



**HO'OLAULE'A!  
CELEBRATE!**

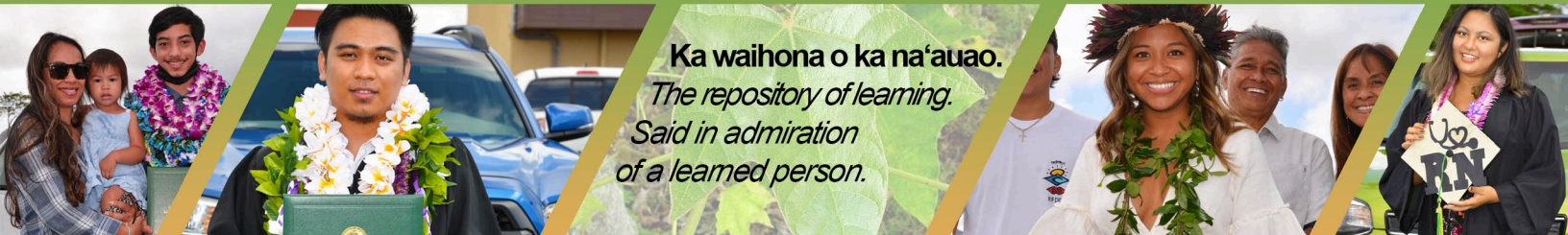


UNIVERSITY of HAWAII'  
**KAUA'I**  
COMMUNITY COLLEGE

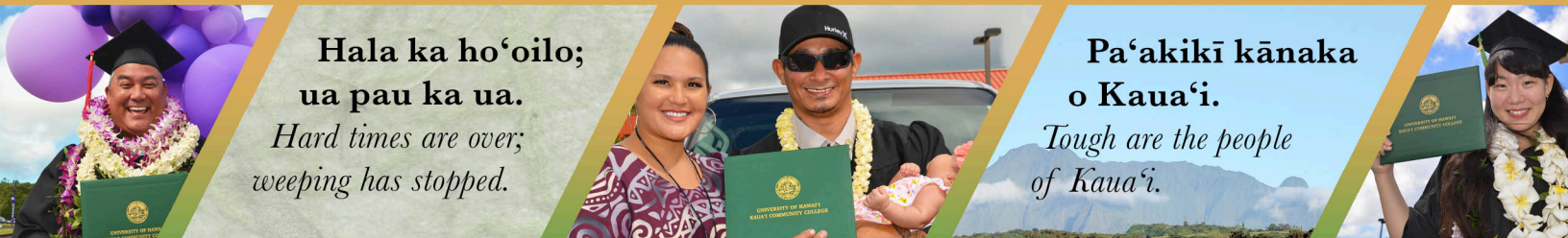


**Ho'okahi wai o ka like.**  
*All of one color.  
All the same;  
harmonious; in unity.*

**UA OLA LOKO  
I KE ALOHA.  
LOVE GIVES LIFE  
WITHIN.**

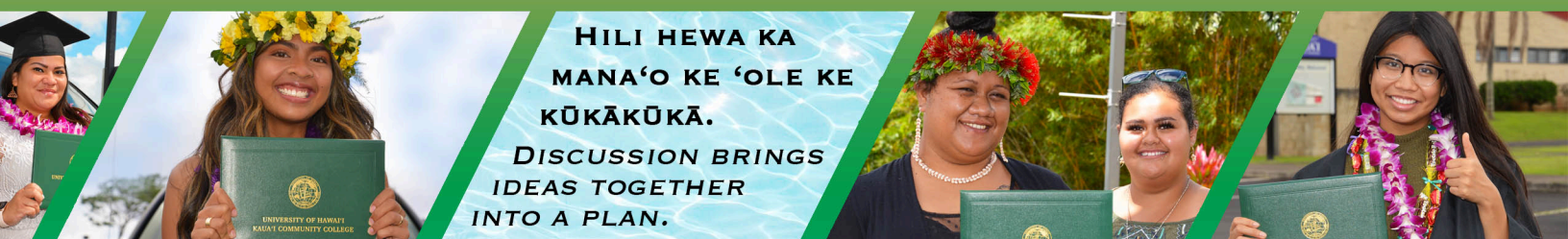


**Ka waihona o ka na'auao.**  
*The repository of learning.  
Said in admiration  
of a learned person.*



**Hala ka ho'oilo;  
ua pau ka ua.**  
*Hard times are over;  
weeping has stopped.*

**Pa'akikī kānaka  
o Kaua'i.**  
*Tough are the people  
of Kaua'i.*



**HILI HEWA KA  
MANA'O KE 'OLE KE  
KŪKĀKŪKĀ.**  
**DISCUSSION BRINGS  
IDEAS TOGETHER  
INTO A PLAN.**



**He hale ke kino  
no ka mana'o.**  
*The body is a house  
for the thoughts.*

**Huli ke alo  
i ka paia.**  
*Turn the face to the wall.  
There is nothing to fear.*



**'A'ohe pilo uku.**  
*No reward is a trifle.  
Even a small gift is  
appreciated.*

**Maika'i Kaua'i,  
hemolele i ka mālie.**  
*Beautiful Kaua'i,  
peaceful in the calm.*



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## Where to Obtain Additional Information (Area Code 808)

<b>Academic Divisions</b>	
Business Education	245-8321
Health Education	245-8325
Language, Arts, and Humanities	245-8278
Science and Mathematics	245-8223
Trade Technology	245-8264
<b>Academic Support Center</b>	245-8341
<b>Admissions and Records</b>	245-8225
<b>Bookstore</b>	245-8273
<b>Campus Administration</b>	
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
<b>Campus Public Safety Manager/Campus Public Safety Department</b>	245-8398
<b>Career Center</b>	245-0132
<b>Continuing Education and Training</b>	245-8318
<b>Counseling and Advising</b>	245-8212
<b>Disability Access</b>	245-8323
<b>Disability Services Counselor</b>	245-8314
<b>EEO/AA</b>	245-8260
<b>Financial Aid Office</b>	245-8360
<b>Hawaiian Student Counselor</b>	245-8258
<b>International Students</b>	245-8259 245-8337
<b>Library</b>	245-8233
<b>Performing Arts Center</b>	245-8270
<b>Single Parent/Displaced Homemaker Counselor</b>	245-0113
<b>Student Life Center</b>	245-0113
<b>Title IX</b>	245-8260
<b>University Center</b>	245-8330
<b>VA Certifying Official</b>	245-8225
<b>Campus Operator</b>	245-8311
<b>Campus FAX</b>	245-8220

## 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

- Benjamin Asa Kudo, Chair
- Alapaki Nahale-a, Vice Chair
- Wayne Higaki, Vice Chair
- Simeon Acoba
- Kelii K. K. Acopan
- Eugene Bal III
- Randolph G. Moore
- Jan Naoe Sullivan
- Michelle Tagorda



- Robert Frank Westerman
- Ernest Wilson

## University of Hawai'i Central Administration

- David Lassner, President and UH Mānoa Chancellor
- Nainoa Thompson, Special Advisor to the President on Hawaiian Affairs
- VACANT, Vice President for Academic Planning and Policy
- Jan Gouveia, Vice President for Administration
- Tim Dolan, Vice President for Advancement
- Kalbert Young, Vice President for Budget and Finance/CFO
- Erika Lacro, Vice President for Community Colleges
- Garret Yoshimi, Vice President for Information Technology/CIO
- Carrie Okinaga, Vice President for Legal Affairs/ University General Counsel
- Vassilis Syrmos, Vice President for Research and Innovation

## Kaua'i Community College Administration

- Joseph Daisy, Chancellor
- Frankie Harriss, Vice Chancellor for Academic Affairs
- Margaret Sanchez, Vice Chancellor for Student Affairs
- Calvin Shirai, Interim Vice Chancellor for Administrative Services
- Valerie Barko, Director of Institutional Effectiveness and University Center Kaua'i

## Accreditation



**Dominik**  
Automotive  
Program



**Tahira**  
Medical  
Assistant Program



**Armin**  
Culinary  
Program

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



- The Associate Degree Career Ladder Nursing Program at University of Hawai'i- Kaua'i Community College located in Lihue, Hawai'i is accredited by the Accreditation Commission for Education in Nursing (ACEN). This commission may be reached by mail (ACEN, 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326) or telephone (404-975-5000). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>.
- The Kaua'i Community College Culinary Arts Program is accredited 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](mailto: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 accredited by the Automotive Service Excellence (ASE) Education Foundation. This commission may be reached by mail (ASE Education Foundation, 1503 Edwards Ferry Rd., N.E., Suite 401, Leesburg, VA 20176), email ([info@ASEeducationFoundation.org](mailto:info@ASEeducationFoundation.org)), 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.



# CAMPUS CALENDAR

## Academic Calendars



**Katherine**  
Liberal Arts  
Program



**Andree**  
Nursing Program

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.**

### Academic Calendar FALL 2021

#### August 2021

- 19 - **Payment Due Date**
- 23 - First day of instruction
- 23 - Begin fee charges for late registration:
  - \$30 late registration fee for all transactions
- 31 - Last day to add semester courses
- 31 - Last day for 100% tuition refund for the semester-length course

#### September 2021

- 6 - Labor Day (Holiday)
- 14 - Last day for 50% tuition refund for the semester-length course

- 14 - Last day to withdraw from semester courses without “W” grade

#### **November 2021**

- 1 - Last day for changes: withdrawal from semester courses with “W” grade, credit/no credit option for semester courses, declare auditor for semester courses, and incomplete grade changes
- 11 - Veterans Day (Holiday)
- 25 - Thanksgiving (Holiday)

#### **December 2021**

- 9 - Last day to petition for semester graduation
- 9 - Last day of instruction
- 10-16 - Evaluation/final examination days
- 17 - End of semester

### **ACADEMIC CALENDAR SPRING 2022**

#### **January 2022**

- 7 - Payment Due Date
- 10 - First day of instruction
- 10 - Begin fee charges for late registration:
  - \$30 late registration fee for all transactions
- 17 - Martin Luther King Day (Holiday)
- 18 - Last day to add semester courses
- 18 - Last day for 100% tuition refund for the semester-length course

#### **February 2022**

- 2 - Last day for 50% tuition refund for the semester-length course
- 2 - Last day to withdraw from semester courses without “W” grade
- 21 - President's Day (Holiday)

#### **March 2022**

- 14-18 - Spring Recess
- 25 - Kūhiō Day (Holiday)
- 28 - Last day for changes: withdrawal from semester courses with “W” grade, credit/no credit option for semester courses, declare auditor for semester courses, and incomplete grade changes

#### **April 2022**

- 15 - Good Friday (Holiday)

#### **May 2022**

- 4 - Last day to petition for semester graduation
- 4 - Last day of instruction
- 5-12 - Evaluation/final examination days
- 13 - End of semester
- TBD - Commencement

### **ACADEMIC CALENDAR SUMMER 2022**

#### **SESSION I: MAY 23 - JULY 1**

#### **April 2022**



- 4 - Academic advising and registration for all students

#### **May 2022**

- 23 - First Day of Instruction
  - Begin fee charges for late registration:
  - \$5 registration fee for in-person transaction (no charge for transaction done on the web)
- 23 - \$10 late registration fee for all transactions
- 24 - Last day to register for Session I
- 24 - Last day to withdraw with 100% tuition refund for Session I
- 30 - Memorial Day (Holiday)
- 30 - Last day to withdraw with 50% tuition refund for Session I
- 30 - Last day to withdraw from Session I without "W" grade

#### **June 2022**

- 10 - Kamehameha Day (Holiday)
- 15 - Last day for changes: withdrawal from Session I with "W" grade, select credit/no credit option and declare audit

#### **July 2022**

- 1 - Last day of instruction

#### **August 2022**

- 12 - Last day to petition for summer graduation

### **SESSION II: JULY 5 - AUGUST 12**

#### **July 2022**

- 4 - Independence Day (Holiday)
- 5 - First Day of Instruction
- 5 - 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
- 6 - Last day to register for Session II
- 6 - Last day to withdraw with 100% tuition refund for Session II
- 11 - Last day to withdraw with 50% tuition refund for Session II
- 11 - Last day to withdraw from Session II without "W" grade
- 27 - Last day for changes: withdrawal from Session II with "W" grade, select credit/no credit option and declare audit

#### **August**

- 12 - Last day of instruction
- 12 - Last day to petition for summer graduation

# A MESSAGE FROM OUR CHANCELLOR

## A Message from Joseph Daisy, Chancellor

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

Dr. Joseph Daisy

Welcome to Kaua'i Community College. This catalog offers a rich source of information about the College's academic, career and technical educational programs, admissions, student services, tuition and fees, facilities, financial aid, and people. I encourage you to take the time to thoroughly review it and to discover how we may best serve you.

We are committed to the fulfillment of our mission and to the success of our students. We have an exceptional faculty and staff, small class sizes, and attractive facilities to support individual opportunities for student learning and success.

We are a learner-centered community college, and your success is our success. This catalog has been developed to be user-friendly. Be sure to keep this copy for your own reference and information during your entire stay with us. As you refer to the various sections of the catalog you may find that you need additional information.

Do not hesitate to ask a counselor or other Kaua'i Community College faculty, staff member or administrator for such assistance.

We are all here to serve you, our students. After all, it is for you that this institution exists. On behalf of the Kaua'i Community College faculty, staff, and administration, I welcome and wish you every success in your studies.

Thank you for choosing Kaua'i Community College as your institution for higher learning.

Joseph M. Daisy, Ed.D.

# MISSION STATEMENT

## Mission Statement



**Natalie**  
Creative Media  
Program



**Dane**  
Automotive  
Program

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.

(‘Ōlelo 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'S CONNECTIONS

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



Stay Here. Go Forward!

The University Center (UC) at Kaua'i Community College provides access to certificate, bachelor, and graduate degree programs offered by other University of Hawai'i (UH) campuses through distance learning and provides support to students enrolled in distance learning and online programs.

UH offers over **50** degree and certificate programs through the UC using a variety of technologies. Each year, an average of **41** students graduate from UC facilitated programs.

When you click on the links below, you will be directed to the program's web page. The information provided on the program's web page, including the program sheets, are used for pre-advising only. Please make sure you work closely with your UH advisor to check that your courses satisfy the requirements specific to your degree program.

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

## Business and Hospitality

- AS, **Accounting**, Leeward CC
- ASC, **Accounting**, Leeward CC
- CA, **Accounting**, Kapi'olani CC
- CA, **Accounting**, Leeward CC
- New AS, **Business**, Kaua'i CC
- ASC, **Business**, Leeward CC
- CO, **Business Essentials**, Leeward CC
- CO, **Entrepreneurship**, Kapi'olani CC
- CO, **Hospitality and Tourism**, Leeward CC
- ASC, **Management**, Leeward CC
- CO, **Management Essentials**, Leeward CC
- CO, **Management Foundations**, Leeward CC
- CO, **Payroll Preparer**, Kapi'olani CC
- Certificate, **Risk Management and Insurance**, UH West O'ahu
- CO, **Small Business Accounting**, Leeward CC
- CO, **Tax Preparer**, Kapi'olani CC
- ASC, **Travel Industry Management**, Leeward CC
- Certificate, **Travel Industry Management Summer**, UH Mānoa
- CO, **Virtual Office Assistant**, UH Maui College
- ASC, **Writing** (Business Track), Leeward CC
- BAS, **Applied Business and Information Technology**, UH Maui College
- BA, **Business Administration, General Business Administration**, UH West O'ahu
- BA, **Business Administration, Accounting**, UH West O'ahu
- BA, **Business Administration, Hospitality and Tourism**, UH West O'ahu
- BA, **Business Administration, Management**, UH West O'ahu
- BA, **Business Administration, Marketing**, UH West O'ahu
- EMBA, **Executive Master of Business Administration Hybrid**, UH Mānoa (with optional **Healthcare Management Track/Travel Industry Management Track**)
- MHRM, Master of **Human Resources Management Hybrid**, UH Mānoa

## Creative Media

- BA, **Creative Media**, General Creative Media, UH West O'ahu

## Education

### Teaching License

- Alternative Certification in Teaching, **Career and Technical Education (CTE) Licensure Track 1 or 2 (6-12)**, Leeward CC
- APC, **Special Education Mild/Moderate PK-12**, Leeward CC
- BEd, **Dual Early Childhood and Early Childhood Special Education Hybrid**, UH Mānoa
- BEd, **Elementary Education Hybrid**, UH Mānoa
- New BEd, **Elementary/Hawaiian Language Immersion, Hybrid**, UH Mānoa
- New BEd, **Secondary Education (6-12), English**, UH West O'ahu
- Post-Baccalaureate Certificate in Teacher Education, **Elem, Secondary Hybrid**, UH Mānoa
- Post-Baccalaureate Certificate in **Special Education, Hybrid**, UH Mānoa
- Grad Certificate, **Kahuawaiola Indigenous Teacher Education**, UH Hilo

- MEdT, **Teaching (Elementary, Secondary, Hawaiian Language Immersion) Hybrid**, UH Mānoa
- MEdT, **Teaching Secondary and Special Education Hybrid**, UH Mānoa

## Non-License Education

- CO, **Culturally Responsive Teaching**, Leeward CC
- CO, **Special Education Special/Inclusive Education**, Leeward CC
- CO, **Special Education II (3+1)**, Leeward CC
- AST, **Teaching**, Leeward CC
- BA, **Social Sciences, Early Childhood Education**, UH West O'ahu
- VCS, **Board Certified Assistant Behavior Analyst (BCaBA)**, UH Mānoa
- VCS, **Board Certified Behavior Analyst (BCBA)**, UH Mānoa
- Grad Certificate, **Disability and Diversity Studies**, UH Mānoa
- Grad Certificate, **Ethnomathematics Summer Hybrid**, UH Mānoa
- Grad Certificate, **Learning Design and Technology for Teachers (Teach Tech)**, UH Mānoa
- Grad Certificate, **Literacy Leader, Literacy Specialist**, UH Mānoa
- Grad Certificate, **Online Learning and Teaching (COLT)**, UH Mānoa
- MA, **Indigenous Language and Culture Education Hybrid**, UH Hilo
- New MEd-CS, **Interdisciplinary Education track National Board Certification Teacher Leader (p4c Hawai'i-Aloha Kumu Cohort) Hybrid**, UH Mānoa
- MEd, Curriculum Studies (**Literacy Specialist, Math Hybrid, PACMED, Place-based and Sustainability Hybrid, Progressive Philosophy and Pedagogy Hybrid, STEMS 2 Hybrid**), UH Mānoa
- MEd, **Learning Design and Technology (LTEC)**, UH Mānoa
- MEd, **Dual Learning Design and Technology (LTEC) & LISc**, UH Mānoa
- MEd, **Early Childhood Education Summer Hybrid**, UH Mānoa
- MEd, **Education**, UH Hilo
- MEd, **Educational Administration (K-12)**, UH Mānoa
- MEd, Educational Foundations: (**Ed Leads Summer Hybrid, Global Perspectives**), UH Mānoa
- MEd, Special Education (**BCBA®-Track Verified Course Sequence, Interdisciplinary, Literacy Specialist**), UH Mānoa
- MEdT, **Teaching Non-Licensure**, UH Mānoa
- MS, **Kinesiology and Rehabilitation Science (Rehabilitation Counselor Education)**, UH Mānoa
- PhD, **Learning Design and Technology (LTEC) Hybrid**, UH Mānoa

## Information and Computer Science

- CO, **Basic Logic and Programming (Level 1 and Level 2)**, Leeward CC
- CO, **Help Desk**, Leeward CC
- CO, **Help Desk Services**, Kapi'olani CC
- ASC, **Information and Computing Science**, Leeward CC
- CA, **Information and Computing Science**, Leeward CC
- CA, **Information Security and Assurance**, Kapi'olani CC
- CO, **Information Security and Assurance**, Kapi'olani CC
- CA, **Information Technology**, Kapi'olani CC
- CO, **Programming**, Kapi'olani CC
- CO, **Software Developer**, Leeward CC
- CO, **Web Support**, Windward CC
- AS, **Information and Computing Science, Software Developer Specialist**, Leeward CC
- AS, **Information Technology**, Kapi'olani CC
- MLISc, **Library and Information Science Hybrid**, UH Mānoa

## Liberal Arts

- AA, **Hawaiian Studies**, Kapi'olani CC
- AA, Liberal Arts, **Kapi'olani CC/Leeward CC/UH Maui College (Part-time Online)**
- AA, **Liberal Arts (Accelerated Online)**, Leeward CC
- AA, **Liberal Arts, Business Administration**, Kapi'olani CC
- AA, **Liberal Arts, Family Resources**, Kapi'olani CC
- AA, **Liberal Arts, Secondary Education**, Kapi'olani CC



## Medical and Health Care

- ASRC, **Respiratory Care Practitioner Hybrid**, Kapi'olani CC
- New **Online Associate Degree in Nursing to Bachelor of Science (ADN to BS) Hybrid**, UH Mānoa
- **RN to BSN Hybrid**, UH Hilo
- MS, **Advanced Population Health Nursing (APHN) Hybrid**, UH Mānoa
- DNP, **Organizational Leadership (MS to DNP) Hybrid**, UH Mānoa
- DNP, **Nursing Practice**, UH Hilo

## Public Administration

- Certificate, **Disaster Preparedness and Emergency Management (DPEM)**, UH West O'ahu
- Certificate, **Health Care Administration (HCAD)**, UH West O'ahu
- BA, **Public Administration, General Public Administration**, UH West O'ahu
- BA, **Public Administration, Community Health**, UH West O'ahu
- BA, **Public Administration, Disaster Preparedness and Emergency Management**, UH West O'ahu
- BA, **Public Administration, Health Care Administration**, UH West O'ahu
- BA, **Public Administration, Justice Administration**, UH West O'ahu
- BA, **Public Administration, Long-term Care**, UH West O'ahu

## Social Relations/Human Services

- CO, **Substance Abuse Counseling**, Hawai'i CC
- CO, **Substance Abuse Counseling**, Leeward CC
- Certificate, **Ethnic Studies** UH Mānoa
- Certificate, **Law and Society**, UH Mānoa
- Certificate **Peace Studies**, UH Mānoa
- Certificate **Peace Corps Prep**, UH Mānoa
- Certificate **Substance Abuse and Addictions Studies**, UH West O'ahu
- Certificate, **Women's Studies**, UH Mānoa
- BA, **Economics**, UH Mānoa
- BA, **Interdisciplinary Studies, Human Relations in Organizations**, UH Mānoa
- BA, **Interdisciplinary Studies, Peace and Conflict Resolution**, UH Mānoa
- BA, **Interdisciplinary Studies: Social Sciences of Oceans**, UH Mānoa
- BA, **Social Sciences, Political Science**, UH West O'ahu
- BA, **Social Sciences, Psychology**, UH West O'ahu
- BA, **Psychology**, UH Mānoa
- BA, **Sociology**, UH Mānoa
- BA, **Women's Gender and Sexual Studies**, UH Mānoa
- BSW, **Social Work**, UH Mānoa
- Grad Certificate, **Conflict Resolution**, UH Mānoa
- MA, **Counseling Psychology (Specialization in Clinical Mental Health Counseling) Hybrid**, UH Hilo
- MSW, **Social Work**, UH Mānoa

## Veterinary Studies

- CA, **Veterinary Assisting, Hybrid**, Windward CC
- AS, **Veterinary Technology, Hybrid**, Windward CC

## The Island, UH System, and College



**Mark**  
Nursing  
Program



**Lexus**  
Hawaiian Studies  
Program

Kaua'i, with a population of about 72,000, lies 100 miles northwest of Honolulu, the State capital and major population center of Hawai'i. The island retains many aspects of rural island life. The northernmost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,243 feet. The beauty, the diverse cultures, and the climate are major island resources.

Kaua'i Community College is one of 10 campuses in the University of Hawai'i System. There are seven community colleges (one on Kaua'i, four on O'ahu, one on the Big Island of Hawai'i, and one on Maui, which also services Lana'i and Moloka'i) and three universities (Mānoa, West O'ahu, and Hilo).

Kaua'i Community College, a two-year public community college, is the only college on the island of Kaua'i. Its 200-acre campus is located just west of the major town of Līhu'e. The College began in 1928 as a vocational school and became a comprehensive community college in 1965.

## International Education



Kaua'i Community College has agreements with the following colleges, universities, and institutions to promote international exchange:



**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  
Suo-Oshima Town, Yamaguchi  
University of the Ryukyus  
Yamaguchi University

**In China:**

International College – Yunnan Agricultural University

**In New Zealand:**

Otago Polytechnic  
University of Waikato

## Campus Map



[Download PDF version](#)

# Institutional Student Learning Outcomes (General Education)



**Beorn**  
Hospitality  
Program



**Moriela**  
Health Sciences  
Program

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.

## Average Graduation and Persistence Rates

### GRADUATION AND PERSISTENCE RATES, FALL COHORTS

#### FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES

	Fall 2017 Cohort Kaua'i
<b>GRADUATION RATE -150% of normal time to completion</b>	25%
<b>Gender</b>	
Men	31%
Women	21%
<b>IPEDS Race/Ethnicity</b>	
Nonresident Alien	#
Hispanic/Latino	17%
American Indian or Alaska Native	#
Asian	30%
Black or African American	#
Native Hawaiian or Other Pacific Islander	#
White	55%
Two or more races	16%
Race and ethnicity unknown	#
<b>Federal Grant/Loan Recipient</b>	
Recipient of a Federal Pell Grant	24%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant	#
Student who did not receive either a Pell Grant or a subsidized Stafford Loan	24%
<b>PERSISTENCE RATE - Still enrolled after 150% of normal time to completion</b>	14%
<b>TRANSFER OUT RATE</b>	12%

A pound sign (#) denotes any cohort/subcohort with fewer than ten students.

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

Institutional Research and Analysis Office, University of Hawai'i, February 2020

## Factors Which May Affect Your Credits



**Michal**  
Carpentry  
Program



**Joe**  
Culinary  
Program



**Melanie**  
Nursing  
Program

**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.

# GETTING STARTED AT KAUA'I COMMUNITY COLLEGE

## Steps to Enroll



**Brad**  
**Liberal Arts**  
**Program**

**Jaylyn**  
**{Kauai}**  
**Automotive**  
**Program**

Welcome! At Kaua'i Community College, we are dedicated to providing you with the assistance you need to achieve your academic and career goals. **APPLY TODAY** to get started! Please select one of the student types below that best describes you and follow each step carefully. Contact the Admissions and Records Office at (808) 245-8225 or [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu) for more information.

*Effective Fall 2020, two additional immunization records are required: Tetanus-Diphtheria-Pertussis (Tdap) and Varicella (chickenpox)*

## 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 and English Pathways
- English Content and Workload Guide
- Math Placement and Math Pathways

### Step 3: Health Clearances

#### Registration will not be permitted without Health Clearances

- Submit **Tuberculosis** (TB) Clearance  
Clearance must be issued within 12 months before the first day of instruction OR at age 16 years or older.
- Submit **Measles, Mumps, and Rubella** (MMR) Immunizations  
Proof of two (2) Measles, Mumps, and Rubella (MMR) shots. The **MMR** vaccination is not required for students born prior to 1957.
- Submit **Varicella** (chickenpox)  
Two doses are required. Students born in the United States prior to 1980 are exempt from this immunization requirement. A signed, documented diagnosis or verification of a history of vaccine disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination.
- Submit **Tdap** (Tetanus-Diphtheria-Pertussis)  
One dose of Tdap administered within the last 10 years
- New Fall 2020 Health requirements (PDF)
- Health Clearance Form (PDF)
- Medical Exemption Form (PDF)

### Step 4: Get a UH Username

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](http://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 a 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](http://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: <https://www.bookstore.hawaii.edu/kauai/>

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 !!!

## 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, and Rubella (MMR) Immunizations  
Proof of two (2) Measles, Mumps, and 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](https://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](http://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](http://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](mailto:arkauai@hawaii.edu)
2. In-person: One Stop Center, Room 101
3. Mail to:
  - Kaua'i Community College
  - Admissions and 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 and 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 and 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](http://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](http://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 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 is 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](http://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](http://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](http://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, and Rubella (MMR) Immunizations  
Proof of two (2) Measles, Mumps, and 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](http://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:

[www.bookstore.hawaii.edu/kauai/Home](http://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!](#)

## High School Student



## 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 and English Pathways](#)
- [English Content and Workload Guide](#)
- [Math Placement and 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, and Rubella (MMR) Immunizations  
Proof of two (2) Measles, Mumps, and 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](http://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](http://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](http://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 for Admissions to Kaua'i Community College?

You are eligible to apply if you:

- Are 18 years of age or older, or
- Have earned a U.S. high school diploma, GED, or equivalency.

## How Do I Apply for Financial Aid?



**Judy Anne**  
**Early Childhood**  
**Education**  
**Program**

**Gabriel**  
**Natural**  
**Science**  
**Program**

Financial Aid at Kaua'i Community College provides financial assistance to students and their families to help pay for college. 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. Students are encouraged to complete the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) to determine eligibility for Federal, State, and most campus-based financial aid programs.

The FAFSA opens annually on October 1st for the following award year. FAFSA applicants who are eligible for financial aid would receive funding for the following Fall and Spring semesters. Summer semesters will also be included, if eligible. The FAFSA priority deadline is March 1st. Please go to <https://www.kauai.hawaii.edu/fafsa> for more information.

Kaua'i Community College offers a variety of scholarship opportunities that include need and merit-based awards. For more scholarship information, please go to <https://www.kauai.hawaii.edu/scholarships>.

For any questions, please contact the Financial Aid Office at 808-245-8360.

## 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)



**Jason**  
**UH Transfer**  
**Student**

**Deslyn**  
**Creative Media**  
**Program**

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 (<https://www.kauai.hawaii.edu/sites/www.kauai.hawaii.edu/files/pdf/KCCPs/4-16PriorLearningAssessment.pdf>).

## 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. 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.
5. 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.

6. \$25 non-resident application fee (nonrefundable, nontransferable).
7. 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

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>

## Students with Disabilities Taking Distance Education Classes in the UH System

Students with disabilities who have identified with their home campus disabilities services office should contact their home campus to inform them of any DE courses taken at another campus. The disability services representative from their home campus will assist in informing the student of the disability services processes on that campus. Students with disabilities are responsible for self-identifying in a timely manner and will obtain their accommodation letter from the campus disability representative where the DE course is offered.

### Student Responsibilities

- To self identify having a disability
- To express the need for accommodations in a timely manner
- To provide disability documentation to the Disability Services Office
- To demonstrate or document how the disability affects a particular delivery system, instructional method, or evaluation criteria when requesting an accommodation
- To actively obtain, arrange, and participate in the search for accommodations and auxiliary aids (this responsibility can extend to working with the institution to seek financial assistance from government agencies and private sources).
- To follow the same obligations as any other student to meet and maintain the institution's academic and technical standards

### Student Rights

- The right to be evaluated based on your abilities, not your disability
- Entitled to an equal opportunity to learn
  - If the location, delivery system, or instructional methodology limits your access, participation in, or ability to benefit, you have the right to reasonable accommodations in those aspects of the source (or program) to accommodate your disability
- The right to appeal the institution's decision concerning accommodations
  - First internally, by filing a petition with the Vice Chancellor of Student Affairs, Margaret Sanchez, [masanche@hawaii.edu](mailto:masanche@hawaii.edu) or phone at 245-8274
  - Then by filing a complaint with the regional Office of Civil Rights or through the Civil Court System

### Additional Information

- Accommodations may not alter course curriculum, assignments, or the syllabus of the instructor
- Post-secondary institutions may not mirror any accommodations made for students in their high school classes or mentioned in their 504/IEP
- No 1 to 1 services will be provided to students with disabilities (i.e. educational assistant) nor does the college automatically allow any 1 to 1 services to accompany a student with a disability
- Students may utilize or bring their own resources to class as long as it's approved by the Disability Services Office

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 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 U.S. Department of Veterans Affairs.

For information on the G.I. Bill® and other veteran educational benefits, contact the Veterans Education call center at 1-888-442-4551 (toll free central time) or visit <https://benefits.va.gov/gibill>.

Veteran Educational benefits include, but are not limited to, the following:

- Chapter 30: Montgomery GI Bill®-Active Duty (MGIB-AD)
- Chapter 31: Veteran Readiness and Employment (VR&E)
- Chapter 33: Post-9-11 GI Bill®
- Chapter 35: Survivors and Dependents Educational Assistance
- Chapter 1606: Montgomery GI Bill®-Selected Reserve (MGIB-SR)

Learn more about GI Bill® eligibility requirements and find out if you can receive benefits by visiting <https://www.va.gov/education/eligibility>

## 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](mailto: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



**Thomas**  
**UH Transfer**  
**Student**

**Jennifer**  
**Medical Assistant**  
**Program**

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 2021-2022. If tuition is not paid by the

August 19th, 2021 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 \$3 activity fee is charged to both residents and non-residents for the Fall/Spring terms.

### Apprenticeship Tuition and Fees

Apprentice and Journey Work: \$0.50 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.

### CNA, MEDA, and Nursing Lab Fees

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

### 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. Additional fees may be charged for multiple degrees and/or certificates.

### Duplicate Diploma

A \$15 fee is charged for each English and Hawaiian 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 \$2.50 processing fee is charged for transcripts ordered online through the National Student Clearinghouse. For more information, visit the Admissions and Records Office website (<https://kauai.hawaii.edu/transcript-request>).

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.

The College follows guidelines within the "Student Accounts Receivable and Delinquent Financial Obligations" UH Administrative Procedure 8.731.



Payments may be paid through [MyUH portal](https://myuh.hawaii.edu) (<https://myuh.hawaii.edu>) or at the Business Office by appointment only:

**Cashier Window Service**  
**M-F - 8:00 am - 3:30 pm**

Phone: 808-245-8311  
Located in the One Stop Center

Additional information is posted on the University of Hawai'i's Financial Management Office website ([http://www.fmo.hawaii.edu/student\\_accounts/](http://www.fmo.hawaii.edu/student_accounts/)).

## Financial Aid Refund/Repayment

### 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> and <https://www.kauai.hawaii.edu/satisfactory-academic-progress-requirements>.

### Repayment Policy

The amount of Title IV aid that a student must repay is determined by 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 in which Title IV funds are returned to their respective programs.

A repayment may be required when Title IV funds have been disbursed to a student's account in excess of the amount of financial aid the student earned during the semester. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student qualified by the percentage of time during the semester that the student was enrolled.

If less financial aid was disbursed than was earned, the student will receive a late disbursement for the difference. If more aid was disbursed than was earned, the student will have a balance due.

If a student received financial aid that they are no longer eligible for, due to the withdrawal, Kaua'i Community College will return the unearned portion to the appropriate Title IV program(s). As a result, a balance will be applied to the student's Kaua'i Community College account. The student will be responsible for the amount the student owes Kaua'i Community 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 UH 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.
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 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.

For more information about refund of tuition and fees, visit the [Admissions and Records](https://catalog.kauai.hawaii.edu/refunds) (<https://catalog.kauai.hawaii.edu/refunds>) section of this Catalog.

You may also contact the Financial Aid Office at 808-245-8360.

## Financial Aid and Scholarship Programs



**Lee  
Accounting  
Program**

**Makani  
Natural Science  
Program**

Financial Aid at Kaua'i Community College provides financial assistance to students who qualify. This assistance helps to supplement the estimated contribution of a family or individual in meeting the cost of attendance. All funds are distributed in accordance with Federal, State and institutional policies. Students are encouraged to complete the U.S. Department of Education's [Free Application for Federal Student Assistance \(FAFSA\)](#).

The FAFSA opens annually on October 1st for the following award year. FAFSA applicants who are eligible for financial aid would receive funding for the following Fall and Spring semesters. Funding for Summer semesters are also available for those who qualify. The FAFSA priority deadline is March 1st. Please go to <https://kauai.hawaii.edu/fafsa> for more information.

Kaua'i Community College offers a variety of scholarship opportunities that include need and merit-based awards.

For more information on scholarships, please go to <https://www.kauai.hawaii.edu/scholarships>.

For any questions, please contact the Financial Aid Office at 808-245-8360.

## 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

Student Employment offers a variety of on-campus jobs while working around your class schedule. Earn money while developing real-world experience and Work where you go to school! Many opportunities exist for students to work on campus. Click here to review the [JOB LISTING](#). Contact the Career Center for assistance.

### ENROLLMENT REQUIREMENTS

Students must be enrolled at UH at least half-time. This is generally defined as follows:

- Undergraduates & all Unclassified students (6 credits)
- Community College students (6 credits)
- Classified Graduate Students (4 credits)
- All 700 Thesis and 800 Dissertation candidates (1 credit)

International students are required to carry a full-time course load in accordance with federal rules. Students must consult with their Designated School Official (DSO) for special considerations.

### GPA REQUIREMENTS

All students must maintain satisfactory academic progress to remain eligible to work. Generally, this includes the following:

- Minimum cumulative GPA of 2.0 for undergraduates, community college, Law students, and Unclassified students.
- Minimum cumulative GPA of 3.0 for graduate students.
- Some schools and colleges within UH may have a different definition of satisfactory academic progress for their students.

### EXCEPTIONS

Students who do not meet the general student employment eligibility requirements and have special considerations may request that an exception be granted. All exceptions will be reviewed and determined on a case-by-case basis and likely would require an in-person consultation at the Career Center in the One-Stop Center.

The University of Hawai'i is an Equal Opportunity/Affirmative Action Institution.

## Department of Veteran Affairs

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 U.S. Department of Veterans Affairs.

For information on the G.I. Bill® and other veteran educational benefits, contact the Veterans Education call center at 1-888-442-4551 (toll free central time) or visit <https://benefits.va.gov/gibill>.

Information regarding the certification process, required documents, and frequently asked questions is located at [Veterans Enrolling | Kauai Community College \(hawaii.edu\)](#). The school certifying official may also be contacted at the Admissions and Records Office by telephone (808-245-8225) or e-mail ([arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)).

# CAMPUS RESOURCE AND SERVICES

Academic Support Center 808-245-8341



**Malia**  
**Natural Science**  
**Program**

**Patrick**  
**Creative Media**  
**Program**

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 808-245-8224, 808-245-8225

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 808-956-2586

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 808-245-8318

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.

**Important Notes:** Kauai Community College is not involved in the application and selection procedures for these apprenticeship programs. If you are interested in one of these programs, please contact them directly. Descriptions of the different programs and contact information are included in the Guide to State Registered Apprenticeship Programs section. Apprenticeship courses are restricted to those in apprenticeship or journeyworker programs that have partnered with Kauai Community College.

**Goals:** The goals of the Kauai Community College Apprenticeship program are to:

- Contribute to the development and maintenance of a properly trained Kauai workforce.
- Promote excellence and professionalism in Apprenticeship instructors, staff, and students. Kauai Community College apprenticeship training programs and the College.
- Serve as a vital and integral component in the College's instructional and service programs.

## Bookstore 808-245-8273



**Trisha**  
Early Childhood  
Education  
Program



**Bonnie**  
Creative Media  
Program

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.

Outside of those two times, you may also visit the Bookstore Website for our Online Buyback:  
[https://www.bookstore.hawaii.edu/kauai/sell\\_main.asp](https://www.bookstore.hawaii.edu/kauai/sell_main.asp)

## Campus Public Safety Department 808-245-8399, 808-245-8398

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.

For information, contact the Vice Chancellor for Administrative Services at 808-245-8230 or the Vice Chancellor for Student Affairs at 808-245-8274.

## Campus Wellness 808-245-8307

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 career 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, sexually transmitted disease screening, care of common illnesses, immunizations, tuberculosis (TB) testing and screening, stress reduction, emotional care, CPR training, and health education activities. For more information, visit the Campus Wellness Center web page (<https://www.kauai.hawaii.edu/wellness>).

## Career Center 808-245-0132

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](mailto:mshenry@hawaii.edu). Walk-ins are welcome. For more information, please visit <https://www.kauai.hawaii.edu/careers>.

## Computer Labs for Student Use

Computers for student use are located in the Learning Commons within the Library's Learning Resource Center.

## Counseling and Advising 808-245-8212

Academic Counselors provide advising and planning for all students. They can help guide you to achieve your academic goals, help with registration for classes, transfer, and career exploration. Academic Counselors also provided follow-up support to students who experience academic difficulty throughout the year.

[Click Here to Schedule an Appointment with a Counselor](#) or call 245-8212.

## Distance Learning (Courses) 808-245-8212

The University of Hawai'i campuses, including Kaua'i Community College, offer distance learning courses (<https://www.uhonline.hawaii.edu/courses>) to increase student flexibility regarding the time, place, and pace of study. Additional information about distance learning is available on the distance learning web page (<https://www.kauai.hawaii.edu/kauai-cc-distance-learning>).



## Email Access/MyUH Account Help Desk 808-956-8883



**Nick**  
**Electronics**  
**Program**

**Jayale**  
**Hawaiian Studies**  
**Program**

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.

For assistance, please contact the [ITS Help Desk](#).

## English Language Learners 808-245-8292

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 808-245-8364

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 call 808-245-8364 to obtain a copy of the facilities use form.

## Financial Aid 808-245-8360

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 ensure 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](https://www.kauai.hawaii.edu/financial-aid)

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

## First Year Experience 808-245-8392

The first year of college is critical because it forms a foundation for each student's success. At Kaua'i Community College, we help students by providing a variety of support services and resources in preparation for their first year. The Kīpaipai Program ensures that every student has the support needed to have an "amazing" first year at college.

For more information, please visit the webpage at <https://sites.google.com/a/hawaii.edu/kipaipai-program/>.

## Food Services (Cafeteria: 808-245-8243)



**Julie**  
**Culinary Arts**  
**Program**

**Austin**  
**Culinary Arts**  
**Program**

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 [kauccdr@hawaii.edu](mailto:kauccdr@hawaii.edu) for information on the Culinary Arts Restaurant.

**The cafeteria is open from:** 10:00 a.m. to 1:00 p.m. Mon. thru Fri. (Closed on Holidays and school breaks)

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 808-245-8399

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 808-245-8313

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](http://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>

## Information Technology (IT) Help Desk 808-245-8342

The IT Help Desk assists faculty and students. Hours of operation are Monday through Thursday, from 8:00 a.m. to 4:00 p.m. and Fridays, from 8:00 a.m. to 12 noon. It is located on the first floor of the Learning Resource Center, room 120.

## International Programs 808-245-8368

The International Program at Kaua'i Community College consists of the following four major pillars.

1. Short-term customized training offered through OCET;
2. Recruitment and support of credit side international students;
3. Promoting study abroad opportunities; and
4. Advancing internationalization of education at the college.

We believe that experiences gained while learning in a new cultural environment can truly change lives. In addition, cross-cultural competence is a necessary ingredient to creating a more peaceful, prosperous, and sustainable world.

The College welcomes international students and also provides our local students with opportunities for international experiences both abroad and at home.

**International students interested in enrolling at the College:** <https://www.kauai.hawaii.edu/why-choose-kauai-cc>

**KCC students interested in studying abroad:** <https://www.kauai.hawaii.edu/study-abroad>

## 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) 808-245-8318

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, Massage Therapy Certification, Adult Residential Care Home Certification, Environmental Health and Safety, and Security Guard Training).

## Library 808-245-8233

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 (ALMA), online databases, the internet, email, and other programs such as Word.

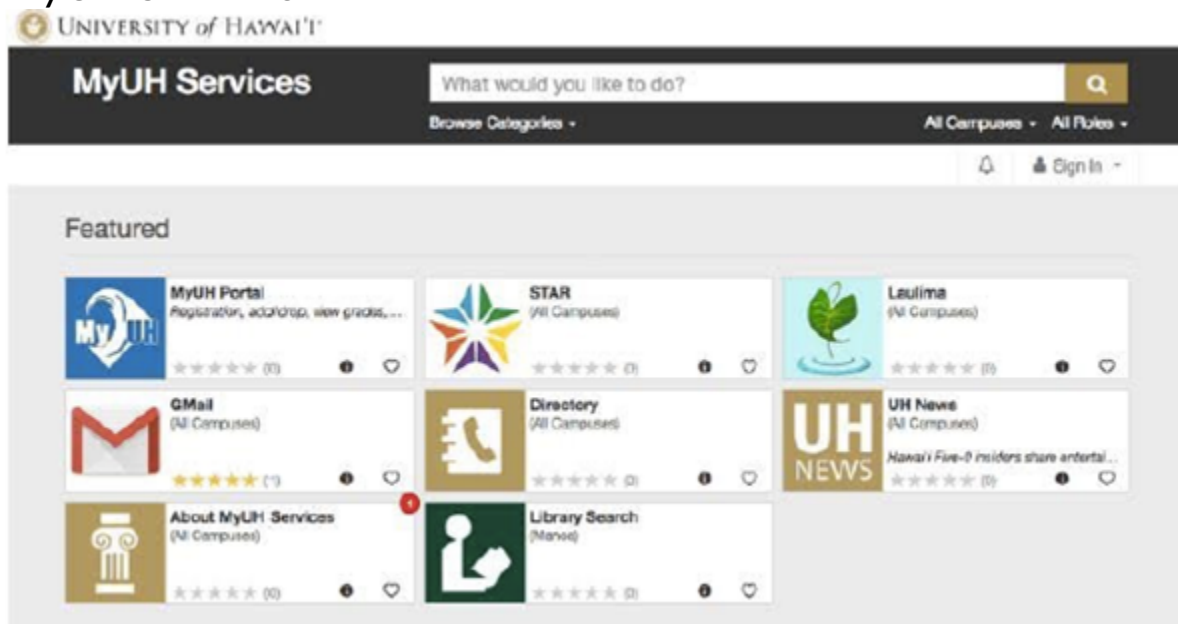
The KCC Library has a collection of over 48,000 book titles and nearly 300 AV DVDs. Digital online media resources include over 40,000 film titles that can be viewed via Films on Demand and Ethnographic Video. Complementing the Library's physical book collection are electronic books (or e-books) offered via Ebsco. Over 255,000 e-book titles are currently available. Along with e-books, the Library subscribes to 58 full-text online databases that provides access to over 58,000 journal titles. Interlibrary loan service is also available to the 4 million volumes within the UH System libraries.

The Library offers ample seating for students. A limited number of small group meeting rooms downsized to single occupancy use during the pandemic are available for individual study. Desktop computers within the Library provides access to the internet and to the campus network. Printing services are available with a printer networked to the desktops. Course reserves are available at the circulation desk. Other services in the Library include a Knowledge Imaging Center (KC) scanner and a microfilm reader/ printer. Chromebooks are available for semester loans during the pandemic until further notice. Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours or visit the website at [https:// www.kauai.hawaii.edu/library](https://www.kauai.hawaii.edu/library).

## Lost and Found 808-245-8233

Information for lost and found articles may be obtained at the Library Circulation Desk. You may also email [kauaicir@hawaii.edu](mailto:kauaicir@hawaii.edu).

## 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>.

## Orientation for New Students 808-245-8212



**Monique**  
**Medical Assistant**  
**Program**

**Charlene**  
**Medical Assistant**  
**Program**

All students are welcomed and encouraged to participate in New Student Orientation. An important "first step" toward a great start at KCC and to a successful college career, Orientation will help you prepare for your first semester by providing information on campus resources, student life, and important college policies.

To get started, head over to <https://www.kauai.hawaii.edu/student-orientation>.

## Parking 808-245-8399

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) 808-245-8352

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.

Please visit the website for additional information (<https://www.kauai.hawaii.edu/performing-arts-center>).

## Recreational Facilities 808-245-0104, 808-245-8231

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 808-245-0104 and 808-245-8231 for facilities.

Students have access to a weight room through class participation.

## Services to Hawaiian Students 808-245-8258

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 Studies Counselor at 808-245-8258 for additional information.

## Services to Single Parents 808-245-0113

[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 Hawaii First to Work Program](#).

# Services to 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://www.kauai.hawaii.edu/disability-services>.

## Getting Started

Students must self-identify their request for disability services and complete the intake process before receiving reasonable accommodations for the first time.

Students must formally request specific academic accommodations/auxiliary aids and substantiate that request with supporting documentation.

**Meet With the Disability Services Counselor:** to make an appointment call 245-8317 or email [samsa@hawaii.edu](mailto:samsa@hawaii.edu)

**Identify yourself:** as a student with a disability

**Provide Current Documentation:** about your disability from a qualified professional, which includes information about how your disability affects your ability to learn in the classroom setting

**Engage In An Interactive Process:** with the disability services counselor to determine reasonable accommodations for your specific limitations

**Provide Your Accommodation Form to Your Instructor:** prior to the start of class

**Have a Conversation:** with your instructors about your requested accommodations so they know how to best assist you

**Return to the Disability Counselor Before the Start of Every Semester:** to renew your accommodations

## Academic Accommodations

- Note Taking Service, Readers, and Scribes
- Alternative Format for Instructional Materials
- Testing Accommodations
- Priority Registration if physical access is a concern
- Priority Seating
- Assistive Technology
- Accessible Tables and Chairs
- American Sign Language Interpreters
- Other reasonable accommodations as determined

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 808-245-0112

Registered Independent Student Organizations (RISO) 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 Student Organizations, go to: <https://www.kauai.hawaii.edu/student-life>.

## 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 executive board and student representatives for each campus division and minority groups of the college.

ASUH-KCC SG is a self-governing student senate. This senate maintains 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 Life Center 808-245-0104



**Stetson**  
Electrical  
Program



**Tricia**  
Nursing  
Program

The Student Life Center is the central hub for student government, student activities, and registered independent student organizations. Located on the second floor of the Campus Center, the popular gathering place houses the Student Lounge where friends meet and relax between classes, study areas with free internet access, LCD televisions to watch a favorite sport, vending machine, and a coffee and tea station to get through those rigorous academic courses.

Also available is a spacious multi-purpose conference room for think-tank groups and clubs. And if stress release is in order, the Game Room is the perfect place to shed some energy with the professional grade ping pong table, tournament sized billiard tables, LCD televisions with satellite access, and board games for all ages. Student Identification Cards, Kaulana Bus Pass and gaming equipment are available at the Student Life Box Office.

The Student Life Office provides administrative support, leadership development, training and activity planning for all student-led groups such as ASUH-KCC Student Government and registered independent student organizations facilities reservations. In addition, the office works closely with the Student Activities Council (SAC) whose primary goal is to sponsor general campus activities and volunteer with non-profit community organizations on numerous projects.

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

## Student Loans 808-245-8360

Kaua'i Community College offers Federal Direct Subsidized and Unsubsidized student loans. Loan information and application forms are available online at the Student Loan website (<https://www.kauai.hawaii.edu/student-loans>).

Kaua'i Community College promotes responsible borrowing. All borrowers are encouraged to make an appointment with the Financial Aid Office at 808-245-8360.

## Testing Center 808-245-8306

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.

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.

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

## 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>

## University Center 808-245-8330

Stay Here. Go Forward!

### Who We Are

- The University Center (UC) at Kaua'i Community College works in partnership with the University of Hawai'i (UH) campuses to deliver online programs to local residents on Kaua'i.
- The UC provides UH online students with local support services and resources to help students navigate their distance education journey.
- Students receive degrees or certificates awarded by the UH campus offering the program of study. In recognition of this milestone, UC invites degree and certificate candidates from our distance learning facilitated programs to participate in commencement exercises on Kaua'i.
- UH offers over 50 degree and certificate programs through the UC using a variety of technologies.

An Educational Specialist is available to help students navigate their distance education journey and provide support through pre-admissions advising, assisting with completing the college application and registration processes, and resources (e.g. library, proctoring, technology services, tutoring).

## Veterans Education Benefits 808-245-8225

The College is an approved educational institution for education and training under the Administration Veterans' Educational Assistance Act (G.I. Bill©) and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained 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/>.

## Wai'ale'ale 808-245-8383

The Wai'ale'ale Project is a special program funded by generous donors and community foundations. This program gives eligible Kaua'i and Ni'ihau residents an opportunity to take classes at Kaua'i Community College for "free".

The Wai'ale'ale Project offers scholarships and academic support to participants who would like to take a few classes, or complete an entire academic program to receive Certificates and Associate Degrees. If you have been reluctant to take college classes due to financial constraints, this program may be for you.

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

# COLLEGE POLICIES AND PROCEDURES

## Academic Dishonesty

The University of Hawai'i, Kaua'i Community College has a Student Code of Conduct which defines expected conduct for students.

The following are examples of the types of behavior that conflict with the community standards that UH values and expects of students. Engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus.

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Cheating is an act of academic dishonesty and includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.  
Plagiarism is also an act of academic dishonesty and includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Furnishing false information to any UH official, faculty member, or office
- Forgery, alteration, or misuse of any UH document, record, or form of identification.

## 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



**Marley**  
**Liberal Arts**  
**Program**

**Jessie**  
**Liberal Arts**  
**Program**

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 and Participation



**Kelid**  
**Hawaiian Studies**  
**Program**

**Peach**  
**Accounting**  
**Program**

Students are expected to attend and participate in the classes for which they are enrolled. Students are responsible for all class work assigned. For anticipated or unavoidable absences, students must inform their instructor(s) and seek to make up class work when permissible. If a student expects an extended period of absence, the student needs to discuss the absence with instructor(s) in advance. The instructor(s) determines whether it is possible for students to make up course requirements.

### **Student Participation Verification in Coursework Policy:**

All credit courses, whether face-to-face, hybrid, or online (all modalities), students who do not establish attendance and participation by the end of the late registration period for that term will be administratively withdrawn. If the student does not contact the instructor and the instructor reports the student as non-participating, the student will be withdrawn. Under these conditions, the administrative withdrawal will remove all tuition and fee charges associated with the class 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 or participate to drop any unwanted classes during the 100% refund period to avoid financial and academic penalties.** A student who is administratively withdrawn from a course may request a reinstatement through the instructor and the Vice Chancellor for Academic Affairs. Late fees may be applicable and reinstated students are responsible for missed work and assignments. The *Student Participation Verification in Coursework* policy can be viewed at <https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=209>.

## 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.

## Catalog of Record

Students will follow the program requirements stated in the course catalog at the time of their initial enrollment providing that the student has been continuously enrolled. Continual enrollment is defined as attending each semester (excluding summer session) for at least 1 credit hour of coursework. Students who have a break in enrollment will be subject to the degree requirements in effect at the time of re-enrollment.



## Change of Major

Students may request to change their major or program of study by completing the online form located at <http://go.hawaii.edu/zTJ>. In order for the change of major form to be processed, Kaua'i Community College must be your designated home campus and students must also be currently enrolled or accepted into the upcoming semester.

Students receiving VA Educational Benefits are required to meet with their academic counselor and notify the school certifying official before submitting the form.

International students must submit the paper form (<http://kauai.hawaii.edu/pdf/admissions/ChangeofMajor.pdf>) to the Admissions and Records Office after receiving their academic counselor's approval.

Students seeking to change their major to nursing or medical assisting must meet with the Health Education Advisor for further instruction. These programs are not selectable on the online form and students must obtain approval in order to change their major.

The Change of Major form must be submitted no later than the end of the late registration period for the effective semester.

## Change of Personal Data or Address

Students may update their mailing address and telephone number through MyUH services ([myuh.hawaii.edu](https://myuh.hawaii.edu)) or submit a completed [UH Change of Student Data](#) form to the Admissions and Records Office.

Students who need to update their permanent address must complete the [UH Change of Student Data](#). Please note that permanent address can not be updated through MyUH services.

Students requesting to change their legal name or declare a preferred first name must complete the [UH Name Change](#) form and submit the form with appropriate documentation to the Admissions and Records Office located in the One Stop Center.

## Classification of Students



**Carlthron**  
Automotive  
Program



**Melvin**  
Nursing  
Program

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



**Layla**  
**UH Transfer**  
**Student**

**Shalisa**  
**Creative Media**  
**Program**

Classified students who take a full-time (12 credits or more) course load at Kaua'i CC and who achieve a GPA of 3.5 or higher in any one semester will be included on the Dean's List.

# Drug Free Workplace



**Heather**  
Natural Science  
Program



**Jasmine**  
Hospitality and  
Tourism Program



**Johanna**  
Early Childhood  
Education Program

**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-notices/notices/drug-free-workplace/?highlight=drugfree%20workplace>.

## Educational Rights and Privacy of Students



**Sterling**  
Electronics  
Program



**Stephen**  
Culinary Arts  
Program

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.

## 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.

- Isaiah Ka`auwai, Title IX Coordinator & EEO/AA Officer  
(808) 245-8260  
[ikaauwai@hawaii.edu](mailto:ikaauwai@hawaii.edu)
- Margaret Sanchez, Vice Chancellor for Student Affairs/Deputy Title IX Coordinator for Students  
(808) 245-8274  
[masanche@hawaii.edu](mailto:masanche@hawaii.edu)
- JoRae Baptiste, Human Resources Manager/Deputy Title IX Coordinator for Employees  
(808) 245-8323  
[jorae@hawaii.edu](mailto: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](mailto:jorae@hawaii.edu)

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

- 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](mailto:DLIR.HCRC.INFOR@hawaii.gov)  
<http://labor.hawaii.gov/hcrc>
- 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](mailto: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](mailto: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](mailto:info@eeoc.gov)  
<https://www.eeoc.gov/>

## Final Exams

Final examinations take place during the last week of each term. The Academic Calendar with specific dates and times may be found at <https://www.kauai.hawaii.edu/final-exams-schedule>. All students must take their finals at the scheduled time; exceptions may be made for circumstances beyond their control and must be approved by their instructor. Any student who is absent without excuse from any exam may forfeit the right to make it up.



## First Year Experience 808-245-8392

The first year of college is critical because it forms a foundation for each student's success. At Kaua'i Community College, we help students by providing a variety of support services and resources in preparation for their first year. The Kīpaipai Program ensures that every student has the support needed to have an "amazing" first year at college.

For more information, please visit the webpage at <https://sites.google.com/a/hawaii.edu/kipaipai-program/>.

# Grades and Grade Point Average



**Ying**  
Electronics  
Program



**Dave**  
Medical Assistant  
Program



**Katie**  
UH Transfer  
Student

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 STAR reports ([star.hawaii.edu](http://star.hawaii.edu)).

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	

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.

#### Faculty Senate Grading Memo to All Instructional Faculty Regarding Incomplete (I) Grades - March 11, 2016

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.

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 "0'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.

**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





### **Academic Residency Requirements**

The issuance of an A.A. (Associate in Arts), A.S. (Associate in Science), A.A.S. (Associate in Applied Science), C.A. (Certificate of Achievement), C.O. (Certificate of Competence), and A.S.C. (Academic Subject Certificate) requires that the student must earn a cumulative GPA of 2.0 or better for all courses used to meet degree or certificate requirements.

1. To graduate with a degree, a student must have earned a minimum of 12 credits of program courses in the degree/ major at Kaua'i Community College.
2. To graduate with a certificate, a student must have earned a minimum of twenty percent (20%) of program courses in the certificate/major from Kaua'i Community College.

## 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.

Please refer to [UHCCP 5.208](#) and [UHCCP 5.205](#) for additional information.

## Grievances

These policies are designed to provide students with an opportunity to obtain an equitable resolution to complaints of an academic nature, to include but not limited to grades assigned to coursework, final course grades, course policies, academic policies, or any other academic impropriety caused in part or whole by the actions or practices of the College.

Grievances relating to non-academic matters, including discrimination and disability issues, are handled through the Non-Academic Grievance Policy. Grievances relating to student conduct matters are handled through the Student Conduct Procedure.

[More about Academic Grievances](#)

[More about Non-Academic Grievances](#)

## 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

The State of Hawai'i Department of Health Hawai'i Administrative Rules, Title II (Chapters 157 and 164.2) requires certain health requirements be met for attendance to a post-secondary institution. Registration is not allowed until all health clearances are met and submitted to the Admissions and Records Office. Health clearances must bear the signature of the practitioner, stamp, or imprinted name of the department or practitioner or name of licensed facility. A practitioner is a physician, advanced practice registered nurse, or physician assistant licensed to practice in the United States.

Effective July 1, 2020, the following are required before students can register for classes:

- TB (tuberculosis) clearance: obtained within 12 months prior to the start of instruction or obtained on or after the age of 16
- MMR (measles, mumps, rubella): two doses of MMR vaccination are required for students born after 1957 (1957 and prior birth years are exempt)
- TDAP (tetanus, diphtheria, acellular, pertussis): one dose of TDAP is required
- Varicella (chickenpox): two doses are required (students born in the United States before 1980 are exempt); students with documented history of varicella may be substituted for a record of vaccination

For more information please contact the State of Hawai'i Tuberculosis Control Branch at 808-832-5731 and Immunization Branch at 808-586-8332.

## 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>).

# Residency



**Yvonne**  
Culinary Arts  
Program



**Brittany**  
Health Sciences  
Program



**Travis**  
Culinary Arts  
Program



**Kevin**  
Culinary Arts  
Program

## 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.

## Satisfactory Academic Progress



**Tristal**  
Hospitality  
Program



**Shale**  
Nursing  
Program



**Traci**  
Early Childhood  
Education Program



**Travis**  
Creative Media  
Program

As a condition of receiving financial aid at Kaua'i Community College students must demonstrate and maintain satisfactory academic progress towards the achievement of an associate degree or certificate.

Follow these steps to lookup your Financial Aid academic status in your MyUH portal:

- Log into your My UH Portal at [myuh.hawaii.edu](http://myuh.hawaii.edu)

- Click "View My Financial Aid Information"
- "Accept" Academic disclaimer
- Click "Academic Progress"
- Select Kaua'i Community College and the appropriate school year and click "Submit"
- Click Academic Progress tab to view your status

A student must maintain "pace" by completing at least 67% of the cumulative credits attempted. The following grades will be considered as credits attempted but not earned: F, NC, N, W, I. An "I" will be calculated as no credit. If the grade should change to an A, B, C, or D it is the student's responsibility to notify the Financial Aid Office so their Financial Aid eligibility may be recalculated. Repeated courses are counted in total attempted hours. Dropped classes after the erase period (3rd week of the semester) will be counted in total attempted hours. Credit by Exam and Audited courses will not count in a student's total enrollment for financial aid purposes.

A student must also maintain a minimum GPA of 2.0 cumulatively. The 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 GPA.

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

In addition to completing a certain percentage of their coursework, students must also be progressing through their educational program within a set time frame. A student's maximum time frame is determined by the number of credits required for completion of their degree, multiplied by 150 percent. Remedial courses will not count in a student's 150% time frame but will count in the GPA and 67% completion calculations.

Transfer credits that have been evaluated and accepted will be counted as both attempted and completed credits. It is the student's responsibility to meet with an academic counselor to determine the number of transfer credits that are not applicable to their program of study at Kaua'i Community College.

Students may choose to change their major at any time. However, in the event that a student changes majors prior to completing the program, all credits previously attempted at the college and accepted transfer credits will be counted in their new major and resulting maximum time frame.

#### **Credit/No Credit Option:**

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). A "CR" will be counted as attempted and completed. A "NC" grade will be counted as attempted but not completed.

#### **Repeated Courses:**

For institutional purposes, the student's grade point average will be calculated using only the highest grade earned among all attempts when a course is repeated.

Grade point averages for financial aid purposes (satisfactory academic progress) will be calculated using the grades from ALL course attempts, not just the highest course grade received.

#### **Satisfactory Academic Progress Appeals:**

A student who is not maintaining satisfactory academic progress and has a status of Financial Aid Suspension may appeal their status by completing the appeals process. Appeals should only be submitted for situations that are exceptional, generally beyond the student's control, and non-recurring in nature. Appeals should explain why the student failed to make satisfactory academic progress and what has changed in the situation that will allow the student to demonstrate progress at the next evaluation.

Students are required to meet with both the Financial Aid Counselor to review their appeal application, and their Academic Advising Counselor to review their academic plan. Contact 808.245.8212 to make appointments with both counselors. Follow-up academic counseling appointments may be required as a condition of the appeal.

All appeals must be made in writing, with supporting documentation when required, on the [Satisfactory Academic Progress Appeal Form](https://drive.google.com/file/d/0B3fyZRsfXceQVDd1eHFTQ1dYdGs/view) (<https://drive.google.com/file/d/0B3fyZRsfXceQVDd1eHFTQ1dYdGs/view>).

All appeals along with all required documentation are to be submitted for review to:

Financial Aid Office  
3-1901 Kaunauli Highway  
Lihue, HI 96766-9500

Every semester there is a deadline to submit appeals. Any appeals turned in after that deadline will only be considered for a future semester. Please see the Financial Aid Office for the deadline date.

A student on financial aid suspension who successfully appeals the suspension will be in a financial aid probation status. During the probationary period, students are eligible to receive financial aid. At the end of the probationary semester, a student must either:

- be making satisfactory academic progress; or
- be meeting the conditions of their academic plan

If the student is not making satisfactory academic progress but is successfully following the established academic plan, the student would continue to be eligible for aid in subsequent semesters provided that the student continues to meet the established academic plan. A student on financial aid probation that is neither making satisfactory academic progress nor successfully following their established academic plan at the end of the probationary semester will be placed on financial aid suspension for future semesters. Additional appeals during subsequent semesters may be allowed, however only for extremely extenuating circumstances will the subsequent appeals be approved.

## Selective Service Registration and Federal Student Aid

The 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), Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and Federal Direct Plus Loan.

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.

If you are required to register, answer "register me" on the FAFSA or contact the Financial Aid Office for assistance at 808-245-8360.

## 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 Interim 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's **Student Code of Conduct** defines required 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](#).

## Title IX

### SEX DISCRIMINATION AND GENDER-BASED VIOLENCE 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:

- Sex discrimination;
- Sexual harassment;
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression;
- Sexual exploitation;
- Sexual Assault;
- Domestic violence; 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.

For more information 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.

Members of the Kaua'i Community College community, guests, and visitors have the right to be free from all forms of sex discrimination and gender-based violence.

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.
- Prohibits discrimination in educational programs and activities and extends to employment as well as to admission.

- Is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence.
- Does not tolerate and prohibits sex discrimination and gender-based violence.
- Will promptly and thoroughly investigate and resolve complaints alleging sex discrimination and gender-based violence.
- Can include providing information, law enforcement options, safety measures, educational measures, prevention services, and on- and off-campus resources where appropriate.
- 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 where appropriate.
- Adheres to Interim EP 1.204, Policy and Procedure on Sex Discrimination and Gender-Based Violence. Please click here for Interim EP 1.204 <http://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.
- Has designated a Title IX Coordinator and Deputy Title IX Coordinators who oversee the College's compliance with Title IX.

## Tobacco-free Campus

Effective 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 (Act 160, SLH 2018) now prohibits the use of tobacco products on the University of Hawai'i at Mānoa campus, and all 10 UH campuses and university-owned facilities.

All persons, including students, faculty, staff, contractors, and visitors, should refrain from using tobacco products while on property owned or operated by the Kaua'i Community College for a healthier environment. "Tobacco products" include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes, and chewing tobacco.

## Transcript Requests

Students may request their official transcripts via mail, online, or in-person. Requests should be submitted to the Admissions and Records Office located in the One Stop Center. Standard processing time is 7 working days, which costs \$5.00 per transcript. Rush processing time is 24 business hours, which costs \$15.00 per transcript. Processing time does not include mail/delivery time.

Transcript requests may also be ordered online directly through the National Student Clearinghouse for an additional \$2.50 processing fee.

For additional information, contact the Admissions and Records Office at (808) 245-8225 or visit [kauai.hawaii.edu/transcript-request](http://kauai.hawaii.edu/transcript-request).



## Transfer College Credits to Kaua'i Community College

### POST-SECONDARY SCHOOL TRANSCRIPTS

Transcripts are required only if you wish to transfer those credits. You must have official transcripts from EACH non-UH school sent directly by EACH school to the Admissions & Records Office. Transcripts sent via fax or personally delivered/mailed are not acceptable.

You may be exempt from submitting transcripts if you are applying as an unclassified (non-degree seeking) student, and you do not plan to enroll in English or math courses or in courses with English or math prerequisites. You may be exempt from submitting high school transcripts if high school attendance was over 10 years ago and you are not applying for admission into the Nursing program.

After official acceptance to the college, you may submit a [Transcript Evaluation Request Form](#) to the Admissions & Records Office to have your transcripts evaluated. The form is also available at the Admissions & Records Office. Transfer credits granted will be added to your Kaua'i transcript after you have completed a semester at Kaua'i Community College.

# INSTRUCTIONAL PROGRAMS

## Programs Available at Kaua'i Community College

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<b>Accounting</b>		X		X		
Accounting Office Assistant	X					
Basic Accounting	X					
Accounting Assistant		X				
Payroll Preparer		X				
Small Business Accounting		X				
Tax Preparer		X				
<b>Adult Residential Care Home Operator</b>	X					
<b>Automotive Technology</b>				X		
Drive Train Specialist	X					
Engine Specialist	X					
HEV Diagnostic and Repair	X					
HEV Preventive Maintenance and Repair	X					
Undercar Specialist	X					
Automotive Green Technology		X				
Driveability Technician		X				
Electronics/Computer Control Technician		X				
Heavy Line Technician		X				
Master Automobile Service Technology		X				
<b>Beekeeping</b>	X					
<b>Business</b>					X	
Entrepreneurship	X	X				
Management		X				
Management Essentials	X					
Retail Essentials	X					
<b>Carpentry Technology</b>		X		X		
<b>Creative Media</b>					X	
Animation	X					
Digital Photography	X					
Digital Video	X					
Event Technology	X					
Graphic Arts	X					
Music Production	X					
Web Design	X					
<b>Culinary Arts</b>	X	X		X		
Food Prep	X					
Advanced Culinary Arts		X				
<b>Early Childhood Education</b>	X	X			X	
<b>Electrical Installation and Maintenance Technology</b>	X	X		X		
Solar Energy Technology/Technician	X					
<b>Electronics Technology</b>	X	X			X	
Cisco I	X					
Cisco II	X					
Computer Support	X					
Network Security	X					
Programming	X					
Network Administrator and Security		X				
<b>Facilities Engineering Technology</b>	X					

Mechanical, Electrical, and Plumbing	X					
<b>Fitness Professional</b>			X			
<b>Geographic Information Systems</b>	X					
Advanced Geographic Information Systems	X					
<b>Hawaiian Botany</b>	X					
<b>Hawaiian Studies</b>			X			X
<b>Hospitality and Tourism</b>	X	X		X		
Hospitality Essentials	X					
Hospitality Management	X					
<b>Liberal Arts</b>						X
Liberal Arts, Exploratory Business						X
Liberal Arts, Exploratory Education						X
Liberal Arts, Exploratory Health						X
<b>Mālama 'Āina</b>			X			
<b>Marine Option Program</b>			X			
<b>Mathematics</b>			X			
<b>Plant Biology and Tropical Agriculture</b>	X		X			
<b>Polynesian Voyaging</b>			X			
<b>Medical Assisting</b>		X				
Administrative Medical Assisting	X					
<b>Natural Science</b>						
Natural Science, Biological Sciences					X	
Natural Science, Engineering					X	
Natural Science, Physical Sciences					X	
<b>Nurse Aide</b>	X					
<b>Nursing</b>						
Practical Nursing		X				
Registered Nursing					X	
<b>Sustainability Science</b>	X					

## General Education Core Options

Some programs may require one or more of the General Education categories listed (separated by degree: A.A., A.A.S. and A.S.). Refer to a 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.

For references to diversification (e.g., DA, DY, etc.) or foundations (e.g., FW, FQ, etc.) categories, a full list of courses that meet these categories are available on the "Diversification and Foundations Course List" page under the "Programs (Certificates and Degrees)" section of the catalog.

Students are encouraged to consult with their academic advisor for a comprehensive list of courses.

### A.A. DEGREE GENERAL EDUCATION

Category	Options to Fulfill Category
Oral Communication	SP 151, SP 185, or SP 251

### A.A.S. DEGREE GENERAL EDUCATION CORE OPTIONS

Category	Options to Fulfill Category
Communication	BUSN 179; ENG 100 or higher; LING 102; or any FW designation
Cultural Environment	CULN 130; HOST 101; 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
Social Environment	BUS 120; HOST 100; MGT 122; any Social Science course; or any DS designation
Thinking, Reasoning, and Mathematics	ACC 124, ACC 201; BUSN 188; ICS 111; MATH 100 or higher; or any FQ/FS designation

## A.S. DEGREE GENERAL EDUCATION CORE OPTIONS

Category	Options to Fulfill Category
(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

# Diversification and Foundations Course List

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
	<b>19 CREDITS</b>

## 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
	<b>12 CREDITS</b>

\*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 or foundations), a list of courses that will fulfill each designation is provided. This information is also available in STAR. The five-year term for each course's designation is also included.

## Diversification: Arts — DA

- ART 101 (renewed until end of S2023)
- ART 105 (renewed until end of S2023)
- ART 107D (renewed until end of S2022)
- ART 111 (renewed until end of S2023)
- ART 112 (S2018-S2023)

- ART 113 (renewed until end of S2023)
- ART 117 (F2018-S2023)
- ART 123 (renewed until end of S2023)
- ART 125 (S2018-S2023)
- ART 157 (S2018-S2023)
- ART 207D (renewed until end of S2023)
- ART 223 (renewed until end of S2023)
- ART 225 (S2018-S2023)
- ART 229 (S2018-S2023)
- ART 243 (renewed until end of S2022)
- ART 244 (renewed until end of S2022)
- ART 267 (S2018-S2023)
- CM 110 (F2019-S2024)
- CM 111 (F2019-S2024)
- CM 120 (F2019-S2024)
- CM 121 (F2019-S2024)
- CM 170 (F2019-S2024)
- CM 171 (F2019-S2024)
- CM 180 (F2019-S2024)
- CM 181 (F2019-S2024)
- CM 190 (F2019-S2024)
- CM 191 (F2019-S2024)
- ENG 104 (renewed until end of S2022)
- HWST 128 (renewed until end of S2022)
- HWST 177 (renewed until end of S2022)
- MUS 121B (renewed until end of S2022)
- MUS 121C (renewed until end of S2022)
- MUS 122B (renewed until end of S2022)
- MUS 122C (renewed until end of S2022)
- MUS 166 (renewed until end of S2022)
- MUS 201 (renewed until end of S2022)
- MUS 202 (renewed until end of S2022)
- MUS 203S (renewed until end of S2022)
- MUS 204 (renewed until end of S2022)
- MUS 220 (renewed until end of S2022)
- MUS 253 (renewed until end of S2022)
- SP 151 (renewed until end of S2022)
- SP 231 (renewed until end of S2022)
- SP 251 (renewed until end of S2022)
- THEA 221 (renewed until end of S2022)
- THEA 222 (renewed until end of S2022)

## Diversification: Biological Sciences — DB

- AG 141 (renewed until end of S2022)
- AG 200 (renewed until end of S2025)
- AG 271 (renewed until end of S2025)
- BIOL 100 (renewed until end of S2022)
- BIOL 171 (renewed until end of S2023)
- BIOL 172 (renewed until end of S2023)
- BOT 101 (renewed until end of S2022)
- BOT 130 (renewed until end of S2022)
- HLTH 155 (renewed until end of S2025)
- HLTH 285 (S2022-S2027)
- MARE 171 (renewed until end of S2023)
- MARE 172 (renewed until end of S2023)
- MICR 130 (renewed until end of S2022)



- PHYL 141 (renewed until end of S2022)
- PHYL 142 (renewed until end of S2022)
- SCI 121 (renewed until end of S2022)
- ZOOL 105 (S2017-S2022)

## Diversification: Humanities – DH

- HIST 241 (renewed until end of S2025)
- HIST 242 (renewed until end of S2025)
- HIST 250 (renewed until end of S2025)
- HIST 281 (renewed until end of S2025)
- HIST 282 (renewed until end of S2025)
- HIST 284 (renewed until end of S2022)
- HIST 284K (renewed until end of S2022)
- HIST 288 (S2021-S2026)
- HPER 170 (F2020-S2025)
- HWST 107 (renewed until end of S2022)
- HWST 111 (renewed until end of S2022)
- HWST 281 (renewed until end of S2022)
- LING 102 (renewed until end of S2024)
- PHIL 100 (renewed until end of S2025)
- PHIL 101 (renewed until end of S2025)
- PHIL 102 (renewed until end of S2022)
- PHIL 204 (renewed until end of S2025)
- PHIL 211 (renewed until end of S2025)
- PHIL 213 (renewed until end of S2025)
- PHIL 225 (S2018-S2023)
- REL 205 (renewed until end of S2022)

## Diversification: Literatures – DL

- ENG 250 (renewed until end of S2022)
- ENG 251 (renewed until end of S2022)
- ENG 252 (renewed until end of S2022)
- ENG 253 (renewed until end of S2022)
- ENG 254 (renewed until end of S2022)
- ENG 255 (renewed until end of S2022)
- ENG 256 (renewed until end of S2022)
- ENG 257 (renewed until end of S2022)
- ENG 257N (renewed until end of S2022)
- ENG 257T (renewed until end of S2024)
- ENG 261 (renewed until end of S2022)
- ENG 272B (S2020-S2025)
- ENG 272P (S2020-S2025)
- HAW 261 (renewed until end of S2022)

## Diversification: Physical Sciences – DP

- AG 122 (renewed until end of S2022)
- ASTR 110 (renewed until end of S2025)
- CHEM 151 (renewed until end of S2022)
- CHEM 161 (renewed until end of S2022)
- CHEM 162 (renewed until end of S2022)
- EARTH 101 (F2021-S2026)
- EARTH 130 (F2021-S2026)

- OCN 120 (renewed until end of S2022)
- OCN 201 (renewed until end of S2025)
- PHYS 101 (F2021-S2026)
- PHYS 151 (renewed until end of S2022)
- PHYS 152 (renewed until end of S2022)
- PHYS 170 (renewed until end of S2022)
- PHYS 272 (renewed until end of S2022)
- SCI 122 (renewed until end of S2024)
- SSM 110 (F2017-S2022)
- SSM 275 (renewed until end of S2025)

## Diversification: Social Sciences — DS

- ANTH 200 (renewed until end of S2022)
- ANTH 220 (renewed until end of S2022)
- BOT 105 (renewed until end of S2022)
- ECON 130 (renewed until end of S2022)
- ECON 131 (renewed until end of S2022)
- GIS 189 (renewed until end of S2025)
- GIS 200 (F2017-S2022)
- PH 201 (F2020-S2025)
- POLS 110 (renewed until end of S2022)
- PSY 100 (renewed until end of S2022)
- PSY 240 (renewed until end of S2022)
- SOC 100 (renewed until end of S2022)
- SOC 220 (F2017-S2022)
- SP 181 (S2017-S2022)
- SP 185 (renewed until end of S2022)
- SSCI 250 (renewed until end of S2022)

## Diversification: Lab (Science) — DY

- AG 200L (renewed until end of S2025)
- BIOL 100L (renewed until end of S2022)
- BIOL 171L (renewed until end of S2023)
- BIOL 172L (renewed until end of S2023)
- BOT 101L (renewed until end of S2022)
- BOT 130L (renewed until end of S2022)
- CHEM 151L (renewed until end of S2022)
- CHEM 161L (renewed until end of S2022)
- CHEM 162L (renewed until end of S2022)
- EARTH 101L (F2021-S2026)
- EARTH 214 (F2021-S2026)
- MARE 171L (renewed until end of S2023)
- MARE 172L (renewed until end of S2023)
- MICR 140L (renewed until end of S2022)
- PHYL 141L (renewed until end of S2022)
- PHYL 142L (renewed until end of S2022)
- PHYS 151L (renewed until end of S2025)
- PHYS 152L (renewed until end of S2022)
- PHYS 170L (renewed until end of S2025)
- PHYS 272L (renewed until end of S2022)
- SCI 121L (renewed until end of S2022)
- SCI 122L (renewed until end of S2024)

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

- HIST 151 (renewed until end of S2026)

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

- HIST 152 (renewed until end of S2026)
- PHIL 103 (S2017-S2022)
- PHIL 120 (S2020-S2025)
- SSM 101 (renewed until end of S2025)

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

- REL 150 (renewed until end of S2024)

## Foundations (Quantitative Reasoning) – FQ

- MATH 100 (renewed until end of S2023)
- MATH 103 (renewed until end of S2023)
- MATH 112 (renewed until end of S2023)
- MATH 115 (renewed until end of S2023)
- MATH 140X (renewed until end of S2023)
- MATH 241 (renewed until end of S2023)
- MATH 242 (renewed until end of S2023)
- PHIL 111 (F2018-S2023)

## Foundations (Written Communication) – FW

- ENG 100 (renewed until end of S2026)

## 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.

## Federal Program Licensure Reporting Requirements:

A Hawai'i CPA license requires, among other things, a Baccalaureate degree. The Accounting program at Kaua'i Community College, which offers an Associates degree, is not designed to meet the requirements of a CPA license, however, it does help meet the requirements of obtaining a Baccalaureate degree. If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the appropriate licensing board in the state you intend to practice.

## Accounting: Associate in Applied Science Degree

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel® in Accounting	3
ENG 100	Composition I	3
	Computer/Technology - Accounting	3
	Cultural Environment - Accounting	3

1. ENG 100: This course fulfills the Written Communication category.

### Spring (Semester 2)

Course	Course Title/Category	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, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning/Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

### Fall (Semester 3)

Course	Course Title/Category	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
	Oral Communication: A.A.S. Core Options	3
	Social Environment - Accounting	3

### Spring (Semester 4)

Course	Course Title/Category	Credits
ACC 137	Business Income Tax Preparation	3
ACC 193V	Cooperative Education	1-3
ACC 252	Using Quickbooks in Accounting	3

Natural Environment: Any 100-level or higher Natural Science, DB, DP, or A.A.S. Core Options	3
Social Environment - Accounting	3
Written Communication: A.A.S. Core Options	3
1. ACC 193V: Although this course ranges from 1-3 credits, completion of this degree requires only 1 credit.	
2. Written Communication: ENG 200 is recommended.	
<b>Total credits:</b>	<b>61</b>

## Category Descriptions

### Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111

### Cultural Environment - Accounting

Credits required for category: 3

Choose from the following:

HWST 107, HWST 111, PHIL 100, Cultural Environment: A.A.S. Core Options

Cultural Environment (A.A.S. Core Options): Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a full list of courses that will meet this category.

### Natural Environment: Any 100-level or higher Natural Science, DB, DP, or A.A.S. Core Options

Credits required for category: 3

Refer to the "Diversification and Foundations Course List," as well as the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Oral Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Social Environment - Accounting

Credits required for category: 3

Choose from the following:

ECON 130, ECON 131, MGT 124, Any POLS course, Any SOC course, Social Environment: A.A.S. Core Options

Social Environment (A.A.S. Core Options): Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Achievement

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel® in Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3
	Written Communication: A.A.S. Core Options	3

1. Written Communication: ENG 100 is recommended.

## Spring (Semester 2)

Course	Course Title/Category	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, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning/Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

## Fall (Semester 3)

Course	Course Title/Category	Credits
ACC 134	Individual Income Tax Preparation	3
	Social Environment - Accounting	3
	<b>Total credits:</b>	<b>30</b>

### Category Descriptions

#### Social Environment - Accounting

Credits required for category: 3

Choose from the following:

ECON 130, ECON 131, MGT 124, Any POLS course, Any SOC course, Social Environment: A.A.S. Core Options

Social Environment (A.A.S. Core Options): Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Achievement (Accounting Assistant)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel® in Accounting	3
	Computer/Technology - Accounting	3
	Written Communication: A.A.S. Core Options	3

1. Written Communication: ENG 100 is recommended.

### Spring (Semester 2)

Course	Course Title/Category	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, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning/Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

**Total credits: 24**

### Category Descriptions

#### Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111



### Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Achievement (Payroll Preparer)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
	Computer/Technology - Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3
	Written Communication: A.A.S. Core Options	3

1. Computer/Technology: ACC 255 is recommended.
2. Written Communication: ENG 100 is recommended.

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Computer/Technology - Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

1. Computer/Technology: ACC 252 is recommended.

2. Thinking, Reasoning/Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

**Total credits:**

**24**

## Category Descriptions

### Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111

### Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Achievement (Small Business Accounting)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 255	Using Excel® in Accounting	3
	Computer/Technology - Accounting	3
	Written Communication: A.A.S. Core Options	3

1. Written Communication: ENG 100 is recommended.

## Spring (Semester 2)

Course	Course Title/Category	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
<b>Total credits:</b>		<b>24</b>

### Category Descriptions

#### Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111

#### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Achievement (Tax Preparer)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ACC 134	Individual Income Tax Preparation	3
ACC 255	Using Excel® in Accounting	3
	Written Communication: A.A.S. Core Options	3

1. Written Communication: ENG 100 is recommended.

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 125	Principles of Accounting II	3
ACC 137	Business Income Tax Preparation	3

Computer/Technology - Accounting	3
Electives: Any 100-level or higher course (3 credits)	3
<b>Total credits:</b>	<b>24</b>

### Category Descriptions

#### Computer/Technology - Accounting

Credits required for category: 3

Choose from the following:

ACC 252, ACC 255, BUSN 171, ICS 101, ICS 111

#### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Accounting: Certificate of Competence (Basic Accounting)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 125	Principles of Accounting II	3
ACC 252	Using Quickbooks in Accounting	3
<b>Total credits:</b>		<b>9</b>

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is a competency-based program designed following standards specified by the Automotive Service Excellence (ASE) Education Foundation. The competencies the student is expected to achieve in the program are based on the task described by ASE Education Foundation. A student who

successfully completes the program will receive training in all of the eight areas described by ASE Education Foundation: 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. Auto Refinishing and Non-Structural Repairs are also included in our program to meet the needs of cosmetic repairs and body refinishing at industry standards.

The goals of the program are to prepare students 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 grade of "C" or higher in all AMT courses is needed to meet graduation requirements.

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

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

#### **Federal Program Licensure Reporting Requirements:**

The Kaua'i Community College Automotive Technology Program curriculum is approved by the ASE Education Foundation (<http://www.aseeducationfoundation.org/program-accreditation>) and meets national requirements along with the State of Hawai'i Department of Commerce and Consumer Affairs (<https://cca.hawaii.gov/rico/rico-home/motor-vehicle-repairs/>) that recognizes ASE as its licensing body for automotive repairs. If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the appropriate licensing board in the state you intend to practice.

### **Automotive Technology: Associate in Applied Science Degree**

## Fall (Semester 1)

Course	Course Title/Category	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, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning, and Mathematics: QM 108 is recommended.

## Spring (Semester 2)

Course	Course Title/Category	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 Natural Environment category.

## Fall (Semester 3)

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

## Spring (Semester 4)

Course	Course Title/Category	Credits
AMT 144	Heating and Air Conditioning	4
AMT 244	Engine Performance II	5
AMT 260	Diagnostic and Repair	4
	Communication: A.A.S. Core Options	3

1. Communication: ENG 106 is recommended.

**Total credits: 71**

## Category Descriptions

### Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Cultural Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Social Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Automotive Technology: Certificate of Achievement (Automotive Green Technology)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 141	Electrical/Electronic Systems I	5

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 129	Engine Repair	7

### Fall (Semester 3)

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

### Spring (Semester 4)

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

### Automotive Technology: Certificate of Achievement (Driveability Technician)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 141	Electrical/Electronic Systems I	5

### Spring (Semester 2)

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

### Fall (Semester 3)

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

### Spring (Semester 4)

Course	Course Title/Category	Credits
AMT 244	Engine Performance II	5
AMT 260	Diagnostic and Repair	4
<b>Total credits:</b>		<b>34</b>

### Automotive Technology: Certificate of Achievement (Electronics/Computer Control Technician)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 141	Electrical/Electronic Systems I	5

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 241	Electrical/Electronic Systems II	4

### Fall (Semester 3)

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

### Spring (Semester 4)

Course	Course Title/Category	Credits
AMT 144	Heating and Air Conditioning	4
AMT 244	Engine Performance II	5
<b>Total credits:</b>		<b>27</b>

### Automotive Technology: Certificate of Achievement (Heavy Line Technician)

### Fall (Semester 1)

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

### Fall (Semester 3)

Course	Course Title/Category	Credits
AMT 149	Automatic Transmission and Transaxle	4
<b>Total credits:</b>		<b>30</b>

## Automotive Technology: Certificate of Achievement (Master Automobile Service Technology)

### Fall (Semester 1)

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

## Automotive Technology: Certificate of Achievement (Non-Structural Analysis and Damage Repair)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 120B	Auto Metal Work and Welding	4

AMT 126B	Non-Structural Analysis and Repair I	4
AMT 134B	Paint Prep and Refinishing I	4

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 136B	Non-Structural Analysis and Repair II	6
AMT 144B	Paint Prep and Refinish II	6
<b>Total credits:</b>		<b>26</b>

## Automotive Technology: Certificate of Competence (Drive Train Specialist)

### Fall (Semester 1)

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

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 145	Manual Drive Trains and Axles	4
<b>Total credits:</b>		<b>11</b>

## Automotive Technology: Certificate of Competence (Engine Specialist)

### Fall (Semester 1)

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

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 129	Engine Repair	7
<b>Total credits:</b>		<b>14</b>

## Automotive Technology: Certificate of Competence (HEV Diagnostic and Repair)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 141	Electrical/Electronic Systems I	5

### Spring (Semester 2)

No courses scheduled.

### Fall (Semester 3)

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

### Spring (Semester 4)

Course	Course Title/Category	Credits
AMT 173	HEV III - Diagnostic and Repair	3
AMT 244	Engine Performance II	5
<b>Total credits:</b>		<b>16</b>

## Automotive Technology: Certificate of Competence (HEV Preventive Maintenance and Repair)

### Fall (Semester 1)

Course	Course Title/Category	Credits
AMT 141	Electrical/Electronic Systems I	5

### Spring (Semester 2)

Course	Course Title/Category	Credits
AMT 129	Engine Repair	7

### Fall (Semester 3)

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

### Spring (Semester 4)

Course	Course Title/Category	Credits
AMT 172	HEV II - Preventive Maintenance and Repair	3
<b>Total credits:</b>		<b>18</b>

## Automotive Technology: Certificate of Competence (Undercar Specialist)

### Fall (Semester 1)

Course	Course Title/Category	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
<b>Total credits:</b>		<b>15</b>

## 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	Course Title/Category	Credits
BUS 120	Principles of Business	3
ENT 125	Starting a Business	3
ICS 101	Digital Tools for the Information World	3
MGT 120	Principles of Management	3
	Communication: A.S. Core Options	3

1. ICS 101: This course fulfills the Computer/Technology category.

## Spring (Semester 2)

Course	Course Title/Category	Credits
ECON 130	Principles of Microeconomics	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
MGT 124	Human Resource Management	3
	Mathematics: MATH 100 or MATH 103 or higher	3
	Oral Communication: SP 151 or SP 251	3

1. ECON 130: This course fulfills the Social Environment category.

## Fall (Semester 3)

Course	Course Title/Category	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 Management	3
	Cultural Environment: A.S. Core Options	3

1. ECON 131: This course fulfills the Social Environment category.

## Spring (Semester 4)

Course	Course Title/Category	Credits
ACC 202	Introduction to Managerial Accounting	3
BUS 190	Survey of International Business	3
BUS 293	Cooperative Education	3
	Marketing Options	3
	Natural Environment: Any 100-level or higher Natural Science course (3 credits of 1 DB or 1 DP course and 1 credit of 1 DY course)	4

Total credits:

61

## Category Descriptions

### Communication: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Cultural Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Marketing Options

Credits required for category: 3

Choose from the following:

ENT 130, MKT 120, MKT 130

Natural Environment: Any 100-level or higher Natural Science course (3 credits of 1 DB or 1 DP course and 1 credit of 1 DY course)

Credits required for category: 4

Diversification/Foundations Course List

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Business: Certificate of Achievement (Entrepreneurship)

### Fall (Semester 1)

Course	Course Title/Category	Credits
BUS 120	Principles of Business	3
ECON 130	Principles of Microeconomics	3
ENT 125	Starting a Business	3
ICS 101	Digital Tools for the Information World	3



Communication: A.S. Core Options 3

1. ECON 130: This course fulfills the Social Environment category.
2. ICS 101: This course fulfills the Computer/Technology category.

### Spring (Semester 2)

Course	Course Title/Category	Credits
BUS 190	Survey of International Business	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
MGT 124	Human Resource Management	3
	Marketing Options	3
	Mathematics: MATH 100 or MATH 103 or higher	3

1. Marketing Options: ENT 130 is recommended.

### Fall (Semester 3)

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

### Category Descriptions

#### Communication: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Marketing Options

Credits required for category: 3

Choose from the following:

ENT 130, MKT 120, MKT 130

### Business: Certificate of Achievement (Management)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 201	Introduction to Financial Accounting	3
BUS 120	Principles of Business	3
ECON 130	Principles of Microeconomics	3
ICS 101	Digital Tools for the Information World	3
MGT 120	Principles of Management	3

1. ECON 130: This course fulfills the Social Environment category.
2. ICS 101: This course fulfills the Computer/Technology category.

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 202	Introduction to Managerial Accounting	3
MGT 124	Human Resource Management	3
	Communication: A.S. Core Options	3
	Marketing Options	3
	Oral Communication: SP 151 or SP 251	3

1. Marketing Options: MKT 120 is recommended.

### Fall (Semester 3)

Course	Course Title/Category	Credits
BLAW 200	Legal Environment of Business	3
BUS 293	Cooperative Education	3
MGT 122	Human Relations in Management	3
	Mathematics: MATH 100 or MATH 103 or higher	3
<b>Total credits:</b>		<b>42</b>

### Category Descriptions

#### Communication: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Marketing Options

Credits required for category: 3

Choose from the following:

ENT 130, MKT 120, MKT 130

## Business: Certificate of Competence (Entrepreneurship)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ENT 125	Starting a Business	3
MGT 122	Human Relations in Management	3
ICS 101	Digital Tools for the Information World	3

1. ICS 101: This course fulfills the Computer/Technology category.

### Spring (Semester 2)

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

1. Marketing Options: ENT 130 is recommended.

**Total credits: 18**

### Category Descriptions

#### Marketing Options

Credits required for category: 3

Choose from the following:

ENT 130, MKT 120, MKT 130

## Business: Certificate of Competence (Management Essentials)

### Fall (Semester 1)

Course	Course Title/Category	Credits
BUS 120	Principles of Business	3

MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	Mathematics: MATH 100 or MATH 103 or higher	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
MGT 124	Human Resource Management	3
	Communication: A.S. Core Options	3
	Oral Communication: SP 151 or SP 251	3
<b>Total credits:</b>		<b>21</b>

### Category Descriptions

#### Communication: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Business: Certificate of Competence (Retail Essentials)

### Fall (Semester 1)

Course	Course Title/Category	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	Marketing Options	3
	Mathematics: MATH 100 or MATH 103 or higher	3
	Oral Communication: SP 151 or SP 251	3
<b>Total credits:</b>		<b>15</b>

### Category Descriptions

#### Marketing Options

Credits required for category: 3

Choose from the following:

ENT 130, MKT 120, MKT 130

## 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 graduates entry into the carpenters apprenticeship program.

### Program Admission Requirements:

Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; or 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	Course Title/Category	Credits
BLPR 22	Blueprint Reading	3
CARP 120B	Basic Carpentry Skills	3
CARP 120C	Applied Carpentry Skills	8
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8

PHYS 101	Career and Technical Education Physics	3
WELD 17	Introduction to Welding	2
	CARP 99V or EIMT 99V	3
	Communication	3
	Cultural Environment: A.A.S. Core Options	3
	Social Environment: A.A.S. Core Options	3
	Thinking, Reasoning, and Mathematics: MATH 100 or higher	3

1. PHYS 101: This course fulfills the Natural Environment category.
2. CARP 99V or EIMT 99V: Students who have successfully completed BLPR 40 prior to Fall 2019 will also have met this 3-credit requirement.

**Total credits: 67**

### Category Descriptions

#### Communication

Credits required for category: 3

Choose from the following:

ENG 100, ENG 106, SP 151, SP 231

#### Cultural Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Social Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Carpentry Technology: Certificate of Achievement

Course	Course Title/Category	Credits
BLPR 22	Blueprint Reading	3
CARP 120B	Basic Carpentry Skills	3

CARP 120C	Applied Carpentry Skills	8
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8
MATH 75X	Introduction to Mathematical Reasoning	4
CARP 99V or EIMT 99V		3

1. MATH 75X: This course fulfills the Thinking, Reasoning/Mathematics category.
2. CARP 99V or EIMT 99V: Students who have successfully completed BLPR 40 prior to Fall 2019 will also have met this 3-credit requirement.

**Total credits: 54**

## 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 Community College'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	Course Title/Category	Credits
ART 112	Introduction to Digital Arts	3
ART 125	Introduction to Graphic Design	3
ENG 100	Composition I	3
	ART 101 or CM 156	3
	ETRO 101 or ICS 101	3

1. ENG 100: This course fulfills the Communication category.

### Spring (Semester 2)

Course	Course Title/Category	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	Course Title/Category	Credits
CM 190	Introduction to 3D Animation	3
	Creative Media Electives I (6 credits)	6
	Natural Environment: A.S. Core Options	3
	Social Environment: A.S. Core Options	3

1. Creative Media Electives I: A total of 9 credits are required. Two courses should be taken in Semester 3 and one course should be taken in Semester 4.

## Spring (Semester 4)

Course	Course Title/Category	Credits
ART 293	Creative Media Internship	3
	Creative Media Electives I (3 credits)	3
	Creative Media Electives II	3
	Cultural Environment: A.S. Core Options	3
	Mathematics: MATH 100 or higher	3

1. Creative Media Electives I: A total of 9 credits are required. Two courses should be taken in Semester 3 and one course should be taken in Semester 4.

**Total credits: 60**

## Category Descriptions

### Creative Media Electives I (3 credits)

Credits required for category: 3

Choose from the following:

ART 207D, CM 111, CM 121, CM 171, CM 181

### Creative Media Electives I (6 credits)

Credits required for category: 6

Choose from the following:

ART 207D, CM 111, CM 121, CM 171, CM 181

### Creative Media Electives II

Credits required for category: 6

Choose from the following:

ART 225, CM 191, ENT 125

### Cultural Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Natural Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Social Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Creative Media: Certificate of Competence (Animation)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ART 112	Introduction to Digital Arts	3
CM 190	Introduction to 3D Animation	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ART 101	Introduction to the Visual Arts	3
CM 191	Intermediate 3D Animation	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
CM 156	Writing for Media	3
	ART 113 or SP 151	3
<b>Total credits:</b>		<b>18</b>

## Creative Media: Certificate of Competence (Digital Photography)

### Fall (Semester 1)

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

### Spring (Semester 2)

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

### Fall (Semester 3)

Course	Course Title/Category	Credits
ART 207D	Intermediate Digital Photography	3
CM 156	Writing for Media	3
<b>Total credits:</b>		<b>18</b>

### Creative Media: Certificate of Competence (Digital Video)

### Fall (Semester 1)

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

### Spring (Semester 2)

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

### Fall (Semester 3)

Course	Course Title/Category	Credits
CM 121	Intermediate Digital Video	3
CM 156	Writing for Media	3
<b>Total credits:</b>		<b>18</b>

### Creative Media: Certificate of Competence (Event Technology)

### Fall (Semester 1)

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

### Spring (Semester 2)

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

### Fall (Semester 3)

Course	Course Title/Category	Credits
CM 156	Writing for Media	3
CM 171	Intermediate Event Technology	3
<b>Total credits:</b>		<b>18</b>

### Creative Media: Certificate of Competence (Graphic Arts)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ART 112	Introduction to Digital Arts	3
ART 125	Introduction to Graphic Design	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ART 101	Introduction to the Visual Arts	3
ART 225	Intermediate Graphic Design	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
CM 156	Writing for Media	3
	ART 113 or SP 151	3
<b>Total credits:</b>		<b>18</b>

### Creative Media: Certificate of Competence (Music Production)

### Fall (Semester 1)

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

## Spring (Semester 2)

Course	Course Title/Category	Credits
ART 101	Introduction to the Visual Arts	3
CM 110	Introduction to Music Production	3

## Fall (Semester 3)

Course	Course Title/Category	Credits
CM 111	Intermediate Music Production	3
CM 156	Writing for Media	3
Total credits:		18

## Creative Media: Certificate of Competence (Web Design)

## Fall (Semester 1)

Course	Course Title/Category	Credits
ART 112	Introduction to Digital Arts	3
	ART 113 or SP 151	3

## Spring (Semester 2)

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

## Fall (Semester 3)

Course	Course Title/Category	Credits
CM 156	Writing for Media	3
CM 181	Intermediate Website Technology	3
Total credits:		18

## CULINARY ARTS

The Certificate of Competence (C.O.) 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 (C.A.) or Associate in Applied Science (A.A.S.) 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 C.O. in Culinary Arts allows students to continue to the C.A.s and/or to the A.A.S. 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 A.A.S. 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 C.O. in Culinary Arts, C.A.s, and A.A.S. degree programs. Priority admittance into the Culinary Arts fall A.A.S. 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 C.O. in Culinary Arts or higher degree.

The C.O. 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 C.O. 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)

#### Federal Program Licensure Reporting Requirements:

The Kaua'i Community College Culinary Arts program curriculum is approved by the American Culinary Federation Education Foundation (ACFEF). Students who graduate from an accredited associate degree program or from an accredited non-degree program are eligible for ACF certification as a Certified Culinarian. If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the appropriate licensing board in the state you intend to practice.

### Culinary Arts: Associate in Applied Science Degree

#### Fall (Semester 1)

Course	Course Title/Category	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

1. Written Communication: ENG 106 is recommended.

#### Spring (Semester 2)

Course	Course Title/Category	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	Course Title/Category	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	Course Title/Category	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
	<b>Total credits:</b>	<b>62-63</b>

### Culinary Arts: Certificate of Achievement

#### Fall (Semester 1)

Course	Course Title/Category	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	Course Title/Category	Credits
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room Operations	5
<b>Total credits:</b>		<b>24</b>

## 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	Course Title/Category	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	Course Title/Category	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
<b>Total credits:</b>		<b>32</b>

## Culinary Arts: Certificate of Competence

### Fall (Semester 1)

Course	Course Title/Category	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
<b>Total credits:</b>		<b>14</b>

## 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	Course Title/Category	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	Course Title/Category	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
<b>Total credits:</b>		<b>8</b>

## 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 annually. Students will progress through the program together, completing a 9-credit Certificate of Competence and a 25-credit Certificate of Achievement enroute toward completing the 60-credit Associate in Science (A.S.) degree in Early Childhood Education.

There are several pathways that students graduating with the A.S. 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 Community College.

#### 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 09/13/2019:

1. Use knowledge of child development and of individual children to create healthy, challenging learning environments and experiences.
2. Build respectful partnerships with children, families, and their community.
3. Observe, document, and assess children's development and learning in partnership with families.
4. Build positive relationships and guide all children through supportive interactions.
5. Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
6. Base decisions and actions on ethical and other professional standards.
7. Use reflective practice to demonstrate professionalism.

#### Federal Program Licensure Reporting Requirements:

The Kaua'i Community College Early Childhood Education program curriculum is approved by the Hawai'i State Director of the Department of Human Services and meets Hawai'i Administrative Rules 17-892.1-17 ([https://humanservices.hawaii.gov/bessd/files/2013/01/HAR\\_17-892.1-Group-Child-Care-Center-and-Group-Child-Care-Home-Rules.pdf](https://humanservices.hawaii.gov/bessd/files/2013/01/HAR_17-892.1-Group-Child-Care-Center-and-Group-Child-Care-Home-Rules.pdf)). If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the appropriate licensing board in the state you intend to practice.

## Early Childhood Education: Associate in Science Degree

### Fall (Semester 1)

Course	Course Title/Category	Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Early Childhood 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	Course Title/Category	Credits
ECED 140	Guiding Young Children in Group Settings	3
ECED 191	Early Childhood Practicum 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	Course Title/Category	Credits
ECED 115	Health, Safety, and Nutrition for the Young Child	3
ECED 263	Language and Creative Expression Curriculum	3
	Diversification: Arts (DA): 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	Course Title/Category	Credits
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ECED 170	Introduction to Working with Infants and Toddlers	3
ECED 264	Inquiry and Physical Curriculum	3
ECED 291	Early Childhood Practicum II	4
SP 151	Personal and Public Speaking	3
<b>Total credits:</b>		<b>60</b>

## Category Descriptions

### Diversification: Arts (DA): Any DA course/courses

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Diversification: Humanities (DH): Any DH course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Diversification: Laboratory (science) (DY): Any DY course

Credits required for category: 1

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Hawaiian, Asian, and Pacific Issues (HAP) or Pacific Cultures (PC): Any HAP or PC course

Credits required for category: 3

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Early Childhood Education: Certificate of Achievement

### Fall (Semester 1)

Course	Course Title/Category	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	Early Childhood Development: Theory Into Practice	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ECED 140	Guiding Young Children in Group Settings	3
ECED 191	Early Childhood Practicum I	4
ECED 245	Child, Family, and Community	3
ECED 264	Inquiry and Physical Curriculum	3
<b>Total credits:</b>		<b>25</b>

## Early Childhood Education: Certificate of Competence

### Fall (Semester 1)

Course	Course Title/Category	Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Early Childhood Development: Theory Into Practice	3
<b>Total credits:</b>		<b>9</b>

# ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

The Electrical Installation and Maintenance Technology (EIMT) program is comprehensive and fulfills the requirements for entry-level positions in the electrical field. EIMT provides 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 EIMT program will prepare an individual to take the State of Hawai'i Maintenance Electrician License test.

## Program Admission Requirements:

Qualified for ENG 100L or ENG 106 and either qualified for MATH 82X or higher or concurrent enrollment in MATH 75X or higher; or 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	Course Title/Category	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: A.A.S. Core Options	3
	Natural Environment: PHYS 101 or higher	3
	Social Environment: A.A.S. Core Options	3
	Thinking, Reasoning, and Mathematics: MATH 100 or higher	3
	Written Communication: A.A.S. Core Options	3

1. SP 151: This course fulfills the Oral Communication category.
2. Thinking, Reasoning/Mathematics: All MATH courses may be considered except for MATH 111 and MATH 112.

**Total credits: 62**

## Category Descriptions

### Cultural Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Social Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Written Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Electrical Installation and Maintenance Technology: Certificate of Achievement

Course	Course Title/Category	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, and Mathematics: MATH 100 or higher	3
1. Thinking, Reasoning/Mathematics: All MATH courses may be considered except for MATH 111 and MATH 112.		
<b>Total credits:</b>		<b>47</b>

### Electrical Installation and Maintenance Technology: Certificate of Competence

Course	Course Title/Category	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
<b>Total credits:</b>		<b>15</b>

### Electrical Installation and Maintenance Technology: Certificate of Competence (Solar Energy Technology/Technician)

Course	Course Title/Category	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
	EIMT 21, EIMT 99V, or ETRO 18	3
1. EIMT 21, EIMT 99V; or ETRO 18: Students who have successfully completed ELEC 85 prior to Fall 2020 will also have met this 3-credit requirement.		
<b>Total credits:</b>		<b>14</b>

## 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:

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

Some ETRO courses are offered in a particular cycle and the course offerings will vary depending on the year of the first Fall semester. Two possible pathways are provided: one pathway for students starting in the Fall in an odd year (Track 1) and one pathway for students starting in the Fall in an even year (Track 2).

## Track 1

### Fall (Semester 1)

Course	Course Title/Category	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 Written Communication category.

### Spring (Semester 2)

Course	Course Title/Category	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 - Electronics Technology	3
	Social Environment: A.S. Core Options	3

### Fall (Semester 3)

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

### Spring (Semester 4)

Course	Course Title/Category	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: A.S. Core Options	3
	Electives - Electronics Technology	3

1. SP 251: This course fulfills the Oral Communication category.

## Track 2

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 101	Introduction to Electronics Technology	3
ETRO 105	Circuit Analysis I	4
ETRO 143	Digital Electronics	3
ETRO 143L	Digital Electronics Laboratory	1
MATH 103	College Algebra	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ETRO 106	Circuit Analysis II	4
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: A.S. Core Options	3

1. SP 251: This course fulfills the Oral Communication category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
ENG 100	Composition I	3
ETRO 140B	Cisco Networking 1	3
ETRO 210	Electronic Technology I	3
SCI 122	Introduction to Physical Science	3
SCI 122L	Introduction to Physical Science Laboratory	1
	Electives - Electronics Technology	3

1. ENG 100: This course fulfills the Written Communication category.

### Spring (Semester 4)

Course	Course Title/Category	Credits
ETRO 140C	Cisco Networking 2	3
ETRO 287	Computer Systems and Networking	4

EE 160 or ICS 111 - Electronics Technology	3
Electives - Electronics Technology	3
Social Environment: A.S. Core Options	3
<b>Total credits:</b>	<b>62</b>

## Category Descriptions

### Cultural Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Electives - Electronics Technology

Credits required for category: 3

Electives should be taken in two semesters (3 credits per semester) to fulfill the 6 credits required. Choose from the following tracks:

#### **Civil Track:**

GIS 189, GIS 200

#### **Electronics Track:**

ETRO 257

#### **Network Track:**

ETRO 240B, ETRO 240C

#### **Programming Track:**

EE 160, ETRO 275

### Social Environment: A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Electronics Technology: Certificate of Achievement

### Fall (Semester 1)

Course	Course Title/Category	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 Oral Communication category.

### Spring (Semester 2)

Course	Course Title/Category	Credits
ENG 100	Composition I	3
	EE 160 or ICS 111 - Electronics Technology	3

1. ENG 100: This course fulfills the Written Communication category.
2. EE 160 or ICS 111: ICS 111 is recommended.

### Fall (Semester 3)

Course	Course Title/Category	Credits
ETRO 105	Circuit Analysis I	4

### Spring (Semester 4)

Course	Course Title/Category	Credits
ETRO 106	Circuit Analysis II	4
<b>Total credits:</b>		<b>24</b>

## Electronics Technology: Certificate of Achievement (Network Administrator and Security)

### Fall (Semester 1)

Course	Course Title/Category	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 Written Communication category.

### Spring (Semester 2)

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

### Fall (Semester 3)

Course	Course Title/Category	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 Oral Communication category.

### Spring (Semester 4)

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

## Electronics Technology: Certificate of Competence

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 18	General Electronics	3
ETRO 101	Introduction to Electronics Technology	3
<b>Total credits:</b>		<b>6</b>

## Electronics Technology: Certificate of Competence (Cisco I)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 140B	Cisco Networking 1	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ETRO 140C	Cisco Networking 2	3
<b>Total credits:</b>		<b>6</b>

## Electronics Technology: Certificate of Competence (Cisco II)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 240B	Cisco Networking 3	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ETRO 240C	Cisco Networking 4	3
<b>Total credits:</b>		<b>6</b>

## Electronics Technology: Certificate of Competence (Computer Support)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 18	General Electronics	3
ETRO 140B	Cisco Networking 1	3
ETRO 287	Computer Systems and Networking	4
<b>Total credits:</b>		<b>10</b>

## Electronics Technology: Certificate of Competence (Network Security)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 140B	Cisco Networking 1	3
ETRO 287	Computer Systems and Networking	4

### Spring (Semester 2)

Course	Course Title/Category	Credits
ETRO 140C	Cisco Networking 2	3



ETRO 275	Fundamentals of Linux	3
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### Fall (Semester 3)

Course	Course Title/Category	Credits
ETRO 244	Cisco CCNA Security	4
<b>Total credits:</b>		<b>17</b>

## Electronics Technology: Certificate of Competence (Programming)

### Fall (Semester 1)

Course	Course Title/Category	Credits
EE 160	Programming for Engineers	4

### Spring (Semester 2)

Course	Course Title/Category	Credits
ETRO 275	Fundamentals of Linux	3
ICS 111	Introduction to Computer Science I	3
<b>Total credits:</b>		<b>10</b>

## 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:

Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; "C" or higher in CARP 20B; or 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 orally and in writing using 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	Course Title/Category	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
<b>Total credits:</b>		<b>23</b>

## Category Descriptions

### Electives I - Facilities Engineering Technology

Credits required for category: 4

Choose from the following:

AEC 99V, AEC 110, AMT 80, CARP 120B, CARP 99V, EIMT 51, FENG 40, FENG 99V, WELD 17

## Facilities Engineering Technology: Certificate of Competence (FENG Mechanical, Electrical, and Plumbing)

Course	Course Title/Category	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
<b>Total credits:</b>		<b>23</b>

## Category Descriptions

### Electives II - Facilities Engineering Technology

Credits required for category: 3

Choose from the following:

AEC 99V, AEC 110, AMT 80, CARP 120B, CARP 99V, FENG 99V, WELD 17

## HAWAIIAN STUDIES

There are various programs under the Hawaiian Studies area. Refer to each individual program for an overview and suggested pathway(s) as each program may differ.

### Hawaiian Studies: Associate in Arts Degree

The Associate in Arts 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 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	Course Title/Category	Credits
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3
	ANTH 200, ANTH 220, or BOT 105	3
	Foundations: Written Communication (FW): Three credits of any FW course	3

1. HWST 107: This course fulfills the Hawaiian, Asian, and Pacific Island Issues (HAP) graduation requirement.
2. ANTH 200, ANTH 220, or BOT 105: BOT 105 is recommended to be taken in Semester 1 and ANTH 200 or ANTH 220 is recommended to be taken in Semester 4. These courses will fulfill the Diversification: Social Sciences (DS) category.

### Spring (Semester 2)

Course	Course Title/Category	Credits
HAW 102	Elementary Hawaiian II	4
	Diversification: Biological Sciences (DB) or Physical Sciences (DP) - Hawaiian Studies A.A.	3
	Diversification: Laboratory (science) (DY): BIOL 123L or BOT 130L	1
	ENG 261, ENG 272B, or HAW 261	3
	Electives - Hawaiian Studies A.A.	3
	Oral Communication - Hawaiian Studies A.A.	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 (may be completed in Semester 2 or Semester 4).
3. ENG 261, ENG 272B, or HAW 261: Any of the courses will fulfill the Diversification: Literatures (DL) category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
HWST 270	Hawaiian Mythology	3

Diversification: Humanities (DH) - Hawaiian Studies A.A.	3
Electives - Hawaiian Studies A.A.	3
Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3
Foundations: Quantitative Reasoning (FQ): Any FQ course	3

1. Diversification: Humanities (DH): REL 205 is recommended.
2. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 3 and 4. Any two courses with different FG designations are required.

### Spring (Semester 4)

Course	Course Title/Category	Credits
	Diversification: Arts (DA) or Humanities (DH) - Hawaiian Studies A.A.	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP) - Hawaiian Studies A.A.	3
	ANTH 200, ANTH 220, or BOT 105	3
	Electives - Hawaiian Studies A.A.	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	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. ANTH 200, ANTH 220, or BOT 105: BOT 105 is recommended to be taken in Semester 1 and ANTH 200 or ANTH 220 is recommended to be taken in Semester 4. These courses will fulfill the Diversification: Social Sciences (DS) category.
3. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 3 and 4. Any two courses with different FG designations are required.

### Graduation Requirements (to be satisfied within the 60-credit A.A. degree)

Course	Course Title/Category	Credits
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Graduation Requirement:  
Hawaiian, Asian, and Pacific  
Issues (HAP): At least one HAP  
course

Graduation Requirement:  
Writing Intensive (WI): At least 2  
WI courses

**Total credits: 60**

### Category Descriptions

Diversification: Arts (DA) or Humanities (DH) - Hawaiian Studies A.A.

Credits required for category: 3

Choose from the following areas:

**Diversification: Arts (DA):**  
HWST 128, HWST 177

**Diversification: Humanities (DH):**  
HIST 284, HIST 284K, HWST 111, HWST 281, HWST 290, REL 205

Diversification: Biological Sciences (DB) or Physical Sciences (DP) - Hawaiian Studies A.A.

Credits required for category: 3

Choose from the following (one course from each area):

**Biological Sciences (DB):**  
BIOL 123, BIOL 208, BOT 130, ZOOL 105

**Physical Sciences (DP):**  
ASTR 110, OCN 120, OCN 201

Diversification: Humanities (DH) - Hawaiian Studies A.A.

Credits required for category: 3

Choose from the following:

HIST 284, HIST 284K, HWST 111, HWST 281, HWST 290, REL 205

### Electives - Hawaiian Studies A.A.

Credits required for category: 3

Choose from the following (a total of 9 credits are required from any of the 3 areas):

#### **Culture, History and Arts:**

HAW 261, HIST 284, HIST 284K, HWST 111, HWST 128, HWST 129, HWST 199V, HWST 290, HWST 299V, 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

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Quantitative Reasoning (FQ): Any FQ course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Written Communication (FW): Three credits of any FW course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Hawaiian, Asian, and Pacific Issues (HAP): At least one HAP course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 2 WI courses

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

### Oral Communication - Hawaiian Studies A.A.

Credits required for category: 3

Choose from the following:

SP 151, SP 185, SP 231, SP 251

## 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, history, 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.

- Identify, allocate, and utilize technological and natural resources effectively and responsibly.

### Fall (Semester 1)

Course	Course Title/Category	Credits
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3
	Electives: Culture, History, and Arts	3
	Electives: Hawaiian Environment	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
HAW 102	Elementary Hawaiian II	4
	Electives: Culture, History, and Arts	3
	Electives: Hawaiian Environment	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
	Electives: Hawaiian Language	3
	<b>Total credits:</b>	<b>26</b>

### Category Descriptions

#### Electives: Culture, History, and Arts

Credits required for category: 3

Choose from the following:

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, REL 205

#### Electives: Hawaiian Environment

Credits required for category: 3

Choose from the following:

BIOL 123, BIOL 123L, BOT 105, BOT 130, BOT 130L, HWST 140, HWST 281, HWST 282

#### Electives: Hawaiian Language

Credits required for category: 3

Choose from the following:

HAW 201, HAW 202, HAW 221, HAW 222, HAW 262

### Ho'okele (Polynesian Voyaging): Academic Subject Certificate

The Ho'okele (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:*

- Identify the basic principles of non-instrument wayfinding.
- Describe how the major starlines are utilized by contemporary wayfinders in navigating.
- Describe the basic physics of sailing in the Pacific Ocean.
- Explain the movement of people in Polynesia from a cultural and historical context.

### Fall (Semester 1)

Course	Course Title/Category	Credits
HWST 107	Hawai'i: Center of the Pacific	3
HWST 281	Ho'okele I : Hawaiian Astronomy and Weather	3
	Electives I - Ho'okele (Polynesian Voyaging)	6

### Spring (Semester 2)

Course	Course Title/Category	Credits
HWST 282	Ho'okele II: Hawaiian Navigation	4
	Electives II - Ho'okele (Polynesian Voyaging)	2
	<b>Total credits:</b>	<b>18</b>

### Category Descriptions

#### Electives I - Ho'okele (Polynesian Voyaging)

Credits required for category: 6

Choose from the following (BOT 105 and OCN 201 are recommended to fulfill 6 of the 8 credits required):

ANTH 220, ASTR 110, BOT 105, OCN 201, PHYS 151, PHYS 151L, SCI 122, SCI 122L

#### Electives II - Ho'okele (Polynesian Voyaging)

Credits required for category: 2

Choose from the following (BOT 105 and OCN 201 are recommended to fulfill 6 of the 8 credits required):

ANTH 220, ASTR 110, BOT 105, OCN 201, PHYS 151, SCI 122

## 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	Course Title/Category	Credits
HAW 101	Elementary Hawaiian I	4
	Elective: BOT 105 or ZOOL 105	3

### Spring (Semester 2)

Course	Course Title/Category	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	Course Title/Category	Credits
BIOL 171	Introduction to Biology I	3
BIOL 171L	Introduction to Biology Laboratory I	1
GIS 189	GIS, Mapping, and Society	3

### Spring (Semester 4)

Course	Course Title/Category	Credits
	Elective: HWST 107 or HWST 270	3
<b>Total credits:</b>		<b>25</b>

## HOSPITALITY AND TOURISM

The Hospitality and Tourism (HOST) program at Kaua'i Community College 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.

#### **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. Develop 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.
4. 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	Course Title/Category	Credits
ENG 100	Composition I	3
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Cultural Environment: A.A.S. Core Options	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ENG 100: This course fulfills 3 of the 6 credits required for the Communication category. The remaining 3 credits should be taken in Semester 4.

### Spring (Semester 2)

Course	Course Title/Category	Credits
HOST 150	Housekeeping Operations	3
HOST 154	Food and Beverage Operations	3
SP 151	Personal and Public Speaking	3
	Social Environment - Hospitality and Tourism	3
	Thinking, Reasoning, and Mathematics: BUSN 188, MATH 103, or MATH 115 or higher	3

1. SP 151: This course fulfills the Oral Communication category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
ICS 101	Digital Tools for the Information World	3
	ACC 124 or ACC 201	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ICS 101: This course fulfills the Computer/Technology category.

### Spring (Semester 4)

Course	Course Title/Category	Credits
BLAW 200	Legal Environment of Business	3
HOST 293	Hospitality and Tourism Internship	3

Communication: ENG 200 or higher 3

Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course 3

Diversification: Laboratory (science) (DY): Any DY course 1

Social Environment - Hospitality and Tourism 3

1. Diversification: Biological Sciences (DB)/Physical Sciences (DP): One course from either designation fulfills the Natural Environment category.
2. Diversification: Laboratory (science) (DY): One course from this designation fulfills the Natural Environment category.

**Total credits: 61**

## Category Descriptions

Communication: ENG 200 or higher

Credits required for category: 3

Choose from the following:

ENG 200

Any ENG course higher than ENG 200 will also fulfill this category.

Cultural Environment: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Laboratory (science) (DY): Any DY course

Credits required for category: 1

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

#### Social Environment - Hospitality and Tourism

Credits required for category: 3

Choose from the following:

ECON 130, ECON 131, POLS 110, PSY 100, SOC 100

## Hospitality and Tourism: Certificate of Achievement

### Fall (Semester 1)

Course	Course Title/Category	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Communication: A.A.S. Core Options	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
HOST 150	Housekeeping Operations	3
HOST 154	Food and Beverage Operations	3
ICS 101	Digital Tools for the Information World	3

1. ICS 101: This course fulfills the Computer/Technology category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
HOST 293	Hospitality and Tourism Internship	3
<b>Total credits:</b>		<b>27</b>

## Category Descriptions

### Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Hospitality and Tourism: Certificate of Achievement (Hospitality Management)

### Fall (Semester 1)

Course	Course Title/Category	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Communication: A.A.S. Core Options	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
HOST 150	Housekeeping Operations	3
ICS 101	Digital Tools for the Information World	3
SP 151	Personal and Public Speaking	3

1. ICS 101: This course fulfills the Computer/Technology category.
2. SP 151: This course fulfills the Oral Communication category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
HOST 152	Front Office Operations	3
HOST 280	Hospitality Management	3
<b>Total credits:</b>		<b>24</b>

## Category Descriptions

### Communication: A.A.S. Core Options

Credits required for category: 3



Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Hospitality and Tourism: Certificate of Competence

### FALL (SEMESTER 1)

Course	Course Title/Category	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Communication: A.A.S. Core Options	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
ICS 101	Digital Tools for the Information World	3
SP 151	Personal and Public Speaking	3
1. ICS 101: This course fulfills the Computer/Technology category.		
2. SP 151: This course fulfills the Oral Communication category.		
<b>Total credits:</b>		<b>15</b>

### Category Descriptions

#### Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Hospitality and Tourism: Certificate of Competence (Hospitality Essentials)

### FALL (SEMESTER 1)

Course	Course Title/Category	Credits
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
	Communication: A.A.S. Core Options	3
<b>Total credits:</b>		<b>9</b>

### Category Descriptions

#### Communication: A.A.S. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## LIBERAL ARTS

There are various programs under the Liberal Arts area. Refer to each individual program for an overview and suggested pathway(s) as each program may differ.

### 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, 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 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	Course Title/Category	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 181, SP 231, or SP 251	3

## SPRING (SEMESTER 2)

Course	Course Title/Category	Credits
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3

Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course

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 are required. The DA, DH, or DL courses should be taken in Semesters 2 and 3. The 6 credits must be from two different designations.
2. Diversification: Biological Sciences (DB)/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 3 or vice versa.
3. Diversification: Laboratory (science) (DY): Only 1 DY course is required and may be completed in Semester 2 or 3.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 2 and 3. Any two courses with different FG designations are required.

## FALL (SEMESTER 3)

Course	Course Title/Category	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 are required. The DA, DH, or DL courses should be taken in Semesters 2 and 3. The 6 credits must be from two different designations.
2. Diversification: Biological Sciences (DB)/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 3 or vice versa.

3. Diversification: Social Sciences (DS): A total of 6 credits are required. The DS courses should be taken in Semesters 3 and 4. The courses must be from two different disciplines.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 2 and 3. Any two courses with different FG designations are required.

## SPRING (SEMESTER 4)

Course	Course Title/Category	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 are required. The DS courses should be taken in Semesters 3 and 4. The courses must be from two different disciplines.

## Graduation Requirements (to be satisfied within the 60-credit A.A. degree)

Course	Course Title/Category	Credits
	Graduation Requirement: Hawaiian, Asian, and Pacific Issues (HAP) or Pacific Cultures (PC): Any HAP or PC course	
	Graduation Requirement: Writing Intensive (WI): At least 2 WI courses	
	<b>Total credits:</b>	<b>60</b>

## Category Descriptions

Diversification: Arts (DA), Humanities (DH), or Literatures (DL)

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Laboratory (science) (DY): Any DY course

Credits required for category: 1

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Quantitative Reasoning (FQ): Any FQ course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Written Communication (FW): Three credits of any FW course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Hawaiian, Asian, and Pacific Issues (HAP) or Pacific Cultures (PC): Any HAP or PC course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 2 WI courses

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

## 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 A.A. 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.

### 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	Course Title/Category	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 Foundations: Written Communication (FW) category.
2. PSY 240: This course fulfills the Diversification: Social Sciences (DS) category.
3. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits are required. One DB or one DP course should be taken in Semester 1, one DB course should be taken in Semester 2, and one DP course should be taken in Semester 3. They must be different courses.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 3. Any two courses with different FG designations are required.

### Spring (Semester 2)

Course	Course Title/Category	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 Foundations: Quantitative Reasoning (FQ) category.
2. Diversification: Biological Sciences (DB)/Physical Sciences (DP): A total of 9 credits are required. One DB or one DP course should be taken in Semester 1, one DB course should be taken in Semester 2, and one DP course should be taken in Semester 3. 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 may be completed 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: The 2 credits should also be designated as a Health and Wellness: Cognitive Health (CH) or Physical Health (PH) course.

### Fall (Semester 3)

Course	Course Title/Category	Credits
MUS 253	Elementary Music in Action	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 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 are required. One DB or one DP course should be taken in Semester 1, one DB course should be taken in Semester 2, and one DP course should be taken in Semester 3. They must be different courses.
3. Diversification: Social Sciences (DS): An additional 6 credits are necessary to fulfill the 9 credits required. The DS courses should be taken 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 are required. The FG courses should be taken in Semesters 1 and 3. Any two courses with different FG designations are required.

### Spring (Semester 4)

Course	Course Title/Category	Credits
	Diversification: Social Sciences (DS): Any DS course	3
	Electives: Any 100-level or higher course (9 credits)	9
	Oral Communication (OC): A.A. Core Options	3

1. Diversification: Social Sciences (DS): An additional 6 credits are necessary to fulfill the 9 credits required. The DS courses should be taken in Semesters 3 and 4. At least one of the courses cannot be a PSY course.

Graduation Requirements (to be satisfied within the 60-credit A.A. degree)

Course	Course Title/Category	Credits
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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	
Graduation Requirement: Writing Intensive (WI): At least 1 WI course	
<b>Total credits:</b>	<b>60</b>

## Category Descriptions

Diversification: Biological Sciences (DB): Any DB course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Biological Sciences (DB) or Physical Sciences (DP): Any DB or DP course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Humanities (DH): Any DH course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Laboratory (science) (DY): Any DY course

Credits required for category: 1

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Literatures (DL): Any DL course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Physical Sciences (DP): Any DP course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Alternative Communication (AC): Any AC course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Health and Wellness (Cognitive Health, CH, or Physical Health, PH): Two credits of any CH or PH course

Credits required for category: 2

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Pacific Cultures (PC): At least one PC course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 1 WI course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

Oral Communication (OC): A.A. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## 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 A.A. 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.

### ***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	Course Title/Category	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) - Exploratory Major	3-4

1. ENG 100: This course fulfills 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 the Diversification: Social Sciences (DS) category.

## Spring (Semester 2)

Course	Course Title/Category	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 the Diversification: Biological Sciences (DB) category.
2. PHYL 141L: This course fulfills 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 are required. The FG courses should be taken in Semesters 2 and 4. Any two courses with different FG designations are required.

## Fall (Semester 3)

Course	Course Title/Category	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): A.A. Core Options	3

1. PHYL 142: This course fulfills the Diversification: Biological Sciences (DB) category.
2. PHYL 142L: This course fulfills the Diversification: Laboratory (science) (DY) category.
3. PSY 240: This course fulfills the Diversification: Social Sciences (DS) category.
4. Electives: A total of 3-6 credits are required. Additional Electives may be taken in Semester 4 only if necessary.

## Spring (Semester 4)

Course	Course Title/Category	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 other DS course may be chosen.
4. Electives: A total of 3-6 credits are required. Additional Electives may be taken in Semester 4 only if necessary.
5. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 2 and 4. Any two courses with different FG designations are required.



## Graduation Requirements (to be satisfied within the 60-credit A.A. degree)

Course	Course Title/Category	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	
	Graduation Requirement: Writing Intensive (WI): At least 1 WI course	
	<b>Total credits:</b>	<b>60</b>

### Category Descriptions

Diversification: Arts (DA): Any DA course/courses (1-3 credits)

Credits required for category: 1 - 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Humanities (DH): Any DH course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Literatures (DL): Any DL course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Quantitative Reasoning (FQ) - Exploratory Major

Credits required for category: 3 - 4

Choose from the following:

MATH 103, MATH 115, MATH 140X, MATH 241

Graduation Requirement: Alternative Communication (AC): Any AC course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Health and Wellness (Cognitive Health, CH, or Physical Health, PH): Two credits of any CH or PH course

Credits required for category: 2

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Pacific Cultures (PC): At least one PC course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 1 WI course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

### Oral Communication (OC): A.A. Core Options

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## English Academic Subject Certificate

The English Academic Subject Certificate (A.S.C.) is designed for students who are interested in studying rhetoric and literature, beyond what is required for their current degree program. This pathway offers students an opportunity to develop advanced composition and rhetorical skills, refine critical reading and analysis skills, and explore multiple areas of literature that will help them to better understand and appreciate the diverse world around them. The program is designed for students to gain a solid grounding in English composition and literature, while affording the option of a focus on a particular literary genre or creative writing. Completion of the English A.S.C. will allow students to satisfy the Liberal Arts A.A. degree's requirements for FW, DL, HAP/PC, and two WI courses, as well as a DA course if ENG 104 is opted for. The program introduces students to some of the discipline's general areas of study (genre, historical breadth, literature & culture, and composition/rhetoric) as defined in most Bachelor degree programs, including at the University of Hawai'i at Mānoa (UHM) and the University of Hawai'i at Hilo (UHH). It also serves as an introduction to UHM and UHH areas of study within their English majors, satisfying UHM's English degree requirements for FW and prerequisites for all 300-level courses and UHH's English degree core requirements for ENG 200-level courses.

### ***Program Student Learning Outcomes (PSLOs) approved 09/23/2019:***

1. Demonstrate collegiate-level English language and writing skills, including grammatical correctness, purposeful editing, awareness of audience and purpose, disciplinary conventions, and stylistic complexity.
2. Demonstrate, in writing, the ability to read critically, comprehend, analyze, and interpret a variety of texts.
3. Apply knowledge of literary genres, rhetorical situations, and literary historical periods to the analysis and interpretation of literary texts.
4. Use a variety of secondary sources in the analysis and interpretation of literary texts.

5. Demonstrate knowledge and comprehension of Hawaiian and/or Pacific texts in cultural and historical context.

## FALL (SEMESTER 1)

Course	Course Title/Category	Credits
ENG 100	Composition I	3

## Spring (Semester 2)

Course	Course Title/Category	Credits
ENG 200	Composition II	3
	Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature	3

1. Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature: A total of 3 credits are required for each category (complete one category in Semesters 2, 3, and 4).

## Fall (Semester 3)

Course	Course Title/Category	Credits
	Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature	3

1. Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature: A total of 3 credits are required for each category (complete one category in Semesters 2, 3, and 4).

## SPRING (SEMESTER 4)

Course	Course Title/Category	Credits
	Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature	3

1. Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature: A total of 3 credits are required for each category (complete one category in Semesters 2, 3, and 4).

<b>Total credits:</b>	<b>15</b>
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## Category Descriptions

Survey of Literature; Studies in Literary Genre and Writing; or Hawaiian/Pacific Literature

Credits required for category: 3

Choose from the following (one course from each area):

**Survey of Literature:**

ENG 250, ENG 251, ENG 252, ENG 253, ENG 254

**Studies in Literary Genre and Writing:**

ENG 104, ENG 255, ENG 256, ENG 257, ENG 257N, ENG 257T, ENG 272P

**Hawaiian/Pacific Literature:**

ENG 261, ENG 272B, HAW 261, HWST 270

## Marine Option Program: Academic Subject Certificate

Through the Marine Option Program at Kaua'i Community College, or "MOP," students can explore their interests, learn more about the ocean, and gain certification of their achievements. MOP is an academic subject certificate program. In addition to completing 12 credits of course-work toward the certificate, students work with scientists or other community mentors on projects related to marine or fresh water environments. MOP has a long and distinguished history. Across the state and the nation, graduates of the program at Kaua'i CC and other campuses in the UH System are employed in research, education, resource management, tourism, and more in both the public and private sector.

**Program Student Learning Outcomes (PSLOs) approved 09/22/2020:**

1. Identify internships, research projects, or other projects of interest.
2. Apply academic knowledge to the real world while learning practical skills.
3. Compose a well-crafted final report clearly communicating project outcomes.
4. Demonstrate dedication and competence necessary to successfully complete a project or at least make significant progress toward successful completion of a project.

### Fall (Semester 1)

Course	Course Title/Category	Credits
	OCN 101 or SCI 199V	1

Diversification: Laboratory (Science) (DY) - Marine Option Program 1

Electives - Marine Option Program 5

One of the following: BIOL 171; BIOL 172; MARE 171; MARE 172; OCN 120; or OCN 201 3

### Spring (Semester 2)

Course	Course Title/Category	Credits
OCN 199V	Directed Study	1-2
1. OCN 199V: Although this course ranges from 1-2 credits, completion of this certificate requires 2 credits.		
<b>Total credits:</b>		<b>12</b>

## Category Descriptions

Diversification: Laboratory (Science) (DY) - Marine Option Program

Credits required for category: 1

Choose from the following:

BIOL 171L, BIOL 172L, CHEM 151L, CHEM 161L, CHEM 162L, EARTH 101L, EARTH 214, SCI 121L, SCI 122L

Electives - Marine Option Program

Credits required for category: 5

Choose from the following:

BIOL 171, BIOL 172, BOT 130, CHEM 151, CHEM 161, CHEM 162, EARTH 101, EARTH 130, EARTH 214, HWST 281, HWST 282, OCN 120, OCN 201, PHIL 103, SCI 121, SCI 122, SSCI 250, SSM 101, SSM 110, ZOOL 105

## Mathematics: Academic Subject Certificate

The Mathematics Academic Subject Certificate 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:

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.

#### Required Options (3-4 credits) Elective Options (9-11 credits)

- MATH 103
- MATH 140X
- MATH 241
- MATH 242
- MATH 243
- MATH 244
- MATH 100
- MATH 103
- MATH 111
- MATH 112
- MATH 115
- MATH 140X
- MATH 241
- MATH 242
- MATH 243
- MATH 242

### STEM COLLEGE-READY SEQUENCE

Course	Course Title/Category	Credits
MATH 103	College Algebra	3
MATH 140X	Precalculus	4
MATH 241	Calculus I	4
MATH 242	Calculus II	4

### CALCULUS-READY SEQUENCE

Course	Course Title/Category	Credits
MATH 241	Calculus I	4
MATH 242	Calculus II	4

MATH 243	Calculus III	3
MATH 244	Calculus IV	3

### NON-STEM EXPLORATION SEQUENCE

Course	Course Title/Category	Credits
MATH 100	Survey of Mathematics	3
MATH 103	College Algebra	3
MATH 115	Introduction to Statistics and Probability	3
MATH 140X	Precalculus	4

### ELEMENTARY EDUCATOR SPECIALIZATION SEQUENCE

Course	Course Title/Category	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
<b>Total credits:</b>		<b>12-15</b>

### 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.

#### 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.

**Length of program:** 1 semester

Course	Course Title/Category	Credits
BOT 105	Ethnobotany	3
BOT 130	Plants in the Hawaiian Environment	3
BOT 130L	Plants in the Hawaiian Environment Lab	1
<b>Total credits:</b>		<b>7</b>

## MEDICAL ASSISTING

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and health care providers 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.

### 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. ENG 100; HLTH 140; HWST 107; MATH 75X or higher; and the DS category 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.

### Graduation Requirements:

A grade of "C" or higher in all MEDA alpha courses and program prerequisite courses required for the Medical Assisting program is required for graduation.

### 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).

### Federal Program Licensure Reporting Requirements:

The Kaua'i Community College MEDA program prepares students for national certification. It is common for employers and physicians to require medical assistants to possess specific education, training, and/or national certification. If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional certification or licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional certification or licensure requirements. Please verify with the appropriate certification or licensing board in the state you intend to practice.

## Medical Assisting: Certificate of Achievement

## Spring (Semester 1)

Course	Course Title/Category	Credits
ENG 100	Composition I	3
HLTH 140	Introduction to Human Body Systems and Related Medical Terminology	3
HWST 107	Hawai'i: Center of the Pacific	3
	Diversification: Social Sciences (DS): Any DS course	3
	Mathematics: MATH 75X or higher	3-4

## Fall (Semester 2)

Course	Course Title/Category	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	Course Title/Category	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 205	Medical Assisting Certification Review	1
MEDA 220	Medical Assisting Preceptorship	4
<b>Total credits:</b>		<b>43-44</b>

## Category Descriptions

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## NATURAL SCIENCE

There are various programs under the Natural Science area. Refer to each individual program for an overview and suggested pathway(s) as each program may differ.

### Natural Science: Associate in Science Degree (Biological Sciences)

The purpose of the Associate in Science in Natural Science (A.S.N.S.) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the A.S.N.S. degree to better market their science background or in preparation for transfer to a four-year institution. The A.S.N.S. in Biological 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 biological science baccalaureate degrees at four-year universities.

#### *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 student, such as biology, chemistry, engineering, physics, etc.

## Fall (Semester 1)

Course	Course Title/Category	Credits
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
MATH 241	Calculus I	4
SCI 170	STEMinar: Science, Technology, Engineering, and Mathematics Seminar	1
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3
	Foundations: Written Communication (FW): Three credits of any FW course	3

1. CHEM 161: This course fulfills the Diversification: Physical Sciences (DP) category.
2. CHEM 161L: This course fulfills the Diversification: Laboratory (science) (DY) category.

3. MATH 241: This course fulfills the Foundations: Quantitative Reasoning (FQ) category.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 2. Any two courses with different FG designations are required.

### Spring (Semester 2)

Course	Course Title/Category	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Laboratory	1
MATH 242	Calculus II	4
	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. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 2. Any two courses with different FG designations are required.

### Fall (Semester 3)

Course	Course Title/Category	Credits
BIOL 171	Introduction to Biology I	3
BIOL 171L	Introduction to Biology Laboratory I	1
	PHYS 151 or PHYS 170	3-4
	PHYS 151L or PHYS 170L	1
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL)	3
	Electives: Any 100-level or higher course (3 credits)	3

1. BIOL 171: This course fulfills the Diversification: Biological Sciences (DB) category.

### Spring (Semester 4)

Course	Course Title/Category	Credits
BIOL 172	Introduction to Biology II	3
BIOL 172L	Introduction to Biology Laboratory II	1
	PHYS 152 or PHYS 272	3
	PHYS 152L or PHYS 272L	1
	Electives: Any 100-level or higher course (5-6 credits)	5-6

## Graduation Requirements (to be satisfied within the 60-credit A.S. degree)

Course	Course Title/Category	Credits
	Graduation Requirement: Writing Intensive (WI): At least 1 WI course	
	<b>Total credits:</b>	<b>60</b>

### Category Descriptions

Diversification: Arts (DA), Humanities (DH), or Literatures (DL)

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Written Communication (FW): Three credits of any FW course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 1 WI course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

## Natural Science: Associate in Science Degree (Engineering)

The purpose of the Associate in Science in Natural Science (A.S.N.S.) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the A.S.N.S. degree to better market their science background or in preparation for transfer to a four-year institution. The A.S.N.S. 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 Engineering baccalaureate degrees at four-year universities.

### **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 student, such as biology, chemistry, engineering, physics, etc.

### Fall (Semester 1)

Course	Course Title/Category	Credits
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
MATH 241	Calculus I	4
SCI 170	STEMinar: Science, Technology, Engineering, and Mathematics Seminar	1
	Communication: Any FW course	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. CHEM 161: This course fulfills the Natural Environment category.
2. MATH 241: This course fulfills the Mathematics category.

3. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 3. Any two courses with different FG designations are required.

### Spring (Semester 2)

Course	Course Title/Category	Credits
CHEM 162	General Chemistry II	3
MATH 242	Calculus II	4
	ECON 130 or ECON 131	3
	EE 160 or ICS 111 - Engineering	3-4
	Cultural Environment: Three credits of any Humanities (DH) or Literatures (DL) course	3

1. CHEM 162: This course fulfills the Natural Environment category.
2. MATH 242: This course fulfills the Mathematics category.
3. ECON 130 or ECON 131: Either course fulfills the Social Environment category.

### Fall (Semester 3)

Course	Course Title/Category	Credits
MATH 253	Accelerated Calculus III	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
	Electives I: Any 100-level or higher course - Engineering	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. MATH 253: This course fulfills the Mathematics category.
2. PHYS 170: This course fulfills the Natural Environment category.
3. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 3. Any two courses with different FG designations are required.

### Spring (Semester 4)

Course	Course Title/Category	Credits
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
	Electives II: Any 100-level or higher course - Engineering	8-10

1. PHYS 272: This course fulfills the Natural Environment category.



## Graduation Requirements (to be satisfied within the 60-credit A.S. degree)

Course	Course Title/Category	Credits
	Graduation Requirement: Writing Intensive (WI): At least 1 WI course	
	<b>Total credits:</b>	<b>60</b>

## Category Descriptions

### Communication: Any FW course

Credits required for category: 3

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Cultural Environment: Three credits of any Humanities (DH) or Literatures (DL) course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Electives I: Any 100-level or higher course - Engineering

Credits required for category: 3

All 100-level or higher courses will fulfill the Electives category; however, the following courses are recommended:

EE 213, EE 296, ICS 111

### Electives II: Any 100-level or higher course - Engineering

Credits required for category: 8 - 10

All 100-level or higher courses will fulfill the Electives category; however, the following courses are recommended:

EE 213, EE 296, ICS 111

### Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

### Graduation Requirement: Writing Intensive (WI): At least 1 WI course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

## Natural Science: Associate in Science Degree (Physical Sciences)

The purpose of the Associate in Science in Natural Science (A.S.N.S.) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the A.S.N.S. degree to better market their science background or in preparation for transfer to a four-year institution. The A.S.N.S. 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.

### **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 student, such as biology, chemistry, engineering, physics, etc.

## Fall (Semester 1)

Course	Course Title/Category	Credits
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry Lab I	1
MATH 241	Calculus I	4
SCI 170	STEMinar: Science, Technology, Engineering, and Mathematics Seminar	1

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3
Foundations: Written Communication (FW): Three credits of any FW course	3
<ol style="list-style-type: none"> <li>1. CHEM 161: This course fulfills the Diversification: Physical Sciences (DP) category.</li> <li>2. CHEM 161L: This course fulfills the Diversification: Laboratory (science) (DY) category.</li> <li>3. MATH 241: This course fulfills the Foundations: Quantitative Reasoning (FQ) category.</li> <li>4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 2. Any two courses with different FG designations are required.</li> </ol>	

### Spring (Semester 2)

Course	Course Title/Category	Credits
CHEM 162	General Chemistry II	3
MATH 242	Calculus II	4
	CHEM 162L, EE 160, or ICS 111	1-4
	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
<ol style="list-style-type: none"> <li>1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required. The FG courses should be taken in Semesters 1 and 2. Any two courses with different FG designations are required.</li> </ol>		

### Fall (Semester 3)

Course	Course Title/Category	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	Course Title/Category	Credits
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1

Electives: Any 100-level or higher course (11 credits) 11

## Graduation Requirements (to be satisfied within the 61-64-credit A.S. degree)

Course	Course Title/Category	Credits
	Graduation Requirement: Writing Intensive (WI): At least 1 WI course	
	<b>Total credits:</b>	<b>61-64</b>

## Category Descriptions

Diversification: Arts (DA), Humanities (DH), or Literatures (DL)

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Diversification: Social Sciences (DS): Any DS course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Foundations: Written Communication (FW): Three credits of any FW course

Credits required for category: 3

Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

Graduation Requirement: Writing Intensive (WI): At least 1 WI course

Refer to the "Graduation Requirement Course List" under the "Programs (Certificates and Degrees)" section of the catalog for more information.

## 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:

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 healthcare 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.

### Federal Program Licensure Reporting Requirements:

The Kaua'i Community College Nurse's Aide Program Certification curriculum is approved by the Hawai'i State Director of the Department of Human Services and meets Hawai'i Administrative Rules 16-89A-3 (<https://cca.hawaii.gov/pvl/files/2013/08/>

[har\\_89a-c2.pdf](#)). If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to certification or licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's certification or licensure requirements. Please verify with the appropriate certification or licensure board in the state you intend to practice.

## Nurse Aide: Certificate of Competence

### FALL (SEMESTER 1)

Course	Course Title/Category	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](http://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 (C.A.) 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 C.A. 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 (A.S.) 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 A.S. 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 A.S. 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. [Institution Student Learning Outcome (ISLO): Personal Responsibility]
2. A competent nurse develops insight through reflective practice, self-analysis, and self-care. [ISLO: Cognition, Personal Responsibility]
3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research. [ISLO: Cognition, Information Competency, Social Responsibility, Personal Responsibility]
4. A competent nurse demonstrates leadership in nursing and health care. [ISLO: Social Responsibility]
5. A competent nurse collaborates as part of a health care team. [ISLO: Communication, Social Responsibility]
6. A competent nurse practices within, utilizes, and contributes to the broader health care system (including the Global Community). [ISLO: Social Responsibility]

7. A competent nurse practices client-centered care. [ISLO: Communication, Cognition, Information Competency, Social Responsibility, Personal Responsibility]
8. A competent nurse communicates and uses communication technology effectively. [ISLO: Communication, Information Competency]
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety. [ISLO: Cognition]

### Federal Program Licensure Reporting Requirements:

The Kaua'i Community College Career Ladder Nursing Program curriculum is approved by the Hawai'i State Board of Nursing and meets Hawai'i Administrative Rules 16-89-46, 16-89-47, and 16-89-48 (<https://cca.hawaii.gov/pvl/files/2013/08/HAR-89-C.pdf>). If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional licensure requirements. Please verify with the National Council of State Board of Nursing (<https://www.ncsbn.org/14730.htm>) for the appropriate licensing board in the state you intend to practice.

### ACEN ACCREDITATION

The Associate Degree Career Ladder Nursing Program at University of Hawai'i-Kaua'i Community College located in Lihue, Hawai'i is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

### Nursing: Associate in Science Degree (Registered Nursing)

Fall (Semester 1): Program Prerequisites		
Course	Course Title/Category	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 any MATH course designated as Foundations: Quantitative Reasoning (FQ)	3

## Spring (Semester 2): Program Prerequisites

Course	Course Title/Category	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	Course Title/Category	Credits
NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1

## Spring (Semester 4)

Course	Course Title/Category	Credits
NURS 203	General Pharmacology	3
NURS 220	Health and Illness I	10

## Summer Session (Semester 5)

Course	Course Title/Category	Credits
NURS 230	Clinical Immersion I	4

## Fall (Semester 6)

Course	Course Title/Category	Credits
NURS 320	Health and Illness II	10

## Spring (Semester 7)

Course	Course Title/Category	Credits
NURS 360	Health and Illness III	9
NURS 362	Professionalism in Nursing II	1
	<b>Total credits:</b>	<b>70</b>

## Category Descriptions

Mathematics: MATH 100 or any MATH course designated as Foundations: Quantitative Reasoning (FQ)

Credits required for category: 3

Choose from the following:

MATH 100, Diversification/Foundations Course List

Diversification/Foundations Course List: Any MATH course designated as FQ will also fulfill this category. Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## Nursing: Certificate of Achievement (Practical Nursing)

### Fall (Semester 1): Program Prerequisites

Course	Course Title/Category	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 any MATH course designated as Foundations: Quantitative Reasoning (FQ)	3

### Spring (Semester 2): Program Prerequisites

Course	Course Title/Category	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	Course Title/Category	Credits
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NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1

### Spring (Semester 4)

Course	Course Title/Category	Credits
NURS 203	General Pharmacology	3
NURS 220	Health and Illness I	10

### Summer Session (Semester 5)

Course	Course Title/Category	Credits
NURS 230	Clinical Immersion I	4
<b>Total credits:</b>		<b>50</b>

### Category Descriptions

Mathematics: MATH 100 or any MATH course designated as Foundations: Quantitative Reasoning (FQ)

Credits required for category: 3

Choose from the following:

MATH 100, Diversification/Foundations Course List

Diversification/Foundations Course List: Any MATH course designated as FQ will also fulfill this category. Refer to the "Diversification and Foundations Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.

## PUBLIC HEALTH

The Certificate of Competence in Public Health will provide students interested in Public Health initiatives, careers, or transfer to the University of Hawai'i (UH) at Mānoa with an introduction to Public Health studies. The Certificate of Competence courses are the core framework for a Bachelor of Arts in Public Health at the UH Mānoa Office of Public Health Studies. The PH courses will fulfill part of the Elective requirement for the Associate in Arts (AA) in Liberal Arts at Kaua'i Community College should students wish to pursue this AA degree.

**Program Student Learning Outcomes (PSLOs) approved 09/30/2019:**

1. Review the history and philosophy of public health.
2. Identify and explain the core functions of public health.
3. Describe the major human diseases and their underlying etiologies.
4. Articulate the impact of public health policies on vulnerable populations, including indigenous people.
5. Distinguish the fundamental characteristics and organizational structures of the U.S. health system, as well the differences in systems abroad.
6. Use information literacy skills such as locating and evaluating pertinent public health information.
7. Demonstrate effective written and public speaking communication skills.

### Public Health: Certificate of Competence

#### FALL (SEMESTER 1)

Course	Course Title/Category	Credits
PH 201	Introduction to Public Health	3

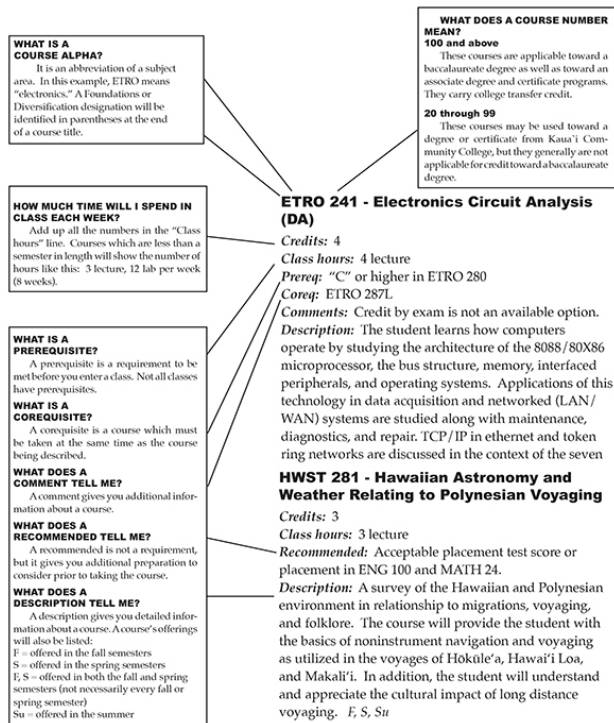
#### Spring (Semester 2)

Course	Course Title/Category	Credits
PH 202	Public Health Issues in Hawai'i	3
PH 203	Introduction to Global Health	3
<b>Total credits:</b>		<b>9</b>

# Course Descriptions

## COURSE DESCRIPTIONS

In this section, you will find courses of instruction listed alphabetically by course alphas. Not all courses are offered every semester. To find out if a course is offered during a particular semester, you need to check the current Class Availability on the website, [kaui.hawaii.edu](http://kaui.hawaii.edu)



## Foundations and Diversification Requirements for UH System

Kaua'i Community College has adopted the UH System's Foundations Requirements and Diversification 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 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**

### 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**

\*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.

## Definition of Words Used (for Courses)

### Approval of Instructor

Written permission granted by the instructor before a student enrolls in a course.

### Corequisite

A course which must be taken in conjunction with and during the same semester or part of semester term as another course. Corequisites are indicated in the course description.

### Modular Courses

Modular courses are shorter than one semester, ranging from 2 to 13 weeks and carrying from 1 to 7 credits. Modular courses may be found in accounting, automotive mechanics, business education, mathematics, and nursing. The course description will indicate that a course is modular.

### Placement Test

A test administered by the College to assess current skills to determine acceptable class placement.

### Prerequisite

A requirement that must be met before you are allowed to enter a course. The purpose of a prerequisite is to ensure that you have the background you need to be successful in the course.

### Recommended

Suggested preparation (courses and/or skills) which will enhance a student's ability to perform well in a particular course.

### Semester Offered

The semester(s) in which a course is typically offered will be included. Semester offerings aren't guaranteed as various factors may impact the course schedule.

F = offered in the fall semester only

S = offered in the spring semester only

F, S = offered in both the fall and spring semesters (not necessarily every fall or spring semester)

Su = offered in the summer only

### Transferability

A transfer level course is a 100 or higher level course that is supposed to be considered college level work. Any course that is 100 level or higher can be counted in the total credits required to obtain a bachelor's degree, even if it doesn't meet the requirements of a specific major or program.

### Instructional Level Note

For courses requiring reading and mathematics, students are expected to have reading and math skills above the remedial level or consent of the instructor.



# Course Alphas

Accounting - ACC

Agriculture - AG

Anthropology - ANTH

Architectural, Engineering, and CAD Technologies - AEC

Art - ART

Astronomy - ASTR

Automotive Mechanics Technology - AMT

Biology - BIOL

Blueprint - BLPR

Botany - BOT

Business - BUS

Business Law - BLAW

Business Technology - BUSN

Carpentry - CARP

Chemistry - CHEM

Community Health Worker - CHW

Creative Media – CM

Culinary Arts - CULN

Early Childhood Education - ECED

Economics - ECON

Electrical Engineering - EE

Electrical Installation and Maintenance Technology - EIMT

Electronics - ETRO

English - ENG

English Language Institute - ELI

Entrepreneurship - ENT

Facilities Engineering Technology - FENG

French - FR

Geographic Information System - GIS

Geology - GG  
Hawaiian - HAW  
Hawaiian Studies - HWST  
Health - HLTH  
Health, Physical Education, and Recreation - HPER  
History - HIST  
Hospitality and Tourism - HOST  
Information and Computer Sciences - ICS  
Interdisciplinary Studies - IS  
Japanese Language and Literature - JPN  
Linguistics - LING  
Management - MGT  
Marine Science - MARE  
Marketing - MKT  
Mathematics - MATH  
Medical Assisting - MEDA  
Microbiology - MICR  
Music - MUS  
Nursing - NURS  
Oceanography - OCN  
Philosophy - PHIL  
Physics - PHYS  
Physiology - PHYL  
Political Science - POLS  
Psychology - PSY  
Religion - REL  
Science - SCI  
Social Science - SSCI  
Sociology - SOC  
Spanish - SPAN

Speech - SP

Sustainable Science Management - SSM

Theatre - THEA

Welding - WELD

Zoology - ZOOL

# ACCOUNTING (ACC)

## ACC 124: Principles of Accounting I

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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:** Spring, Summer

**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

**Class Hours:** 3 lecture

**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**Class Hours:** 3 lecture**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**Class Hours:** 3 lecture**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**Class Hours:** 3 lecture**Prereq:** "C" or higher or concurrent enrollment in either 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**Class Hours:** 1 lecture**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 122: Soil Technology****Credits:** 3**Class Hours:** 2 lecture and 3 lab**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.**Designations:**Diversification: Physical Sciences  
— DP**AG 141: Integrated Pest Management****Credits:** 3**Class Hours:** 2 lecture and 2 lab**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.**Designations:**Diversification: Biological Sciences  
— DB**AG 162: Introduction Beekeeping****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**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**Class Hours:** 3 lecture**Prereq:** "C" or higher or concurrent enrollment in AG 200L.**Semester Offered:** Fall, Spring**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.**Designations:**Diversification: Biological Sciences  
— DB

**AG 200L: Principles of Horticulture Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prereq:** "C" or higher or concurrent enrollment in AG 200.

**Semester Offered:** Fall, Spring

**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.

**Designations:**

Diversification: Lab (Science) — DY

**AG 264: Plant Propagation**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**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

**Class Hours:** 2 lecture and 3 lab

**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.

**Designations:**

Diversification: Biological Sciences — DB

**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

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences — DS

**ANTH 220: Prehistory of Hawai'i**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences — DS

Graduation Requirement: Pacific Cultures — PC

## ARCHITECTURAL, ENGINEERING, AND CAD TECHNOLOGIES (AEC)

**AEC 99V: Special Studies**

**Description:** See explanation under the heading of Special Studies.

### **AEC 101: Construction Graphics and Conventions**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall

**Description:** This course covers an introduction to the principles of graphic communication and conventions as it applies to drawing and reading construction plans using hand sketching, various computer-aided design, and construction administration software. Techniques for measuring items of construction work from plans and specifications, layout, terminology, graphic standards and drafting fundamentals are studied. There is an emphasis on how to locate information and cross reference with details, schedules, and specifications for clarification. This course also introduces students to some computer architectural 3D modeling using SketchUp or similar software.

### **AEC 110: Basic AutoCAD**

**Credits:** 4

**Class Hours:** 4 lecture

**Prereq:** "C" or higher or concurrent enrollment in AEC 101.

**Semester Offered:** Spring

**Description:** This course introduces the foundations of AutoCAD. Included are the basic commands and operations from 2D drawing and editing tools to the creation of solid models and renderings. Students study 2D drawing, text, dimensions, blocks, hatching, reference files, sharing data, 3D drawing, and plotting capabilities. Students are provided additional concepts and tools that demonstrate technical knowledge essential to the architectural, engineering, and construction technology related fields.

### **AEC 161: Building Information Modeling Software**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher or concurrent enrollment in AEC 101.

**Semester Offered:** Fall

**Description:** This course provides students with the opportunity to work on a medium-size modeling/drafting project using the latest architectural software. Emphasis is on the three-dimensional drawing. Architectural models, rendering, and animation are important elements of the course. Students create photo realistic computer images of buildings, components, and the project site.

### **AEC 164: Residential Planning and Design**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in AEC 101. "C" or higher or concurrent enrollment in AEC 110.

**Semester Offered:** Spring

**Description:** This course addresses residential design fundamentals and design development. The application of AEC 101 and AEC 110 techniques contribute to preliminary board designs of increasing complexity. This course includes architectural design concepts, study models and principles, application of architectural software, rendering, and group and juried presentations.

## **ART (ART)**

### **ART 101: Introduction to the Visual Arts**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

### **ART 105: Introduction to Ceramics**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 107D: Introduction to Digital Photography**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 111: Introduction to Watercolor Painting**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Comments:** May be repeated for a maximum of 6 credits.

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 112: Introduction to Digital Arts**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 113: Introduction to Drawing**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Comments:** Students in the Creative Media program pursuing a certificate in Animation or Graphic Art are encouraged to take this course.

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 117: Introduction to Screenwriting**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in either 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.

**Designations:**

Diversification: Arts — DA

**ART 123: Introduction to Painting**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Recommended:** "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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC



**ART 125: Introduction to Graphic Design**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**ART 157: Introduction to Digital Video/Storytelling**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 190B: Introduction to Adobe Photoshop®**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 2 lecture and 4 studio

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 211: Intermediate Watercolor**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prereq:** "C" or higher in ART 111.

**Comments:** May be repeated for a maximum of 6 credits.

**Semester Offered:** Fall, 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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

**ART 213: Intermediate Drawing**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

**ART 223: Intermediate Painting**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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 skills they learned in ART 123.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 225: Intermediate Graphic Design**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ART 125.

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 229: Interface Design I**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 243: Intermediate Ceramics - Hand Building**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 244: Intermediate Ceramics - Wheel Throwing**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**ART 249: Interface Design II**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

**ART 250: Film and World History Since WWII**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:** Cross-listed with HIST 250.

**Semester Offered:** Fall, Spring

**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.

**ART 267: Intermediate Digital Video/Storytelling**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts – DA

**ART 293: Creative Media Internship**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prereq:** "C" or higher in ART 112.

Approval of instructor.

**Semester Offered:** Fall

**Description:** This course allows students to apply the knowledge and skills acquired in the classroom to the work environment. This work experience improves the skills of students and increases their ability to gain steady freelance or full-time employment after graduation.

**ASTRONOMY (ASTR)**

**ASTR 110: Survey of Astronomy**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences – DP

**ASTR 110L: Survey of Astronomy Laboratory**

**Credits:** 1

**Class Hours:** 3 lab

**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:** 2 lecture/lab

**Semester Offered:** Fall

**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

**Class Hours:** 4 lecture/lab

**Semester Offered:** Fall

**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

**Class Hours:** 4 lecture/lab

**Semester Offered:** Fall

**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**Class Hours:** 4 lecture/lab**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 120B: Auto Metal Work and Welding****Credits:** 4**Class Hours:** 8 lecture/lab**Semester Offered:** Fall, Spring

**Description:** This course is designed to acquaint the student with the basic skills used in auto body welding. Emphasis will be placed on safety; protective clothing; tools and equipment procedures; and techniques of gas metal arc welding (GMAW), oxyacetylene gas welding, and plasma arc cutting.

**AMT 126B: Non-Structural Analysis and Repair I****Credits:** 4**Class Hours:** 8 lecture/lab**Semester Offered:** Fall, Spring

**Description:** This course is designed to teach the student conventional and unitized body construction. Emphasis will be placed on what can be repaired and what must be replaced. Students will learn to lay out and fabricate repair panels from gauge sheet metal and repair rust damage.

**AMT 129: Engine Repair****Credits:** 7**Class Hours:** 14 lecture/lab**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 134B: Paint Prep and Refinishing I****Credits:** 4**Class Hours:** 8 lecture/lab**Semester Offered:** Fall

**Description:** This course is designed to teach students the techniques and methods of automobile surface painting preparation and introductory painting procedures. The course incorporates an emphasis on proper safety procedures and practises for automotive refinishing, which includes OSHA guidelines, Right-to-Know Act, and EPA laws.

**AMT 136B: Non-Structural Analysis and Repair II****Credits:** 6**Class Hours:** 12 lecture/lab**Prereq:** "C" or higher in AMT 126B.**Semester Offered:** Fall, Spring

**Description:** This course is designed to teach the student conventional and unitized body repair. Emphasis will be placed on outer body panel repairs, replacements and adjustments to manufacturer's specifications.

**AMT 141: Electrical/Electronic Systems I****Credits:** 5**Class Hours:** 10 lecture/lab**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**Class Hours:** 8 lecture/lab**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 144B: Paint Prep and Refinish II****Credits:** 6**Class Hours:** 12 lecture/lab**Prereq:** "C" or higher in AMT 134B.**Semester Offered:** Fall, Spring

**Description:** This course is designed to teach the student techniques and methods of painting the auto body. Emphasis will be placed on paint mixing, matching of colors and different types of paint, and proper paint application.

**AMT 145: Manual Drive Trains and Axles**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 1 lecture and 6 lab

**Prereq:** "C" or higher in AMT 141 or automotive industry work experience with instructor's approval.

**Recommended:** Basic electrical knowledge of Ohm's Law and proper use of a DMM 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

**Class Hours:** 1 lecture and 6 lab

**Prereq:** "C" or higher in AMT 171 or automotive industry work experience with instructor's approval.

**Recommended:** Basic electrical knowledge of Ohm's Law and proper use of a DMM 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

**Class Hours:** 1 lecture and 6 lab

**Prereq:** "C" or higher in AMT 171 or automotive industry work experience with instructor's approval.

**Recommended:** Basic electrical knowledge of Ohm's Law and proper use of a DMM 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

**Class Hours:** 1 lecture and 3 lab

**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

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 10 lecture/lab

**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

**Class Hours:** 2 lecture and 9 lab

**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. Theories on operation, diagnosis and repair of sensors, actuators, and onboard computers are covered. The use of scanners, digital storage oscilloscopes, digital graphing multi-meters, and DVOMs are also covered.

**AMT 260: Diagnostic and Repair**

**Credits:** 4

**Class Hours:** 1 lecture and 9 lab

**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

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences – DB

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

### BIOL 100L: Human Biology Lab

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

### 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 171: Introduction to Biology I

**Credits:** 3

**Class Hours:** 3 lecture

**Coreq:** BIOL 171L and either CHEM 151 or CHEM 161

**Recommended:** Completed ENG 100.

**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. It is taught with a molecular and cellular focus.

**Designations:**

Diversification: Biological Sciences – DB

### BIOL 171L: Introduction to Biology Laboratory I

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

### BIOL 172: Introduction to Biology II

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in BIOL 171 and BIOL 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.

**Designations:**

Diversification: Biological Sciences – DB

## **BIOL 172L: Introduction to Biology Laboratory II**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

## **BLUEPRINT (BLPR)**

### **BLPR 22: Blueprint Reading**

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences – DB

### **BOT 101L: General Botany Lab**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

### **BOT 105: Ethnobotany**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences – DS

Graduation Requirement: Pacific Cultures – PC

## **BOT 130: Plants in the Hawaiian Environment**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences – DB

## **BOT 130L: Plants in the Hawaiian Environment Lab**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY



## BUSINESS (BUS)

### BUS 120: Principles of Business

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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:** 3 lecture 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, Spring

**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

**Class Hours:** 3 lecture

**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 171: Internet Technologies

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall

**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

**Class Hours:** 3 lecture

**Prereq:** Prereq: "C" or higher in ICS 101.

**Semester Offered:** Spring

**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

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100L.

**Recommended:** Ability to keyboard by touch is recommended.

**Semester Offered:** Fall

**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**Class Hours:** 3 lecture**Semester Offered:** 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.

## CARPENTRY (CARP)

**CARP 99V: Special Studies**

**Description:** See explanation under the heading of Special Studies.

**CARP 120B: Basic Carpentry Skills****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**Semester Offered:** Fall (every odd year)

**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 120C: Applied Carpentry Skills****Credits:** 8**Class Hours:** 16 lecture/lab**Prereq:** "C" or higher or concurrent enrollment in CARP 120B.**Semester Offered:** Fall (every odd year)

**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.

**CARP 122B: Concrete Forms I****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**Semester Offered:** Fall (every even year)

**Description:** This course focuses on the theory of concrete form construction. Topics include the study of concrete and concrete products, and the differences between concrete and cement. Students will study on the job site safety, and the safety hazards associated with working with concrete and cement.

**CARP 122C: Concrete Forms II****Credits:** 8**Class Hours:** 16 lecture/lab**Prereq:** "C" or higher or concurrent enrollment in CARP 122B.**Semester Offered:** Fall (every even year)

**Description:** This course covers the theory and practice of concrete form construction, including forms for slab on grade, continuous footings, spot footings, stairs, and how to calculate the amount of concrete needed to complete a project. Other topics include: Laying out a building using the 3-4-5 method and a transit level, shooting elevations with a builders level, and how to convert various units of measurements. Safety practices in form construction are stressed.

**CARP 141B: Rough Framing and Exterior Finish I****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**Semester Offered:** Spring (every even year)

**Description:** This course covers theories on home construction. It includes the techniques and skills applicable to measurements, building materials, finishes, and safety.

**CARP 141C: Rough Framing and Exterior Finish II****Credits:** 8**Class Hours:** 16 lecture/lab**Prereq:** "C" or higher or concurrent enrollment in CARP 141B.**Semester Offered:** Spring (every even year)

**Description:** This course studies the theories, practices, and job safety requirements related to the construction of a home's exterior. It includes the construction layout of interior and exterior stairs, truss design and layout, and the quantity and cost estimation of materials.

**CARP 142B: Finishing I****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**Semester Offered:** Spring (every odd year)

**Description:** In this course, students are introduced to the basic concepts of finishing interior surfaces of a home. Students will learn the types of finishes appropriate to various living spaces of their home, how to measure and calculate the square footage of the different rooms of their home, and how to draw to scale various interior wall sections of their homes.

**CARP 142C: Finishing II****Credits:** 8**Class Hours:** 16 lecture/lab**Prereq:** "C" or higher or concurrent enrollment in CARP 142B.**Semester Offered:** Spring (every odd year)

**Description:** In this course, students will learn how to install various interior products in a home. This includes sheetrock, flooring, interior doors, interior door and window trim, baseboards, and other related finishes. Students will be able to calculate the amount of various products needed to complete a home.

# CHEMISTRY (CHEM)

## CHEM 151: Elementary Survey of Chemistry

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences  
— DP

## CHEM 151L: Elementary Survey of Chemistry Lab

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) — DY

## CHEM 161: General Chemistry I

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences  
— DP

## CHEM 161L: General Chemistry Lab I

**Credits:** 1

**Class Hours:** 3 lab

**Coreq:** CHEM 161

**Semester Offered:** Fall, Spring

**Description:** This course is an introduction to chemical principles and procedures in the laboratory.

**Designations:**

Diversification: Lab (Science) — DY

## CHEM 162: General Chemistry II

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in CHEM 161.

**Coreq:** CHEM 162L

**Semester Offered:** Fall, Spring

**Description:** CHEM 162 is a continuation of CHEM 161. This course introduces additional basic principles of chemistry including kinetics, equilibrium, pH, redox reactions, electrochemistry, acid-base chemistry, gas laws, electrolytes, thermodynamics, matter and changes of state, and nuclear chemistry.

**Designations:**

Diversification: Physical Sciences  
— DP

## CHEM 162L: General Chemistry II Laboratory

**Credits:** 1

**Class Hours:** 3 lab

**Prereq:** "C" or higher in CHEM 161.

**Coreq:** CHEM 162

**Semester Offered:** Fall, Spring

**Description:** This course is an introduction to chemical principles and procedures in the laboratory that complement CHEM 162. It is intended to provide laboratory experiences that focus on general Chemistry principles related to analysis, stasis, laws, and reactions.

**Designations:**

Diversification: Lab (Science) — DY

## COOPERATIVE EDUCATION

Cooperative Education (93V, 193V, and 293V):

**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. Cooperative Education courses use one of the following course numbers: 93V, 193V, or 293V.

## CREATIVE MEDIA (CM)

CM 110: Introduction to Music Production

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

CM 111: Intermediate Music Production

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

CM 120: Introduction to Digital Video

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

CM 121: Intermediate Digital Video

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

CM 156: Writing for Media

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** The course will explore the common theme of storytelling through the modalities of songwriting, scriptwriting, and copy writing for commercial purposes.

**CM 170: Introduction to Event Technology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**CM 171: Intermediate Event Technology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**CM 180: Introduction to Website Technology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**CM 181: Intermediate Website Technology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**CM 190: Introduction to 3D Animation**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**CM 191: Intermediate 3D Animation**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

## CULINARY ARTS (CULN)

### **CULN 100: Math for the Culinary Arts**

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 1 lecture and 6 lecture/lab

**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

**Class Hours:** 1 lecture and 6 lecture/lab

**Prereq:** "C" or higher in CULN 101B.

**Semester Offered:** Spring

**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

**Class Hours:** 1 lecture and 6 lecture/lab

**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

**Class Hours:** 1 lecture and 6 lecture/lab

**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

**Class Hours:** 2 lecture

**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

**Class Hours:** 2 lecture

**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

**Class Hours:** 2 lecture

**Prereq:** "C" or higher in CULN 271. "C" or higher in BUSN 188, CULN 100, or MATH 100.

**Coreq:** CULN 275 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

**Class Hours:** 1 lecture

**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

**Class Hours:** 9 lab and 2 lecture/lab

**Prereq:** "C" or higher or concurrent enrollment in CULN 112. Qualified for ENG 106 and MATH 82X.

**Semester Offered:** Fall

**Description:** This course is an introduction to the basic concepts, skills, and techniques of food preparation. Course competencies includes fundamental cooking methods and formulas for stocks, soups, sauces, meats, seafood, poultry, vegetables, and starches. Students will learn to identify, use, and maintain ingredients, equipment, tools, and utensils in a safe and sanitary manner.

**CULN 130: Intermediate Cookery**

**Credits:** 5

**Class Hours:** 1 lecture and 9 lab and 2 lecture/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 and 9 lab and 2 lecture/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

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 106 and MATH 82X.

**Semester Offered:** Fall

**Description:** This course provides a practical and systematic approach in developing a philosophy about healthful eating. It also provides the necessary guidelines for recipe adaptation and menu planning.

**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 Hawai'i Regional cuisine. Through the production of the contemporary menu, students learn about cooking techniques, specialty ingredients, seasonal foods, spices, and herbs.

**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.

**CULN 271: Hospitality Purchasing and Cost Control**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**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

**Class Hours:** 3 lecture

**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 and 9 lab and 2 lecture/lab

**Prereq:** "C" or higher in CULN 115, CULN 185, CULN 242, and CULN 271; or approval of instructor.

**Coreq:** 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

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Coreq:** ECED 110 ECED 131

**Semester Offered:** Fall

**Description:** This course introduces and explores the nature of the field of early childhood education and care.

**ECED 110: Developmentally Appropriate Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Coreq:** ECED 105 ECED 131

**Semester Offered:** Fall

**Description:** This course introduces concepts of developmentally appropriate practice and the importance of play. This course provides an overview of and experience with the knowledge and skills necessary for working with children birth through age eight, including children with special needs.

**ECED 115: Health, Safety, and Nutrition for the Young Child**

**Credits:** 3

**Class Hours:** 3 lecture

**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: Early Childhood Development: Theory Into Practice**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Coreq:** ECED 105 ECED 110

**Semester Offered:** Fall

**Description:** This course introduces principles of human development from conception through age eight and how this informs practice. This course focuses on the relationships between physical, cognitive, emotional, and social aspects of the individual during this period.

**ECED 140: Guiding Young Children in Group Settings**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ECED 105, ECED 110, and ECED 131.

**Coreq:** ECED 191 ECED 245

**Semester Offered:** Spring

**Description:** This course addresses positive ways to support children's social-emotional development. This course focuses on adult-child and child-child interactions and relationships.

**ECED 170: Introduction to Working with Infants and Toddlers**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Spring

**Description:** This course provides an overview of the basic skills needed for working with infants and toddlers and their families in group care settings. This course focuses on interactive aspects of child development and introduces infant-toddler care-giving routines and environments, and caregiver roles.

**ECED 191: Early Childhood Practicum I**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prereq:** "C" or higher or concurrent enrollment in both ECED 140 and ECED 245.

**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**Class Hours:** 3 lecture**Prereq:** "C" or higher in ECED 105, ECED 110, and ECED 131.**Coreq:** ECED 140 ECED 191**Semester Offered:** Spring**Description:** This course develops communication skills and other strategies for building effective relationships with diverse families and relevant community members. This course introduces students to the local resources available for family referral.**ECED 263: Language and Creative Expression Curriculum****Credits:** 3**Class Hours:** 3 lecture**Prereq:** "C" or higher in ECED 140, ECED 191, and ECED 245.**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. It 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 264: Inquiry and Physical Curriculum****Credits:** 3**Class Hours:** 3 lecture**Prereq:** "C" or higher in ECED 105, ECED 110, and ECED 131.**Semester Offered:** Spring**Description:** This course addresses physical development and inquiry disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. It includes designing curriculum for physical development, and inquiry (math, science, and social studies) based on observation of children. The course introduces integrated curriculum based on science and social studies topics. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments.**ECED 291: Early Childhood Practicum II****Credits:** 4**Class Hours:** 8 lecture/lab**Prereq:** "C" or higher in ECED 191.**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.**EARTH SCIENCES (ERTH)****ERTH 101: Introduction to Geology****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for ENG 100 and MATH 82X.**Coreq:** ERTH 101L**Semester Offered:** Fall, Spring**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, a dramatic example of how new evidence and understanding can revolutionize a scientific discipline.  
**Designations:**  
Diversification: Physical Sciences — DP**ERTH 101L: Introduction to Geology Lab****Credits:** 1**Class Hours:** 3 lab**Prereq:** Qualified for ENG 100 and MATH 82X.**Coreq:** ERTH 101**Semester Offered:** Fall, Spring**Description:** This course explores basic procedures of geologic investigations into the structure and properties of Earth and its geologic processes. Field trips may be required.**Designations:**

Diversification: Lab (Science) — DY

**ERTH 130: Geological Hazards**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**Description:** This introductory course covers the causes of, and effects from, earthquakes, tsunamis, volcanic eruptions, landslides, rockfalls, and other natural phenomena.

**Designations:**

Diversification: Physical Sciences  
— DP

**ERTH 214: Kaua'i and Ni'ihau Field Geology**

**Credits:** 1

**Class Hours:** 3 lab

**Prereq:** "C" or higher in ERTH 101, ERTH 101L, or ERTH 130.

**Comments:** As with Windward CC, students completing or concurrently enrolled in ERTH 103 (GG 103) "Geology of the Hawaiian Islands" will be sufficiently prepared for the course. Students should contact the instructor for approval to enroll.

**Semester Offered:** Fall (every even year), Spring (every even year)

**Description:** This four-day field trip course on the island of Kaua'i studies the volcanological evolution and continuing geological history of Kaua'i and Ni'ihau volcanoes. Students traveling from other islands are responsible for air and ground transportation, meals, and lodging.

**Designations:**

Diversification: Lab (Science) — DY

**ECONOMICS  
(ECON)****ECON 130: Principles of Microeconomics**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences  
— DS

**ECON 131: Principles of Macroeconomics**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences  
— DS

**ELECTRICAL  
ENGINEERING  
(EE)****EE 160: Programming for Engineers**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**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 211: Basic Circuit Analysis I**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**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

**Class Hours:** 3 lecture and 3 lab

**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 296: Sophomore Project**

**Credits:** 1

**Class Hours:** 1 lecture

**Prereq:** Approval of instructor.

**Comments:** May be repeated for a maximum of 4 credits.

**Semester Offered:** Fall, 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

**Class Hours:** 3 lecture

**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

**Class Hours:** 2 lecture and 2 lecture/  
lab

**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

**Class Hours:** 4 lecture

**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 35: Residential Installation  
Lab**

**Credits:** 6

**Class Hours:** 12 lecture/lab

**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

**Class Hours:** 4 lecture

**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

**Class Hours:** 12 lecture/lab

**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

**Class Hours:** 2 lecture and 2 lecture/  
lab

**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**Class Hours:** 12 lecture/lab**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**Class Hours:** 2 lecture and 2 lecture/lab**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**Class Hours:** 2 lecture and 2 lecture/lab**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**Class Hours:** 3 lecture**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**Class Hours:** 6 lecture/lab**Recommended:** Completed ETRO 18.**Semester Offered:** Fall, Spring

**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**Class Hours:** 3 lecture and 3 lab**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, Kirchhoff'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**Class Hours:** 3 lecture and 3 lab**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lab

**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

**Class Hours:** 6 lecture/lab

**Prereq:** Qualified for ENG 100 and 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

**Class Hours:** 3 lecture

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 8 lecture/lab

**Prereq:** "C" or higher in ETRO 106.

**Semester Offered:** Fall, 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

**Class Hours:** 6 lecture/lab

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture and 3 lab

**Prereq:** "C" or higher in ETRO 105 or ETRO 280.

**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

**Class Hours:** 3 lab

**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 Composition

**Credits:** 6

**Class Hours:** 6 lecture

**Prereq:** Appropriate English placement.

**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. Students will be given instruction in writing mechanics and guided practice in the writing process. Writing assignments will move from shorter pieces emphasizing clarity and correctness, to more formal types of structured writing, and ultimately to short essays that develop and support theses logically, incorporating outside sources. The expectations for correctness will increase as the term progresses. Students will also receive instruction in college study skills, self-management, college resources, and psycho-social skills that contribute to college success.

### ENG 100: Composition I

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Acceptable English placement\*. \*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

**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.

**Designations:**

Foundations (Written Communication) – FW

### ENG 100L: Composition 1 Writing Lab

**Credits:** 1

**Class Hours:** 3 lab

**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:** 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

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts – DA

Graduation Requirement:

Alternative Communication – AC

**ENG 106: Technical Communication**

**Credits:** 4

**Class Hours:** 4 lecture

**Prereq:** "C" or higher in ENG 75; 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

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

**ENG 250: American Literature**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures – DL

**ENG 251: British Literature to 1800**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100.

**Semester Offered:** Fall, Spring

**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.

**Designations:**

Diversification: Literatures – DL

**ENG 252: British Literature After 1800**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures – DL

**ENG 253: World Literature to 1600**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures – DL

**ENG 254: World Literature After 1600**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100.

**Semester Offered:** Fall

**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.

**Designations:**

Diversification: Literatures – DL

**ENG 255: Short Story and Novel**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL

**ENG 256: Poetry and Drama**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100.

**Semester Offered:** Fall, Spring

**Description:** This course offers students an opportunity to develop an appreciation for and better understanding of two genres of fiction: poetry and drama. Students will read and discuss great works of poetry and drama from a variety of times and places. Instruction will place these works within the cultural and historical contexts and introduce methods of analysis. Students will demonstrate their understanding through a variety of writing assignments.

**Designations:**

Diversification: Literatures — DL

**ENG 257: Literature by Women**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL

**ENG 257N: Introduction to Literature and Film**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL

**ENG 257T: Introduction to Children's Literature**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100.

**Semester Offered:** Fall, Spring, Summer

**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 be introduced to various genres of literature written for children and adolescents, including folk and fairy tales, picture books, classical myths & legends, and the children's novel. Students will explore and critically analyze many of the most common themes associated with preteen and adolescent literature.

**Designations:**

Diversification: Literatures — DL

**ENG 261: Literature of the Pacific**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL

Graduation Requirement: Pacific Cultures — PC

**ENG 272B: Multiethnic Literatures of Hawai'i**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL  
Graduation Requirement: Pacific Cultures — PC

**ENG 272P: Landscapes in Literature**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Literatures — DL

**ENGLISH  
LANGUAGE  
INSTITUTE (ELI)****ELI 4: Reading and Writing  
American English**

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**Semester Offered:** Fall

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 1 lecture

**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

**Class Hours:** 1 lecture and 4 lecture/lab

**Prereq:** "C" or higher in CARP 120B.

**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

**Class Hours:** 2 lecture/lab

**Prereq:** "C" or higher in CARP 120B.

**Semester Offered:** Spring

**Description:** This course provides an overview of interior finishes, including general painting and wall coverings installation, as well as installation and finishing of drywall. Included are installation techniques and the selection of materials for various interior trim, such as doors, windows, and baseboards.

**FENG 23: Plumbing Basics and Repair**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**Prereq:** "C" or higher in CARP 120B.

**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

**Class Hours:** 2 lecture and 3 lab

**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

**Class Hours:** 2 lecture and 2 lecture/lab

**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.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**GIS 189: GIS, Mapping, and Society**

**Credits:** 3

**Class Hours:** 3 lecture

**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 by ESRI (Environmental System Research Institute).

**Designations:**

Diversification: Social Sciences  
— DS

**GIS 200: Interpreting and Creating GIS Maps**

**Credits:** 3

**Class Hours:** 3 lecture

**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), Geographic Information Systems (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.

**Designations:**

Diversification: Social Sciences  
— DS

**GIS 205: GIS Database Design and Programming****Credits:** 3**Class Hours:** 3 lecture**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 Global Positioning Systems (GPS), Geographic Information Systems (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**Class Hours:** 3 lab**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 Global Positioning Systems (GPS), Geographic Information Systems (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**Class Hours:** 3 lecture**Prereq:** "C" or higher in GIS 205 and GIS 205L.**Semester Offered:** Fall, Spring**Description:** This course covers the applications of advanced Geographic Information Systems (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**Class Hours:** 3 lecture**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 Geographic Information Systems (GIS) job market through internship opportunities in applied geography under professional and faculty supervision. Field placement is integrated with academic study.

## HAWAIIAN (HAW)

**HAW 101: Elementary Hawaiian I****Credits:** 4**Class Hours:** 3 lecture and 2 lecture/lab**Comments:** The laboratory is part of the class.**Semester Offered:** Fall**Description:** This course is an introduction to the basic structures of the Hawaiian language emphasizing listening, speaking, reading, writing, and cultural understanding.**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 102: Elementary Hawaiian II****Credits:** 4**Class Hours:** 3 lecture and 2 lecture/lab**Prereq:** "C" or higher in HAW 101.**Comments:** The laboratory is part of the class.**Semester Offered:** Spring**Description:** This course is the second half of the elementary Hawaiian that teaches basic listening, speaking, reading, writing, and cultural understanding.**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 201: Intermediate Hawaiian I****Credits:** 4**Class Hours:** 4 lecture**Prereq:** "C" or higher in HAW 102.**Semester Offered:** Fall, Spring**Description:** This course is a continuation of HAW 102, focusing on further development of the five recognized skills of language acquisition: listening, speaking, reading, writing, and cultural understanding in the Hawaiian language. Students will gain these five skills, attaining the Intermediate Low level of the ACTFL proficiency scale.**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 202: Intermediate Hawaiian II****Credits:** 4**Class Hours:** 4 lecture**Prereq:** "C" or higher in HAW 201.**Semester Offered:** Fall, Spring**Description:** HAW 202 is a continuation of HAW 201 for further development of the five recognized skills of language acquisition: listening, speaking, reading, writing, and cultural understanding in the Hawaiian language. Students will gain the five skills, attaining the Intermediate Mid level on the ACTFL proficiency scale.**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 221: Introduction to Hawaiian Conversation**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 222: Introduction to Hawaiian Composition**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

**HAW 261: Hawaiian Literature in English**

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:** "C" or higher in ENG 100.

**Semester Offered:** Fall, Spring

**Description:** This course is a survey of traditional Hawaiian narratives and poetry. 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, with selected Hawaiian texts provided upon request.

**Designations:**

Diversification: Literatures — DL

Graduation Requirement:

Alternative Communication — AC

Graduation Requirement: Pacific Cultures — PC

**HAW 262: Survey of Hawaiian Writings**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

Graduation Requirement: Pacific Cultures — PC

## HAWAIIAN STUDIES (HWST)

**HWST 107: Hawai'i: Center of the Pacific**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100L.

**Semester Offered:** Fall, Spring

**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.

**Designations:**

Diversification: Humanities — DH

Graduation Requirement: Pacific Cultures — PC

**HWST 110: Huaka'i Wa'a: Introduction to Hawaiian Voyaging**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall, Spring

**Description:** This course will introduce students to modern Hawaiian canoe voyaging through an examination of the science and narratives of ancient voyaging, the history of the modern revival of voyaging, and the Hawaiian navigator's toolkit.

**Designations:**

Graduation Requirement: Pacific Cultures — PC

**HWST 111: The Hawaiian 'Ohana**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH

Graduation Requirement: Pacific Cultures — PC

**HWST 128: Introduction to Hula Kahiko**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Semester Offered:** Fall, Spring

**Description:** This course is an introduction to hula and oli (chant) covering the fundamentals of traditional dance and practices, language, and regional traditions.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

Graduation Requirement: Pacific Cultures — PC

**HWST 129: Introduction to Hula 'Auana**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Semester Offered:** Fall, Spring

**Description:** This course is an introduction to hula 'auana covering the fundamentals of contemporary Hawaiian dance, music, practices, language, poetry, and regional traditions.

**Designations:**

Graduation Requirement: Pacific

Cultures — PC



**HWST 140: Mahi'ai I - Hawaiian Cultivation Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement: Pacific Cultures — PC

**HWST 141: Mahi'ai II: Hawaiian Cultivation Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in HWST 140.

**Semester Offered:** Spring

**Description:** This is an intermediate-level course that will continue the study of the cultural link between the Hawaiians and kalo, with more in-depth and hands-on methods of cultivation practices, traditional food preparation, and lo'i management issues and care.

**HWST 177: Hawaiian Music in Transition**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA  
Graduation Requirement: Pacific Cultures — PC

**HWST 199V: Special Studies**

**Description:** See explanation under the heading of Special Studies.

**HWST 213: Hawaiian Ethnozoology**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:** Cross-listed with ZOOL 105.

**Semester Offered:** Fall

**Description:** This course studies Hawaiian fishes, birds, and other creatures--their identification and habitat and their place in the heritage of the Hawaiian people, methods of capture, conservation techniques, and practical uses. Hawaiian and biological terminology will be used.

**HWST 228: Hula Kahiko**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Prereq:** "C" or higher in HWST 128 or approval of instructor.

**Semester Offered:** Fall, Spring

**Description:** Students refine and enhance the skills learned in HWST 128.

**Designations:**

Graduation Requirement: Pacific Cultures — PC

**HWST 229: Hula 'Auana**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Prereq:** "C" or higher in HWST 129.

**Semester Offered:** Fall, Spring

**Description:** Students will refine and enhance the skills learned in HWST 129.

**Designations:**

Graduation Requirement: Pacific Cultures — PC

**HWST 270: Hawaiian Mythology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in either HAW 101 or HWST 107.

**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.

**Designations:**

Graduation Requirement: Pacific Cultures — PC

**HWST 281: Ho'okele I : Hawaiian Astronomy and Weather****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for 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.**Designations:**Diversification: Humanities – DH  
Graduation Requirement: Pacific Cultures – PC**HWST 282: Ho'okele II: Hawaiian Navigation****Credits:** 4**Class Hours:** 3 lecture and 2 lab**Prereq:** Qualified for ENG 100.**Recommended:** Ability to swim.**Semester Offered:** Fall, 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.**Designations:**

Graduation Requirement: Pacific Cultures – PC

**HWST 290: Rediscovering Polynesian Connections****Credits:** 3**Class Hours:** 3 lecture**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.**Designations:**

Graduation Requirement: Pacific Cultures – PC

**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**Class Hours:** 3 lecture**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. Students will gain a basic understanding of how medical terms are formed, defined, pronounced and interpreted in the medical field. Normal human anatomy, function, and pathology as well as related medical tests and procedures will also be explored.**Designations:**

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

**HLTH 155: Introduction to the Study of Diseases****Credits:** 3**Class Hours:** 3 lecture**Prereq:** "C" or higher in HLTH 140. Qualified for ENG 100.**Semester Offered:** Spring**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.**Designations:**

Diversification: Biological Sciences – DB

**HLTH 285: Human Nutrition****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for ENG 100.**Semester Offered:** Fall, Spring**Description:** This course emphasizes nutrient requirements of healthy individuals, nutrient categories, physiological functions, and food sources. The course integrates natural science concepts to the study of human nutrition and addresses current nutritional issues and personal analysis of dietary intake.**Designations:**

Diversification: Biological Sciences – DB

# HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

## HPER 100: Wellness, and Fitness

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prereq:** Qualified for ENG 100L.

**Semester Offered:** Fall

**Description:** In this course, students develop an understanding of how their lifestyle choices have an effect on their personal wellness and physical fitness. 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.

**Designations:**

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

## HPER 133: Pickleball

**Credits:** 1

**Class Hours:** 2 lecture/lab

**Semester Offered:** Fall, Spring

**Description:** This course is a beginning pickleball class, which is a court game that combines skills from tennis, ping pong, and badminton. Throughout this class we will focus on developing basic skills and implementing them into game situations. We will cover skills such as ball control, forehand/backhand drive, drive/lob serve, forehand/backhand lob, smash, and strategy.

## HPER 148: Hiking

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Recommended:** Medical clearance if you've been inactive. Able to walk at least 3 miles at one time.

**Semester Offered:** Fall, Spring

**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 to prep for the hikes, as well as day hiking trips.

## HPER 152: Weight Training

**Credits:** 1

**Class Hours:** 2 lecture/lab

**Semester Offered:** Fall, Spring

**Description:** This course introduces the student to the proper lifting mechanics, principles of weight training, and understanding benefits received. Emphasis will be placed on conditioning, different types of training, and developing one's own personal lifting program.

## HPER 154: Intermediate Weight Training

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prereq:** "C" or higher in HPER 152.

**Semester Offered:** Spring

**Description:** This course is designed to help students identify and understand the benefits of weight training, how weight training affects the body, and learn intermediate level training routines for complete muscular development. Students will also learn how to design and develop a balanced weight training program to meet their needs and expands on skills learned in HPER 152: Weight Training.

## HPER 160: Fitness Boot Camp

**Credits:** 1

**Class Hours:** 2 lecture/lab

**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

**Class Hours:** 4 lecture/lab

**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.

**Designations:**

Diversification: Humanities – DH

**HPER 171: Intermediate Yoga**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prereq:** "C" or higher in HPER 170.

**Recommended:** 1) Medical Clearance if you have not been regularly active. 2) Consistent and recurring participation in a Yoga practice.

**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 199V: Special Studies**

**Credits:** 1 - 4

**Comments:** May be repeated any number of times for credit.

**Description:** See explanation under the heading of Special Studies.

**HPER 270: Personal Trainer Certification Prep**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**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.

**Designations:**

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

**HPER 271: Personal Training Practicum**

**Credits:** 2

**Class Hours:** 6 lab

**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

**Class Hours:** 3 lecture

**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.

**Designations:**

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

**HIST 152: World History Since 1500**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

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

**HIST 241: Civilizations of Asia I**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH

**HIST 242: Civilizations of Asia II**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH

**HIST 250: Film and World History Since WWII**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH

**HIST 281: Introduction to American History I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall (every even year), Spring (every even year)

**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.

**Designations:**

Diversification: Humanities — DH

**HIST 282: Introduction to American History II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**Description:** 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.

**Designations:**

Diversification: Humanities — DH

**HIST 284: History of the Hawaiian Islands**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH  
Graduation Requirement: Pacific Cultures — PC

**HIST 284K: History of Kaua'i**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities — DH  
Graduation Requirement: Pacific Cultures — PC

**HIST 288: Survey of Pacific Islands History**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** This course offers a survey of the major events, themes, and issues that make up diverse histories of the Pacific Islands region including Hawai'i, meanwhile exploring the frequent intersections between Pacific Islander and Native Hawaiian histories and historiographies. We will begin by considering island geographies, indigenous origins and origin stories, and various theories about the settlement of the islands. We will go on to explore the indigenous, early European contact, colonial, and contemporary periods with a focus on indigenous Pacific Islander and Native Hawaiian experiences, interpretations, and historical agency. Throughout the term, we will consider themes such as indigenous historiography, indigeneity, cultural encounter and change, comparative colonialisms, resistance, global conflict, land and sovereignty, urbanization, migration, climate change, and contemporary neocolonial challenges---with each offering important insights into the histories and cultures of the region.

**Designations:**

Diversification: Humanities — DH

# HOSPITALITY AND TOURISM (HOST)

## HOST 100: Career and Customer Service Skills

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Recommended:** Qualified for ENG 100.

**Comments:** Prior Learning Assessment credit available for this course.

**Semester Offered:** Fall, Spring

**Description:** This course builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly growing service industry. Individuals who work with customers will gain insight into customer behavior and attitudes. Students will develop strategies and skills necessary to create positive relationships encountered in various career situations.

## HOST 101: Introduction to Hospitality and Tourism

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**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**Class Hours:** 6 lecture/lab**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.**Designations:**

Graduation Requirement:

Alternative Communication – AC

**IS 103: Introduction to College****Credits:** 3**Class Hours:** 3 lecture**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 105: Career/Life Exploration and Planning****Credits:** 3**Class Hours:** 3 lecture**Semester Offered:** Fall, Spring**Description:** The course provides opportunities and resources for students to seek career information related to academic and occupational interest patterns, which form the foundation for sound career decision-making. Students are guided through individual and group exercises that assist in identifying needs, values, wants, interests, and abilities. The purpose of the course is to help students develop a strong foundation for major and career decision planning through career inventories, research on careers, and personal reflections. Framework: This course uses the Pyramid of Information-Processing (Knowing about myself & knowing about my options→Knowing how I make decisions→Thinking about my decision making) and the CASVE Cycle (→Communication→Analysis→Synthesis→Valuing→Execution→) as a framework for career and major exploration.**IS 110: Foundations of College Success****Credits:** 1**Class Hours:** 1 lecture**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 111: Career Planning and Financial Literacy****Credits:** 1**Class Hours:** 1 lecture**Semester Offered:** Spring**Description:** This course will introduce students to the process of career exploration and enhance students' knowledge and skills regarding personal finance to increase financial literacy. Students will assess their own abilities, interests, and values, and then apply this self-knowledge in their choice of major and career. Students will learn the financial planning process and evaluate their money management attitudes and behaviors.

## INTERDISCIPLINARY STUDIES (IS)

**IS 50: Summer Bridge****Credits:** 2**Class Hours:** 2 lecture**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 180V: Study Abroad

**Credits:** 1 - 15

**Class Hours:** Instructional hours will vary according to courses taken at the host institution.

**Prereq:** Approval of instructor.

**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

**Class Hours:** 4 lecture

**Semester Offered:** Fall

**Description:** This course is an introduction to the Japanese language emphasizing conversation, listening, grammar, reading, and writing.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### JPN 102: Elementary Japanese II

**Credits:** 4

**Class Hours:** 4 lecture

**Prereq:** "C" or higher in JPN 101 or placement test score demonstrating equivalent knowledge and skills.

**Semester Offered:** Fall, 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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### JPN 201: Intermediate Japanese I

**Credits:** 4

**Class Hours:** 4 lecture

**Prereq:** "C" or higher in JPN 102 or placement test score demonstrating equivalent knowledge and skills.

**Semester Offered:** Fall, Spring

**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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### JPN 202: Intermediate Japanese II

**Credits:** 4

**Class Hours:** 4 lecture

**Prereq:** "C" or higher in JPN 201 or placement test score demonstrating equivalent knowledge and skills.

**Semester Offered:** Fall, Spring

**Description:** This is the second semester of an intermediate course in spoken and written Japanese.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

## LINGUISTICS (LING)

### LING 102: Introduction to the Study of Language

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall, Spring, Summer

**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.

**Designations:**

Diversification: Humanities – DH

## MANAGEMENT (MGT)

### MGT 120: Principles of Management

**Credits:** 3

**Class Hours:** 3 lecture

**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 Management**

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**Semester Offered:** Fall

**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

**Class Hours:** 3 lecture

**Coreq:** MARE 171L and either CHEM 151 or CHEM 161

**Recommended:** Completed ENG 100.

**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. It is taught with a molecular and cellular biology focus.

**Designations:**

Diversification: Biological Sciences – DB

**MARE 171L: Introduction to Marine Biology Laboratory I**

**Credits:** 1

**Class Hours:** 3 lab

**Coreq:** MARE 171 and either CHEM 151 or CHEM 161

**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.

**Designations:**

Diversification: Lab (Science) – DY

**MARE 172: Introduction to Marine Biology II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in MARE 171 and MARE 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.

**Designations:**

Diversification: Biological Sciences – DB

**MARE 172L: Introduction to Marine Biology Laboratory II**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

## MARKETING (MKT)

### MKT 120: Principles of Marketing

**Credits:** 3

**Class Hours:** 3 lecture

**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

**Class Hours:** 3 lecture

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**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

**Class Hours:** 1 lecture

**Comments:** This course is credit (C) or no credit (NC).

**Semester Offered:** Fall, Spring

**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

**Class Hours:** 4 lecture

**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. This course will emphasize the importance of a growth mindset and number sense.

### MATH 82X: Expanded Algebraic Foundations

**Credits:** 5

**Class Hours:** 5 lecture

**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

**Class Hours:** 2 lecture

**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

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in MATH 75X or MATH 82X; or acceptable math placement.

**Semester Offered:** Fall, Spring

**Description:** This course offers a nontechnical 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.

**Designations:**

Foundations (Quantitative Reasoning) — FQ

### MATH 103: College Algebra

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Foundations (Quantitative Reasoning) — FQ

**MATH 111: Math for Elementary Teachers I****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for ENG 100. "C" or higher in MATH 75X or MATH 82X; or acceptable math placement.**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**Class Hours:** 3 lecture**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.**Designations:**

Foundations (Quantitative Reasoning) – FQ

**MATH 115: Introduction to Statistics and Probability****Credits:** 3**Class Hours:** 3 lecture**Prereq:** "C" or higher in MATH 75X or MATH 82X; or acceptable math placement.**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.**Designations:**

Foundations (Quantitative Reasoning) – FQ

**MATH 140X: PreCalculus****Credits:** 4**Class Hours:** 4 lecture**Prereq:** "C" or higher in MATH 103 or acceptable placement.**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: trigonometric concepts including trigonometric functions, solving triangles, inverse trigonometric functions, solving trigonometric equations, proving trigonometric identities, and applications of trigonometry such as vectors and polar coordinates; and algebraic concepts including graphing polynomials and rational functions. Additional topics may include an introduction to logic and proof, analytic geometry, complex polar representation, summation (sigma) notation, and limits.**Designations:**

Foundations (Quantitative Reasoning) – FQ

**MATH 241: Calculus I****Credits:** 4**Class Hours:** 4 lecture**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.**Designations:**Foundations (Quantitative Reasoning) – FQ  
Graduation Requirement:  
Alternative Communication – AC**MATH 242: Calculus II****Credits:** 4**Class Hours:** 4 lecture**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.**Designations:**Foundations (Quantitative Reasoning) – FQ  
Graduation Requirement:  
Alternative Communication – AC**MATH 243: Calculus III****Credits:** 3**Class Hours:** 3 lecture**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**Class Hours:** 3 lecture**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.**MATH 253: Accelerated Calculus III****Credits:** 4**Class Hours:** 4 lecture**Prereq:** "C" or higher in MATH 242 or acceptable math placement.**Semester Offered:** Fall, Spring**Description:** This course covers multivariable differential and integral calculus, including vector-valued functions, optimization, multiple integrals, and theorems on integration in vector fields.

## MEDICAL ASSISTING (MEDA)

**MEDA 105: Introduction to Medical Assisting****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Admission into the Medical Assisting program.**Semester Offered:** Fall**Description:** This course provides an introduction to medical assisting. The course 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**Class Hours:** 2 lecture**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**Class Hours:** 3 lab**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**Class Hours:** 2 lecture**Prereq:** "C" or higher in MEDA 120 and MEDA 176.**Coreq:** MEDA 123L 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**Class Hours:** 3 lab**Prereq:** "C" or higher in MEDA 120 and MEDA 176.**Coreq:** MEDA 123 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**Class Hours:** 2 lecture**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**Class Hours:** 3 lab**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**Class Hours:** 4 lecture**Prereq:** Admission into the Medical Assisting program. Approval of instructor.**Coreq:** MEDA 105 MEDA 120 MEDA 143 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**Class Hours:** 2 lecture**Prereq:** "C" or higher in MEDA 143.**Semester Offered:** Spring**Description:** This course focuses on the concepts of administrative medical assisting including medical office procedural and diagnostic coding, billing, insurance claims processes, and medical office management.**MEDA 176: Administration of Medications****Credits:** 2**Class Hours:** 2 lecture**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**Class Hours:** 3 lab**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**Class Hours:** 2 lecture**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 205: Medical Assisting Certification Review****Credits:** 1**Class Hours:** 1 lecture**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 Preceptorship****Credits:** 4**Class Hours:** 12 lab**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 with an assigned preceptor.

## MICROBIOLOGY (MICR)

**MICR 130: General Microbiology****Credits:** 3**Class Hours:** 3 lecture**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.**Designations:**Diversification: Biological Sciences  
— DB

**MICR 140L: General Microbiology Lab**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**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.

**Designations:**

Diversification: Lab (Science) — DY

## MUSIC (MUS)

**MUS 121B: Voice 1**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 121C: Piano 1**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 121D: Elementary Guitar**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**Comments:** May be repeated for a maximum of 4 credits.

**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

**Class Hours:** 1 lecture and 2 lecture/lab

**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

**Class Hours:** 1 lecture and 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 122C: Piano Class II**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 166: Popular Music in America**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

**MUS 201: Vocal Ensemble**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 202: College Band**

**Credits:** 1

**Class Hours:** 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 203S: College Orchestra**

**Credits:** 1

**Class Hours:** 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 204: Jazz Ensemble**

**Credits:** 1

**Class Hours:** 2 lecture/lab

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 220: Musical Theatre**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 253: Elementary Music in Action**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**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.

**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**MUS 254: Songwriting and Transcription**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication — AC

# NURSING (NURS)

## NURS 100: Nurse Aide

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100L.

**Coreq:** NURS 100L

**Semester Offered:** Fall, Spring

**Description:** This course prepares students toward entry-level nurse aide competencies with the ability 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

**Class Hours:** 6 lab

**Prereq:** Qualified for ENG 100L. Basic life support CPR, 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

**Class Hours:** 3 lecture

**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.

## NURS 210: Health Promotion Across the Lifespan

**Credits:** 9

**Class Hours:** 3 lecture and 18 lab

**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

**Class Hours:** 1 lecture

**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. In addition, an introduction to the professional standards of nursing are presented.

## NURS 212: Pathophysiology

**Credits:** 3

**Class Hours:** 3 lecture

**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 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

**Class Hours:** 4 lecture and 18 lab

**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

**Class Hours:** 1 lecture and 9 lab

**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

**Class Hours:** 2 lecture

**Prereq:** Concurrent enrollment in the Nursing program, licensed Registered Nurse, Emergency Medical Technician, or approval of instructor.

**Semester Offered:** 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 320: Health and Illness II**

**Credits:** 10

**Class Hours:** 4 lecture and 18 lab

**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

**Class Hours:** 3 lecture and 18 lab

**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

**Class Hours:** 1 lecture

**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

**Class Hours:** 1 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Fall, Spring

**Description:** This course provides information to students interested in learning more about organizations and projects related to ocean and freshwater systems. The course will review the requirements of the Marine Option Program (MOP) Certificate and 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

**Class Hours:** 3 lecture

**Prereq:** Qualified for MATH 82X.

**Semester Offered:** Fall, Spring

**Description:** This course focuses on scientific approaches to evaluating human-caused environmental challenges and their potential solutions.

**Designations:**

Diversification: Physical Sciences  
— DP

**OCN 199V: Directed Study**

**Credits:** 1 - 2

**Class Hours:** 3 hours (1 credit), 5 hours (2 credits)

**Prereq:** Approval of instructor.

**Recommended:** Completed OCN 101 or SCI 199V.

**Comments:** May be repeated for a maximum of 50 credits.

**Semester Offered:** Fall, Spring

**Description:** Students in this course will practice strategies, methods, and techniques for successful project completion. Students and the instructor will agree on a project before the start of the course. Reading and research in any area of Oceanography under the direction of a faculty member. Students are encouraged to present their findings at the annual University of Hawai'i system-wide Marine Option Program Student Symposium.

**OCN 201: Science of the Sea**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences — DP

## PHILOSOPHY (PHIL)

**PHIL 100: Introduction to Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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?

**Designations:**

Diversification: Humanities — DH

**PHIL 101: Introduction to Philosophy: Morals and Society**

**Credits:** 3

**Class Hours:** 3 lecture

**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?

**Designations:**

Diversification: Humanities — DH

**PHIL 102: Introduction to Philosophy: Asian Traditions**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Spring, Fall, Summer

**Description:** This course will explore issues and problems using a comparative philosophy methodology and Asian perspectives, such as Indian, Chinese, and Japanese traditions.

**Designations:**

Diversification: Humanities — DH

**PHIL 103: Introduction to Philosophy: Environmental Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

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

**PHIL 111: Introduction to Inductive Logic**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Foundations (Quantitative Reasoning) – FQ

**PHIL 120: Science, Technology, and Values**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** This course addresses the relationship between science, technology, and human values with a focus on contemporary problems posed by developments in modern science. This course will include discussion on modern results and historical development of astronomy, evolution, and atomic theory as well as understanding the impact of cognitive and other values on world views.

**Designations:**

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

**PHIL 204: Philosophy and Film**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring, Summer

**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.

**Designations:**

Diversification: Humanities – DH

**PHIL 211: Ancient Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring, Summer

**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.

**Designations:**

Diversification: Humanities – DH

**PHIL 213: Modern Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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 also will be considered.

**Designations:**

Diversification: Humanities – DH

**PHIL 225: Philosophy of Activism**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities – DH

## PHYSICS (PHYS)

### PHYS 101: Career and Technical Education Physics

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for MATH 100.

**Semester Offered:** Fall, Spring

**Description:** This course investigates the nature of science and selected topics among linear and rotational mechanics, problems of motion, 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. This course is geared for students pursuing certificates and applied science trade degrees.

**Designations:**

Diversification: Physical Sciences — DP

### PHYS 151: College Physics I

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences — DP

### PHYS 151L: College Physics I Lab

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) — DY

### PHYS 152: College Physics II

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences — DP

### PHYS 152L: College Physics II Lab

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) — DY

### PHYS 170: General Physics I

**Credits:** 4

**Class Hours:** 4 lecture

**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.

**Designations:**

Diversification: Physical Sciences — DP

**PHYS 170L: General Physics I Lab****Credits:** 1**Class Hours:** 3 lab**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.

**Designations:**

Diversification: Lab (Science) — DY

**PHYS 175: Calculus-based Physics Supplement****Credits:** 1**Class Hours:** 1 lecture

**Prereq:** "C" or higher in PHYS 151 and PHYS 151L. "C" or higher or concurrently enrolled in MATH 241.

**Semester Offered:** Fall

**Description:** This course covers calculus topics, problem-solving rigor, and experimental focus needed to upgrade a previous introductory algebra-based physics lecture and lab (PHYS 151/151L) course to satisfy the requirements of an introductory calculus-based physics lecture and lab (PHYS 170/170L). Appropriate topics include meaning and applications of derivatives and integrals in solving equations, derivation of kinematic equations, estimation and meaning of areas under curves of various physical quantities, empirical modeling of accelerating objects, non-uniform rotational acceleration, impulse momentum theory, measuring hysteresis and loss of elastic energy, and simple harmonic motion as a differential equation.

**PHYS 272: General Physics II****Credits:** 3**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Physical Sciences — DP

**PHYS 272L: General Physics II Lab****Credits:** 1**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) — DY

## PHYSIOLOGY (PHYL)

**PHYL 141: Human Anatomy and Physiology I****Credits:** 3**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences — DB

**PHYL 141L: Human Anatomy and Physiology I Lab**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

**PHYL 142: Human Anatomy and Physiology II**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences – DB

**PHYL 142L: Human Anatomy and Physiology II Lab**

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

## **POLITICAL SCIENCE (POLS)**

**POLS**

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**POLS 110: Introduction to Political Science**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences – DS

## PSYCHOLOGY (PSY)

### PSY 100: Survey of Psychology

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** This course provides an overview of the field of psychology. Topics include: psychophysiology, perception, learning, cognition, stress, personality, social psychology, psychopathology and therapy styles.

**Designations:**

Diversification: Social Sciences  
— DS

### PSY 240: Developmental Psychology

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences  
— DS

## PUBLIC HEALTH (PH)

### PH 201: Introduction to Public Health

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** PH 201, Introduction to Public Health, is intended to give students an overview of the broad field of public health, which centers on health promotion and disease prevention. Throughout the course, students will be actively engaged in discussions and activities that promote a greater understanding of public health as a system, as well as its interdisciplinary connections to other health care fields. Critical thinking and analysis of important public health issues will also be emphasized throughout the semester. This course additionally serves as an introductory course for the Bachelors of Arts degree in Public Health.

**Designations:**

Diversification: Social Sciences  
— DS

### PH 202: Public Health Issues in Hawai'i

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in PH 201.

**Semester Offered:** Fall, Spring

**Description:** This course focuses primarily on application of general public health concepts and tools specifically from the perspective of Kaua'i and the State of Hawai'i. Broader public health issues will also be discussed as they relate to Kaua'i and State of Hawai'i. Students will be exposed to specific challenges and successes in Kaua'i and Hawai'i as they relate to public health. Students will also engage in a series of ethical debates regarding topics of public health interest in Kaua'i and Hawai'i.

### PH 203: Introduction to Global Health

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** "C" or higher in PH 201.

**Semester Offered:** Fall, Spring

**Description:** This introductory course is designed to introduce students to the global parameters of public health and to begin learning how to apply public health principles to issues and challenges in global public health. Students will learn about the strong linkages between health, economic and social development, as well as disparities in health and related socio-economic indicators, challenges to public health faced by wealthier countries, and the role of globalization and its impacts on health. Population-based public health interventions to address this wide array of health challenges will be discussed as well, including the role of community-based efforts in improving public health and the need for interdisciplinary and trans-disciplinary approaches to address global health issues.

## QUANTITATIVE METHODS (QM)

### QM 108: Quantitative Methods for the Trades

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:** This course is for students currently enrolled in a Trades Technology program.

**Semester Offered:** Fall, Spring

**Description:** This course covers the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by Trades students. Topics include computational operations; geometry and measurements; ratio, proportion, and percent; probability and statistics; and trigonometry.

## RELIGION (REL)

### REL 122: Greek and Roman Mythology

**Credits:** 3

**Class Hours:** 3 lecture

**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 classical Greek and Roman mythology.

### REL 150: Introduction to the World's Major Religions

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring, Summer

**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.

**Designations:**

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

### REL 205: Understanding Hawaiian Religion

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Humanities – DH  
Graduation Requirement: Pacific Cultures – PC

## SCIENCE (SCI)

### SCI 121: Introduction to Science

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Biological Sciences – DB

### SCI 121L: Introduction to Science Lab

**Credits:** 1

**Class Hours:** 3 lab

**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.

**Designations:**

Diversification: Lab (Science) – DY

### SCI 122: Introduction to Physical Science

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100 and MATH 82X.

**Coreq:** SCI 122L

**Semester Offered:** Fall, Spring

**Description:** In this course, students will explore how relatively simple physical principles can explain and predict the outcome of natural events observed on Earth and beyond.

**Designations:**

Diversification: Physical Sciences – DP

### SCI 122L: Introduction to Physical Science Laboratory

**Credits:** 1

**Class Hours:** 3 lab

**Prereq:** Qualified for ENG 100 and MATH 82X.

**Coreq:** 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.

**Designations:**

Diversification: Lab (Science) – DY

### SCI 170: STEMinar: Science, Technology, Engineering, and Mathematics Seminar

**Credits:** 1

**Class Hours:** 1 lecture

**Semester Offered:** Fall

**Description:** This one-credit 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.

### SCI 199V: Special Studies

**Description:** See explanation under the heading of Special Studies.



## SOCIAL SCIENCE (SSCI)

### SSCI 113: Civic Leadership

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Fall, Spring

**Description:** The purpose of this course is to help students build the skills, knowledge, and habits necessary to effectively contribute to and participate in the social, political, economic, and environmental life of their communities and world. By building a strong sense of agency among students, this course aims to elevate active participation and leadership in our democracy. An engaged citizenry is an essential component of a thriving democracy. To adequately prepare for a lifetime of civic engagement, students must grapple with foundational leadership questions relating to power, morality, and ethics. This course incorporates experiential/service learning, a proven civic education practice, that extends lessons beyond the classroom and into the community.

### SSCI 250: Environmental Issues

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences  
— DS

## SOCIOLOGY (SOC)

### SOC 100: Introduction to Sociology

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences  
— DS

### SOC 220: Marriage and Family

**Credits:** 3

**Class Hours:** 3 lecture

**Semester Offered:** Spring

**Description:** This course explores the family and marriage as key social institutions. The historical development of these institutions is studied, with special emphasis on the personal and social problems of intimate relationships and of modern family life.

**Designations:**

Diversification: Social Sciences  
— DS

## SPANISH (SPAN)

### SPAN 101: Elementary Spanish I

**Credits:** 4

**Class Hours:** 4 lecture

**Semester Offered:** Fall

**Description:** This course is an introduction to the Spanish language emphasizing conversation, listening, grammar, reading, and writing.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### SPAN 102: Elementary Spanish II

**Credits:** 4

**Class Hours:** 4 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### SPAN 201: Intermediate Spanish I

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

### SPAN 202: Intermediate Spanish II

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Graduation Requirement:

Alternative Communication – AC

## SPECIAL STUDIES

Special Studies (99V, 199V, or 299V):

**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.

## SPEECH (SP)

### SP 151: Personal and Public Speaking

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Arts – DA

### SP 181: Interpersonal Communication

**Credits:** 3

**Class Hours:** 3 lecture

**Prereq:** Qualified for ENG 100.

**Semester Offered:** Spring

**Description:** This course explores through theory and practice the ways people communicate one-on-one and in informal situations. This course builds communication skills through experiential activities.

**Designations:**

Diversification: Social Sciences – DS

### SP 185: Intercultural Communication

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Designations:**

Diversification: Social Sciences – DS

Graduation Requirement:

Alternative Communication – AC

**SP 231: Performance of Literature****Credits:** 3**Class Hours:** 3 lecture**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.**Designations:**

Diversification: Arts — DA

Graduation Requirement:

Alternative Communication — AC

**SP 251: Principles of Effective Public Speaking****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for ENG 100 or "C" or higher in SP 151.**Semester Offered:** Fall, Spring**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.**Designations:**

Diversification: Arts — DA

**SP 253: Argumentation and Debate****Credits:** 3**Class Hours:** 3 lecture**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: Introduction to the Science of Sustainability****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Concurrent enrollment in MATH 75X or qualified for MATH 82X.**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.**Designations:**

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

**SSM 110: Sustainable Water and Waste Management****Credits:** 3**Class Hours:** 3 lecture**Prereq:** Qualified for MATH 100.**Recommended:** Completed ENG 100.**Semester Offered:** Fall, Spring**Description:** This course explores water, wastewater, and waste management challenges and solutions, with an emphasis on issues specific to Hawai'i. Students will explore sustainable operational management of water, wastewater, and solid waste systems. This includes composting, recycling processes, energy from waste, and water quality testing. Students will take water samples and analyze water quality with state-of-the-art technologies.**Designations:**

Diversification: Physical Sciences — DP

**SSM 201: Sustainable Building Design, Construction, and Operations****Credits:** 3**Class Hours:** 3 lecture**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**Class Hours:** 3 lecture**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.**Designations:**

Diversification: Physical Sciences – DP

## THEATRE (THEA)

**THEA 221: Beginning Acting 1****Credits:** 3**Class Hours:** 3 lecture**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.**Designations:**

Diversification: Arts – DA

Graduation Requirement:

Alternative Communication – AC

**THEA 222: Beginning Acting II****Credits:** 3**Class Hours:** 3 lecture**Prereq:** "C" or higher in THEA 221 or equivalent training from another institution with approval of instructor.**Semester Offered:** Fall, 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.**Designations:**

Diversification: Arts – DA

## WELDING (WELD)

**WELD 17: Introduction to Welding****Credits:** 2**Class Hours:** 4 lecture/lab**Prereq:** "C" or higher or concurrent enrollment in WELD 18.**Semester Offered:** Fall**Description:** This course is an introduction to Oxy/Acetylene and basic arc welding procedures in the workplace in accordance with American Welding Society (AWS) standards. Students will learn the proper safety techniques involved in handling welding equipment.**WELD 18: Shop Tools and Equipment****Credits:** 1**Class Hours:** 1 lecture**Prereq:** "C" or higher or concurrent enrollment in 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**Class Hours:** 1 lecture and 2 lecture/lab**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**Class Hours:** 1 lecture and 4 lecture/lab**Prereq:** "C" or higher in or concurrent enrollment in both 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

**Class Hours:** 1 lecture

**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.

## **ZOOLOGY (ZOOL)**

**ZOOL 105: Hawaiian Ethnozoology**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:** Cross-listed with HWST  
213.

**Semester Offered:** Fall

**Description:** This course studies  
Hawaiian fishes, birds, and other  
creatures--their identification and  
habitat and their place in the  
heritage of the Hawaiian people,  
methods of capture, conservation  
techniques, and practical uses.  
Hawaiian and biological  
terminology will be used.

**Designations:**

Diversification: Biological Sciences  
— DB

# WHO WE ARE

## Kaua'i Community College Faculty and Staff

### College Administration

JOSEPH DAISY | Chancellor  
B.A., Suffolk University, History  
M.Ed., Suffolk University, Education  
Ed.D. Nova Southern University, Educational Leadership

FRANKIE HARRISS | Vice Chancellor for Academic Affairs  
B.S., San Diego State University, Biological Sciences  
M.S., University of South Florida Tampa, Botany  
Ed.D. University of Liverpool, Higher Education

MARGARET SANCHEZ | Vice Chancellor for Student Affairs  
B.A., University of California Santa Cruz, Biochemistry and Molecular Biology  
M.A., Sonoma State University, Education

CALVIN SHIRAI | Interim Vice Chancellor for Administrative Services  
B.B.A., University of Oregon, Business Administration

VALERIE BARKO | Director of Institutional Effectiveness and University Center  
B.S., University of Louisiana, Biology  
M.S., Oklahoma State University, Wildlife and Fisheries Ecology  
Ph.D., Southern Illinois University, Zoology

### Faculty

MARY B.E. ALEXANDER | English  
B.A., Dartmouth College, English  
M.A., University of Hawai'i, English

JAMES D. ANDREWS | Electrical

CONSTANTE AZARES | Automotive Mechanics Technology  
A.S., Kaua'i Community College

HARRY J. BAKER | Librarian  
B.S., University of Florida, Psychology  
M.L.I.S., University of California Los Angeles, Library and Information Science

ALAN BOYES | History  
B.A., University of Hawai'i, History (minor in Philosophy)  
M.A., University of Hawai'i, History

EMILY BRODERICK | Biology  
B.S., University of the Virgin Islands, Marine Biology  
M.S., American University, Biology

TERRENCE A. BRUNS | Zoology  
B.S., Northern Arizona University, Biology  
M.A.T., Northern Arizona University, Biology (minor in Education)

ANDREW BUSHNELL | Emeritus

RICHARD W. CARMICHAEL | Emeritus

DENNIS CHUN | Hawaiian Studies  
B.A., University of Hawai'i, Liberal Studies (Hawaiian Studies)  
M.Ed., University of Hawai'i, Educational Administration

MALIA K. CHUN | Na Pua No'eau Program Coordinator  
B.A., University of Hawai'i, Hawaiian Studies

JOHN D. CONSTANTINO | Counselor/Student Life Coordinator  
A.A., Kaua'i Community College, Liberal Arts  
B.A., University of Hawai'i, Graphic Art  
M.A., Gonzaga University, Curriculum and Instruction

LAURA DILLMAN | Physical Education  
B.S., Abilene Christian University, Physical Education  
MS.Ed, Baylor University, Community Health Education

GIGI T. DRENT | Mathematics  
B.A., California State University, Fullerton, Mathematics (minor in Business Administration)  
M.A., California State University, Fullerton, Mathematics

WILLIAM W. DRESSLER | Student Success Coordinator  
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

SHARON EHLERS | Nursing  
B.S.N., Daemen College, Nursing  
M.S.N., University at Buffalo, Maternal & Women's Health Nursing  
• Certificate of Advanced Study, University at Buffalo, Adult Health Nursing

ALEXIS ERUM | Social Science  
B.A., M.A., University of Hawai'i, Sociology  
M.A.S., University of California Irvine, Criminology, Law and Society

MARIA M. FABRO | Nursing  
A.S., Kaua'i Community College, Nursing  
B.S.N., M.S.N., University of Hawai'i

ANTONIA F. FUJIMOTO | Early Childhood Education  
A.S., Canada College, Early Childhood Education  
B.S., California State University Dominguez Hills, Child Development  
M.A., Pacific Oaks College, Human Development  
• CCTS, Child Development Program Director

RYAN P. GIRARD | Mathematics  
B.S., University of Massachusetts, Mathematics; Meteorology  
M.S., University of Colorado, Applied Mathematics

DANA GUTZMAN | Nursing  
A.S., Shasta College, Nursing  
B.S.N., M.S.N., The University of Texas at Arlington, Nursing

MICHAEL W. HANNAWALD | Chemistry  
B.Sc., University of Mainz, Germany, Physics  
M.Sc., University of Mainz, Germany, Nuclear Chemistry  
Ph.D., University of Mainz, Germany, Astrophysics

MELISSA HENRY | Counselor  
B.S., University of Las Vegas, Criminal Justice  
M.Ed., University of Phoenix, Educational Counseling

KYOKO IKEDA-CHUN | International Program Coordinator  
B.A., Connecticut College, Psychology/Asian Studies  
M.A., Rikkyo University, Intercultural Communication Studies

DIANE M. JOHNSON | Librarian  
A.S., Becker Junior College  
B.A., Augsburg College, American Studies  
M.S.L.S., Simmons College, Library Sciences

ROBERT KAJIWARA | Head Librarian  
B.A., M.A., University of Hawai'i, History  
M.L.S., University of Hawai'i, Library Studies

JONATHAN W. KALK | Mathematics  
B.S., University of Wisconsin, Mathematics  
M.A., University of Hawai'i, Mathematics  
Ph.D., University of Hawai'i, Mathematics

LONI A. KALK | Mathematics  
M.S., University of Mississippi, Mathematics  
Ph.D., University of Mississippi, Mathematics

ANN KENNEDY | Business Education  
B.S., M.B.A., University of Hawai'i

BRIAN KOHATSU | Mental Health Professional  
B.S.W., M.S.W. - University of Hawai'i, Social Work

WAIHANG LAI | Emeritus

DUKE LANG | Carpentry

MARLA PUA LARSON | Counselor  
A.S., Hawai'i Community College, Data Processing  
B.A., University of Hawai'i-Hilo, Psychology  
M.Ed, University of Hawai'i, Educational Technology

CHRISTINA MAR | English  
B.A., University of California Los Angeles, English - Women's Studies  
M.A., Ph.D., University of California Riverside, English

VICTORIA MATHIS | Nursing  
B.S.N., University of Phoenix Honolulu, Nursing  
M.S.N., University of Hawai'i, Nursing

PATRICIA M. MCGRATH | English  
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

JEFFREY MEXIA | Professional Development Coordinator  
B.A., University of Hawai'i, English  
M.A., University of Hawai'i, English (concentration in Cultural Studies: Asia and the Pacific)



SHARON MILAN | Speech  
B.S., Southern Oregon State, Speech Communication  
M.A., San Francisco State University, Speech Communication

ERIN A. MILLARD | Mathematics  
B.S., M.A., Pacific University, Mathematics and Teaching

MICHAEL MILLER | Mathematics  
A.S., Corban University, Mathematics  
M.S., Oregon State University, Mathematics

DUANE MIYASATO | Culinary Arts  
A.S., Kapi'olani Community College, Food Service

WAYNE A. MIYATA | Emeritus

STEVEN Y. NAKATA | Culinary Arts

TAMMIE K. Y. NAPOLEON | Nursing  
A.A., Kaua'i Community College, Liberal Arts  
A.S. Kaua'i Community College, Nursing  
B.S.N., University of Hawai'i, Nursing  
M.S.N., University of Hawai'i, Pediatric Nurse Practitioner

ROBERT NII | Accounting  
B.B.A., University of Hawai'i, Accounting

MARK OMBRELLO | History  
B.S., Emory University, Anthropology and Philosophy  
M.A., University of Guam, Micronesian Studies  
M.A., Ph.D., University of Hawai'i, History

MARK S. OYAMA | Culinary Arts  
A.S., Kapi'olani Community College

ANTHONY PERRY | Wai'ale'ale Project  
B.S., Northwestern University, Speech  
M.F.A., Antioch University, Fiction

GEORGEANNE PURVINIS | Electronics  
B.S., M.S., University of Central Florida, Electrical Engineering  
Ph.D., University of Texas Arlington, Electrical Engineering

RICHARD RANDOLPH | English  
B.A., M.A., Portland State University, English  
Ph.D., University of New Mexico, English

PUALI'ILI'IMAIKALANI ROSSI | Hawaiian Studies  
B.A., University of Hawai'i Hilo, Hawaiian Studies, Anthropology  
M.A., University of Hawai'i, Hawaiian Studies

KURT RUTTER | Nursing  
M.S.N., Excelsior College, Nursing Education

SHAUNTE SADORA | Counselor  
B.S., Menlo College, Psychology  
M.S., Chaminade University, Counseling Psychology

ALICA SAMS | Counselor  
B.A., Simpson College, Psychology  
M.S., Drake University, Rehab Counseling

ERIC SAN GEORGE | English  
B.A., Fairfield University, English, Philosophy  
M.A., The College of New Jersey, English

GREGORY SHEPHERD | Music  
B.A., University of Hawai'i, Music  
M.A., University of Hawai'i, Music  
M.M., University of Hawai'i, Vocal Performance

KRISTINE SLAGLE | Nursing  
A.A.S., B.S.N., Southwest Baptist University, Nursing  
M.S.N., Walden University, Nursing  
D.N.P., Case Western Reserve University, Nursing Educational Leadership

DIRK N. SOMA | Business  
B.B.A., M.P.S., University of Hawai'i, Travel Industry Management

CHERYL A. STIGLMEIER | OCET Coordinator  
B.A., San Francisco State University, Social Work  
M.A., University of Hawai'i, Social Work

MARY C. SUMMERS | French, Hawaiian  
B.A., University of Colorado, French  
C.A., University of Hawai'i, Indo-Pacific Languages-Hawaiian  
M.A., University of Hawai'i, French (second language Hawaiian)

SHELLEY SUTTER | Counselor  
B.A., University of Colorado Boulder, Economics  
M.A., University of Colorado Denver, Counseling Psychology/Counselor Education

CANDACE TABUCHI | Hospitality and Tourism  
A.A., Kaua'i Community College, Liberal Arts  
B.B.A., University of Hawai'i West O'ahu, Business Administration  
M.B.A., University of Hawai'i, Business Administration

MAUREEN M. TABURA | Nursing  
B.S.N., The College of New Jersey, Nursing  
M.S.N., University of Hawai'i, Nursing Education

GORDON TALBO | Automotive Mechanics Technology  
C.A., Kaua'i Community College

WADE TANAKA | Counselor  
B.Ed., University of Hawai'i, Secondary Education, Health  
M.Ed., University of Hawai'i, Counseling and Guidance

STEPHEN TAYLOR | Physical Science: Earth Science  
M.S., University of California, San Diego, Oceanography  
Ph.D., University of California, San Diego, Oceanography

STEPHEN WATKINS | Digital/Media Art  
B.A., University of Central Florida, Radio/Television  
M.A., University of Central Florida, Instructional Technology/Media

BRIAN YAMAMOTO | Natural Science  
B.A., High Honors University of Hawai'i, Botany  
M.S., University of Hawai'i, Plant Pathology (Botanical Sciences)

CHARLIE YAMAMOTO | Emeritus

MUNEO YOSHIKAWA | Emeritus

## Administrative, Professional and Technical Employees

KEN ABIGANIA | IT Specialist  
B.S., DeVry University, Electronics Engineering

ALEXANDER AMORIN | Culinary Arts  
A.S., Kaua'i Community College, Culinary Arts

JEFF B. ANDERSON | Financial Aid Officer  
B.S., San Jose State College, Business Administration and Marketing

JUNO APALLA | Performing Arts Center  
B.A., Pacific University Oregon, Media Arts, Film and Video, Theatre  
M.B.A., University of Hawai'i, Business Administration

JORAE W. BAPTISTE | Human Resources Manager  
B.S., University of San Francisco, Business Administration Management Science

CARNA BROWN | Financial Aid Specialist  
B.B.A., Davenport University, Business Professional Studies

ROXANNE CARVALHO | Educational Specialist/Wai'ale'ale Project  
A.S., Kaua'i Community College, Liberal Arts  
B.S., University of Hawai'i-West O'ahu, Business Administration

TINA CASTRO | Educational Specialist (Tutoring Center)  
A.S, Penn Valley Community College, Early Education  
B.S., Avila College, Special Education  
M.L.A. Baker University, Education and Management

MALIA K. CHUN | Na Pua No'eau Program Coordinator  
B.A., University of Hawai'i, Hawaiian Studies

GARY J. ELLWOOD | Marketing Specialist  
B.A., St. Lawrence University, Philosophy  
M.A., Regent University, Television Program and Production

JOSHUA K. FUKINO | Hawaiian Studies  
B.B.A., University of Hawai'i-Hilo, Business Administration

DARYL L. GERARDO | Academic Support  
A.A.S., Kaua'i Community College, Automotive Mechanics Tech

ISAIAH K. KA'AUWAI | Title IX Coordinator/EEO Officer  
B.A., Saint Martin's University, Sociology  
M.A., Saint Martin's University, Counseling Psychology

TOM M. KAJIHARA | IT Specialist  
B.S., Hawai'i Pacific University, Computer Science

DEANNE KOSHI | Fiscal Administrator  
B.B.A, University of Hawai'i, Accounting

KATHLEN M. LEE | Academic Support  
B.A., University of Nevada Reno, English

RHONDA LIU | University Center  
B.A., University of Hawai'i, Anthropology  
M.P.H., University of Hawai'i-Mānoa, Public Health

S. LYN MCNUTT | Grant Writer  
B.A., University of California Los Angeles, Geography  
M.A., University of California Los Angeles, Geography

MARITZA MEDINA | Web Developer  
B.S., New York Institute of Technology, Computer Science

ESTHER MILLER | Instructional and Student Support Specialist  
A.A., Kaua'i Community College, Liberal Arts

NOEL MOCK | Bookstore Manager  
B.A., University of Hawai'i, Japanese Language

KAREN MORITA-LEE | Fiscal Accounting Specialist  
B.S., University of Phoenix, Business/Accounting

KIMI NAGAHISA | Academic Support  
B.S., Chaminade University of Honolulu, Criminology & Criminal Justice  
M.Ed., Chaminade University of Honolulu, Child Development

MAHIAI NAIHE | Allied Health & Safety Manager

SUEANN Y. OKADA | Graphic Artist  
B.F.A., Otis Art Institute of Parsons School of Design, Los Angeles

SHAWNELLE PALOMARES | Financial Aid Specialist  
B.S., University of Hawai'i, Family Resources

MARIO RUIZ | IT Specialist  
B.S., University of Hawai'i, Information and Computer Science

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B.A., Thomas Edison State College, Psychology

SARAH SHIRAI | Admissions and Records  
B.A., University of Arizona, Ecology and Evolutionary Biology

KAILANA A. SOTO | Admissions and Records  
B.A., Hawai'i Pacific University, Psychology

KENT TANIGAWA | Theatre Technician

PATRICK WATASE | Auxiliary and Facilities Manager  
A.S., Snow College, Electronic Technology  
B.S., Weber State College, Electronic Engineering Technology  
B.A., University of Hawai'i West O'ahu, Business Technology  
M.Ed., University of Hawai'i, Higher Education Administration

## Staff

RODEL AGPAOA | Office Assistant

IKAIKA AGUIAR | Security Officer

LEAH LEI AGUSTIN | Secretary

SHERI-LYN AMIMOTO | Secretary

DANILO BATULAYAN | Security Officer

CRYSTAL BETHEL | Office Assistant

D. KAHALE BLACKSTAD | Account Clerk

CURTIS BROYLES | Security Officer

JEFFREY CALLEJO | Office Assistant

JOSE CASTILLO | Building Maintenance

KIMBERLY DATE | Office Assistant

JENNIFER DEFUNTORUM | Secretary

KAREN DOIRON | Office Assistant

TESSIE R. EDURISE | Janitor

MARINA EUGENIO | Janitor

ROSS FERGUSON | Security Officer

REGINA IKEHARA | Library Assistant

CHERYL ITAMURA | General Laborer

LISA KA'AIHUE | Janitor

CLARICE KALI | Secretary

EVELYN KAMAI | Secretary

BENJAMIN LASTIMOZA | General Laborer

CAROL LLEGO | Office Assistant

MARISA MARSHALL-YOTSUDA | Janitor

JOHN MARTINEZ | Janitor

MELVIN MOMOHARA | Maintenance Mechanic

KERRI MURAOKA | Office Assistant

SUSAN MURPHY | Private Secretary

KIMBERLY O'BRIEN | Office Assistant

WILLIAM ORTIZ | Equipment Operator

PACITA RAMOS | Janitor

CRESANTE SANTOS | Building Maintenance

JUSTIN SETO | Janitor

DONNA SMITH | Office Assistant

DYANNE SOTO | Office Assistant

TERESITA TAGUDIN | Janitor

RYAN TEHADA | Security Officer

TINA UNCIANO | Human Resources Assistant

ANTHONY VEA | General Laborer

CLARENCE VISAYA | Security Officer

IRENE YOSHIOKA | Janitor