or acceptable math placement.**Semester Offered:** Spring**Description:** This course covers multiple integrals; line integrals and Green's Theorem; surface integrals; and Stokes's and Gauss's Theorems.**MEDICAL ASSISTING****MEDA****MEDA 105: Introduction to Medical Assisting****Credits:** 3**Prereq:** Admission into the Medical Assisting program.**Semester Offered:** Fall**Description:** This course provides an introduction to medical assisting. It focuses on the concepts of effective communication and protective practices related to health and safety to prevent illness and injury. Basic nutritional concepts and therapeutic diets will also be discussed.**MEDA 120: Clinical Medical Assisting I****Credits:** 2**Prereq:** Admission into the Medical Assisting program.**Coreq:** MEDA 120L**Semester Offered:** Fall**Description:** This course introduces the basic clinical skills and procedures required to function as a medical assistant. Topics include integrated clinical procedures, and assisting with specialty exams and procedures.**MEDA 120L: Clinical Medical Assisting I Lab****Credits:** 1**Prereq:** Admission into the Medical Assisting program.**Coreq:** MEDA 120**Semester Offered:** Fall**Description:** This course enables students to apply basic clinical skills during client screening and procedures required to function as a medical assistant.**MEDA 123: Clinical Medical Assisting II****Credits:** 2**Prereq:** "C" or higher in MEDA 120 and MEDA 176.**Coreq:** MEDA 123L and MEDA 220**Semester Offered:** Spring**Description:** This course introduces basic specimen collection techniques including the preparation and examination of samples for diagnostic purposes. Advanced techniques and procedures for specialty examinations in the ambulatory care setting will also be included.

MEDA 123L: Clinical Medical Assisting II Lab

Credits: 1

Prereq: "C" or higher in MEDA 120 and MEDA 176.

Coreq: MEDA 123 and MEDA 220

Semester Offered: Spring

Description: This course applies basic specimen collection techniques to the preparation and examination of samples for office-based testing purposes. Application of advanced techniques and procedures for specialty examinations in the ambulatory care setting will also be included.

MEDA 143: Administrative Medical Assisting I

Credits: 2

Prereq: Admission into the Medical Assisting program.

Coreq: MEDA 143L

Semester Offered: Fall

Description: This course introduces basic concepts of administrative medical assisting including client scheduling, maintaining of client records, and medical insurance. Communication and confidentiality in relation to administrative duties will also be discussed.

MEDA 143L: Administrative Medical Assisting I Lab

Credits: 1

Prereq: Admission into the Medical Assisting program.

Coreq: MEDA 143

Semester Offered: Fall

Description: This course introduces the administrative skills and procedures required to function as a medical assistant. Students will apply administrative medical assisting skills in the lab and clinical setting related to client scheduling, maintaining of client records, communication, and medical insurance.

MEDA 150: Medical Assisting Science

Credits: 4

Prereq: Admission into the Medical Assisting program. Approval of instructor.

Coreq: MEDA 105, MEDA 120, MEDA 143, and MEDA 176

Semester Offered: Fall

Description: This course covers basic concepts of human anatomy and physiology, characteristics of disease processes, etiology, treatment methods, and pathophysiology of selected diseases from major body systems including related medical terminology. The application of disease related principles to the function of Medical Assisting practice will also be discussed.

MEDA 165: Administrative Medical Assisting II

Credits: 2

Prereq: "C" or higher in MEDA 143.

Semester Offered: Spring

Description: This course focuses on the concepts of administrative medical assisting including medical office coding, billing, insurance claims processes, and medical office management.

MEDA 176: Administration of Medications

Credits: 2

Prereq: Admission into the Medical Assisting program.

Coreq: MEDA 176L

Semester Offered: Fall

Description: This course will provide an introduction to basic pharmacology and medication administration. Students will learn the basic classification of medications, administration techniques and use applied mathematics to safely prepare and administer medications in a medical office setting.

MEDA 176L: Administration of Medications Lab

Credits: 1

Prereq: Admission into the Medical Assisting program.

Coreq: MEDA 176

Semester Offered: Fall

Description: This course will provide instruction on medication administration. Students will use applied mathematics and clinical techniques to safely prepare and administer medications in a medical office setting.

MEDA 201: Medical Law and Ethics

Credits: 2

Prereq: "C" or higher in MEDA 105, MEDA 143, and MEDA 150.

Semester Offered: Spring

Description: This course focuses on legal and ethical responsibilities in patient care and management: laws pertaining to medical practice and medical assistants, application of medical ethics in performance of duties.

MEDA 210: Medical Assisting Certification Review

Credits: 1

Prereq: "C" or higher in MEDA 143, MEDA 120, and MEDA 176 or approval of instructor.

Semester Offered: Spring

Description: This course focuses on reviewing medical assisting concepts in preparation for a medical assistant certification exam. Certification test taking skills and preparation will also be discussed.

MEDA 220: Medical Assisting Externship

Credits: 4

Prereq: "C" or higher in MEDA 120 and MEDA 176.

Coreq: MEDA 123

Semester Offered: Spring

Description: This course will provide students with supervised clinical experience and the opportunity to integrate medical assisting skills into a real life setting. Clinical experiences will take place in medical offices.

MICROBIOLOGY

MICR

MICR 130: General Microbiology

Credits: 3

Prereq: Qualified for ENG 100.

Qualified for MATH 82X.

Coreq: MICR 140L

Semester Offered: Fall, Spring

Description: This course is an introduction in microbiology with emphasis on the bacteria. The course includes topics in microbial morphology, metabolism, genetics, immunology, and selected topics in applied microbiology and virology. Special topics in microbial and parasitic diseases of man, animal, and plants will be used to illustrate the diversity and complexity of these microorganisms.

MICR 140L: General Microbiology Lab

Credits: 2

Prereq: "C" or higher in or concurrent enrollment in MICR 130.

Semester Offered: Fall, Spring

Description: This laboratory course will give practical, hands-on experiences in introductory microbiology. Laboratory exercises are selected to illustrate fundamental principles covered in lecture.

MUSIC

MUS

MUS 121B: Voice 1

Credits: 2

Semester Offered: Fall, Spring,

Summer

Description: This course of beginning voice instruction emphasizes proper breathing and vocal placement. The primary objective of the course is to free the voice.

MUS 121C: Piano 1

Credits: 2

Semester Offered: Fall, Spring, Summer

Description: This course provides beginning piano instruction teaching students basic keyboard skills and concepts of melody, rhythm, harmony, and form. The study of popular music and classical music of the 18th through 20th centuries is included.

MUS 121D: Elementary Guitar

Credits: 2

Description: This is an introductory classroom instruction in the art of classic guitar playing. It will deal with solo and ensemble performance, technique, music reading, interpretation, stage etiquette, and music literature.

MUS 121F: Elementary Slack Key Guitar

Credits: 2

Semester Offered: Fall, Spring

Description: This course takes up the fundamentals of slack key playing. The emphasis is on slack key techniques using the standard G and double slack key tunings. Reading of tablature and the counting of basic rhythms will also be covered. No prior training in any style of guitar playing is required. Students must provide their own guitars.

MUS 122B: Voice 2

Credits: 2

Prereq: "C" or higher in MUS 121B.

Comments: May be repeated for a maximum of 4 credits.

Semester Offered: Fall, Spring,

Summer

Description: This course is a continuation of MUS 121B and develops principles of voice production, correct voice placement, breath control, vocal range, diction, dynamics, phrasing, interpretation, and stage presence. Students perform songs of various styles.

MUS 122C: Piano Class II

Credits: 2

Prereq: Approval of instructor.

Comments: May be repeated for a maximum of 4 credits.

Semester Offered: Fall, Spring,

Summer

Description: This course is a continuation of MUS 121C to develop more complex keyboard skills and concepts of melody, rhythm, harmony, and form. It includes popular music and classical music.

MUS 166: Popular Music in America

Credits: 3

Semester Offered: Fall, Spring

Description: This course is a study of folk, pop and rock music of the 20th century. Students will look at important composers, styles and performers in a historical framework. No musical knowledge is required.

MUS 201: Vocal Ensemble

Credits: 2

Recommended: Ability to sing in tune. Contact instructor before enrolling if in doubt.

Comments: May be repeated for a maximum of 8 credits.

Semester Offered: Fall

Description: This course is a study and performance of choral literature from Renaissance to present. It will include a capella and choral/instrumental repertoire.

MUS 202: College Band

Credits: 1

Prereq: Approval of instructor.

Recommended: Experience with instrumental performance.

Comments: May be repeated any number of times for credit.

Semester Offered: Fall, Spring,

Summer

Description: This course covers the performance of band literature with emphasis on excellence in musical performance and development of professional musicianship. Class members will participate in rehearsals and concerts.

MUS 203S: College Orchestra**Credits:** 1**Prereq:** Approval of instructor.**Recommended:** Minimum of one year's study on an instrument and experience in reading music.**Comments:** May be repeated any number of times for credit.**Semester Offered:** Fall, Spring, Summer**Description:** This course provides an opportunity for orchestral musicians to perform repertoire ranging from Renaissance and Baroque to contemporary popular music.**MUS 204: Jazz Ensemble****Credits:** 1**Prereq:** Approval of instructor.**Recommended:** Audition.**Comments:** May be repeated any number of times for credit.**Semester Offered:** Fall, Spring, Summer**Description:** This course is the performance of stage band literature from swing to contemporary periods. Students will study jazz concepts, including improvisation. Public performances are required.**MUS 220: Musical Theatre****Credits:** 3**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Spring**Description:** This course provides students with the opportunity to study vocal and theatrical technique in a musical theatre context.**MUS 253: Basic Experiences of Music****Credits:** 3**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Fall, Spring, Summer**Description:** This course is an engagement in the practice of the components of music, specifically, time, pitch, media, musical expression, and form, and how these interact with each other to comprise a musical experience. The means through which these components will be explored are singing; using rhythm instruments, playing recorder, ukulele, bells, piano, and other classroom instruments; listening as a primary means of engaging the musical mind; movement as a primary means of engaging the kinesthetic and body senses; performing from notation; notating music; and analyzing music aurally and from score.**MUS 254: Songwriting and Transcription****Credits:** 3**Prereq:** "C" or higher in MUS 253.**Semester Offered:** Spring**Description:** The course is divided into three parts, and each part constitutes approximately one-third of the semester. Part I focuses on developing aural skills (recognition and notation of intervals, rhythm, and harmony) and the setting of text and music. Part II is a study of standard song structures, harmonic progressions, and notation with the Sibelius music software. Part III will be devoted to song composition. The student will compose at least four songs and notate them with the Sibelius music software.**NURSING****NURS**

NURS 12: ARCH: Common Diseases, Special Diets, and Medications**Credits:** 2**Prereq:** Qualified for ENG 100L.

Nurse Aide with one year work experience.

Semester Offered: Summer**Description:** This course prepares the adult residential care home (ARCH) licensee/primary care giver (PCG) to observe the resident for signs and symptoms of common diseases, make medications available, and prepare balanced and special diets.**NURS 13: ARCH: Specialized Populations, Communication, and Rehabilitation****Credits:** 1**Prereq:** Qualified for ENG 100L.

Nurse Aide with one year work experience.

Semester Offered: Summer**Description:** This course prepares the adult residential primary care givers to assist in the provision of occupational, physical, recreational, and diversional therapy and identifies the operator's role in fostering mental health and care of the mentally ill and the developmentally disabled resident.**NURS 14: ARCH: Regulations, Accounts, and Community Resources****Credits:** 1**Prereq:** Qualified for ENG 100L.

Nurse Aide with one year work experience.

Semester Offered: Summer**Description:** This course prepares the adult residential care home primary care giver (PCG) to implement specified regulations of Hawai'i Administrative Rules (HAR) Title 11 Chapter 11-100.1, to implement simple accounting records and to identify community resources available to residents and PCGs.

NURS 23: School Health Aide Level I
Credits: 3

Prereq: High School diploma or its equivalent, current First Aid and CPR certificates.

Description: This course prepares entry level school health aides to function successfully in the school health environment. Students will learn to provide culturally sensitive and competent care to elementary, middle and high school students. Successful completion of the course will enable students to apply for a School Health Aide I position with the Hawai'i Department of Education (DOE).

NURS 25: School Health Aide Level II

Credits: 3

Prereq: "C" or higher in NURS 23. Approval of instructor.

Description: This course prepares students to function at an advanced level in the Department of Education (DOE) school environment. Students learn to manage specific health needs of school-aged students and DOE staff, assist in implementing school health programs, and provide care to school-age students within their scope of training.

NURS 100: Nurse Aide

Credits: 3

Prereq: Qualified for ENG 100L.

Coreq: NURS 100L

Semester Offered: Fall, Spring

Description: This course prepares entry-level nurse aides to provide care to the elderly, ill, and disabled. Topics include personal care, infection control, communication, resident rights, emotional support and care of special populations. After successful completion of NURS 100 and NURS 100L, students are eligible to take the State of Hawai'i Nurse Aide certification exam.

NURS 100L: Nurse Aide Clinical Lab
Credits: 2

Prereq: Qualified for ENG 100L. Basic life support CPR and first aid certification, malpractice insurance, health clearances, and criminal background check.

Coreq: NURS 100

Semester Offered: Fall, Spring

Description: This course prepares entry level nurse aides to provide care to the elderly, ill, and disabled. Course activities will take place in the clinical lab and in off-site clinical environments. Topics include personal care, infection control, communication, resident rights, emotional support and care of special populations. After successful completion of NURS 100 and NURS 100L, students are eligible to take the State of Hawai'i Nurse Aide certification exam.

NURS 203: General Pharmacology
Credits: 3

Prereq: "C" or higher in NURS 210 and NURS 211.

Coreq: NURS 220

Semester Offered: Spring

Description: This course discusses drugs with an emphasis on sites and mechanisms of action, toxicity, fate, and uses of major therapeutic agents. This class is intended for students in health sciences and related fields.

NURS 210: Health Promotion Across the Lifespan

Credits: 9

Prereq: Admission into the Career Ladder Nursing Program.

Coreq: NURS 211

Semester Offered: Fall

Description: This course focuses on identifying needs of the total person across the lifespan in a wellness/health promotion model of care. It introduces the roles of the nurse, nursing code of ethics, and the nursing process with emphasis on learning self-health and client health practices. To support self-health and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients in a culturally sensitive manner, and work as members of a multidisciplinary team utilizing reflective thinking and self-analysis.

NURS 211: Professionalism in Nursing I

Credits: 1

Prereq: Admission into the Career Ladder Nursing Program.

Coreq: NURS 210

Semester Offered: Fall

Description: This first level course focuses on the history of nursing practice and education. Ethical and legal aspects as well as professional responsibilities in the practice of nursing are emphasized.

NURS 212: Pathophysiology

Credits: 3

Prereq: "C" or higher in both PHYL 142 and PHYL 142L or concurrent enrollment in both PHYL 142 and PHYH 142L. Approval of instructor.

Coreq: PHYL 142 and PHYL 142L

Semester Offered: Fall, Spring

Description: This course will introduce students to pathophysiologic concepts which serve as a foundation to understanding the basis of illness and injury and their corresponding spectrum of human response. These concepts will serve as a foundation for the formulation of clinical decisions and care planning. F, S

NURS 220: Health and Illness I**Credits:** 10**Prereq:** "C" or higher in NURS 210 and NURS 211.**Coreq:** NURS 203**Semester Offered:** Spring

Description: This course provides an opportunity for students to develop their assessment skills and utilize common nursing interventions for clients with illnesses common across the lifespan in communities in Hawai'i. The client and family's understanding and acceptance of their illness coupled with clinical practice guidelines and evidence-based research are used to guide clinical judgment in nursing care. Roles of the interdisciplinary team and legal aspects of delegation are explored in the context of nursing care. The cultural, ethical health policy and healthcare delivery system are explored.

NURS 230: Clinical Immersion I**Credits:** 4**Prereq:** "C" or higher in NURS 220 and NURS 203.**Semester Offered:** Summer

Description: This course focuses on monitoring a variety of subjective and objective data, identifying obvious patterns and deviations, and developing a prioritized intervention plan for specific populations. In this course, students will implement new nursing skills with supervision, develop their own beginning leadership abilities, and acknowledge delegation as a needed modality to improve client care.

NURS 259: Basic ECG Interpretation for Health Care Providers**Credits:** 2

Prereq: Concurrent enrollment in the Nursing program, licensed Registered Nurse, Emergency Medical Technician, or approval of instructor.

Semester Offered: Fall, Spring

Description: This course develops nursing theory related to the accurate interpretation of cardiac rhythms and arrhythmias on the 12 lead electrocardiogram (ECG). The focus is on the cardiac conduction system, electrophysiology, and a systematic approach to the interpretation and treatment of cardiac rhythms and arrhythmias.

NURS 275: NCLEX Review**Credits:** 2**Prereq:** "C" or higher in NURS 320 or approval of instructor.**Semester Offered:** Spring

Description: This course provides opportunity for synthesis and evaluation of professional nursing practice essential to care of clients and to assist in achieving successful completion of the NCLEX board exam and licensure requirements. Emphasis is placed on refinement of critical thinking, communication skills, and the integration of a range of therapeutic interventions into nursing practice, including those appropriate to individual clients, their families/significant others, and relevant population-based groups.

NURS 277: International Nursing**Credits:** 2

Prereq: Application and approval of instructor.

Comments: May be repeated for a maximum of 2 credits.

Semester Offered: Spring

Description: This course explores the healthcare system in Japan and how it has changed since WWII. Students will travel to Japan to experience, compare, and contrast the healthcare with/between US/Hawaii and Japan (Nagasaki or Okinawa). Students will explore effects of WWII, then and currently, on the people of Japan and themselves.

NURS 301: Introduction to Evidence-Based Practice and Health Promotion**Credits:** 3

Prereq: Nursing program approval.

Semester Offered: Fall

Description: This course provides a transition for nurses into the Hawai'i Statewide Nursing Consortium (HSNC) model of teaching and learning with an introduction to the competencies and concepts. Students learn to access research evidence to support their practice, explore personal and professional goals, and work as members of a multidisciplinary team utilizing reflective thinking and self-analysis.

NURS 320: Health and Illness II**Credits:** 10**Prereq:** "C" or higher in NURS 230.**Semester Offered:** Fall

Description: This course focuses on the nursing care and health promotion for maternal-newborn and pediatric clients and families in the acute care and community settings. Students will learn to utilize family theories and assessment tools when providing culturally sensitive, client-centered care.

NURS 360: Health and Illness III**Credits:** 9**Prereq:** "C" or higher in NURS 320.**Coreq:** NURS 362**Semester Offered:** Spring

Description: This course builds on Health and Illness I and II, focusing on more complex and/or unstable patient care situations some of which require strong recognition skills and rapid decision-making. The evidence base supporting appropriate focused assessment and effective, efficient nursing intervention are explored. Lifespan and developmental factors, cultural variables, and legal aspects of care frame the ethical decision-making employed in patient choices for treatment or palliative care within the acute care, psychiatric, and home health settings. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning, home health care, and/or end of life care.

NURS 362: Professionalism in Nursing II**Credits:** 1**Prereq:** "C" or higher in NURS 320.**Coreq:** NURS 360**Semester Offered:** Spring

Description: The focus will be on nursing responsibility with regard to current issues in nursing and health care. Included will be the nurse's role as a contributing member of the profession and the community. The theoretical basis for designing and implementing systems of nursing at the beginning level of patient management in an institutional setting will be examined. Principles of organizational structure, leadership, decision-making, priority setting, and change will be discussed.

OCEANOGRAPHY

OCN

OCN 101: Introduction to Marine Option Program

Credits: 1

Prereq: Qualified for ENG 100.

Semester Offered: Fall

Description: The course provides statewide information to students interested in learning more about the ocean and freshwater systems by becoming involved in the Marine Option Program (MOP). The course will review the requirements of the MOP Certificate of Completion, explore opportunities for internships, research projects, and careers dealing with water environments. The course will also present guidelines in proposal writing, project implementation, data collection and interpretation, report preparation, and formal project presentation.

OCN 120: Global Environmental Challenges

Credits: 3

Prereq: Qualified for ENG 75. Qualified for MATH 82X.

Semester Offered: Spring

Description: This course focuses on scientific approaches to evaluating human-caused environmental challenges and their potential solutions.

OCN 199V: Marine Research and Directed Reading

Credits: 1 - 4

Class Hours: 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), or 9 hours (4 credits)

Prereq: "C" or higher in OCN 101 and OCN 201. Approval of instructor.

Comments: May be repeated for a maximum of 8 credits.

Semester Offered: Fall, Spring

Description: This course provides an opportunity for students to design and carry out marine-related internships, practica, research projects, or field experience on or off campus under the supervision of a faculty member and the guidance of a science mentor. It includes a project proposal, research, data collection and analysis, a final report, and an oral presentation. A project worth 3 credits is required for the Marine Option Program (MOP) Academic Subject Certificate.

OCN 201: Science of the Sea

Credits: 3

Prereq: Qualified for ENG 100 and MATH 82X.

Semester Offered: Fall, Spring

Description: This is a survey course of the ocean involving the study of the geological, physical, chemical, and biological properties of the ocean. A number of subjects are studied to include the ocean basin, seawater properties, currents, waves, tides, marine organisms, and the ecological principles of humans and the sea.

PHILOSOPHY

PHIL

PHIL 100: Introduction to Philosophy

Credits: 3

Semester Offered: Fall, Spring, Summer

Description: In this course, students will be introduced to the nature of philosophical inquiry by considering some of the most fundamental questions that can be asked about the nature of reality, human beings and our knowledge of both: Does god exist? Do human beings have free will? What's the essence of personal identity? What does it mean to have knowledge? Can we know anything at all? Do human beings have an obligation to act morally? What makes a particular action moral or immoral? Is it morally permissible for a woman to have an abortion? Do the citizens of wealthier nations have a moral obligation to help end extreme poverty and world hunger?

PHIL 101: Morals and Society

Credits: 3

Semester Offered: Fall, Spring, Summer

Description: In this course, students will be introduced to the nature of philosophical inquiry by considering some of the most fundamental and controversial questions in moral philosophy: Do human beings have an obligation to act morally? Where do our moral principles come from? Are there objective moral truths? What makes a particular action moral or immoral? Is it morally permissible for a woman to have an abortion? When, if ever, is the government justified in moral censorship? What sort of sexual behavior is morally permissible? Do the citizens of wealthier nations have a moral obligation to help end extreme poverty and world hunger?

PHIL 102: Introduction to Philosophy: Asian Traditions

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Spring

Description: This course will explore issues and problems using a comparative philosophy methodology and Asian perspectives, including Indian, Chinese, and Japanese traditions.

PHIL 103: Environmental Ethics

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring, Summer

Description: This course offers a critical examination of the history of multi-cultural philosophical and ethical systems and their implications for interactions with, and relationships between, humans and non-humans. The critical examination will take place in the context of contemporary environmental/ecological issues.

PHIL 111: Introduction to Inductive Logic

Credits: 3

Semester Offered: Fall, Spring

Description: Introduction to inductive reasoning focuses on the role of probability. It aims to help you understand and use probabilities, statistics, and risk evaluations, and more generally to safely draw inferences when your evidence leaves you unsure as to what is true. In today's society we are surrounded by the media's use of probabilities and statistics, and most academic disciplines use them to analyze and present data. This course aims to help students better understand this data, which in turn helps us to make better decisions.

PHIL 204: Film and Philosophy

Credits: 3

Semester Offered: Fall, Spring

Description: In this course, students will watch a selection of movies and analyze them in light of the various philosophical ideas that they explore. Primary attention will be devoted to identifying, considering and evaluating these philosophical ideas, the ways they are artistically presented in film and their connections to both traditional philosophical problems and each student's personal world and life view. One overriding theme of the course will be a focus on the philosophy of human nature and the so-called "fragile human condition."

PHIL 211: Ancient Greek Philosophy

Credits: 3

Semester Offered: Fall, Spring

Description: This course explores a range of important ideas, arguments and theories advanced by such ancient Greek philosophers as the Pre-Socratics, Socrates, Plato, Aristotle, the Hellenistic Stoics, Epicureans and Skeptics. Using these thinkers, we will explore such timeless issues as what is the nature of reality and knowledge and what does it mean to be human, including what does it mean to be virtuous and good and what does it mean to love.

PHIL 213: Modern Philosophy

Credits: 3

Semester Offered: Fall, Spring

Description: In this course, students will be introduced to a range of important ideas, arguments and theories advanced by such "modern" (17th-18th century) philosophers as Hobbes, Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Nietzsche, etc. Primary attention will be devoted to the so-called "rationalist" and "empiricist" traditions and the way these modern philosophical traditions considered fundamental questions about the nature of reality, human beings and our knowledge of both. Immanuel Kant's important critique of these traditions and the way his ideas influenced the development of subsequent philosophy will also be considered.

PHIL 225: Philosophy of Activism

Credits: 3

Recommended: Basic computer and internet skills.

Semester Offered: Spring

Description: This course aims to improve understanding among students regarding basic rights and duties of citizens and the government including how to effect change. This will be addressed through the lens of philosophy. Students will engage in a philosophical analysis of law, rights, duties, citizenship, government, obligation, and social change.

PHYSICS

PHYS

PHYS 101: Career and Technical Education Physics

Credits: 3

Prereq: "C" or higher in MATH 75X or MATH 82X.

Semester Offered: Spring

Description: This course investigates the nature of science and selected topics among linear and rotational mechanics, problems of matter, energy, optics, pressure, fluids, wave motion, electricity, or magnetism. Basic trigonometry is introduced and used along with introductory algebra to solve problems. Emphasis is placed on practical applications of physics in industry and in everyday life.

PHYS 151: College Physics I

Credits: 3

Prereq: Qualified for MATH 140X.

Coreq: PHYS 151L

Recommended: Previous Physics experience suggested but not required. A strong background in algebra and trigonometry is recommended.

Semester Offered: Fall

Description: This course is the first half of a two-semester introduction to the fundamentals of physics and will cover kinematics, dynamics, energy, collisions and momentum, rotation, waves and sounds, as well as select topics on material properties and thermodynamics. Lectures and problem-solving will regularly use the mathematical tools of algebra, geometry, trigonometry, and vectors.

PHYS 151L: College Physics I Lab
Credits: 1

Coreq: PHYS 151

Semester Offered: Fall

Description: This course is the first half of a two-semester lab-based course designed to provide students with hands-on experience in analysis, measurement, experimental equipment, computer programming, and report writing. The content will mirror the PHYS 151 lectures.

PHYS 152: College Physics II
Credits: 3

Prereq: "C" or higher or concurrent enrollment in MATH 140X. "C" or higher in PHYS 151.

Coreq: PHYS 152L

Recommended: A strong background in Algebra is recommended.

Semester Offered: Spring

Description: This course is the second half of a two-semester introduction to the fundamentals of physics and will cover electromagnetism, the wave and particle nature of light, optics, nuclear physics, as well as selected topics from particle physics, string theory, quantum physics, relativity and condensed matter physics. Lectures and problem solving will regularly use the mathematical tools of algebra, geometry, trigonometry, and vectors.

PHYS 152L: College Physics II Lab
Credits: 1

Prereq: "C" or higher or concurrent enrollment in MATH 140X. "C" or higher in PHYS 151.

Coreq: PHYS 152

Semester Offered: Spring

Description: This course is the second half of a two-semester lab based course designed to provide students with hands-on experience in analysis, measurement, experimental equipment, computer programming, and report writing. The content will mirror the PHYS 152 lecture.

PHYS 170: General Physics I
Credits: 4

Prereq: "C" or higher or concurrent enrollment in MATH 241.

Coreq: PHYS 170L

Recommended: Previous Physics or Calculus experience suggested but not required. Previous Algebra experience strongly recommended.

Semester Offered: Fall

Description: This course is the first half of a two-semester introduction to the fundamentals of physics and will cover kinematics, dynamics, energy, collisions and momentum, rotation, waves and sounds, as well as select topics on material properties and thermodynamics. Lectures and problem-solving will regularly use the mathematical tools of algebra, geometry, trigonometry, vectors, and calculus.

PHYS 170L: General Physics I Lab
Credits: 1

Prereq: "C" or higher or concurrent enrollment in PHYS 170.

Coreq: PHYS 170

Semester Offered: Fall

Description: This course is the first half of a two-semester lab-based course designed to provide students with hands-on experience in analysis, measurement, experimental equipment, computer programming, and report writing. The content will mirror the PHYS 170 lectures.

PHYS 272: General Physics II
Credits: 3

Prereq: "C" or higher or concurrent enrollment in MATH 242. "C" or higher in PHYS 170.

Coreq: PHYS 272L

Semester Offered: Spring

Description: This course is the second half of a two-semester introduction to the fundamentals of physics and will cover electromagnetism, the wave and particle nature of light, optics, nuclear physics, as well as selected topics from particle physics, string theory, quantum physics, relativity and condensed matter physics. Lectures and problem solving will regularly use the mathematical tools of algebra, geometry, trigonometry, vectors, and calculus.

PHYS 272L: General Physics II Lab
Credits: 1

Prereq: "C" or higher or concurrent enrollment in PHYS 272.

Semester Offered: Spring

Description: This course is the second half of a two-semester lab-based course designed to provide students with hands-on experience in analysis, measurement, experimental equipment, computer programming, and report writing. The content will mirror the PHYS 272 lecture.

PHYSIOLOGY

PHYL

PHYL 141: Human Anatomy and Physiology I

Credits: 3

Prereq: "C" or higher in ENG 100. "C" or higher in both CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L.

Coreq: PHYL 141L

Comments: Computer/internet access required.

Semester Offered: Fall, Spring

Description: This course is a comprehensive introduction to the structure and function of the human body for students entering health or medically-related fields. This basic course includes a study of the body's embryology, gross anatomy, microanatomy, physiology, homeostatic relationships, and the use of anatomy and physiology terms and concepts to develop thinking, reading and writing skills, and problem-solving abilities. The integumentary, skeletal, muscular, and nervous systems are studied.

PHYL 141L: Human Anatomy and Physiology I Lab**Credits:** 1**Prereq:** "C" or higher in ENG 100. "C" or higher in both CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L.**Coreq:** PHYL 141**Comments:** Computer/internet access required.**Semester Offered:** Fall, Spring**Description:** This course is intended to complement the material presented in the PHYL 141 lectures by giving hands-on experience with anatomical models, organ and whole-animal dissections, physiological and biochemical experiments, and microscopic slides dealing with the following systems: integumentary, skeletal, muscular, and nervous.**PHYL 142: Human Anatomy and Physiology II****Credits:** 3**Prereq:** "C" or higher in PHYL 141 and PHYL 141L.**Coreq:** PHYL 142L**Comments:** Computer/internet access required.**Semester Offered:** Fall, Spring**Description:** This course is the second half of a comprehensive introduction to the structure and function of the human body (endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems), and use of anatomy and physiology terminology and concepts. This course will also develop thinking, reading and writing skills, and problem-solving abilities for students entering health or medically-related fields.**PHYL 142L: Human Anatomy and Physiology II Lab****Credits:** 1**Prereq:** "C" or higher in PHYL 141 and PHYL 141L.**Coreq:** PHYL 142**Comments:** Computer/internet access required.**Semester Offered:** Fall, Spring**Description:** This course is intended to complement the material presented in the PHYL 142 lectures by giving hands-on experience with anatomical models, organ and whole-animal dissections, physiological and biochemical experiments, and microscopic slides dealing with the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive.**POLITICAL SCIENCE****POLS****POLS 110: Introduction to Political Science****Credits:** 3**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** This course is designed to introduce students to the fundamentals of political science, from the basic political concepts and theories to the scientific methods that are used within this field. Analyzing politics in a broad and expansive manner means that we explore the dominant political ideologies, decision-making institutions, and major fields in a critical way. After building a political foundation, we will consider three major fields in current political science: comparative politics, international political economy, and international relations. These fields will also be used as access points to look at the deeper issues, such as power and conflict, globalization, and regional integration. The main goal of this course is to strengthen students' abilities to interpret and critique the diverse issues they will inevitably confront within the world of politics.**PSYCHOLOGY****PSY****PSY 100: Survey of Psychology****Credits:** 3**Semester Offered:** Fall, Spring, Summer**Description:** This is a foundation course in the concepts and ideas in psychology. Among the areas studied are the development of individual differences; measurement of capacities and abilities; and psychological bases of behavior, including emotions, learning, memory, thinking, and motivation.**PSY 240: Developmental Psychology****Credits:** 3**Prereq:** "C" or higher in PSY 100.**Semester Offered:** Fall, Spring**Description:** This course offers principles of development from conception to death. The focus is on the interrelationship of physical, cognitive, and social-emotional aspects of the individual.**RELIGION****REL****REL 122: Greek and Roman Mythology****Credits:** 3**Semester Offered:** Fall, Spring, Summer**Description:** In this course, students will be introduced to the primary narratives that the ancient Greeks and Romans told about their gods, their world and themselves. The emphasis throughout the course will be on reading, analyzing and evaluating the literature of classical Greek and Roman mythology. One overriding theme of the course will be a focus on human nature and the so-called "fragile human condition" as it is portrayed in classical mythology.

REL 150: Introduction to World Religions

Credits: 3

Semester Offered: Fall, Spring

Description: In this course, students will explore the history, literature, beliefs and practices of the world's major religious traditions in an effort to understand how they shed light on the fabric of reality as well as the nature, meaning and struggles of human existence. Some of the religious traditions that will be considered include Hinduism, Buddhism, Judaism, Christianity and Islam.

REL 205: Understanding Hawaiian Religion

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring, Summer

Description: This course is an introductory survey of Hawaiian religious beliefs and practices from migration to the early contact era.

REL 210: Christianity

Credits: 3

Semester Offered: Fall, Spring, Summer

Description: In this course, students will be introduced to the historical, literary and theological foundations of Christian thought and practice. Some of the topics that will be considered include: The historical and theological connections between the so-called Old and New Testaments; The person and work of Christ; The doctrines of salvation, the church and the "end times"; The inspiration, reliability and authority of scripture.

SCIENCE

SCI

SCI 121: Introduction to Science

Credits: 3

Semester Offered: Fall, Spring

Description: This general introduction to the basic concepts of biology is intended to provide the non-science majors with a basic understanding of their own bodies and the environment in which they live. This course is taught with a marine emphasis.

SCI 121L: Introduction to Science Lab

Credits: 1

Prereq: "C" or higher or concurrent enrollment in SCI 121.

Semester Offered: Fall, Spring

Description: This laboratory science course is designed to accompany SCI 121.

SCI 122: Introduction to Science: Physical Science

Credits: 3

Prereq: Qualified for ENG 100.

Qualified for MATH 82X.

Coreq: SCI 122L

Semester Offered: Fall, Spring

Description: Students will explore how relatively simple physical principles can explain and predict the outcome of natural events observed on Earth and beyond.

SCI 122L: Introduction to Physical Science Laboratory

Credits: 1

Prereq: "C" or higher in or concurrent enrollment in SCI 122.

Semester Offered: Fall, Spring

Description: This course provides hands-on learning activities, investigates methods of general scientific inquiry, and explores laboratory methods in physical sciences such as physics, chemistry, astronomy, geology, meteorology, and oceanography. Students will also explore characteristics of science and its utility in gaining knowledge and solving problems.

SCI 170: STEMINAR: Science, Technology, Engineering, and Mathematics Seminar

Credits: 1

Semester Offered: Fall, Spring

Description: This course primarily explores current topics in science, technology, engineering, and mathematics (STEM) in a seminar format. The course will also cover the process and guidelines of science, careers pathways in STEM, and the role of STEM in our modern economy and society.

SOCIAL SCIENCE

SSCI

SSCI 250: Environmental Issues

Credits: 3

Semester Offered: Spring

Description: This course is an introduction to integrative science that focuses on bringing together Indigenous and Western scientific knowledge and ways of knowing for topics like climate change, sustainability, and resilience. The course texts emphasize the interaction between humans and the global environment. Throughout this course, students will explore these interactions from the perspectives of anthropology, indigenous studies, sociology, and political economy. Our societies must find a way to live within our planetary boundaries enforced by the basic laws of science and the rapid progression of climate change. These realities show that we cannot ignore the mutual interconnectedness of people and nature. The course will also encourage students to look beyond market-oriented solutions and ideologies in favor of more globally-equitable belief systems and solutions.

SOCIOLOGY

SOC

SOC 100: Introduction to Sociology

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: In this course, we use sociological theory to analyze a broad range of topics, including the production of knowledge, culture and history, socialization, identity, social relationships, deviance and crime, social institutions, globalization, class and inequality, racism, sexism, and change. The goal of this course is to introduce students to sociological perspectives, concepts, and analytical tools that may be applied to the contemporary world. As an introductory course, students will practice applying sociological thinking through media and short writing assignments.

SPANISH

SPAN

SPAN 101: Elementary Spanish I

Credits: 4

Semester Offered: Fall

Description: This course is an introduction to the Spanish language emphasizing conversation, listening, grammar, reading, and writing.

SPAN 102: Elementary Spanish II

Credits: 4

Prereq: "C" or higher in SPAN 101.

Semester Offered: Spring

Description: This course is a continuation of SPAN 101 and covers conversation, listening, grammar, reading, and writing.

SPAN 201: Intermediate Spanish I

Credits: 3

Prereq: "C" or higher in SPAN 102.

Semester Offered: Fall, Spring

Description: This course is a continuation of SPAN 102. Students will refine basic language skills through conversation, listening, and instruction in grammar, reading, and writing.

SPAN 202: Intermediate Spanish II

Credits: 3

Prereq: "C" or higher in SPAN 201.

Semester Offered: Spring

Description: This course is a continuation of SPAN 201 with an emphasis on conversation, listening, as well as instruction in grammar, reading, and writing.

SPECIAL STUDIES

SPECIAL STUDIES

Special Studies:

Credits: 1 - 4

Class Hours: 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

Prereq: Approval of instructor.

Comments: May be repeated any number of times for credit.

Description: This course provides an opportunity for the student with special interests and abilities in subject areas to meet with a faculty member to discuss and investigate advanced studies, topics, and/or projects beyond those offered in regular courses. The problem and unit credit will be delineated in a proposal submitted by the student working with, and at the discretion of, the instructor. (Note: Special Studies sections will be offered as needed by each discipline and identified by that program's alpha.) Special Studies courses use one of the following course numbers: 99V, 199V, or 299V.

SPEECH

SP

SP 151: Personal and Public Speaking

Credits: 3

Prereq: Qualified for ENG 100L.

Semester Offered: Fall, Spring

Description: This course is an introduction to the fundamentals of speech communication. Students engage in activities to acquire competence in interpersonal, small group, and public communication.

SP 181: Interpersonal Communication

Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: Interpersonal Communication explores through theory and practice the ways people communicate one-on-one and in informal situations. This course builds communication skills through experiential activities.

SP 185: Intercultural Communication

Credits: 3

Prereq: Qualified for ENG 100L or "C" or higher in SP 151.

Semester Offered: Fall

Description: This course analyzes human communication behaviors as well as verbal and nonverbal coding as it has been used and is currently used throughout the world. Students will examine how influences such as economics, science, politics, ecological concerns, social and family structures, and individual personalities affect communication transactions. Students will practice cross-cultural communication skills.

SP 231: Performance of Literature

Credits: 3

Prereq: Qualified for ENG 100L. "C" or higher in SP 151 or SP 251.

Comments: May be repeated for a maximum of 6 credits.

Semester Offered: Fall, Spring

Description: This course introduces the student to the study of literature through performance. The student participates in individual and group presentations of poetry, prose, and drama. The process involved in preparation of a literary piece of performance leads to exploration and discoveries of multiple aesthetic dimensions of literature. Development of speech performance skills, written analysis of literature to be performed, and experience in critiquing presentations are areas stressed in the course.

SP 251: Principles of Effective Public Speaking

Credits: 3

Prereq: Qualified for ENG 100 or "C" or higher in SP 151.

Semester Offered: Fall

Description: This is a combined lecture/lab course providing extensive practice in preparing and presenting effective public speeches with special emphasis on organization, outlining, audience analysis, analytical reasoning, and delivery skills.

SP 253: Argumentation and Debate
Credits: 3

Prereq: Qualified for ENG 100.

Semester Offered: Fall, Spring

Description: This course develops writing, reading, critical thinking and communication skills. Students will learn to develop techniques to research and present arguments in an effective and articulate manner.

SUSTAINABLE SCIENCE MANAGEMENT

SSM

SSM 101: Sustainability in a Changing World

Credits: 3

Prereq: Qualified for ENG 75.

Concurrent enrollment in MATH 75X or higher or qualified for MATH 82X.

Recommended: ENG 100.

Semester Offered: Fall, Spring

Description: This course identifies sustainability concepts which have become evident from early human movement toward Industrialization in the 1500s to the present. Examines diverse societal circumstances and approaches in resource use including water, energy, waste, land use, economics, oceans, and others. Introduces fundamental systems approaches to recognize interconnections and ramifications of practices. Identifies global sustainability issues and uses Hawai'i and island case studies as a means of better understanding their applied relevance.

SSM 110: Sustainable Water and Waste Management

Credits: 3

Prereq: Qualified for ENG 75. "C" or higher in MATH 75X or MATH 82X.

Recommended: ENG 100.

Semester Offered: Fall, Spring

Description: This course explores water, wastewater, and waste management challenges and solutions, with an emphasis regarding issues specific to Hawai'i. It also examines the sustainable operational management of water, wastewater, and waste systems.

SSM 201: Sustainable Building Design, Construction, and Operations

Credits: 3

Prereq: "C" or higher in ENG 100.

Recommended: Completed SSM 101.

Semester Offered: Fall, Spring

Description: This course introduces: principles of green building design and operations, including site planning and zoning, construction practices, energy efficiency, economics of green building, benefits and barriers, green rating systems and the LEED rating system.

SSM 275: Basic Energy Production

Credits: 3

Prereq: "C" or higher or concurrent enrollment in ENG 100. Qualified for MATH 82X or higher or approval of instructor.

Semester Offered: Fall, Spring

Description: This course will explore electricity generation, distribution, storage, and usage. We will take an in-depth look at the science, technology, and environmental considerations associated with electricity generation from coal, oil, natural gas, wind, solar, biomass, biogas, and hydroelectric (dam, tidal, wave). This class includes field trips to various electricity generation locations on island. We will also complete hands-on labs utilizing on campus renewable energy technologies.

THEATRE

THEA

THEA 221: Beginning Acting 1

Credits: 3

Comments: May be repeated for a maximum of 6 credits.

Semester Offered: Fall, Spring

Description: This course is an introduction to acting. Students will practice a variety of individual and group exercises for developing stage performance techniques.

THEA 222: Acting II

Credits: 3

Prereq: "C" or higher in THEA 221 or equivalent training from another institution with approval of instructor.

Comments: May be repeated for a maximum of 6 credits.

Semester Offered: Spring

Description: Students will conduct advanced work in improvisation and character development. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class.

WELDING

WELD

WELD 17: Introduction to Welding

Credits: 2

Coreq: WELD 18

Semester Offered: Fall

Description: Introduction to Oxy/Ace and basic arc welding procedures in the work place in accordance with American Welding Society (AWS) standards. This includes proper safety and handling of welding equipment.

WELD 18: Shop Tools and Equipment

Credits: 1

Coreq: WELD 17

Semester Offered: Fall

Description: This course will include instruction on basic hand tools. This course will also introduce proper handling of shop tools and equipment.

WELD 20: Intermediate Welding I

Credits: 2

Prereq: "C" or higher in WELD 17 and WELD 18.

Coreq: WELD 66

Comments: May be repeated for a maximum of 4 credits.

Semester Offered: Spring

Description: This course covers intermediate arc welding procedures, including the safe and proper use of shop equipment, tools, and materials. Students will learn weld symbols and structure. This course is also an introduction to Gas Metal Arc Welding (GMAW) or MIG welding.

WELD 41: Advanced Welding I**Credits:** 3**Prereq:** "C" or higher in WELD 20 and WELD 66.**Comments:** May be repeated for a maximum of 6 credits.**Semester Offered:** Spring

Description: This course covers introduction to safe practices, setup, and operation of Gas Tungsten Arc Welding (GTAW) equipment. Our students will use GTAW in steel and aluminum, sheet metal and mild steel plate in flat, butt, and tee positions. We will also cover out of position welding using GTAW or MIG in vertical and overhead positions. Emphasis will be on practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.

WELD 66: Plasma and Air Carbon Arc Cutting**Credits:** 1**Prereq:** "C" or higher in WELD 17 and WELD 18.**Coreq:** WELD 20**Semester Offered:** Spring

Description: This course introduces plasma-arc cutting systems to students. These topics include safety, proper equipment setup, and operation of plasma and carbon air arc gouging equipment with emphasis on straight line, curve, and bevel cutting.

ZOOLOGYZOOL**ZOOL 105: Hawaiian Ethnozoology****Credits:** 3**Recommended:** High school biology.**Semester Offered:** Fall

Description: This course is a study of fish and aquatic invertebrates and other fauna used traditionally by Native Hawaiians. The class will examine the role of fauna in traditional Hawaiian culture and resource utilization and management.

Student Academic and Non-Academic Grievance Procedures, Policies, and Forms

Who We Are

Kaua'i Community College Faculty and Staff

KEN ABIGANIA | IT Specialist
B.S., DeVry Institute of Technology, Electronics Engineering

RODEL AGPAOA | Office Assistant

IKAIKA AGUIAR | Security Officer

LEAH LEI AGUSTIN | Secretary

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M.A., University of Hawai'i, English

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A.S., Kaua'i Community College, Culinary Arts

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B.S., San Jose State College, Business Administration and Marketing

JAMES D. ANDREWS | Electrical
Utah College of Applied Technology
10 years Journeyman Electronics experience

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A.S., Kaua'i Community College
State Mechanics License
10 years of experience in industry

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B.S., University of Florida, Psychology
M.L.I.S., University of California Los Angeles, Library and Information Science

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B.S., University of San Francisco, Business Management

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B.S., University of Louisiana, Biology
M.S., Oklahoma State University, Wildlife and Fisheries Ecology
Ph.D., Southern Illinois University, Zoology

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JEREMY BENTO | Security

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M.S., American University, Biology

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B.B.A., Davenport University, Business Professional Studies

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M.A.T., Northern Arizona University, Biology (minor in Education)

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A.A.S., Bellevue College, General Requirements
B.A., Heritage University, Mathematics
M.A., Western Governors University, Mathematics Education

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B.S., University of Hawai'i-West O'ahu, Business Administration

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A.A.S, Penn Valley Community College
B.S., Avila College
M.L.A., Baker University

DENNIS CHUN | Hawaiian Studies
B.A., University of Hawai'i, Liberal Studies (Hawaiian Studies)
M.Ed., University of Hawai'i, Education Administration, Higher Education
10 years alternative education teaching experience in Hawaiian Studies (Kamehameha Schools)

MALIA K. CHUN | Na Pua No'eau Program Coordinator
B.A., University of Hawai'i

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A.A., Kaua'i Community College, Liberal Arts
B.A., University of Hawai'i, Graphic Art
M.A., Gonzaga University, Curriculum and Instruction

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B.A., Harvard University, English
M.A., University of Utah, American Literature
Ph.D., University of Utah, American Studies

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A.A.S., Kaua'i Community College, Electrical Installation and Maintenance Technology

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A.A., Jefferson State Community College, General Studies
B.S., University of Montevallo, Mathematics (minor in Deaf Studies)
M.S., PhD., University of Mississippi, Mathematics

DARYLL DEMENT | Security Officer

BRAD DEMPSIE | Physical Sciences

B.S., Brock University, Physics

B. Ed., Lakehead University, Education

M.S., Brock University, Physics

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B.S., Abilene Christian University, Physical Education

M.S.Ed., Baylor University, Community Health Education

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M.A., California State University Fullerton, Mathematics

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B.A., University of California Berkeley, History

M.A., University of Hawai'i, English as a Second Language

M.Ed., University of Hawai'i, Educational Technology

TESSIE R. EDURISE | Janitor

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Certificate of Advanced Study, University at Buffalo, Adult Health Nursing

B.S.N., Daemen College, Nursing

M.S.N., University at Buffalo, Maternal & Women's Health Nursing

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B.A., St. Lawrence University, Philosophy

M.A., Regent University, Television Program and Production

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B.A., M.A., University of Hawai'i, Sociology

M.A.S., University of California Irvine, Criminology, Law and Society

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B.S.N., M.S.N., University of Hawai'i

◦ *Family Nurse Practitioner*

◦ *Advance Practice Registered Nurse*

◦ *Basic Cardiac Life Support Instructor*

◦ *On Course Level I*

◦ *Advance Cardiac Life Support Instructor*

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B.A., California State University Fresno, Liberal Studies

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CCTS, Child Development Program Director

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B.S., California State University Dominguez Hills, Child Development

M.A., Pacific Oaks College, Human Development

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• ASE Certification, Auto Body Master Technician
• I-Car Certification
• State Mechanics License
• 12 years of experience in industry

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M.Sc., *University of Mainz, Germany, Nuclear Chemistry*
Ph.D., *University of Mainz, Germany, Astrophysics*

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B.S., *San Diego State University, Biological Sciences*
M.S., *University of South Florida Tampa, Botany*
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M.Ed., *University of Phoenix, Educational Counseling*

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C.A., *School for American Chefs*
Certificate d'Advance, Ecole de Cuisine, LaVarenne, Paris France
• 17 years Chef/Executive Chef/Food and Beverage Manager; *Westin/ Starwood Hotels and Resorts*
• 12 year Executive Sous-Chef, *Chef de cuisine*
• Certified Hospitality Educator (CHE)
• Certified ServSafe Instructor/Proctor

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M.A., *Rikkyo University, Intercultural Communications*

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B.A., *Augsburg College, American Studies*
M.S.L.S., *Simmons College, Library Sciences*

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M.A., *Saint Martin's University, Counseling Psychology*

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M.L.S., *University of Hawai'i, Library Studies*

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B.S., University of Wisconsin, Mathematics
M.A., Ph.D., University of Hawai'i, Mathematics

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• *Certified Public Accountant, Hawai'i licensed*
• *25 years private and public accounting experience*

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A.S., Brigham Young University, Nursing
B.S., Idaho State University, Nursing
B.S.N, M.S.N., University of Phoenix, Nursing

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B.S., Indiana University, Music

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A.S., Hawai'i Community College, Data Processing
B.A., University of Hawai'i-Hilo, Psychology
M.Ed, University of Hawai'i, Educational Technology

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B.A., University of Nevada Reno, English

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M.P.H., University of Hawai'i, Public Health

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• *10 years of industry experience*

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M.A., Ph.D., University of California Riverside, English

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M.S.N., University of Hawai'i, Nursing
• *Gerontological Nurse Practitioner*
• *R.N. Nursing*
• *APRN-BC, CNE*

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B.Ed., University of Alberta, Canada, Secondary Education-English (minor in Religious Studies/Philosophy)
M.A., University of Alberta, Canada, English
• *Postgraduate Diploma, University of London, U.K., Distance Education*

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B.S., *Corban University, Mathematics*
M.S., *Oregon State University, Mathematics*

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- 24 years industry experience
- Certified Hospitality Educator (CHE)

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M.A., *The Elliott School of International Affairs GWU, East Asian Studies*
J.D., *The George Washington University School of Law*

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B.S., *University of Phoenix, Business/Accounting*

- 18 years Purchasing and Accounting, Cost Control Management in Industry

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SUSAN MURPHY | Private Secretary

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- Harriett Apprentice Certificate, Westin Hotel Corporation
- 18 years Sous-Chef, Chef/Executive Chef, Starwood Resorts, Marriott Hotels;
- 7 years Restaurant Group-Coolit, Inc.
- Certified ServSafe Instructor/Proctor

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- On Course Level I

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- *Certified Public Accountant - Licensed*
- *20 Years Public Accounting Experience*

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C.C., Nursing

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M.S., Drake University, Rehab Counseling

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M.A., Sonoma State University, Education

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M.A., The College of New Jersey, English

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M.A., University of Hawai'i, Musicology
M.M., University of Hawai'i, Vocal Performance

- Certificate, Osaka University of Foreign Studies, Japanese Language
- Graduate Fellow, Tokyo University, Japanese Language

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B.A., University of Arizona, Ecology and Evolutionary Biology

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C.A., University of Hawai'i, Indo-Pacific Languages-Hawaiian
M.A., University of Hawai'i, French (second language Hawaiian)

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B.S.E.E., Valparaiso University, Electrical Engineering
M.S.E.E., Stanford University, Electrical Engineering
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- 17 years as a licensed contractor

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- *Basic Cardiac Life Support Instructor*
- *Advance Cardiac Life Support Instructor*
- *Critical Care Nursing for over 20 years*
- *Nursing Administration*
- *BLS instructor*

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- *ASE Certification, Master Automobile Technician*
- *ASE Certification, Master Engine Mechanist*
- *State Mechanics License*
- *15 years Journeyman automotive technician*

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B.S., *Western Michigan University, General University Studies*
M.A., *University of California Santa Barbara, Geography*
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RORY TRAUSCH | Security

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J.D., *Baylor Law School, Law*

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B.A., *University of Hawai'i West O'ahu, Business Technology*
M.Ed., *University of Hawai'i, Higher Education Administration*

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B.A., *University of Central Florida, Radio/Television*
M.A., *University of Central Florida, Instructional Technology/Media*

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B.A., High Honors University of Hawai'i, Botany
M.S., University of Hawai'i, Plant Pathology (Botanical Sciences)

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B.S., University of Michigan
M.S., University of Santa Clara

MUNEO YOSHIKAWA | Emeritus

IRENE YOSHIOKA | Janitor

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Ph.D., Colorado State University Fort Collins, Psychology