



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

# General Catalog 2024 • 2025

Ke Kulanui kaiāulu o Kaua'i



Kaua'i Community College  
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[kauai.hawaii.edu](http://kauai.hawaii.edu)



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## About this Catalog

The 2024-2025 catalog is an informational guide on steps to enroll, choosing a program, obtaining financial assistance, and getting the most out of your collegiate experience.

Students are encouraged to consult frequently with their academic advisors in order to stay informed about possible changes in this catalog, which includes policies and procedures.

Courses listed may not be offered every semester. However, a class schedule that lists courses currently being offered is available at:

**Kaua'i Community College - Class Availability:** <https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAU>.

A description of each course and program offerings with course requirements are located in links in the banner at the top of the Catalog.

The information in this catalog is current as of August 2024.

## General Information

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### Academic Calendars



The College operates on the semester system. 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 click on a tab below to expand to read.*

#### ACADEMIC CALENDAR SPRING 2024

##### January 2024

- 5 - Payment Due Date
- 8 - First day of instruction
- 8 - Begin fee charges for late registration:
  - \$30 late registration fee for all transactions
- 15 - Martin Luther King Day (Holiday)
- 16 - Last day to add semester courses
- 16 - Last day for 100% tuition refund for the semester-length course
- 31 - Last day for 50% tuition refund for the semester-length course
- 31 - Last day to withdraw from semester courses without a "W" grade

##### February 2024

- 19 - President's Day (Holiday)



## March 2024

- 8 - **NON-INSTRUCTIONAL day (NO CLASSES)**
- 18-22 - Spring Recess
- 22 - Last day to withdraw from semester courses with a “W” grade
- 22 - Last day for changes: Credit/No Credit option for semester courses, select Audit grade for semester courses and Incomplete grade changes
- 26- Kūhiō Day (Holiday)
- 29 - Good Friday (Holiday)

## April 2024

## May 2024

- 1 - Last day to petition for semester graduation
- 1 - Last day of instruction
- 2-9 - Evaluation/final examination days
- 10 - End of semester
- 10 - Commencement

## ACADEMIC CALENDAR SUMMER 2024

### SESSION I: MAY 20 - JUNE 28

#### April 2024

- 1 - Academic advising and registration for all students

#### May 2024

- 20 - First Day of Instruction
- 21 - Last day to register for Session I
- 21 - Last day to drop with 100% tuition refund for Session I
- 27 - Memorial Day (Holiday)
- 28 - Last day to drop with 50% tuition refund for Session I
- 28 - Last day to drop from Session I without “W” grade

#### June 2024

- 11 - Kamehameha Day (Holiday)
- 13 - Last day for changes: withdrawal from Session I with “W” grade, select credit/no credit option and declare audit
- 28 - Last Day of Instruction

#### August 2024

- 9 - Last day to petition for summer graduation

### SESSION II: JULY 1 - AUGUST 9

#### July 2024

- 1 - First Day of Instruction
- 2 - Last day to register for Session II
- 2 - Last day to drop with 100% tuition refund for Session II
- 4 - Independence Day (Holiday)
- 8 - Last day to drop with 50% tuition refund for Session II
- 8 - Last day to drop from Session II without “W” grade
- 25 - Last day for changes: withdrawal from Session II with “W” grade, select credit/no credit option and declare audit

## August 2024

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

## ACADEMIC CALENDAR FALL 2024

### August 2024

- 23 - Payment Due Date
- 26 - First day of instruction
- 26 - Begin fee charges for late registration:
  - \$30 late registration fee for all transactions

### September 2024

- 2 - Labor Day (Holiday)
- 3 - Last day to add semester courses
- 3 - Last day for 100% tuition refund for the semester-length course
- 17 - Last day for 50% tuition refund for the semester-length course
- 17 - Last day to withdraw from semester courses without "W" grade

### November 2024

- 4 - 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
- 5 - Election Day (Holiday)
- 11 - Veterans Day (Holiday)
- 28 - Thanksgiving (Holiday)
- 29 - Non- Instructional Day (NO CLASSES)

### December 2024

- 12 - Last day to petition for semester graduation
- 12 - Last day of instruction
- 13-19 - Evaluation/final examination days
- 20 - End of semester

## ACADEMIC CALENDAR SPRING 2025

### January 2025

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

### February 2025

- 5 - Last day for 50% tuition refund for the semester-length course
- 5 - Last day to withdraw from semester courses without "W" grade
- 17 - President's Day (Holiday)

### March 2025

- 17-21 - Spring Recess
- 26- Kūhiō Day (Holiday)



- 28 - Last day to withdraw from semester courses with “W” grade
- 28 - Last day for changes: Credit/No Credit option for semester courses, select Audit grade for semester courses, and Incomplete grade changes

#### April 2025

- 18 - Good Friday (Holiday)

#### May 2025

- 7 - Last day to petition for semester graduation
- 7 - Last day of instruction
- 8-15 - Evaluation/final examination days
- 16 - End of semester
- TBD - Commencement

## Accreditation

- Kaua'i Community College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (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 <https://www.acenursing.org/search-programs>.
- 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 mail (ACFEF, 6816 Southpoint Parkway, Ste 400, Jacksonville, FL 32216), telephone (800-624-9458 x249), or online ([www.acfchefs.org](http://www.acfchefs.org)). The last accreditation self study can be viewed by contacting the culinary program coordinator.
- 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 coordinator.
- The Kaua'i Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB). The Commission may be reached by mail (CAAHEP, 9355 - 113th St. N #7709, Seminole, FL 33775), telephone (727-210-2350), or online (<https://www.caahep.org/>). Please contact the program coordinator for additional information.
- 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. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available on their website (<http://www.benefits.va.gov/gibill/>).
- 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.





# 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 five 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

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## Kaua'i Community College Administration

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- Valerie Barko, Director of Institutional Effectiveness and University Center Kaua'i

# Average Graduation and Persistence Rates



GRADUATION AND PERSISTENCE RATES, FALL COHORTS FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES	
	Fall 2020 Cohort
	Kaua'i
<b>GRADUATION RATE -150% of normal time to completion</b>	29%
<b>Gender</b>	
Men	33%
Women	26%
<b>IPEDS Race/Ethnicity</b>	
Nonresident Alien	#
Hispanic/Latino	21%
American Indian or Alaska Native	#
Asian	38%
Black or African American	#
Native Hawaiian or Other Pacific Islander	#
White	47%
Two or more races	21%
Race and ethnicity unknown	#
<b>Federal Grant/Loan Recipient</b>	
Recipient of a Federal Pell Grant	22%
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	33%
<b>PERSISTENCE RATE - Still enrolled after 150% of normal time to completion</b>	9%
<b>TRANSFER OUT RATE</b>	9%

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, Analysis, and Planning Office, University of Hawai'i, March 2024



# Educational Mission

## MISSION STATEMENT:

Kaua'i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world. Ke kū nei ke Kulanui Kaiāulu ma Kaua'i ma ke 'ano he kahua e ho'oulu, ho'ā, a ho'oikaika 'ia ai ka 'ike a me ka na'auao o nā kānaka a'o aku a a'o mai no ka ho'owaiwai 'ana i ke kaiāulu a me ka honua.

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

First comes the foundation, then comes the building.

(‘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.

## Factors Which May Affect Your Credits

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

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

The extent of the classroom participation is at the option of the instructor. No credit is given for an audited course and an "L" will be posted on the grade report to indicate the audit. *Students must complete all regular admission and registration procedures in order to audit a course and regular tuition/fees must be paid.*

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

*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.

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

*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 “B” 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 on your second attempt. Please refer to [KCCP 4-07](#) (*Grade Replacement for Repeated Courses*) for additional information.

*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, the student must provide course description information from the catalogs of the previous colleges attended, along with syllabi. 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.



## Kaua'i Community College Office of Continuing Education and Training (OCET)

The [Office of Continuing Education and Training \(OCET\)](#) is committed to providing effective customized training that responds to the professional and personal development needs of our community's lifelong learners.



Non-credit course offerings are available through the OCET to meet the needs of business, visitor industries, and our community. We have courses and programs in the areas of business, computers, environmental health and safety, soft skill development, vocational upgrading, retraining for dislocated workers, and professional development and personal enhancement. Flexible, timely responsiveness to needs beyond the traditional college curriculum and a wide variety of distance learning courses are the hallmark of Kaua'i Community College's non-credit program.

OCET is a multi-faceted "self-support" program consisting of:

- Non-Credit Training
- Workforce Development
- Personal Enrichment
- [Performing Arts Center](https://www.kauai.hawaii.edu/performance-arts-center) (<https://www.kauai.hawaii.edu/performance-arts-center>)
- Apprenticeship Trades Training
- [International Education](https://www.kauai.hawaii.edu/international-programs) (<https://www.kauai.hawaii.edu/international-programs>)

Whether you're a business aiming to strengthen your team or an individual pursuing new certifications, KCC OCET is committed to providing high-quality, relevant training that supports your goals and drives success. Explore our offerings and discover how KCC can help you and your workforce thrive. Courses and trainings may be found on our website under the courses and programs tab (<https://ocet.kauai.hawaii.edu/courses/>).

## OCET

Location: Office of Continuing Education and Training (OCET) Building

Phone: (808) 245-8318

Office Hours: Weekdays, 7:45 AM - 4:30 PM

Email: [ocet@hawaii.edu](mailto:ocet@hawaii.edu)

Website: <https://ocet.kauai.hawaii.edu>



## Institutional Student Learning Outcomes (General Education)

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

1. **Written Communication:** Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.
2. **Oral Communication:** Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.
3. **Symbolic Reasoning:** Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
4. **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.
5. **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.
6. **Technological Competency:** Identify, allocate, and utilize technological resources effectively.
7. **Teamwork:** Participate proactively and interact cooperatively and collaboratively in a variety of settings.

8. **Respect for Diversity:** Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others' opinions, feelings, values, and individual expression.
9. **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.

**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.



## International Education

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

**In Canada:**

Humber College

**In Japan and Okinawa:**

Higashi Nippon International University / Iwaki Junior College  
Ishigaki City – Okinawa  
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 Niigata Prefecture  
University of the Ryukyus  
Yamaguchi Prefectural University  
Yamaguchi University

**In Korea:**

Jeju National University

**In New Zealand:**

Otogo Polytechnic

**International Programs**

Location: Office of Continuing Education and Training (OCET) Building

Phone: (808) 245-8368

Email: [kyokoi@hawaii.edu](mailto:kyokoi@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/international-programs>





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

The University Center (UC) at Kaua'i Community College works in partnership with the University of Hawai'i (UH) campuses to support online and hybrid programs and face-to-face programs for local residents on Kaua'i. The UC provides students with local support and other services to help students navigate their distance education journey.

The UH System offers over 60 degree and certificate programs supported by the UC using a variety of technologies. Students receive degrees or certificates awarded by the UH campus offering the program of study. Each year, an average of 41 students graduate from UC supported programs. 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.

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, is 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.

## Applied Science

- Certificate, [Hawaiian and Indigenous Health and Healing](#), UH West O'ahu
- BAS, [Hawaiian and Indigenous Health and Healing](#), UH West O'ahu
- BAS, [Health Information Management](#), UH West O'ahu

## Business and Hospitality

- ASC, [Accounting](#), Leeward CC
- CA, [Accounting](#), Kapi'olani CC
- CA, [Accounting](#), Leeward 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
- AS, [Accounting](#), Leeward CC
- AS, [Business](#), Kaua'i CC
- BA, [Business Administration, General Business Administration](#), UH West O'ahu
- BA, [Business Administration, Accounting](#), UH West O'ahu
- New BA, [Business Administration, Finance](#), 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
- BAS, [Applied Business and Information Technology](#), UH Maui College

- 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

- AS, [Creative Media](#), Hawai'i CC
- BA, [Creative Media](#), General Creative Media, UH West O'ahu

## Education

### Teaching License

- Advanced Professional Certificate (APC), [Special Education Mild/Moderate PK-12](#), Leeward CC
- Alternative Certification in Teaching, [Career and Technical Education \(CTE\) Licensure Track 1 or 2 \(6-12\)](#), Leeward CC
- BEd, [Dual Early Childhood and Early Childhood Special Education Hybrid](#), UH Mānoa
- BEd, [Education, Middle-level Education \(6-8\), English](#), UH West O'ahu
- BEd, [Education, Secondary Education \(6-12\), English](#), UH West O'ahu
- BEd, [Elementary Education Hybrid](#), UH Mānoa
- BEd, [Elementary/Hawaiian Language Immersion, Hybrid](#), UH Mānoa
- BEd, [Special Education Hybrid](#), UH Mānoa
- Post-Baccalaureate Certificate in Teacher Education, [Elementary](#), Elementary + Multilingual Learners (MLL) (K-6), [Secondary Hybrid](#), UH Mānoa
- Post-Baccalaureate Certificate in [Special Education, Hybrid](#), UH Mānoa
- Graduate 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
- Interdisciplinary Certificate, [Disability and Diversity Studies](#), UH Mānoa
- Graduate Certificate, [Ethnomathematics Summer Hybrid](#), UH Mānoa
- Graduate Certificate, [Literacy Leader: Literacy Specialist](#), UH Mānoa
- Graduate Certificate, [Online Learning and Teaching \(COLT\)](#), UH Mānoa
- Graduate Certificate, [Sustainability and Resilience Education Hybrid](#), UH Mānoa
- Graduate Certificate, [Multilingual Multicultural Professional Practice Hybrid](#), UH Mānoa
- Graduate Certificate, [TESOL Hybrid](#), UH Mānoa
- Graduate Certificate, [Reading Interventionist Online Synchronous](#), UH Mānoa
- MA, [Indigenous Language and Culture Education Hybrid](#), UH Hilo
- 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, Progressive Philosophy and Pedagogy Summer Hybrid, STEMS^2 Hybrid](#)), UH Mānoa
- MEd, [Early Childhood Education Summer Hybrid](#), UH Mānoa
- MEd, [Education](#), UH Hilo
- MEd, [Educational Foundations: \(Global Perspectives\)](#), UH Mānoa
- MEd, [Dual Learning Design and Technology \(LTEC\) & LISc](#), UH Mānoa
- MEd, [Learning Design and Technology \(LTEC\)](#), UH Mānoa
- MEd, Special Education, [Applied Behavior Analysis track](#) and [Leadership & Research](#) track, UH Mānoa
- MS, [Kinesiology and Rehabilitation Science \(Rehabilitation Counselor Education\)](#), UH Mānoa
- PhD, [Learning Design and Technology \(LTEC Doctoral Degree\) Hybrid](#), UH Mānoa



## Hawaiian Studies

- AA, [Hawai'i Iloa](#), Windward CC
- AA, [Hawaiian Studies](#), Kapi'olani CC
- Certificate, [Hawaiian Language](#), UH West O'ahu

## Humanities

- BA, [Humanities, English](#), UH West O'ahu
- Certificate, [Hawaiian-Pacific Studies](#), UH West O'ahu
- BA, [Humanities, Hawaiian-Pacific Studies](#), UH West O'ahu
- BA, [Humanities, History](#), UH West O'ahu

## Information and Computer Science

- CO, [Basic Logic and Programming \(Level 1 and Level 2\)](#), Leeward CC
- Certificate of Completion, [Cybersecurity](#), Maui College
- CO, [Data Science and Machine Learning](#), Maui College
- 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

## Law

- [Hawai'i Online JD Flex](#), UH Mānoa

## Liberal Arts

- 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 \(Business Core\)](#), Windward CC
- AA, [Liberal Arts, Business Administration](#), Kapi'olani CC
- AA, [Liberal Arts, Elementary Education](#), Kapi'olani CC
- AA, [Liberal Arts, Human Development and Family Studies](#), Kapi'olani CC
- AA, [Liberal Arts, Secondary Education](#), Kapi'olani CC
- AA, [Liberal Arts, Social Work](#), Kapi'olani CC

## Medical and Health Care

- ADN to BS, [Online Associate Degree in Nursing to Bachelor of Science Hybrid](#), UH Mānoa
- [RN to BSN Hybrid](#), UH Hilo
- Graduate Certificate, [Clinical Research](#), UH Mānoa
- MPH-DE, [Master of Public Health, Health Policy, and Management](#), UH Mānoa
- MS, [Advanced Population Health Nursing \(APHN\) Hybrid](#), UH Mānoa
- DNP, [Adult-Gerontology Primary Care NP, Family NP, and Post Master's in Organizational Leadership Hybrid](#), UH Mānoa

- DNP, [Nursing Practice](#), UH Hilo

## Public Administration

- AS, [Legal Studies \(Paralegal\)](#), Kapi'olani CC
- Certificate, [Disaster Preparedness and Emergency Management \(DPEM\)](#), UH West O'ahu
- Certificate, [Health Care Administration \(HCAD\)](#), UH West O'ahu
- Certificate, [Long Term Care](#), 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](#), Leeward CC
- Certificate, [Ethnic Studies](#) UH Mānoa
- Certificate, [Law and Society](#), UH Mānoa
- Certificate, [Labor Studies](#), UH West O'ahu
- Certificate [Peace Studies](#), UH Mānoa
- Certificate [Peace Corps Prep](#), UH Mānoa
- Certificate [Substance Abuse and Addictions Studies](#), UH West O'ahu
- Certificate, [Women, Gender, and Sexuality 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, [Psychology](#), UH Mānoa
- BA, [Social Sciences, Political Science](#), UH West O'ahu
- BA, [Social Sciences, Psychology](#), UH West O'ahu
- BA, [Sociology](#), UH Mānoa
- BA, [Women, Gender, and Sexuality Studies](#), UH Mānoa
- BSW, [Social Work](#), UH Mānoa
- Graduate Certificate, [Advanced Women, Gender, and Sexuality Studies](#), UH Mānoa
- Graduate Certificate, [Conflict Resolution](#), UH Mānoa
- MA, [Counseling Psychology \(Specialization in Clinical Mental Health Counseling\)](#) Hybrid, UH Hilo
- MSW, [Social Work](#), UH Mānoa

## Sustainability

- Academic Subject Certificate, [Sustainability](#), Kapi'olani CC
- Certificate, [Sustainability Issues](#), UH West O'ahu

## Veterinary Studies

- CA, [Veterinary Assisting](#), Hybrid, Windward CC
- AS, [Veterinary Technology](#), Hybrid, Windward CC



## University Center

Location: One Stop Center, Room 206

Phone: (808) 245-8330

Email: [uckauai@hawaii.edu](mailto:uckauai@hawaii.edu)

Website: [kauai.hawaii.edu/university-center](http://kauai.hawaii.edu/university-center)



# Getting Started at Kaua'i Community College

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## Steps to Enroll

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! Contact the Admissions and Records Office at (808) 245-8225 or [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu) for more information.

Please select one of the student types below that best describes you and follow each step carefully.

I Am A ...

### First-Time College Student

*A recent high school graduate or a student who is attending college for the first time with no prior college attendance.*

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

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

#### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

#### Step 3: [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.

Your username followed by "@hawaii.edu" (e.g., [student@hawaii.edu](mailto:student@hawaii.edu)) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### Step 4: Create an [FSA ID](#) or Complete the Financial Aid Application ([FAFSA](#))

Create or update your Federal Student Aid ID (FSA ID) and/or complete the Free Application for Federal Student Aid (FAFSA) online. For more information on grants, scholarships and student loans visit the [Financial Aid website](#) or [studentaid.gov](http://studentaid.gov).

#### Step 5: [Placement/Assessment](#)

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss placement options.

#### Step 6: [Health Clearances](#)

[Health requirements](#) need to be cleared in order to register for classes.



- [Health Clearance Form](#) (PDF)

### Step 7: [Academic Advising](#)

An academic advisor will help you select classes, register, and explore career options. Academic advising is required for all incoming first year students. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

### Step 8: [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

[APPLY NOW!](#)

## Transfer Student from non-UH campus

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

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

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

### Step 2: [Check Your Acceptance Email](#)

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [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.

Your username followed by "@hawaii.edu" (e.g., [student@hawaii.edu](mailto:student@hawaii.edu)) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: [Transfer Credit Evaluation](#)

Complete the [Transfer Credit Evaluation 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 Course Transfer Database](#) as a guide to evaluate general education credits.

### Step 5: [Do I need to take a Placement Test?](#)

If you haven't completed any English or Math courses at your previous institution, please follow these instructions to take the [UHCC EdReady Placement/Readiness](#).

#### **Step 6: [Health Clearances](#)**

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

#### **Step 7: [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 8: [Academic Advising](#)**

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

[APPLY NOW!](#)

## Transfer Student from UH campus

*A student who is currently attending another UH campus.*

*(Note: A student who is not currently enrolled but attended another UH campus should refer to the Returning Student section.)*

#### **Step 1: [Submit the UH Change of Home Institution Form](#)**

The UH Change of Home Institution Form (online) 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).

*The deadline to submit the form is no later than the first day of instruction.*

#### **Step 2: Check Your Acceptance Email**

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

#### **Step 3: Transfer Credit Evaluation**

Complete the [Transfer Credit Evaluation Form](#) and submit it to the Admissions & Records Office for an official transcript evaluation. If you have taken courses from a college or university outside the UH system, then official transcripts must be sent from EACH non-UH campus directly to the Admissions & Records Office. Transcripts received by another UH campus may be sent internally upon request.

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 Course Transfer Database](#) as a guide to evaluate general education credits.

#### **Step 4: 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 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 5: [Academic Advising](#)

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

## Returning Student

*A student who is returning to Kaua'i CC who was enrolled or accepted within the past two years, can contact the Admissions & Records Office and request a Rollover Acceptance.*

*A student who is returning to Kaua'i CC after taking two or more years off must complete the below steps.*

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

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [Reactivate your UH Username](#)

Upon acceptance, you can reactivate your 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.

Your username followed by “@hawaii.edu” (e.g., [student@hawaii.edu](mailto:student@hawaii.edu)) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: Create an [FSA ID](#) or Complete the Financial Aid Application ([FAFSA](#))

Create or update your Federal Student Aid ID (FSA ID) and/or complete the Free Application for Federal Student Aid (FAFSA) online. For more information on grants, scholarships and student loans visit the [Financial Aid website](#) or [studentaid.gov](http://studentaid.gov)

### Step 5: [Academic Advising](#)

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

**[APPLY NOW!](#)**

## Non-Degree Seeking Student

*A student who wants to enroll in classes for personal enrichment*

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

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [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.

Your username followed by "@hawaii.edu" (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: [Placement/Assessment](#)

If you plan to enroll in English or math courses or any course with English or math prerequisites, then call the Counseling Office at (808) 245-8212 to discuss placement options.

### Step 5: [Health Clearances](#)

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

[APPLY NOW!](#)

## High School Student

*A high school student taking college courses.*

Our Early Admission programs allow high school students to enroll in college classes and earn credits toward high school graduation and a college degree. There are several different Early Admission programs in Hawai'i that eligible high school students can participate in. The most common programs are Early College and Running Start.

### 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 Kama'āina Application](#)

### Step 3: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

#### 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.

Your username followed by “@hawaii.edu” (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### Step 5: [Placement/Assessment](#)

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss 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.

#### Step 6: Submit the appropriate approval form with signatures to KCC's Admissions & Records Office

*A new form must be submitted each semester for continued participation in the program. Form can be dropped off during office hours or emailed to [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).*

- [Dual Credit Application Form](#)
  - Early College
  - Running Start
- [Early Admissions Approval Form](#)
  - Public and private high school students not seeking high school credit
- [Early Admissions Approval Form \(Home-Schooled Applicants\)](#)
  - Home-schooled students 16 years of age or older

#### Step 7: Get Registered

New Running Start and Early Admit students will be contacted by our Transitions Specialist to assist them in registration. Continuing students will be registered and receive an email confirmation. Classes are restricted to those listed on the approval form. For any questions, please call 808-245-0127.

Early College students are registered for classes by the Admissions & Records Office. Students must contact their high school Early College coordinator for more information regarding class offerings.

### 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

Veterans planning to use their educational benefits may visit <https://www.kauai.hawaii.edu/veterans-enrolling> for additional information.

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**

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

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- If you are a veteran or an individual eligible to use VA (Veteran Affairs) educational benefits and live in Hawai'i, there is no application fee and you may qualify to pay resident tuition rates.
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15



- Students using VA benefits must declare a major or select an approved program of study to receive benefits. See [WEAMS](#) for a complete list of approved programs.

If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).

### Step 1B: Apply for VA Education Benefits

- Go to <https://www.va.gov/education/about-gi-bill-benefits/>.
- Students seeking to use [Tuition Assistance](#), should meet with an Education Counselor at the Education Center located at your military base to identify your TA portal.
- For additional assistance, call the Veterans' Support Center at (808) 245-8391.

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [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.

Your username followed by "@hawaii.edu" (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: Submit Certificate of Eligibility (COE)

A copy of your COE must be submitted to the VA School Certifying Officials (Admissions & Records Office) at [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). Students receiving the following VA benefits must submit the COE:

- Chapter 33 (Post 9/11 and Post 9/11 - Transfer to Dependents)
- Chapter 30 (Montgomery GI Bill® Active Duty)
- Chapter 35 (Survivors' and Dependents' Educational Assistance)
- Chapter 1606 (Montgomery GI Bill® Selected Reserve)

Students receiving the following VA educational benefits are not required to submit the COE:

- [Veteran Readiness and Employment \(VR&E\)](#)
- Reservists/Active Duty/Guard using Tuition Assistance funds

For questions contact the U.S. Department of Veterans Affairs: 1-888-442-4551.

### Step 5: [Request Transcripts](#)

- Army, Coast Guard, Marines and Navy transcripts can be requested through: <https://jst.doded.mil/jst/>.
- Air Force CCAF transcripts can be requested through [Air University](#).
- Mail directly (unopened) all civilian prior education transcripts to Kaua'i Community College, Admissions & Records, 3-1901 Kaumuali'i Hwy., LThu'e, HI 96766
- Complete the [Transfer Credit Evaluation Request Form](#) and return to [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).

### 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: [Placement/Assessment](#)

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss placement options.

#### **Step 8: [Health Clearances](#)**

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

#### **Step 9: [Academic Advising/Registration of Classes](#)**

An academic advisor will help you select classes, register, and explore career options. Academic advising is required for all incoming first year students. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

#### **Step 10: [VA Enrollment Certification Form](#)**

After you have registered for classes, complete the VA Enrollment Certification Form and submit it to the Admissions & Records Office at [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).

- The VA Enrollment Certification Form does not apply to those using Tuition Assistance funds.
- The VA Enrollment Certification Form needs to be completed at the beginning of EACH semester.

#### **Step 11: Purchase Books**

Books may be purchased at the [Kaua'i Community College Bookstore](#) in person or online.

- **IDAP charges** tend to be applied after classes start and are to be paid with your book stipend.

#### **Step 12: 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.

- Contact Veteran Support Counselor, Alicia Sams (808-245-8317, [samsa@hawaii.edu](mailto:samsa@hawaii.edu)) to schedule a tour of the Veterans' Support Center on campus.

### Senior Citizen Visitor Pass

*Kaua'i Community College offers a "Senior Citizen Visitor Program" to bona fide residents of the State of Hawai'i who are 60 years of age or older.*

- No tuition and fees will be charged for the classes you attend as a senior visitor. You are expected to comply with all College policies while a visitor at the campus
- You will not receive any credit for classes that you attended as a visitor, nor will a record of your enrollment be kept. If you wish to receive credit or have records for a class, you must enroll as a regular student and pay the applicable tuition and fees.

The Senior Visitor Pass is valid for one semester only. If you wish to continue the next semester, you will need to submit another Senior Citizen Visitor Pass application. If you have any questions, please contact the Admissions & Records Office at (808) 245-8225.

#### **STEP 1: [Class Availability](#)**

Check to see that the class you are interested in still has seats available.

#### **STEP 2: Submit Senior Citizen Visitor Pass Application**

Come to the Admissions & Records Office after the late registration period. See the [academic calendar](#) for specific dates.

- Must meet course prerequisite(s)
- Must be clear of UH financial obligations

### STEP 3: Health Clearance

Every senior visitor must submit a Tuberculosis (TB) Clearance, MMR immunization record (born 1957 or later), and Tdap.

- [Health Clearance Form](#) (PDF)

### STEP 4: Instructor Approval

Once the above steps have been completed, Admissions & Records will issue your Senior Visitor Pass. This pass is valid only for open classes and is subject to the Instructor's approval. You must obtain approval for every class you wish to attend as a visitor by presenting the senior visitor pass to the instructor to be signed.

### STEP 5: Submit Senior Pass

Return your signed Senior Visitor Pass to the Admissions & Records Office to complete the application process.



## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/admissions-and-records>

## Career Center

Location: One Stop Center, 1st Floor

Phone: (808) 245-0132

Email: [kauaics@hawaii.edu](mailto:kauaics@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/careers>

## Financial Aid

Location: One Stop Center, 1st Floor

Phone: (808) 245-8360

Email: [kauccfao@hawaii.edu](mailto:kauccfao@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/financial-aid>

## Student Counseling

Location: One Stop Center, 1st Floor

Phone: (808) 245-8212

Email: [counskau@hawaii.edu](mailto:counskau@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/academic-advising>

## 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?

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 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) at <https://studentaid.gov/> 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 once you submit your application. You may be required to provide documentation to verify your residency status.

If you do not qualify as a bona fide resident of the state of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time you register, you must pay non-resident tuition. Once you are classified as a non-resident, you will continue to be classified as a non-resident until you can present satisfactory evidence to the registrar that proves otherwise.

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

## Prior Learning Assessment (PLA)

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



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

- A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and/or division chairperson. Requests for credit by equivalency exam can be submitted at any time during the semester. Examples of such examinations include the following:  
AP – Advanced Placement Examination  
CLEP – College-Level Examination Program  
DSST – DANTES Subject Standardized Tests  
IB – International Baccalaureate
- B. **Non-Collegiate-Sponsored Education Credit (NCSE)** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or division chairperson. Examples of such education credit include the following:
1. Military (e.g., Joint Services Transcript)
  2. American Council on Education (ACE) College Credit Recommendation Service
  3. Professional Licenses or Industry Certifications (nationally-or state-certified professionals)
- C. **Course Challenge / Credit by Institutional Examination (CBIE)** - Students who feel confident that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. In a Course Challenge/CBIE, students must demonstrate competency in a specific course and meet all Course Student Learning Outcomes (CSLOs) by completing, without instruction or tutorial assistance, a comprehensive written test, performance test, special project, and/or interview in the subject matter. The credit by examination must be approved by appropriate faculty and/or division chairperson. Note: Course Challenge option is not available for all courses. Courses for which credit is awarded based on Course Challenge/CBIE do not carry grades or grade points. Request for Exam by Institutional Credit may be submitted until week 12 of instruction (fall/spring).

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

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

Please see your academic advisor to review procedures for [PLA detailed in policy](#)

## Student Counseling

Location: One Stop Center, 1st Floor

Phone: (808) 245-8212

Email: [counskua@hawaii.edu](mailto:counskua@hawaii.edu)

Website: <http://kauai.hawaii.edu/academic-advising>



## 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. 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/>).
- You have completed level 4 at Hawai'i Community College - Intensive English Program

### 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 sent to you by email. 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 as 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, Thomas "No'eau" Keopuhiwa, keopuhiw@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.

## Disability Services

Location: One Stop Center, 1st Floor, Student Counseling Office

Phone: (808) 245-8317

Email: [samsa@hawaii.edu](mailto:samsa@hawaii.edu)

## Am I Eligible For Any Veteran Educational Benefits?

Kaua'i Community College is approved by the Hawai'i State Approving Agency to serve students who are eligible to receive education benefits from the Department of Veterans Affairs.

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>

## Public Law 115-407, Sections 103 and 104

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public Law 115-407), a student who is entitled to educational assistance under Chapter 31, Veteran Readiness & Employment, or Chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

The college shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> or contact the Veterans Education Call Center at 1-888-442-4551 (toll free central time).

## Veteran Services

Location: One Stop Center, 1st Floor, Student Counseling Office

Phone: (808) 245-8317

Email: [samsa@hawaii.edu](mailto:samsa@hawaii.edu)



## Can I Enter College While I Am Still Attending High School? EARLY ADMISSIONS

Our Early Admission programs allow high school students to enroll in college classes and earn credits toward high school graduation and a college degree. There are several different Early Admission programs in Hawai'i that eligible high school students can participate in. The most common programs are Early College and Running Start. For more information visit the [Early Admission Programs](#) website.

*Early College* is a partnership between the Hawai'i Department of Education and the University of Hawai'i that allows students attending a public Hawai'i high school 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. This partnership between the Hawai'i State Department of Education and the University of Hawai'i System allows high school students attending public and charter schools to enroll in college classes while earning both high school and college credits.

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

*Early Admit* is another Early Admission program open to public and private high school and home-schooled students. These students may not necessarily need the college course to fulfill their high school graduation or equivalency. However, students who successfully complete the college course will receive college credit.

Home-schooled applicants must be 16 years of age or older and not currently enrolled in a public, private, charter, or independent high school. Students must submit a valid copy of the State of Hawai'i Department of Education Exceptions to Compulsory Education Form (4140) and are subject to health clearances.

Contact the Admissions and Records Office [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu) for more information.





## College Costs and Financial Aid Programs

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### Financial Aid and Scholarship Programs

Financial Aid at Kaua'i Community College provides financial assistance to students who qualify. This assistance helps to supplement 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 Aid (FAFSA) at <https://studentaid.gov/>.

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.

## Financial Aid

Location: One Stop Center, 1st Floor

Phone: (808) 245-8360

Email: [kauccfao@hawaii.edu](mailto:kauccfao@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/financial-aid>





# Financial Aid Forms

[Financial Aid forms](#)



## 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

No. of Credits	Fees (per semester)	Resident Tuition (per credit)	Resident Total	Non-Resident Tuition (per credit)*	Non-Resident Total
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
<p>* Non-resident tuition may vary between community college campuses.</p> <p>* Students enrolled in all online courses will only be charged a <a href="#">\$27 Student Government fee</a></p>					

## Special Tuition and Fees

### Activity

A \$3 activity fee is charged to both residents and non-residents for the fall/spring terms. Students enrolled exclusively in online courses are not charged the activity fee.

### 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. Students enrolled exclusively in online courses are not charged the bus pass fee.

A validation sticker is placed on the Student ID card, and entitles ridership during the following months: Spring Semester - January to May and Fall Semester - August to December. To get your Kauai CC Student ID and Bus Pass, visit the Student Life Center Box Office located on the second floor of the Campus Center.

### 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 \$25 is assessed at the time the student submits the Application for Graduation. Additional fees may be charged for multiple degrees and/or certificates.

### Duplicate Diploma

For more information, please visit this [website](#).



## Late Registration

A fee of \$30 is charged when a student registers after the last day of regular registration for the fall/spring terms.

## 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>.

## 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.

Additional processing fees are charged for transcripts ordered online through the National Student Clearinghouse. Electronic transcripts are also available at an additional cost. For more information, please visit this [website](#).

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

## Payment of Tuition and Fees

All required tuition and fees must be paid by the student by the deadline of the campus offering the course. Listed within the links below is the registration deadline and tuition deadline for the academic year(s). If tuition is not paid by the established deadlines, a hold may be placed on the student's 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>

## Financial Aid Refund/Repayment

### Financial Aid Refund/Repayment Policy

Before dropping a class, please contact the Financial Aid office. 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.

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.

For more information, please contact the Financial Aid Office at 808-245-8360.

## 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, diplomas, registration, enrollment verifications, etc.

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/)).

## 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 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.

### **Career Center**

Location: One Stop Center, Room 105, 1st Floor

Phone: (808) 245-0132

Email: [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/careers>



## Department of Veteran Affairs

Kaua'i Community College is approved by the Hawai'i State Approving Agency to serve students who are eligible to receive education benefits from the Department of Veterans Affairs. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the U.S. Department of Veterans Affairs.

Information regarding the certification process, required documents, and frequently asked questions is located at [Veterans Enrolling | Kauai Community College \(hawaii.edu\)](https://www.kauai.edu/veterans). 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)).

More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> or contact the Veterans Education Call Center at 1-888-442-4551 (toll free central time).



## 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.

## Continuing Education and Training

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### Kaua'i Community College Office of Continuing Education and Training (OCET)

The [Office of Continuing Education and Training \(OCET\)](#) is committed to providing effective customized training that responds to the professional and personal development needs of our community's lifelong learners.

Non-credit course offerings are available through the OCET to meet the needs of business, visitor industries, and our community. We have courses and programs in the areas of business, computers, environmental health and safety, soft skill development, vocational upgrading, retraining for dislocated workers, and professional development and personal enhancement. Flexible, timely responsiveness to needs beyond the traditional college curriculum and a wide variety of distance learning courses are the hallmark of Kaua'i Community College's non-credit program.

OCET is a multi-faceted "self-support" program consisting of:

- Non-Credit Training
- Workforce Development
- Personal Enrichment
- [Performing Arts Center \(https://www.kauai.hawaii.edu/performance-arts-center\)](https://www.kauai.hawaii.edu/performance-arts-center)
- Apprenticeship Trades Training
- [International Education \(https://www.kauai.hawaii.edu/international-programs\)](https://www.kauai.hawaii.edu/international-programs)

Whether you're a business aiming to strengthen your team or an individual pursuing new certifications, KCC OCET is committed to providing high-quality, relevant training that supports your goals and drives success. Explore our offerings and discover how KCC can help you and your workforce thrive. Courses and trainings may be found on our website under the courses and programs tab (<https://ocet.kauai.hawaii.edu/courses/>).

### OCET

Location: Office of Continuing Education and Training (OCET) Building  
Phone: (808) 245-8318

Office Hours: Weekdays, 7:45 AM - 4:30 PM

Email: [ocet@hawaii.edu](mailto:ocet@hawaii.edu)

Website: <https://ocet.kauai.hawaii.edu>



## Campus Resources and Services

General Information and Telephone Numbers

### Academic Support Center 808-245-8394

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

- Accounting
- Chemistry
- History
- Math

- Science
- Writing

The Academic Support Center (ASC) provides individual and small group tutoring, both of which are available in person or online. The ASC also provides resource materials, instruction in individualized study skills (both one-on-one or via small group workshops), as well as assistance in basic word processing, email, internet use, and self-management skills. Computers and a printer for student use are also available at the center.

In addition to the ASC, Kaua'i Community College offers free, online, on-demand tutoring, through Tutor.com, which is accessible twenty-four hours a day, seven days a week. Tutors on the site are always available, even late at night and on weekends, when instructors and ASC tutors might not be. In addition to online meetings, students at KCC who use Tutor.com are able to drop off papers whenever convenient and receive detailed feedback on how to improve their essays. Tutor.com is easy to use and can be accessed on any device that connects to the internet. The service must be accessed through the students' MyUH account. Once signed in, they will be able to:

- Connect with over 3,000 qualified tutors
- View replays and transcripts of previous tutoring sessions
- Save their favorite tutors and set up tutoring appointments with them
- Take free practice quizzes to assess their skills
- Access tutoring help from their computers, mobile phones, or tablets

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

## **Academic Support Center**

Location: Learning Resource Center (Library), 1st Floor

Phone: (808) 245-8394

Email: [tcastro4@hawaii.edu](mailto:tcastro4@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/academic-support-center>







## Admissions and Records 808-245-8225

Visit the Admissions and Records Office for admission requirements, registration information, transcripts, grades, residency information, transcript evaluation, VA certification, and graduation. For more information, go to: <https://www.kauai.hawaii.edu/admissions-and-records>.

### Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)





## 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.

### Office of Alumni Relations

Location: 1314 South King Street, Suite B, Honolulu, HI 96814

Phone: (877) UH-ALUMS

Email: [contact@uhalumni.org](mailto:contact@uhalumni.org)

Website: [uhalumni.org](http://uhalumni.org)

## Apprenticeship Training Program 808-245-8318

The Apprenticeship Training Program at Kaua'i Community College delivers high-quality education and hands-on training for building industry trades. Our program supports apprentices in nine key trades: air conditioning, carpentry, electrical, masonry, plumbing, roofing, laborer, painting, and sheet metal. Apprentices benefit from practical on-the-job training while attending specialized and related courses at the College, ensuring a comprehensive educational experience.

**Important Notes:** Kaua'i 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 Kaua'i Community College.

**Goals:** The goals of the Kaua'i Community College Apprenticeship program are to:

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

Through the Apprenticeship Training Program, Kaua'i Community College is committed to advancing career skills and promoting professionalism within the local workforce.

**For more information on the Apprenticeship Program, benefits, and how to join:**

<https://labor.hawaii.gov/wdd/how-do-i-join-an-apprenticeship/>

### Apprenticeship Office

Location: Office of Continuing Education and Training (OCET) Building

Phone: (808) 245-8318

Email: [ocet@hawaii.edu](mailto:ocet@hawaii.edu)

Office Hours:

(Fall and spring semesters)

Monday - Friday: 7:45 AM - 4:30 PM

Saturday: 6:30 AM - 1:00 PM

(Summer and winter breaks)

Monday - Friday: 7:45 AM - 4:30 PM

## Available Learning Resources

### Testing Center

Kaua'i Community College's Testing Center supports student and community success by providing academic and

professional examination facilities both internally to faculty, staff, and students and externally to the Kaua'i community. The Testing Center is committed to maintaining the highest compliance with professional testing standards and practices, safeguarding confidentiality of records and exams, and creating an optimal testing environment. Please email [kautest@hawaii.edu](mailto:kautest@hawaii.edu) or call 808-245-8306 to make an appointment.

### **Academic Support Center**

Tutoring and study skills services are available free of charge! While most services will be provided remotely, a limited number of sessions will be offered in person. Please email [asckauai@hawaii.edu](mailto:asckauai@hawaii.edu) or call 245-8394 by 3:00 pm the day before you would like to schedule your appointment. If you know your tutor's contact information, you may contact him or her directly. Students can also use [tutor.com](http://tutor.com) at no charge through their My UH portal.

### **Library**

We are here to help with research for your course assignments. Please let us know how we can help. Email [kauailib@hawaii.edu](mailto:kauailib@hawaii.edu) or call 808-245-8233 to set up a phone or Zoom appointment or stop by the Library during open hours for in-person assistance.

### **Career Center**

Our career counselor is here to help you select a program of study, explore occupations, prepare for employment and apply for on-campus student jobs. You can click the link above to schedule an appointment, email [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or call 808-245-0132.

## **Bookstore 808-245-8273**

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

Students enrolled in distance classes may purchase books from the "home" campus. The "home" campus is the campus from where the course originates. For example, if you live on Kaua'i and take a distance course offered at Kapi'olani CC, Windward CC, or UH Hilo campus, you need to go to those campus websites to purchase your books. Go to the bookstore homepage website at <https://www.bookstore.hawaii.edu/manoa/main/default.asp> 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.

For computer hardware and software, please contact the bookstore for direction. Stock is not held in-store. 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 or 808-278-3107

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 SAFETY AND SECURITY NUMBERS

**Campus Security Assistance:** (808) 245-8399 or x399 from any campus phone

**During Electrical Outage Cell Phone:** (808)278-3107

**Anonymous Call or Text:** (808)278-3108

**Security Email:** [kauccps@hawaii.edu](mailto:kauccps@hawaii.edu)

**Website:** <https://www.kauai.hawaii.edu/campus-safety>

## 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)/COVID 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>).

### Contact Information

**Phone:** 808-245-8307

**Email:** [wellness@hawaii.edu](mailto:wellness@hawaii.edu)

## 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. Personality assessment, career/program exploration, job preparation services, individual counseling, workshops, career events, and classroom presentations are available. For more information about services, please visit <https://www.kauai.hawaii.edu/careers>.

To schedule an appointment, visit the Career Center, call 808-245-0132, email [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu), or schedule an appointment on [Star Balance](#).

### Career Center

Location: One Stop Center, Room 105, 1st Floor

Phone: (808) 245-0132

Email: [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu)

Website: <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

[Who is my Academic Counselor?](#)

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.

### Student Counseling

Location: One Stop Center, 1st Floor

Phone: (808) 245-8212

Email: [counskau@hawaii.edu](mailto:counskau@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/academic-advising>



# Distance Education Classroom 808-245-0108

DE Classroom Services include technology and computer technical support, computer loans, space to participate in online courses, and comfortable areas to collaborate with peers. This classroom is for STUDENTS and was the vision of the Keleka'a Ho'ona'auao: Education Delivered Through Distance Education Title III grant to support University Center and distance learning students.

## DE Classroom Walk-in Hours (Times are subject to change)

Monday – Thursday 8:00 AM – 4:00 PM

Friday 8:00 AM – 3:30 PM

## DE Classroom

**Location:** Library, 2nd floor

**Phone:** 808.245.0108

**Email:** [dekauai@hawaii.edu](mailto:dekauai@hawaii.edu)





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

The University of Hawai'i campuses, including Kaua'i Community College, offer [distance learning courses \(https://www.uhonline.hawaii.edu/courses\)](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 \(https://www.kauai.hawaii.edu/kauai-cc-distance-learning\)](https://www.kauai.hawaii.edu/kauai-cc-distance-learning).

### Contact Information

**Phone:** 808-245-8212

**Email:** [counskau@hawaii.edu](mailto:counskau@hawaii.edu)



## Electric Vehicle Charging Stations

There are three electric vehicle charging stations located on-campus in front of the Daniel K. Inouye Technology Center. These are available when the campus is open. Prior to use, please download the ChargePoint App and visit [www.chargepoint.com](http://www.chargepoint.com) to establish an account. The ChargePoint Support Center number is 1-888-758-4389.

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

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 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 that may have difficulty attending college without such assistance. This assistance helps families or individuals 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 financial 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](http://kauai.hawaii.edu/financial-aid)

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

## Financial Aid

Location: One Stop Center, 1st Floor

Phone: (808) 245-8360

Email: [kauccfao@hawaii.edu](mailto:kauccfao@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/financial-aid>

## Kīpaipai First Year Experience 808-245-0107

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](#)

## Contact Information

E-mail: [KCCFYE@hawaii.edu](mailto:KCCFYE@hawaii.edu)

Telephone: 245.0107

## Hale Mālama (808-245-8346)

Hale Mālama is dedicated to the health, safety, overall well-being, and quality of life for all students at Kaua'i Community College. We believe students who are able to uncover their voice, discover their purpose, and recover their individual truth will not only take their place in society as strong and resilient individuals but will also have the academic passion to create positive change.

We offer the following services:

### Human Needs and Supportive Services

- Child care assistance
- Campus student emergency aid
- Meal voucher program
- Ho'ai Food and Goods Pantry
- SNAP application assistance
- Community referrals

### Mental Health and Wellness

- Individual and group counseling
- Educational and wellness workshops
- Crisis intervention & safety planning
- Brief solution-focused therapy
- Art therapy
- Mental health assessments
- Community resources referrals

### C.A.R.E.S Team and Referrals

- Identifies and assesses individuals experiencing academic, emotional, and/or psychological challenges
- Provides early intervention and case management for students
- Make a referral [here](#)





# HĀLE MĀLĀMA

## Hale Mālama

Mental Health and Well-Being

Location: Learning Resource Commons (LRC 120/121)

Phone: (808) 245-8346

Email: [carekcc@hawaii.edu](mailto:carekcc@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/our-team>

Human Needs and Supportive Services

Location: Learning Resource Center - Library (LRC 119)

Phone: (808) 245-0106

Email: [kauaihn@hawaii.edu](mailto:kauaihn@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/support-outreach-services>

C.A.R.E.S Team and Referrals

Location: Learning Resource Center - Library (LRC 105)

Phone: (808) 245-8397

Email: [lnebre@hawaii.edu](mailto:lnebre@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/cares-team-referrals>

## Handicapped Parking 808-245-8399 or 808-278-3107

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>

## 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>

## International Programs

Location: Office of Continuing Education and Training (OCET) Building

Phone: (808) 245-8368

Email: [kyokoi@hawaii.edu](mailto:kyokoi@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/international-programs>



## 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.

## 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 KCC Library provides a diverse collection of materials and services in support of the College curriculum. Research assistance and instruction on information literacy is provided in both traditional in-person and electronic formats.

The KCC Library has a collection of over 48,000 physical books, nearly 300 DVDs and provides access to over 250,000 e-book titles and 40,000 streaming videos. Along with e-books and videos, the Library provides access to full-text online databases that provide access to over 58,000 journal titles and millions of magazine and journal articles. Interlibrary loan service provides access to the 4 million print books within the UH System libraries, all free of charge.

The Library offers ample seating for students and provides a number of small group meeting rooms. Computer workstations within the library provide access to the University of Hawai'i Libraries' information resources including the electronic catalog (Alma) and UH online databases. These workstations all have webcams for synchronous meetings and also provide access to the internet, UH email, and other software to support student learning such as LauLima, Microsoft Office and Google Apps for Education. The library also provides Wi-Fi for personal devices. Printing services are available from the computer workstations. Course reserves are available at the circulation desk. Other services in the Library include a Knowledge Imaging Center (KIC) book scanner and a microfilm reader/printer. Chromebooks, laptops and other technology can be borrowed free of charge for semester loans. Please visit the KCC Library website at [kauai.hawaii.edu/library](http://kauai.hawaii.edu/library) for more information and for current hours.

### Library

Location: Learning Resource Center

Phone: (808) 245-8233

Website: [kauai.hawaii.edu/library](http://kauai.hawaii.edu/library)





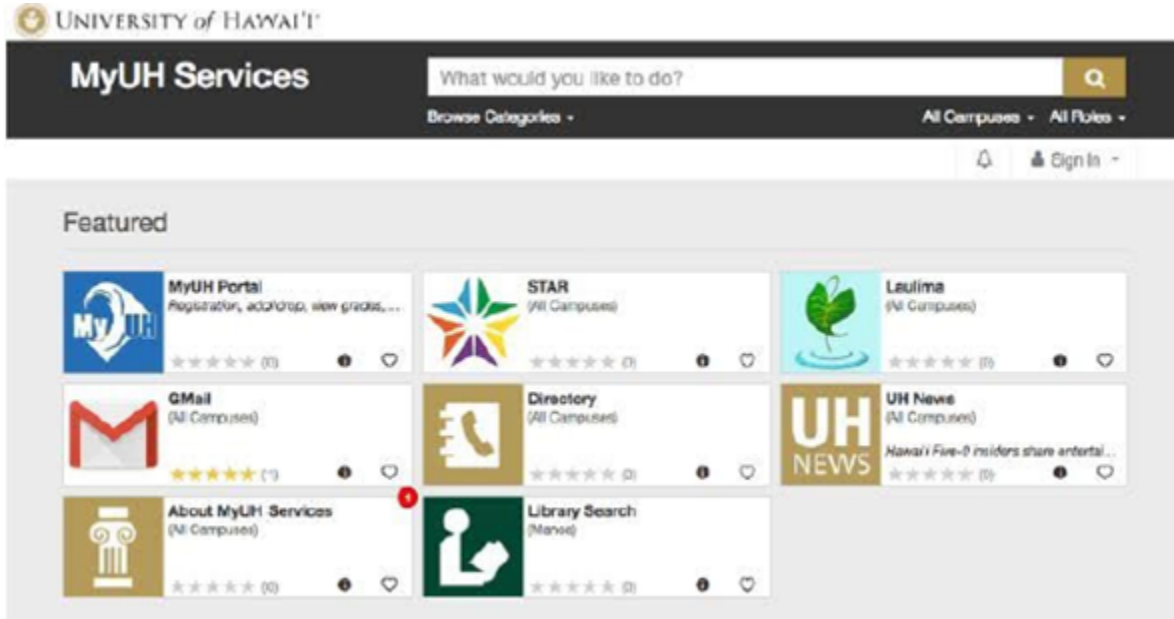
## Lost and Found 808-245-8233

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

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>.

### Student Counseling

Location: One Stop Center, 1st Floor

Phone: (808) 245-8212

Email: [counsca@hawaii.edu](mailto:counsca@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/student-orientation>

## Parking 808-245-8399 or 808-278-3107

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)

Welcome to the Kaua'i Community College Performing Arts Center (PAC), a premier venue celebrated for its exceptional international, national, and local cultural performances. Since its grand opening in the fall of 1995, the PAC has been the heartbeat of Kaua'i's vibrant arts scene, hosting a diverse array of sold-out productions and unforgettable performances.

The PAC boasts a seating capacity of 550, with 12 additional spaces thoughtfully designed for wheelchair patrons, ensuring accessibility and comfort for all guests. Our state-of-the-art performing stage and backstage rehearsal areas are specifically engineered to accommodate dance group productions, providing the perfect setting for both intricate choreography and dynamic performances.

Whether you're an avid theatergoer or a performer seeking a top-tier venue, the Kaua'i Community College Performing Arts Center stands as a testament to our commitment to the arts and cultural enrichment of our community. Join us and experience the magic of live performance in an environment designed to inspire and captivate.

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

## PAC Theatre Manager

Email: [kccpac@hawaii.edu](mailto:kccpac@hawaii.edu)

Website: <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 life center with a pool table, ping-pong table, satellite television access, vending machine, coffee, tea and a microwave. 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 use of tennis courts.

Students have access to a weight room through class participation.

## Services to Hawaiian Students 808-245-8212

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.

Call the Counseling and Advising Office at 808-245-8212 to meet with your Academic Counselor for your major.

Hale Mālama is dedicated to the health, safety, overall well-being, and quality of life. For assistance, please call 808-245-8346 or 808-245-0106.

## Student Counseling

Location: One Stop Center, 1st Floor  
Phone: (808) 245-8212





## Services to Single Parents 808-245-0113

[Bridge to Hope](#) (BTH) provides services to single parents pursuing vocational, career or technical certificates/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.

## Disability Services

Location: One Stop Center, 1st Floor, Student Counseling Office

Phone: (808) 245-8317

Email: [samsa@hawaii.edu](mailto:samsa@hawaii.edu)

## 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 Kauai Community College Student Government (ASUH-KCC SG) is the official chartered student senate organization of the College. The senate is comprised of an executive board and student representatives from each campus division.

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. The group 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

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; finish assignments on computers; study areas with free internet access; utilize the LCD televisions to watch a favorite sport or educational programs; vending machine, 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; watch sports on the LCD televisions; or play board games. The Student Life Box Office produces Student Identification Cards, Kaulana Bus Pass and gaming equipment.

The Student Life Office provides administrative support, leadership development, training and activity planning for all student-led groups such as ASUH-KCC Student Government, Registered Independent Student Organizations (RISO)

and 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>.

## Federal Financial Aid - Student Loans

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.

### Financial Aid

Location: One Stop Center, 1st Floor

Phone: (808) 245-8360

Email: [kauccfao@hawaii.edu](mailto:kauccfao@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/financial-aid>

## Testing Center 808-245-8306

The Testing Center offers a quiet environment for testing. We proctor a wide range of academic tests including placement tests, missed exams (with permission) and retakes, distance learning courses from other University of Hawai'i campuses (free) and schools outside the University of Hawai'i system (for a fee). For those interested in credit-by-examination, we offer CLEP and DSST exams.

The Testing Center also administers exams for professional certification or licensure. As an ASE partner, our automotive professionals can keep their certifications up-to-date without flying off-island. As a Pearson VUE Authorized Test Center, we provide more on-island opportunities for students and community members to advance in their careers. Please visit [PearsonVue.com](https://www.pearsonvue.com) for more information about 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.

### Testing Center

Location: One Stop Center, 1st Floor, Room 103

Phone: (808) 245-8306

Email: [kautest@hawaii.edu](mailto:kautest@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/testing-center>

## Transfer Center 808-245-8330

Start Here, Transfer to a UH 4-Year!

### Who We Are

- Students who are planning to transfer to a [University of Hawai'i](#) campus to complete a bachelor's degree or higher - explore your options at the new Transfer Center at Kaua'i Community College.
- The Transfer Center staff assists students who want to transfer to UH online or face-to-face programs.
- Our goal is to facilitate a smooth transition process and provide guidance to any student who wants to transfer.

## Transfer Center Support Services We Provide:

- Choose a major/career goal
- Explore UH online and face-to-face programs
- Explain transfer options, requirements, and process
- Pre-Advising
- Apply to the institution
- Register for classes
- Local support and connect you with resources
- Technology support (laptop/IPAD rental and technical assistance)

### **Transfer Center**

**Location:** One Stop Center, Room 206F

**Phone:** (808) 245-8330

**Email:** [tckauai@hawaii.edu](mailto:tckauai@hawaii.edu)

**Website:** <https://www.kauai.hawaii.edu/transfer-programs> (temporary)





## Transportation/Bus Pass

### Kaua'i Bus – Bus Pass

Students who have paid the required student activity and transportation fees each semester are eligible to apply for a Kaua'i CC Student ID and Kaulana Bus Pass. A validation sticker is placed on the Student ID card, and entitles ridership during the following months: Spring Semester - January to May and Fall Semester - August to December. To get your Kaua'i CC Student ID and Bus Pass, visit the Student Life Center 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

Online Learning with Local Support!

### Who We Are

- The University Center (UC) at Kaua'i Community College works in partnership with the University of Hawai'i (UH) campuses to support online and hybrid programs for local residents on Kaua'i.
- The UC provides local support and other services 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 UH distance learning facilitated programs to participate in commencement exercises on Kaua'i.
- UH offers over **60** degree and certificate programs.

Support services we provide to help students navigate their distance education journey:

- Choose a major/career goal
- Explore UH online and face-to-face programs
- Explain transfer options
- Pre-Advising
- Apply to the UH institution
- Register for classes
- Local support and connect you with resources
- Technology support (laptop/IPAD rental and technical assistance)

### University Center

Location: One Stop Center, Room 206

Phone: (808) 245-8330

Email: [uckauai@hawaii.edu](mailto:uckauai@hawaii.edu)

Website: [kauai.hawaii.edu/university-center](https://kauai.hawaii.edu/university-center)

## Veterans Education Benefits 808-245-8225

Kaua'i Community College is approved by the Hawai'i State Approving Agency to serve students who are eligible to receive education benefits from the Department of Veterans Affairs.

More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

### Contact Information:

**Phone:** 808-245-8391

**Email:** [veterans@hawaii.edu](mailto:veterans@hawaii.edu)

**Website:** <https://www.kauai.hawaii.edu/veterans-support-center>

## 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'i'hau residents an opportunity to take classes and give college a try 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 or other challenges in life, this program may be for you.

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



## College Policies and Procedures

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### 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

A student who earns less than a 2.0 GPA will be placed on probation during the following semester. Probationary status shall be noted on the student's official transcript.

A student on probation who subsequently achieves a 2.0 GPA or higher will be removed from probation.

A student on probation who earns above a 2.0 GPA for courses taken during the probationary semester, but earns under a 2.0 cumulative GPA will be placed on Continued Probation.

A student on probation who does not earn at least a 2.0 grade point average for courses taken during their probationary semester shall be suspended for the subsequent summer and fall or spring semesters.

The suspension will be noted on the student's official transcript and a registration hold will be placed on the student's account. Students returning after suspension are required to meet with an academic counselor in order to register for classes.

Students returning within two years after the suspended semester must request an acceptance rollover. Students returning after two years must submit a new online admissions application.

A student who earns higher than a 2.0 GPA during the semester following suspension, but less than a 2.0 cumulative GPA, will be placed on Probation After Suspension for the following semester.

A student who earns less than a 2.0 GPA during the semester following suspension, will be placed on suspension for the following semester.

A student who achieves above a 2.0 cumulative GPA during the semester following suspension will be removed from suspension and probation.

A student may appeal suspension by completing a suspension appeal form and submitting the request to the Vice Chancellor for Student Affairs.

Note: Veterans using educational benefits and eligible beneficiaries that remain on academic probation for more than two consecutive semesters are not eligible for VA enrollment certification. Benefits may resume after the student has achieved a cumulative 2.0 GPA or higher.

## Adding/Dropping Classes

### Add a Course



Students may register for courses online in STAR GPS during the open registration period until the deadline to add courses. Once the deadline has passed, students will need to complete a [Late Course Addition Request Form](#) and get approval from the instructor, as well as the Vice Chancellor for Student Affairs, if needed. It is not guaranteed that students will be able to add a course once the deadline has passed.

### Drop a Course

Students may drop courses online in STAR GPS. Dropping a course may have academic and financial implications. Please refer to the Academic Calendar for information on refunds and the deadlines for dropping with or without a “W” grade.

To avoid any financial and academic penalties (e.g. “F” grade), students must drop any unwanted classes by the deadline. All deadlines related to dropping semester length courses are found on the Academic Calendar. Deadlines related to non-semester length or modular courses are found on the [Class Availability](#) website.

*Erase Period* - Courses dropped before the first day of instruction and during the first 3 weeks of the semester will not be recorded on the student’s academic record and no grade will be not be assigned.

*Deadlines* - Check the Academic Calendar for both add and drop deadlines.

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

*Non-Semester Length Courses* - The last day to withdraw from courses that are completed in less than a semester is the instructional day prior to 60% completion of the course. Please refer to Class Availability on the college website for this date.

*Complete Withdrawal* - Students may drop all courses online via Star GPS prior to the deadline stated on the Academic Calendar.

*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.

## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)

## Attendance and Participation

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:

Students who do not attend, participate, or contact their course instructor 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. 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://go.hawaii.edu/HPP>) 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. Refer to the Academic Calendar.

## Student Counseling

Location: One Stop Center, 1st Floor

Phone: (808) 245-8212

Email: [counsca@hawaii.edu](mailto:counsca@hawaii.edu)

Website: <http://kauai.hawaii.edu/academic-advising>

## Change of Personal Data or Address

Students may update their mailing address and telephone number through MyUH services ([myuh.hawaii.edu](http://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 addresses cannot 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.

## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)

## Classification of Students

Students are classified as follows:

### By program enrollment:

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

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

**By number of credits enrolled:**

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

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

**By educational level:**

Freshman: Students who have completed 0 – 29.99 credits

Sophomore: Students who have completed 30 – 59.99 credits

**By registration status:**

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

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

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

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

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





## Course Substitutions

Course substitution is the process by which other courses may be used to satisfy program requirements for graduation. Students wishing to have a course substituted, should meet with their academic counselor to discuss whether the course can satisfy their program requirement.

A Course Substitution Request form must be initiated by the academic counselor and submitted to the Program Coordinator and Division Chair for approval. The approved form will be routed to the Admissions and Records Office for processing.

## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)

## Dean's List

Each semester the Dean's List recognizes students who have achieved academic excellence at Kaua'i CC.

To qualify, students must meet the following:

- Classified in a declared major,
- Enrolled in 9 credits or more at Kaua'i CC,
- Achieve a GPA of 3.5 or higher in the current semester

Classified students (students who have a declared major) who take 9 credits or more at Kaua'i CC and who achieve a GPA of 3.5 or higher in the current semester will be included on the Dean's List.





## Drug Free Workplace

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

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

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

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Code are available at the Office of the Vice Chancellor for Student Affairs.

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

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

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

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

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

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

## Family Educational Rights and Privacy Act of 1974 (FERPA) PRIVACY AND RELEASE OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA), as amended, establishes requirements regarding the privacy of student records. Kaua'i Community College has established policies and procedures with regards to privacy and the release of your individual educational records. Your primary rights protected under FERPA are:



## **Students' right to review and inspect their educational records**

Educational records are all records about you and maintained by Kaua'i Community College, with the following exceptions:

- Personal notes of faculty and staff
- Employment records
- Medical and counseling records used solely for treatment
- Campus security records
- Financial records of a parent or spouse
- Confidential letters and statements of recommendation placed in your record prior to January 1, 1975.
- Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in your record after January 1, 1975, for which you have waived your right to inspect and review.

## **Students' right to seek to amend their educational records**

If you believe your educational record is inaccurate or misleading, you may request that the College amend that record within 45 days after the day the College receives your request. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.

## **Students' right to control disclosure of certain portions of their educational records**

### **Directory Information**

In accordance with FERPA, the College has designated the following category of information about you as public, or directory information. This information will be routinely released to any inquirer unless you specifically request that all of the items on the list be withheld:

- Name of student
- Major field of study
- Class (i.e., freshman, sophomore, etc.)
- Participation in officially recognized activities
- Participation in officially recognized sports
- Weight and height of members of athletic teams
- Dates of attendance
- Previous institutions attended
- Full or part-time status
- Degree(s) conferred (including anticipated graduation dates)
- Honors and awards (including dean's list)

Lists of directory information will not be made publicly available to third parties.

### **Non-Directory information (private educational records)**

Many categories of information are considered restricted, sensitive, or protected and are used internally within the University of Hawai'i community. For example, information such as UH email address/user name, address (street and number), date of birth, social security, gender, and grades unless you grant permission to release.

The College may provide the UH Foundation with lists of students with the following information: name, school/college/division/department, degree, major and minor fields of study, UH email address, home address, and telephone number for the purpose of University and alumni relations.

### **Who can Request Access?**

Under FERPA, prior written consent must be obtained before your educational record may be disclosed to a third party, except to the extent FERPA authorizes disclosure without prior consent. Information will be released without your prior written consent to certain groups or individuals.

### **Instances may include**

- Lawfully issued subpoena or court order
- Authorized university officials who “need to know” to fulfill their professional duties
- Requests in connection with the health and safety of you or another person
- To audit or evaluate for educational programs, such as an accrediting organization to carry out accrediting functions or an authorized representative of the United States Secretary of Education.

## **Finally, students have the right to notify the U.S. Department of Education concerning an academic institution's failure to comply with FERPA regulations.**

Complaints can be filed [online](#) or by mail to:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Ave., SW  
 Washington, DC 20202-5901

### **Annual Notification of Rights Under the Family Educational Rights and Privacy Act.**

The University of Hawai'i system is required to notify enrolled students annually of their rights under FERPA.

## 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 Kaʻauwai, Title IX Coordinator & EEO/AA Officer  
(808) 245-8260  
[ikaauwai@hawaii.edu](mailto:ikaauwai@hawaii.edu)
- Thomas Noʻeau Keopuhiwa, Interim Vice Chancellor for Student Affairs/Deputy Title IX Coordinator for Students  
(808) 245-8274  
[noeau.keopuhiwa@hawaii.edu](mailto:noeau.keopuhiwa@hawaii.edu)
- Andrew Yamamoto, Human Resources Manager/Deputy Title IX Coordinator for Employees  
(808) 245-8323  
[andrewty@hawaii.edu](mailto:andrewty@hawaii.edu)

Employees or applicants for employment requesting disability accommodations may contact:

- Andrew Yamamoto, Human Resources Manager/Deputy Title IX Coordinator/ADA Coordinator for Employees  
(808) 245-8323  
[andrewty@hawaii.edu](mailto:andrewty@hawaii.edu)

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

- Hawaiʻi 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/>

**Isaiah Ka’auwai**  
 Title IX Coordinator & EEO/AA Officer  
 (808) 245-8260  
[ikaauwai@hawaii.edu](mailto:ikaauwai@hawaii.edu)

## Grades and Grade Point Average

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,” or “NC” 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	
CR Credit Granted	
CE Credit Granted (Credit by Examination)	
NC No Credit Granted	
L Audit	
<p><b>I</b>            A course grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor’s consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the “I” was awarded. IN NO CASE WILL AN “I” GRADE REVERT TO A “W” GRADE. SEE COLLEGE CALENDAR FOR SPECIFIC DEADLINES. To complete a course in which a student has received an Incomplete, the student must make arrangements with the instructor.</p> <p>Incompletes are granted only for a non-passing grade (F or NC), only for acceptable reasons typically due to circumstances out of the student’s control (e.g. lengthy student illness or family emergency during the semester), and only with the instructor’s consent.</p> <p>When an I grade is entered, the current student grade must also be paired with the I (IF or INC). If the student completes the essential missing work within the established deadline, in accordance with the agreement articulated by the course instructor, then the instructor will grade the newly submitted work and change the student’s final grade accordingly. An I grade counts towards credits attempted for financial aid purposes.</p> <p>Students are responsible for turning in all Incomplete work by the deadline agreed upon with their instructor, or the Incomplete grade will automatically convert to the currently paired course grade (IF converts to F and INC converts to NC). This deadline should not exceed the deadline stated in the academic calendar.</p>	



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.
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.

These requirements may be waived for cause at the option of the Vice Chancellor for Academic Affairs or the Chancellor. The Vice Chancellor or Chancellor may also approve the use of credit by examination to meet this requirement.

### **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 \$25 graduation fee is payable to the Business Office or through [MyUH](#) 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

The Academic Grievance Policy is 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 discrimination issues, are handled through the [Policy on Nondiscrimination and Affirmative Action](#). Grievances relating to student conduct matters are handled through the Student Conduct Procedure.

[More about Academic Grievances](#)

[UH-Kauai Community College Complaint Form](#)

# Health Insurance Requirement (International Students Only)

According to UH Policy ([BOR 7.207](#) and [EP 7.301](#)), all international students must demonstrate proof of enrollment in a health insurance program that meets the University of Hawai'i System minimum requirements before enrolling and throughout their programs of study. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

For more information on additional requirements for international students, refer to [International Programs Steps to Enroll](#).

# 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 in-person 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.

The following are required before students can register for in-person 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 maybe 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



Kaua'i Community College, as part of the University of Hawai'i system is committed to building an inclusive community that supports and advocates for all students. 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. We welcome people of all gender identities to our campus: lesbian, gay, bisexual, transgender, māhū and queer. Please visit the College's LGBTQ+ Resources webpage for specific resources (<http://www.kauai.hawaii.edu/lgbtq-resources>).

Any faculty/staff/student office displaying the Safe Zone poster has trained individuals who have declared themselves as allies and/or advocates for LGBTQ+ students and employees. Sponsored by the University of Hawai'i Commission on LGBTQ+ Equality, the Safe Zone Program's objective is for trained participants to utilize their gained knowledge and skills to foster a safe and inclusive community for LGBTQ+ students, faculty, and staff to promote social justice in the University of Hawai'i System.

KCC has two commissioners serving on the Commission on LGBTQ+ Equality:

**Pat McGrath, Commission Co-Chair and Kaua'i CC Commissioner**

Professor of English and LAH Division Chair

**Office:** Faculty 1 (FC1), Room 109

**Phone:** (808) 245-8316

**Email:** [pmcgrath@hawaii.edu](mailto:pmcgrath@hawaii.edu)

**Isaiah Ka'auwai, Kaua'i CC Commissioner**

Title IX Coordinator and EEO/AA Officer

**Office:** One Stop Center Suite 201, Room 201C

**Phone:** (808) 245-8260

**Email:** [ikaauwai@hawaii.edu](mailto:ikaauwai@hawaii.edu)

Title IX of the Education Amendments Act of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Since March 2021, Title IX has been interpreted to also prohibit discrimination on the basis of sexual orientation and gender identity. In addition to Title IX Coordinator Isaiah Ka'auwai, listed above, KCC has two Deputy Title IX Coordinators to ensure students' and employees' Title IX rights are protected. Please visit the College's Title IX webpage for specific resources (<https://www.kauai.hawaii.edu/title-ix>).

**Thomas No'eau Keopuhiwa**

Deputy Title IX Coordinator for Students

**Office:** One Stop Center Suite 201, Room 201B

**Phone:** (808) 245-8274

**Email:** [noeau.keopuhiwa@hawaii.edu](mailto:noeau.keopuhiwa@hawaii.edu)

**Calvin Shirai**

Deputy Title IX Coordinator for Employees

**Office:** One Stop Center

**Phone:** (808) 245-8230

**Email:** [shiraic@hawaii.edu](mailto:shiraic@hawaii.edu)

## Nondiscrimination

It is the policy of the University to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal statutes, rules, and regulations that prohibit discrimination. The University 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, or status as a covered veteran.

Executive Policy EP 1.202 is available at: <https://www.hawaii.edu/policy/docs/temp/ep1.202.pdf>

## Refund of Tuition and Fees

**Refund Policy**

Students who completely withdraw during the late registration (add) period will be entitled to a 100% refund of their tuition. Student activity fees will be refunded upon complete withdrawal from all classes at all UH campuses during the late registration period. Those who partially withdraw (drop one or more, but not all, classes) during the add period will be entitled to a full refund of their tuition but not their student activity fees. Please check the academic calendar for specific dates.

- **Semester-long classes** – Tuition refund period is approximately the first three weeks of the semester; 100% tuition refund during the late registration period and then 50% refund for the remaining week(s) of the refund period.
- **Non-semester long classes (greater than 10 days in length)** – Tuition refund period is the first 20% of the instructional period, which includes all calendar days from the first day of instruction, ending on the last day of instruction; 100% tuition refund during the late registration period and then 50% refund for the remaining week(s) of the refund period.

- **Non-semester long classes (10 days or less in length)** – No refunds will be given except before the first day of instruction.

### Refunds for Excess Funds/Credit Balance

There are generally two ways to receive your refund:

- **DIRECT DEPOSIT** (Electronically): Your refund will be processed within 3 to 5 business days from the date of your disbursement. For refunds to be processed electronically, you must sign up for e-Refunds through your [MyUH Services](#).
- **PAPER CHECK** (by Mail): Your refund will be processed on the 15th and the last business day of the month. If the 15th of the month falls on a weekend or holiday, paper checks will be issued on the business day prior to the weekend or holiday. The check will be mailed to the address reflected on your [MyUH Services](#). You are responsible for maintaining a correct mailing address on your MyUH Services.
- **CREDIT CARD** refunds may be issued if you are not a Financial Aid recipient and the transaction was made within the last 90 days

## Residency

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

Students who do not qualify as bona fide residents of the state of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the non-resident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a non-resident, a student continues to be 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. Detailed information is available in Hawai'i Administrative Rules Title 20, Chapter 4: [Determination of Residency as Applied to Tuition and Admission](#) (PDF).

### EVIDENCE OF RESIDENCE

The determination of residence for tuition purposes requires that the adult student (18 years of age or older) or in the case of a minor student (under 18 years of age), the student's parents or court-ordered guardians, has been a bona fide resident of Hawai'i for at least twelve consecutive months immediately prior to the first day of instruction.

The following may be accepted as evidence of bona fide residence::

1. Filing of the Hawai'i resident personal income tax return;
2. A Hawai'i State driver's license or Hawai'i State identification card issued at least twelve months preceding the first day of instruction;
3. Voting, or voter registration, in Hawai'i prior to the first day of instruction;
4. Ownership or continuous rental in Hawai'i beginning at least twelve months preceding the first day of instruction;
5. Carrying on of a business or the holding of an employment position in Hawai'i for at least twelve consecutive months immediately preceding the first day of instruction; or
6. Any other clear and compelling evidence of bona fide residence for at least twelve consecutive months immediately preceding the first day of instruction.

Other legal factors involved in making a residency determination include:

1. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see above evidence) 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.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.



3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A 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.
4. 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.
5. Time spent incarcerated in city, state, or federal jails or prisons shall not be counted in determining Hawaii residency for tuition purposes.

## **BOARD OF REGENTS EXEMPTIONS**

1. Non-residents may be allowed to pay resident tuition if they qualify as one of the following:
  1. East-West Center student grantees pursuing baccalaureate or advanced degrees.
  2. United States military personnel stationed in Hawai'i on active duty, and their authorized dependents during the period that the personnel are stationed in Hawai'i.
  3. Members of the Hawai'i National Guard and the Hawai'i Reserves.
  4. Native Hawaiians whose domicile is outside of Hawai'i.
  5. Employees of the university, their spouses, and their dependents. The faculty or staff member must be employed on a half-time basis or more; those excluded from collective bargaining must have an appointment exceeding three (3) months.
  6. Veterans eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty Program educational benefits per the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (P.L.116-315), who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  7. Individuals eligible to use transferred Post 9/11 GI Bill educational benefits per the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (P.L.116-315), who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  8. Individuals eligible to use educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  9. Individuals eligible to use educational assistance under the Survivors' or Dependents' Educational Assistance (Chapter 35) program, who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  10. Veterans with service-connected disabilities who are eligible for benefits provided for in Title 38, U.S. Code, Chapter 31, otherwise known as the Veteran Readiness and Employment or VR&E (formerly called Vocational Rehabilitation and Employment) program, who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  11. Graduate (GA), teaching (TA), and research assistants (RA), as a function of their appointment to an assistantship.
  12. Ph.D. students registering for only one credit hour of a dissertation course.
2. With the written approval of the chancellor/provost, campuses may, for those non-resident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the non-resident portion of tuition.
3. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation (collectively, "Pacific Island jurisdictions") which provides no public higher education institution granting

baccalaureate degrees, are charged 150 percent of the resident tuition rate. For citizens from Pacific Island jurisdictions that have a public higher education institution but it does not offer a program that is desired by the student and is offered at the University of Hawai'i, the 150 percent of the resident rate may be applied for participation in the specified program at a specified campus upon written agreement by that institution and the university. The president or designee updates and distributes the list of eligible Pacific Island jurisdictions. These jurisdictions are as follows:

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.

4. Visiting students on national and international exchange programs pursuant to consortium requirements, or institutional exchange agreements signed by the president that may charge 150 percent of the resident tuition rate as specified by the agreement.

### **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.







# Satisfactory Academic Progress

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. Satisfactory academic progress means having a cumulative GPA of 2.0 or higher and completing at least 67% of your attempted credits.

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

- Log into your My UH Portal at myuh.hawaii.edu
- Click "View My Financial Aid Information"
- 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 satisfactory academic progress by completing at least 67% of the cumulative credits attempted. The following grades will be considered as credits attempted but not completed: 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 the student's financial aid eligibility will be re-evaluated during the next official SAP evaluation period. Repeated courses are included in total attempted hours. Dropped classes after the official census date (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", 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. Generally, credits for 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. 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.

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

Once a campus determines a student is not meeting Satisfactory Academic Progress, the appeal form is loaded to their MyUH portal as an outstanding requirement. All appeals must be made in writing, with supporting documentation when required. The appeal form, along with any supporting documentation can be submitted online through the student's MyUH portal, or in person at:

Financial Aid Office  
3-1901 Kaunaloa Highway  
Līhu'e, HI 96766-9500

The Satisfactory Academic Progress Appeal form can be found at <https://www.kauai.hawaii.edu/financial-aid-forms>.

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 themselves under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Senior Student Affairs Officer which is the campus administrator (i.e., dean or vice chancellor or designee) who is in charge of the division of student affairs, and generally charged by the campus Chancellor

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.

## NON-CONFIDENTIAL CONTACTS

### **Isaiah Ka'auwai**

Title IX Coordinator  
 One Stop Center, 201C  
 Phone: (808) 245-8260  
 Email: [ikaauwai@hawaii.edu](mailto:ikaauwai@hawaii.edu)

### **Thomas No'eau Keopuhiwa**

Interim Vice Chancellor for Student Affairs &  
 Interim Deputy TIX Coordinator  
 One Stop Center, 201B  
 Phone: (808) 245-8274  
 Email: [keopuhiw@hawaii.edu](mailto:keopuhiw@hawaii.edu)

### **Calvin Shirai**

Vice Chancellor for Administrative Services and Interim Deputy TIX Coordinator for Employees  
 One Stop Center, 205B  
 Phone: (808) 245-8355  
 Email: [shiraic@hawaii.edu](mailto:shiraic@hawaii.edu)

## CONFIDENTIAL RESOURCE

**Jie “Jaye” Shen**, Mental Health Counselor and Registered Art Therapist

**Phone:** 808-245-8346

**Office:** Library (LRC) 120

**Hale Mālama**

**Campus Phone:** 808-245-8346

**Email:** [hmalama@hawaii.edu](mailto:hmalama@hawaii.edu)

**Offices:** Library Rms 120, 121

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 additional processing fees.

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

Official transcripts must be submitted directly from your college or university to Kaua‘i Community College. You are required to submit transcripts from each post-secondary institution you have attended (excluding any University of Hawai‘i System institution). Unofficial, faxed, hand-carried, or student copies of academic documents can be used for academic advising and placement only. Official transcripts are required to receive an official transfer credit evaluation.

Mail all transcripts to the following address:

Kaua‘i Community College  
Admissions and Records Office  
3-1901 Kaumuali‘i Highway  
Līhu‘e, Hawai‘i 96766

Or

Email your official scripts to: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)



After official acceptance to the college, you may submit a [Transfer Credit Evaluation Form](#) to have your transcripts reviewed for transfer credit. Credits will be reviewed to fulfill the program requirements for the major you select at Kaua'i CC.

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.

Veterans using educational benefits and eligible beneficiaries are required to provide transcripts of previous institutions and educational training. All transcripts are evaluated and credit will be granted based on the student's current program of study.

KCC uses the [UH Course Transfer Database](#) website as a guide to evaluate general education credits.

## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)





## Transferring to a Four-Year UH College or University

The College's liberal arts curriculum and some career and technical education programs are designed to enable a student to transfer to a four-year college or university. Students are advised to work closely with their Academic Counselor and Transfer Specialist to ensure courses taken will fulfil general education and major requirements for their chosen four-year institution as well as their associate degree.

For additional information, please visit the Transfer Center's webpage at: <https://www.kauai.hawaii.edu/transfer-center>

### Transfer Center

Location: One Stop Center, Room 206

Phone: (808) 245-8330

Email: [tckauai@hawaii.edu](mailto:tckauai@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/transfer-center>

## Administration, Faculty and Staff

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### Kaua'i Community College Faculty and Staff

#### College Administration

MARGARET SANCHEZ | Chancellor

B.A., University of California Santa Cruz, Biochemistry and Molecular Biology

M.A., Sonoma State University, Education

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

CALVIN SHIRAI | Vice Chancellor for Administrative Services

B.B.A., University of Oregon, Business Administration

THOMAS "NOEAU" KEOPUHIWA | Interim Vice Chancellor for Student Affairs

B.S., University of Oregon, Psychology

M.A., University of New Haven, Community Psychology – Program Development

Ed.D., West Virginia University, Curriculum and Instruction

KURT TAKAMINE | Dean

B.A., University of Southern California, Social Ethics

B.A., California State University at Northridge, Human Biology

M.S., California State University at Northridge, Environmental Health

M.A., Azusa Pacific University, Religion

Ed.D., Pepperdine University, Institutional Management

Ph.D., Azusa Pacific University, Higher Education

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

YVETTE AMSHOFF | Public Health

B.A., St. Edward's University, Global Studies

M.P.H., University of Hawai'i, Public Health

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

ASHLEY BRADY | English  
B.S., [Southern Illinois University Edwardsville](#), Business Administration  
M.A., Southern Illinois University Edwardsville, English  
Post Baccalaureate, Southern Illinois University Edwardsville, Teach English Second Language

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

ROXANNE CARVALHO | Counselor  
A.S., Kaua'i Community College, Liberal Arts  
B.A., University of Hawai'i-West O'ahu, Business Administration  
M.Ed., University of Hawai'i, Learning Design and Technology

DENNIS CHUN | Hawaiian Studies  
B.A., University of Hawai'i, Liberal Studies (Hawaiian Studies)  
M.Ed., University of Hawai'i, Educational Administration

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

JENNIFER L. DUNCKLEE | Librarian  
B.S., University of Hawai'i, Secondary Education, English  
M.A., University of Hawai'i, Library and Information Science  
A.A., Winward Community College, Liberal Arts

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

CHARLES A. GRAYBOSCH | Art  
B.A., University of California, San Diego, Visual Arts (Studio)  
M.F.A., Columbia University In The City Of New York, Visual Arts

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

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

BRIAN KOHATSU | Mental Health Professional  
B.S.W., M.S.W. - University of Hawai'i, Social Work

WAIHANG LAI | Emeritus

DUKE LANG | Carpentry

CHERYL A. LUM | OCET Coordinator  
B.A., San Francisco State University, Social Work  
M.A., University of Hawai'i, Social Work

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

WAYNE A. MIYATA | Emeritus

JULIE MOSELEY | Nursing  
M.S.N., Gonzaga University, Nursing Health Systems Leadership

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.A., 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



MARGARET PLYER | Nursing  
B.S.N., California State University San Marcos, Nursing  
B.A., University of North Carolina Chapel Hill, Communication Studies  
M.S.N., University of Hawai'i

PUALI'ILI'IMAIKALANI ROSSI | Hawaiian Studies  
B.A., University of Hawai'i Hilo, Hawaiian Studies, Anthropology  
M.A., University of Hawai'i, Hawaiian Studies

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

DIRK N. SOMA | Business  
B.B.A., M.P.S., University of Hawai'i, Travel Industry Management

SHELLEY SUTTER | Counselor  
B.A., University of Colorado Boulder, Economics  
M.A., University of Colorado Denver, Counseling Psychology/Counselor Education

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

STEPHEN TAYLOR | Physical Science: Earth Science  
M.S., University of California, San Diego, Oceanography  
Ph.D., University of California, San Diego, Oceanography

JOSEPH TREMONTI | Creative Media  
B. F. A., The University of Georgia, Interdisciplinary Studies  
M.A., University of Illinois Chicago, Electronic Visualization

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

JASMINE YUKIMURA | Nursing  
B.S., University of Hawai'i, Nursing

## Administrative, Professional and Technical Employees

KEN ABIGANIA | IT Specialist  
B.S., DeVry University, Electronics Engineering

RODEL C. AGPAOA | Fiscal Accounting Specialist  
A.S., Kaua'i Community College, Business Technology  
B.A., University of Hawai'i-West O'ahu, Business Administration/General Business Admin

SIERA K. ALAIBILLA-LAGUNDINO | FYE Student Success Navigator  
A.A., Kaua'i Community College, Liberal Arts  
B.S.W., University of Hawai'i-Manoa, Social Work  
M.S.W., University of Hawai'i-Manoa, Social Work

MARTIN AMARO | Educational Specialist  
B.A., Webster University, Media Communications

JEFF B. ANDERSON | Financial Aid Officer  
B.S., San Jose State College, Business Administration and Marketing

CARNA BROWN | Financial Aid Specialist  
B.B.A., Davenport University, Business Professional Studies

CHARMAINE BURKART | Institutional/Policy Analyst  
B.A., Heritage University, Mathematics  
M.A., Western Governors University, Mathematics Education

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

CAITLIN B. FOWLKES | Marketing Specialist  
B.A., Marshall University, Print Journalism

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

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

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

LAHEA SALAZAR | Educational Specialist/Wai'ale'ale Project  
B.A., Thomas Edison State College, Psychology

SARAH SHIRAI | Admissions and Records  
B.A., University of Arizona, Ecology and Evolutionary Biology

ALYSSA SILVA | Academic Support Specialist  
A.S., Kaua'i Community College, Accounting  
B.A., University of Hawai'i-West O'ahu, Business Administration/Accounting

KAILANA A. SOTO | Admissions and Records  
B.A., Hawai'i Pacific University, Psychology

BERNADINE SOUZA | Contracts and Grant Specialist  
A.A., Kaua'i Community College, Liberal Arts  
A.S., Kaua'i Community College, Early Childhood Education  
B.A., University of Hawai'i West O'ahu, Social Science/Early Childhood Education  
M.Ed., University of Hawai'i, Education Technology

KENT TANIGAWA | Theatre Technician

ANDREW T. YAMAMOTO | Human Resources Manager  
B.B.A., University of Hawai'i, Human Resources Management

## Staff

LEAH LEI AGUSTIN | Secretary

SHERI-LYN AMIMOTO | Secretary

CRYSTAL BETHEL | Office Assistant  
D. KAHALE BLACKSTAD | Account Clerk  
JEFFREY CALLEJO | Office Assistant  
JOSE CASTILLO | Building Maintenance  
RALPH CLARK | Security Officer  
RUSSELL COYAMIN | Janitor  
JENNIFER DEFUNTORUM | Secretary  
KAREN DOIRON | Office Assistant  
TESSIE R. EDURISE | Janitor  
MARINA EUGENIO | Janitor  
CHERYL ITAMURA | General Laborer  
LEE JEAL | Security Officer  
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  
CHARENCE MANOI | Janitor  
ROBERT MOURA | Security Officer  
KERRI MURAOKA | Office Assistant  
KIMBERLY O'BRIEN | Office Assistant  
WILLIAM ORTIZ | Equipment Operator  
PACITA RAMOS | Janitor  
JUSTIN SETO | General Laborer  
DYANNE SOTO | Office Assistant  
TERESITA TAGUDIN | Janitor  
RYAN TEHADA | Security Officer



TINA UNCIANO | Human Resources Assistant

ANTHONY VEA | General Laborer

THOMAS VIDINHA | Private Secretary

CLARENCE VISAYA | Security Officer

# Programs (Certificates and Degrees)

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## Degrees and Certificates

The types of certificates and degrees offered at Kaua'i Community College are explained below. The issuance of any certificate or degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the certificate or degree.

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

The A.A.S. degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings.

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

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

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

The A.S. degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies for gainful employment. Required courses are numbered 100 or above.

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

The A.S.C. is a college credential for students who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The course sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours.

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

The C.A. is a college credential for students who have successfully completed designated medium-length technical-occupational-professional education credit course sequences which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 51 credit hours (unless external employment requirements exceed this number).

### Certificate of Competence (C.O.)

The C.O. is a college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. These course sequences shall be at least 4 credit hours, but may not exceed 23 credit hours. The issuance of a C.O. with non-credit courses requires that the student's work has been evaluated and determined to be satisfactory.

# General Education Core Options

To meet General Education categories required for degrees, students may choose from the options below to fulfill each category required for the specific degree they are pursuing.

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.S. degree categories and options:**

### Communication

- \* ENG 100, ENG 106; or
- \* Any FW designation

### Cultural Environment

- \* CULN 222 and CULN 275;
- \* HOST 101;
- \* Any Humanities course; or
- \* Any DA, DH, or DL designation, including languages

### Natural Environment

- \* CULN 185;
- \* Any Natural Science course; or
- \* Any DB or DP designation

### Social Environment

- \* BUS 120
- \* HOST 100;
- \* MGT 122;
- \* Any Social Science course; or
- \* Any DS designation

### Thinking, Reasoning, and Mathematics

- \* ACC 124 or ACC 201;
- \* ICS 101 or ICS 111;
- \* MATH 100 or higher;
- \* QM 108; or
- \* Any FQ/FS designation

## **A.S. degree categories and options:**

### (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 areas
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 S2028)
- [ART 105](#) (renewed until end of S2028)
- [ART 107D](#) (renewed until end of S2027)
- [ART 111](#) (renewed until end of S2028)
- [ART 112](#) (renewed until end of S2028)
- [ART 113](#) (renewed until end of S2028)



- ART 123 (renewed until end of S2028)
- ART 125 (renewed until end of S2028)
- ART 207D (renewed until end of S2028)
- ART 213 (F2023-S2028)
- ART 223 (renewed until end of S2028)
- ART 225 (renewed until end of S2028)
- ART 243 (renewed until end of S2027)
- ART 244 (renewed until end of S2027)
- CM 110 (renewed until end of S2029)
- CM 120 (renewed until end of S2029)
- CM 170 (renewed until end of S2029)
- CM 178 (renewed until end of S2029)
- CM 180 (renewed until end of S2029)
- CM 210 (renewed until end of S2029)
- CM 220 (renewed until end of S2029)
- CM 280 (renewed until end of S2029)
- ENG 204 (renewed until end of S2027)
- HWST 128 (renewed until end of S2027)
- HWST 129 (F2022-S2027)
- HWST 177 (F2023-S2028)
- HWST 228 (F2022-S2027)
- HWST 229 (F2022-S2027)
- MUS 121B (renewed until end of S2027)
- MUS 121C (renewed until end of S2027)
- MUS 122B (renewed until end of S2027)
- MUS 122C (renewed until end of S2027)
- MUS 166 (renewed until end of S2027)
- MUS 201 (renewed until end of S2027)
- MUS 202 (renewed until end of S2027)
- MUS 203S (renewed until end of S2027)
- MUS 204 (renewed until end of S2027)
- MUS 220 (renewed until end of S2027)
- MUS 253 (renewed until end of S2027)
- SP 151 (renewed until end of S2027)
- SP 231 (renewed until end of S2027)
- SP 251 (renewed until end of S2027)
- THEA 221 (renewed until end of S2027)
- THEA 222 (renewed until end of S2027)

## Diversification: Biological Sciences — DB

- AG 200 (renewed until end of S2025)
- AG 271 (renewed until end of S2025)
- BIOL 100 (renewed until end of S2027)
- BIOL 171 (renewed until end of S2027)
- BIOL 172 (renewed until end of S2027)
- BOT 101 (renewed until end of S2027)
- BOT 130 (renewed until end of S2027)
- HLTH 155 (renewed until end of S2025)
- HLTH 285 (S2022-S2027)
- HWST 213 (renewed until end of S2027)
- MARE 171 (renewed until end of S2027)
- MARE 172 (renewed until end of S2027)
- MICR 130 (renewed until end of S2027)
- PHYL 141 (renewed until end of S2027)
- PHYL 142 (renewed until end of S2027)
- SCI 121 (renewed until end of S2027)

- [ZOO 105](#) (renewed until end of S2027)

## 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 S2027)
- [HIST 284K](#) (renewed until end of S2027)
- [HIST 288](#) (S2021-S2026)
- [HPER 170](#) (F2020-S2025)
- [HWST 107](#) (renewed until end of S2027)
- [HWST 111](#) (renewed until end of S2027)
- [HWST 140](#) (F2022-S2027)
- [HWST 141](#) (F2022-S2027)
- [HWST 281](#) (renewed until end of S2027)
- [HWST 282](#) (F2022-S2027)
- [PHIL 100](#) (renewed until end of S2025)
- [PHIL 101](#) (renewed until end of S2025)
- [PHIL 102](#) (renewed until end of S2027)
- [PHIL 204](#) (renewed until end of S2025)
- [PHIL 211](#) (renewed until end of S2025)
- [PHIL 213](#) (renewed until end of S2025)
- [PHIL 225](#) (renewed until end of S2028)
- [REL 205](#) (renewed until end of S2027)

## Diversification: Literatures — DL

- [ENG 270B](#) (renewed until end of S2027)
- [ENG 270E](#) (renewed until end of S2027)
- [ENG 270F](#) (renewed until end of S2027)
- [ENG 270M](#) (renewed until end of S2027)
- [ENG 270N](#) (renewed until end of S2027)
- [ENG 271D](#) (F2022-S2027)
- [ENG 271N](#) (renewed until end of S2027)
- [ENG 271P](#) (renewed until end of S2027)
- [ENG 272B](#) (S2020-S2025)
- [ENG 272E](#) (renewed until end of S2027)
- [ENG 272F](#) (renewed until end of S2027)
- [ENG 272N](#) (renewed until end of S2027)
- [ENG 272P](#) (S2020-S2025)
- [ENG 272T](#) (renewed until end of S2029)
- [HAW 261](#) (F2023-S2028)
- [HWST 270](#) (F2023-S2028)

## Diversification: Physical Sciences — DP

- [ASTR 110](#) (renewed until end of S2025)
- [CHEM 151](#) (renewed until end of S2027)
- [CHEM 161](#) (renewed until end of S2027)
- [CHEM 162](#) (renewed until end of S2027)
- [ERTH 101](#) (F2021-S2026)
- [ERTH 130](#) (F2021-S2026)
- [OCN 120](#) (renewed until end of S2027)

- OCN 201 (renewed until end of S2025)
- PHYS 101 (F2021-S2026)
- PHYS 151 (renewed until end of S2027)
- PHYS 152 (renewed until end of S2027)
- PHYS 170 (renewed until end of S2027)
- PHYS 272 (renewed until end of S2027)
- SCI 122 (renewed until end of S2029)
- SSM 110 (F2017-S2027)
- SSM 275 (renewed until end of S2025)

## Diversification: Social Sciences — DS

- ANTH 200 (renewed until end of S2027)
- ANTH 220 (renewed until end of S2027)
- BOT 105 (renewed until end of S2027)
- ECON 130 (renewed until end of S2027)
- ECON 131 (renewed until end of S2027)
- GIS 189 (renewed until end of S2025)
- HDF5 230 (F2023-S2028)
- HWST 211 (F2022-S2027)
- PH 201 (F2020-S2025)
- POLS 110 (renewed until end of S2027)
- PSY 100 (renewed until end of S2027)
- PSY 240 (renewed until end of S2027)
- SOC 100 (renewed until end of S2027)
- SOC 220 (renewed until end of S2027)
- SP 181 (renewed until end of S2027)
- SP 185 (renewed until end of S2027)
- SSCI 113 (F2023-S2028)
- SSCI 250 (renewed until end of S2027)

## Diversification: Lab (Science) — DY

- AG 200L (renewed until end of S2025)
- ASTR 110L (F2023-S2028)
- BIOL 100L (renewed until end of S2027)
- BIOL 171L (renewed until end of S2027)
- BIOL 172L (renewed until end of S2027)
- BOT 101L (renewed until end of S2027)
- BOT 130L (renewed until end of S2027)
- CHEM 151L (renewed until end of S2027)
- CHEM 161L (renewed until end of S2027)
- CHEM 162L (renewed until end of S2027)
- EARTH 101L (F2021-S2026)
- EARTH 214 (F2021-S2026)
- MARE 171L (renewed until end of S2027)
- MARE 172L (renewed until end of S2027)
- MICR 140L (renewed until end of S2027)
- PHYL 141L (renewed until end of S2027)
- PHYL 142L (renewed until end of S2027)
- PHYS 151L (renewed until end of S2025)
- PHYS 152L (renewed until end of S2027)
- PHYS 170L (renewed until end of S2025)
- PHYS 272L (renewed until end of S2027)
- SCI 121L (renewed until end of S2027)
- SCI 122L (renewed until end of S2029)
- SCI 295 (F2023-S2028)

## 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](#) (renewed until end of S2027)
- [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 S2029)

## Foundations (Quantitative Reasoning) — FQ

- [MATH 100](#) (renewed until end of S2028)
- [MATH 103](#) (renewed until end of S2028)
- [MATH 112](#) (renewed until end of S2028)
- [MATH 115](#) (renewed until end of S2028)
- [MATH 140X](#) (renewed until end of S2028)
- [MATH 241](#) (renewed until end of S2028)
- [MATH 242](#) (renewed until end of S2028)
- [PHIL 111](#) (renewed until end of S2028)

## Foundations (Written Communication) — FW

- [ENG 100](#) (renewed until end of S2026)

# Graduation Requirement Course List

All graduation requirement designations are available in STAR ([star.hawaii.edu](http://star.hawaii.edu)) and listed under the "GenEd/Focus/Special Des." column on the Class Availability website (<https://www.sis.hawaii.edu/uhdad/avail.classes?i=KAU>).

Some programs offered at Kaua'i Community College may require one or more of the following graduation requirements:

- Hawaiian, Asian, and Pacific Issues (HAP)\*
- Pacific Cultures (PC)
- Writing Intensive (WI)\*

\*Graduation requirement designations that will transfer to other UH campuses.

## Graduation Requirement: Pacific Cultures — PC

- [ANTH 220](#)
- [BOT 105](#)
- [ENG 272B](#)



- ENG 272E
- HAW 261
- HAW 262
- HIST 284
- HIST 284K
- HWST 107
- HWST 110
- HWST 111
- HWST 128
- HWST 129
- HWST 140
- HWST 177
- HWST 211
- HWST 228
- HWST 229
- HWST 270
- HWST 281
- HWST 282
- HWST 290
- REL 205

## GRADUATION REQUIREMENT: HAWAIIAN, ASIAN, AND PACIFIC ISSUES - HAP

For programs that require either a HAP or PC designation, a HAP course is recommended if the student plans to transfer to a 4-year UH institution.

A list of HAP courses are available at: <https://www.hawaii.edu/offices/vp-academic-strategy/academic-programs-and-policy/hap/>

## GRADUATION REQUIREMENT: WRITING INTENSIVE - WI

Each semester, courses from a variety of disciplines are offered which are designated WI. These courses emphasize using writing as a tool to help students think actively about course content; in addition, WI instructors commit to helping students improve their writing ability. WI courses require students to write 4,000 words over the course of a semester; at least 1,000 words must be polished prose. Completion of two WI courses is required for the A.A. degree in Liberal Arts; however, students planning to transfer to UH Mānoa or UH Hilo may opt to take several WI courses to help meet these schools' requirements. Current WI course offerings appear on the Class Availability link on the Kaua'i Community College home page.

# 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: ICS 101 or ICS 111	3
	Cultural Environment - Accounting	3

1. ENG 100: This course fulfills the 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
	Electives: Any 100-level or higher course (3 credits)	3
	Oral Communication - Accounting	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning, and 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
BLAW 200	Legal Environment of Business	3
	Electives: Any 100-level or higher course (3 credits)	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
	Communication: ENG 200 or higher	3
	Natural Environment: Any 100-level or higher Natural Science, DB, DP, or A.A.S. Core Options	3
	Social Environment - Accounting	3

1. ACC 193V: Although this course ranges from 1-3 credits, completion of this degree requires only 1 credit.

Total Credits	61
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## Category Descriptions

### Cultural Environment - Accounting

Choose from the following:

HWST 107 (3), HWST 111 (3), PHIL 100 (3), 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

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 - Accounting

Choose from the following:

SP 151 (3), SP 185 (3), SP 231 (3), SP 251 (3)

### Social Environment - Accounting

Choose from the following:

ECON 130 (3), ECON 131 (3), MGT 124 (3), 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

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
ENG 100	Composition I	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ENG 100: This course fulfills the 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
ACC 252	Using Quickbooks in Accounting	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

1. Thinking, Reasoning, and 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
	Total Credits	30

## Category Descriptions

### Social Environment - Accounting

Choose from the following:

ECON 130 (3), ECON 131 (3), MGT 124 (3), 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

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
ENG 100	Composition I	3
	Computer/Technology: ICS 101 or ICS 111	3

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

### 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, and 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

### Thinking, Reasoning, and Mathematics: 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.

## Accounting: Certificate of Achievement (Payroll Preparer)

### Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ENG 100	Composition I	3
	Computer/Technology: ACC 255, ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ENG 100: This course fulfills the Communication category.
2. Computer/Technology: ACC 255 is recommended.

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Computer/Technology: ACC 252, ICS 101, or ICS 111	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, and Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

## Category Descriptions

### Thinking, Reasoning, and Mathematics: 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.

## 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
ENG 100	Composition I	3
	Computer/Technology: ICS 101 or ICS 111	3

1. ENG 100: This course fulfills the 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
ACC 252	Using Quickbooks in Accounting	3
	Electives: Any 100-level or higher course (3 credits)	3
	<b>Total Credits</b>	<b>24</b>

## 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
ENG 100	Composition I	3

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

### Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 125	Principles of Accounting II	3
ACC 137	Business Income Tax Preparation	3
	Computer/Technology: ACC 252, ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3
	<b>Total Credits</b>	<b>24</b>

## 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
	Total Credits	9

## 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

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

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

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

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
	Total Credits	26

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
	Total Credits	34

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
	Total Credits	27

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
	Total Credits	30

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
Total Credits		56

### 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
Total Credits		26

### 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
Total Credits		11

### 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
Total Credits		14

## 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
Total Credits		16

## 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
Total Credits		18



## 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
	Total Credits	15

## 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	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

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

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

Choose from the following:

ENT 130 (3), MKT 120 (3), MKT 130 (3)

### Mathematics

Choose from the following:

MATH 100 (3), MATH 103 (3)

Any MATH course higher than MATH 103 will also fulfill this category.

### 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)

### 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	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
	Total Credits	42

## Category Descriptions

### Communication: 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.

### Marketing Options

Choose from the following:

ENT 130 (3), MKT 120 (3), MKT 130 (3)

### Mathematics

Choose from the following:

MATH 100 (3), MATH 103 (3)

Any MATH course higher than MATH 103 will also fulfill this category.

## 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	3
	<b>Total Credits</b>	<b>42</b>

## Category Descriptions

### Communication: 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.

### Marketing Options

Choose from the following:

ENT 130 (3), MKT 120 (3), MKT 130 (3)

### Mathematics

Choose from the following:

MATH 100 (3), MATH 103 (3)

Any MATH course higher than MATH 103 will also fulfill this category.

## 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

Choose from the following:

ENT 130 (3), MKT 120 (3), MKT 130 (3)

## 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	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
	Total Credits	21

## Category Descriptions

### Communication: 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.

### Mathematics

Choose from the following:

MATH 100 (3), MATH 103 (3)

Any MATH course higher than MATH 103 will also 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	3
	Oral Communication: SP 151 or SP 251	3
	<b>Total Credits</b>	<b>15</b>

## Category Descriptions

### Marketing Options

Choose from the following:

ENT 130 (3), MKT 120 (3), MKT 130 (3)

### Mathematics

Choose from the following:

MATH 100 (3), MATH 103 (3)

Any MATH course higher than MATH 103 will also fulfill this category.

## 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 State of Hawai'i's building codes for energy efficiency. This program also enhances the graduates entry into the carpenters apprenticeship program.

### **Program Admission Requirements:**

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

**Program Student Learning Outcomes (PSLOs) approved 02/15/2022:**

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.

## Carpentry Technology: Associate in Applied Science Degree

Some courses in the program 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 (Odd Year)

This suggested sequence is for students starting in the fall during an odd year.

#### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 120B	Basic Carpentry Skills	3
CARP 120C	Applied Carpentry Skills	8
FENG 120	Facility Safety and Accident Prevention	1
WELD 117	Introduction to Welding	2
WELD 118	Shop Tools and Equipment	1
	Communication: A.A.S. Core Options	3

#### Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

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

#### Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8
	Cultural Environment: A.A.S. Core Options	3

## Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8
	Natural Environment: A.A.S. Core Options	3
	Social Environment: A.A.S. Core Options	3

1. Natural Environment: PHYS 101 is recommended.

### Track 2 (Even Year)

This suggested sequence is for students starting in the fall during an even year.

## Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8
FENG 120	Facility Safety and Accident Prevention	1
WELD 117	Introduction to Welding	2
WELD 118	Shop Tools and Equipment	1
	Communication: A.A.S. Core Options	3

## Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

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

## Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 120B	Basic Carpentry Skills	3
CARP 120C	Applied Carpentry Skills	8
	Cultural Environment: A.A.S. Core Options	3

## Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
	Natural Environment: A.A.S. Core Options	3
	Social Environment: A.A.S. Core Options	3

1. Natural Environment: PHYS 101 is recommended.

Total Credits

66

## Category Descriptions

### Communication: 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.

### 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 list of courses that will fulfill this category.

### Natural 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.

### 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

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

Some courses in the program 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 (Odd Year)

This suggested sequence is for students starting in the fall during an odd year.

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 120B	Basic Carpentry Skills	3
CARP 120C	Applied Carpentry Skills	8
FENG 120	Facility Safety and Accident Prevention	1

### Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

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

### Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8

## Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8

Track 2 (Even Year)

This suggested sequence is for students starting in the fall during an even year.

## Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 122B	Concrete Forms I	3
CARP 122C	Concrete Forms II	8
FENG 120	Facility Safety and Accident Prevention	1

## Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3
CARP 142C	Finishing II	8
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

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

## Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 120B	Basic Carpentry Skills	3
CARP 120C	Applied Carpentry Skills	8

## Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3
CARP 141C	Rough Framing and Exterior Finish II	8
	Total Credits	51

## Category Descriptions

### Thinking, Reasoning, and Mathematics: 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.

## Carpentry Technology: Certificate of Competence (Facilities Maintenance Technology)

Some courses in the program 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 (Odd Year)



This suggested sequence is for students starting in the fall during an odd year.

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 120B	Basic Carpentry Skills	3
FENG 120	Facility Safety and Accident Prevention	1
WELD 117	Introduction to Welding	2
WELD 118	Shop Tools and Equipment	1

### Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 122B	Concrete Forms I	3

### Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3

Track 2 (Even Year)

This suggested sequence is for students starting in the fall during an even year.

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
CARP 122B	Concrete Forms I	3
FENG 120	Facility Safety and Accident Prevention	1
WELD 117	Introduction to Welding	2
WELD 118	Shop Tools and Equipment	1

### Spring (Semester 2)

Course	Course Title/Category	Credits
CARP 142B	Finishing I	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
CARP 120B	Basic Carpentry Skills	3

### Spring (Semester 4)

Course	Course Title/Category	Credits
CARP 141B	Rough Framing and Exterior Finish I	3
	Total Credits	19

# Creative Media

The Creative Media program provides students with a comprehensive introduction to a variety of digital communication disciplines: Event Technology, Music, Photography, Video, Animation, Graphics, and Website Design. Featuring accomplished industry experts, advanced computer labs, and professionally equipped studios, Kaua'i Community College's Creative Media program guides students to develop viable industry benchmark skills. Important components of the program are the Creative Media Consortium, which connects industry experts with students to facilitate career opportunities and continuous curriculum improvement, and a commitment to service in the community, matching student teams to work with real non-profit clients on Kauai to develop new digital materials.

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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
CM 178	Introduction to 3D Animation	3
	Electives - Creative Media	6
	Natural Environment: A.S. Core Options	3
	Social Environment: A.S. Core Options	3

## Spring (Semester 4)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ART 293	Internship	3
	Electives - Creative Media	6
	Cultural Environment: A.S. Core Options	3
	Mathematics: MATH 100 or higher	3
	<b>Total Credits</b>	<b>60</b>

## Category Descriptions

### Cultural Environment: 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.

### Electives - Creative Media

Electives should be taken in two semesters (6 credits per semester) to fulfill the 12 credits required. Choose from the following:

ART 101 (3), ART 113 (3), ART 207D (3), CM 156 (3), CM 210 (3), CM 220 (3), ENT 125 (3), ETRO 101 (3), ICS 101 (3)

### Natural Environment: 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.

### Social Environment: 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.

## Creative Media: Certificate of Achievement (Audio Video Event Technology)

### Fall (Semester 1)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ART 107D	Introduction to Digital Photography	3
ART 112	Introduction to Digital Arts	3
	CM 156 or ETRO 101	3

### Spring (Semester 2)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
CM 110	Introduction to Music Production	3
CM 120	Introduction to Digital Video	3
CM 170	Introduction to Event Technology	3

### Fall (Semester 3)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ART 207D	Intermediate Digital Photography	3
	CM 210 or CM 220	3

## Creative Media: Certificate of Achievement (Writing Graphics Web Technology)

### 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

### 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 178	Introduction to 3D Animation	3
	ETRO 101 or ICS 101	3
	Total Credits	24

## 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 100S 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: 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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 271	Purchasing and Cost Control	4

### Spring (Semester 4)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 271	Purchasing and Cost Control	4

### Spring (Semester 4)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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

## 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
	Total Credits	14

## Culinary Arts: Certificate of Competence (Culinary Arts - Food Prep)

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

### Fall (Semester 1)

Course	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
	Total Credits	8

## Early Childhood Education

The Early Childhood Education (ECED) program prepares students with the knowledge, skills, and dispositions needed to work collaboratively with young children and families in various professional capacities. The training that students receive blends theory and practice through coursework and hands-on experiences in the real world of a preschool program at the Child Development Center at Kaua'i Community College. Designed as a cohort model, a new group of students will be admitted annually. Students will progress through the program together, completing a 9-credit Initial Early Childhood Education Certificate, a 16-credit Early Childhood Education Practitioner I, and a 25-credit Certificate of Achievement enroute toward completing the 60-credit Associate in Science (AS) degree in Early Childhood Education. There are several pathways that students graduating with the AS in ECED can follow within the State of Hawai'i. Students may continue to UH West O'ahu (Bachelor's in Social Science in Early Childhood Education) or UH Mānoa (Bachelor of Education in Elementary and Early Childhood Education or in Early Childhood and Special Education). Students who plan to transfer are strongly encouraged to seek academic advising upon admission to Kaua'i 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)

#### Graduation Requirements:

A grade of "C" or higher for all ECED alpha courses in the Early Childhood Education program is required for graduation.

#### Program Student Learning Outcomes (PSLOs) approved 10/13/2020:

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 communities.
3. Observe, document, and assess all children's development and learning in partnership with families.
4. Use supportive interactions to build positive relationships and guide all children.
5. Use content knowledge and appropriate pedagogy to create/design, implement, and assess learning experiences.
6. 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

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

### 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
	Cultural Environment: Any Arts (DA) (3 credits) and Humanities (DH) (3 credits) course	3
	Mathematics: MATH 100 or higher	3

1. Cultural Environment: Any DA (3 credits) and any DH (3 credits) are required. If the DA course(s) is taken in semester 2, the DH course should be fulfilled in semester 3 or vice versa.

## 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
	Cultural Environment: Any Arts (DA) (3 credits) and Humanities (DH) (3 credits) course	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. Cultural Environment: Any DA (3 credits) and any DH (3 credits) are required. If the DA course(s) is taken in semester 2, the DH course should be fulfilled in semester 3 or vice versa.
2. Diversification: Biological Sciences (DB) or Physical Sciences (DP) and Diversification: Laboratory (science) (DY): These courses fulfill the Natural Environment category.
3. Diversification (DS): This course fulfills the Social Environment category. HDFS 230 is recommended.

## Spring (Semester 4)

Course	Course Title/Category	Credits
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
	Total Credits	60

## Category Descriptions

### Cultural Environment: Any Arts (DA) (3 credits) and Humanities (DH) (3 credits) course

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

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

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

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

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
	Total Credits	25

## Early Childhood Education: Certificate of Competence (Initial Early Childhood Education)

### 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
	Total Credits	9

## Early Childhood Education: Certificate of Competence (Practitioner I)

### 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

### Spring (Semester 2)

Course	Course Title/Category	Credits
ECED 140	Guiding Young Children in Group Settings	3
ECED 191	Early Childhood Practicum I	4
	Total Credits	16

## 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:**

(1) Qualified for ENG 100S or ENG 106 and either qualified for MATH 100 or higher or concurrent enrollment in MATH 75X or higher; or (2) Approval of instructor.

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

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

**Electrical Installation and Maintenance Technology: Associate in Applied Science Degree**

**Fall (Semester 1)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
BLPR 122	Blueprint Reading	3
EIMT 121	Electrical Fundamentals	3
EIMT 123	Wiring Materials, Methods, and NEC Codes	3
FENG 120	Facility Safety and Accident Prevention	1
	Social Environment: A.A.S. Core Options	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

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

**Spring (Semester 2)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
EIMT 131	Residential Installation Theory	4
EIMT 135	Residential Installation Lab	6
EIMT 151	Industrial Motor Controls	3
	Communication: A.A.S. Core Options	3

**Fall (Semester 3)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
EIMT 145	Commercial Installation Theory	4
EIMT 147	Commercial Installation Lab	6
	EIMT 170 or FENG 130	3
	Cultural Environment: A.A.S. Core Options	3

## Spring (Semester 4)

Course	Course Title/Category	Credits
EIMT 153	AC/DC Systems and Equipment	6
FENG 123	Plumbing Basics and Repair	2
	EIMT 175 or FENG 140	3
	Natural Environment: A.A.S. Core Options	3
1. Natural Environment: PHYS 101 is recommended.		
Total Credits		62

## Category Descriptions

### Communication: 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.

### 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 list of courses that will fulfill this category.

### Natural 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.

### 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

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

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
EIMT 121	Electrical Fundamentals	3
EIMT 123	Wiring Materials, Methods, and NEC Codes	3
	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
EIMT 131	Residential Installation Theory	4
EIMT 135	Residential Installation Lab	6
EIMT 151	Industrial Motor Controls	3

### Fall (Semester 3)

Course	Course Title/Category	Credits
EIMT 145	Commercial Installation Theory	4
EIMT 147	Commercial Installation Lab	6
	EIMT 170 or FENG 130	3

### Spring (Semester 4)

Course	Course Title/Category	Credits
EIMT 153	AC/DC Systems and Equipment	6
	EIMT 175 or FENG 140	3
	Total Credits	47

## Category Descriptions

### Thinking, Reasoning, and Mathematics: 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.

## Electrical Installation and Maintenance Technology: Certificate of Competence

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
EIMT 123	Wiring Materials, Methods, and NEC Codes	3
FENG 120	Facility Safety and Accident Prevention	1
	EIMT 170 or FENG 130	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
EIMT 121	Electrical Fundamentals	3
EIMT 151	Industrial Motor Controls	3
FENG 123	Plumbing Basics and Repair	2
	Total Credits	18

## Electrical Installation and Maintenance Technology: Certificate of Competence (Mechanical, Electrical, and Plumbing)

### Fall (Semester 1)

Course	Course Title/Category	Credits
BLPR 122	Blueprint Reading	3
EIMT 123	Wiring Materials, Methods, and NEC Codes	3
FENG 120	Facility Safety and Accident Prevention	1
FENG 130	Basic Fundamentals of Air Conditioning and Refrigeration	3

### Spring (Semester 2)

Course	Course Title/Category	Credits
EIMT 121	Electrical Fundamentals	3
EIMT 151	Industrial Motor Controls	3
FENG 123	Plumbing Basics and Repair	2
FENG 140	Commercial Refrigeration and Air Conditioning Diagnostics	3
Total Credits		21

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

### Fall (Semester 1)

Course	Course Title/Category	Credits
EIMT 123	Wiring Materials, Methods, and NEC Codes	3
EIMT 170	Renewable Energy PV	3
FENG 120	Facility Safety and Accident Prevention	1

### Spring (Semester 2)

Course	Course Title/Category	Credits
EIMT 121	Electrical Fundamentals	3
EIMT 175	Advanced Renewable Energy PV	3
FENG 123	Plumbing Basics and Repair	2
Total Credits		15

## Electronics Technology

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

### Program Admission Requirements:

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

### Program Student Learning Outcomes (PSLOs) approved 10/16/2019:

1. Demonstrate analysis, design, and measuring of digital circuits and digital logic fundamentals.
2. Demonstrate practical knowledge of computer hardware, software, and operating systems.

3. Develop skill with algorithmic thinking and demonstrate computer programming language fundamentals such as variables, decision structures, conditional statements, data types and data structures, iterations, and functions.
4. Demonstrate building and configuring internet networks.
5. Demonstrate theoretical and applied knowledge of passive and active electronics components and circuits used in DC and AC electronics.
6. Demonstrate soldering, desoldering, circuit board layout, circuit board fabrication, cable and connector fabrication, electronic component identification and associated test and measurement principles.
7. Understand and safely apply the physics of light, laser safety, geometric optics, lenses, mirrors, polarizing lenses, interference/diffraction waves, laser physics, optical imaging.
8. Communicate effectively orally, in writing, and by means of the various electronic communication devices.
9. Exhibit professional, ethical, and social responsibilities showing a respect for diversity and an awareness of contemporary professional, societal, and global issues.

## Electronics Technology: Associate in Science Degree

Some courses in the program 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 (Odd Year)

This suggested sequence is for students starting in the fall during an odd year.

#### 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	3-4
	Social Environment: A.S. Core Options	3

1. EE 160 or ICS 111: ICS 111 is recommended.

#### Fall (Semester 3)

Course	Course Title/Category	Credits
ETRO 143	Digital Electronics	3
ETRO 143L	Digital Electronics Laboratory	1
ETRO 210	Electronic Technology 1	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 (Even Year)

This suggested sequence is for students starting in the fall during an even year.

## 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 1	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	3-4
	Electives - Electronics Technology	3
	Social Environment: A.S. Core Options	3

1. EE 160 or ICS 111: ICS 111 is recommended.

Total Credits	62
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## Category Descriptions

### Cultural Environment: 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.

### Electives - Electronics Technology

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 (3), GIS 200 (3)

**Electronics Track:**

ETRO 257 (4)

**Network Track:**

ETRO 240B (3), ETRO 240C (3)

**Programming Track:**

EE 160 (4), ETRO 275 (3)

### Social Environment: 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.

## 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	3-4

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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ENG 100	Composition I	3
ETRO 101	Introduction to Electronics Technology	3
ETRO 140B	Cisco Networking 1	3

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

### Spring (Semester 2)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ETRO 118	General Electronics	3
ETRO 140C	Cisco Networking 2	3

### Fall (Semester 3)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
ETRO 118	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
	Total Credits	6

## 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
	Total Credits	6

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

### Fall (Semester 1)

Course	Course Title/Category	Credits
ETRO 118	General Electronics	3
ETRO 140B	Cisco Networking 1	3
ETRO 287	Computer Systems and Networking	4
	Total Credits	10

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

### Fall (Semester 1)

Course	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

## Fall (Semester 3)

Course	Course Title/Category	Credits
ETRO 244	Cisco CCNA Security	4
	Total Credits	17

## 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
	Total Credits	10

# 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 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
ENG 100	Composition I	3
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3
	Diversification: Social Sciences (DS) - Hawaiian Studies A.A.	3

1. ENG 100: This course fulfills the Foundations: Written Communication (FW) category.
2. HWST 107: This course fulfills the Hawaiian, Asian, and Pacific Island Issues (HAP) graduation requirement.
3. Diversification: Social Sciences (DS): A total of 6 credits are required and are recommended to be completed in semesters 1 and 4. Any two courses from different disciplines are required. ANTH 220, BOT 105, and HWST 211 are recommended options.



## Spring (Semester 2)

Course	Course Title/Category	Credits
HAW 102	Elementary Hawaiian II	4
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL) (3 credits) - Hawaiian Studies A.A.	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP) - Hawaiian Studies A.A.	3
	Diversification: Laboratory (science) (DY) - Hawaiian Studies A.A.	1
	Electives - Hawaiian Studies A.A.	3-4
	Oral Communication - Hawaiian Studies A.A.	3

1. Diversification: Arts (DA), Humanities (DH), or Literatures (DL): A total of 9 credits are required and are recommended to be completed in in semesters 2 and 3. Two of the three courses (6 credits) must be taken from different designations.
2. 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 completed in semester 4 or vice versa.
3. Diversification: Laboratory (science) (DY): Only 1 credit of DY is required (may be completed in semester 2 or 4). BOT 130L is recommended.

## Fall (Semester 3)

Course	Course Title/Category	Credits
	Diversification: Arts (DA), Humanities (DH), or Literatures (DL) (6 credits) - Hawaiian Studies A.A.	6
	Electives - Hawaiian Studies A.A.	3-4
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3
	Foundations: Quantitative Reasoning (FQ): Any FQ course	3

1. Diversification: Arts (DA), Humanities (DH), or Literatures (DL): A total of 9 credits are required and are recommended to be completed in in semesters 2 and 3. Two of the three courses (6 credits) must be taken from different designations.
2. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed in semesters 3 and 4. Any two courses with different FG designations are required.

## Spring (Semester 4)

Course	Course Title/Category	Credits
HWST 270	Hawaiian Mythology	3
	Diversification: Biological Sciences (DB) or Physical Sciences (DP) - Hawaiian Studies A.A.	3
	Diversification: Social Sciences (DS) - Hawaiian Studies A.A.	3
	Electives - Hawaiian Studies A.A.	3-4
	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 completed in semester 4 or vice versa.
2. Diversification: Social Sciences (DS): A total of 6 credits are required and are recommended to be completed in semesters 1 and 4. Any two courses from different disciplines are required. ANTH 220, BOT 105, and HWST 211 are recommended options.
3. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed in semesters 3 and 4. Any two courses with different FG designations are required.

## Graduation Requirements (to be satisfied within the 60-63-credit A.A. degree)

Course	Course Title/Category	Credits
	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	60-63

### Category Descriptions

#### Diversification: Arts (DA), Humanities (DH), or Literatures (DL) (3 credits) - Hawaiian Studies A.A.

Choose from the following (the two of the three courses, or 6 credits, must be from different designations):

##### **Diversification: Arts (DA)**

HWST 128 (3), HWST 129 (3), HWST 177 (3), HWST 228 (3), HWST 229 (3)

##### **Diversification: Humanities (DH)**

HIST 284 (3), HIST 284K (3), HIST 288 (3), HWST 111 (3), HWST 140 (3), HWST 141 (3), HWST 281 (3), HWST 282 (4), REL 205 (3)

##### **Diversification: Literatures (DL)**

ENG 272B (3), ENG 272E (3), ENG 272P (3), HAW 261 (3)

#### Diversification: Arts (DA), Humanities (DH), or Literatures (DL) (6 credits) - Hawaiian Studies A.A.

Choose from the following (the two of the three courses, or 6 credits, must be from different designations):

##### **Diversification: Arts (DA)**

HWST 128 (3), HWST 129 (3), HWST 177 (3), HWST 228 (3), HWST 229 (3)

##### **Diversification: Humanities (DH)**

HIST 284 (3), HIST 284K (3), HIST 288 (3), HWST 111 (3), HWST 140 (3), HWST 141 (3), HWST 281 (3), HWST 282 (4), REL 205 (3)

##### **Diversification: Literatures (DL)**

ENG 272B (3), ENG 272E (3), ENG 272P (3), HAW 261 (3)

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

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

##### **Biological Sciences (DB):**

AG 200 (3), BIOL 171 (3), BOT 101 (3), BOT 130 (3), HWST 213 (3), MARE 171 (3), SCI 121 (3), ZOOL 105 (3)

##### **Physical Sciences (DP):**

ASTR 110 (3), CHEM 151 (3), OCN 120 (3), OCN 201 (3), SCI 122 (3)

#### Diversification: Laboratory (science) (DY) - Hawaiian Studies A.A.

AG 200L (1), BOT 130L (1), CHEM 151L (1), SCI 121L (1), SCI 122L (1)

#### Diversification: Social Sciences (DS) - Hawaiian Studies A.A.

Choose from the following (the two courses must be from different disciplines):

ANTH 200 (3), ANTH 220 (3), BOT 105 (3), HWST 211 (3), POLS 110 (3), SSCI 250 (3)

### Electives - Hawaiian Studies A.A.

Electives should be taken in three semesters to fulfill the 9-12 credits required. Choose from any of the following three areas:

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

HAW 261 (3), HIST 284 (3), HIST 284K (3), HWST 111 (3), HWST 128 (3), HWST 129 (3), HWST 199V, HWST 228 (3), HWST 229 (3), HWST 290 (3), HWST 299V, REL 205 (3)

#### **Hawaiian Environment:**

BOT 105 (3), BOT 130 (3), BOT 130L (1), HWST 140 (3), HWST 141 (3), HWST 213 (3), HWST 281 (3), HWST 282 (4)

#### **'Ōlelo:**

HAW 201 (4), HAW 202 (4), HAW 221 (3), HAW 222 (3), HAW 262 (3)

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

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

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.

Choose from the following:

SP 151 (3), SP 185 (3), SP 231 (3), SP 251 (3)

## 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.
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
	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

Electives from this category should be taken in two semesters (3 credits per semester) to fulfill a portion of the minimum 15 credits required. Choose from the following:

ANTH 220 (3), HAW 261 (3), HIST 284 (3), HIST 284K (3), HWST 111 (3), HWST 128 (3), HWST 129 (3), HWST 177 (3), HWST 199V, HWST 228 (3), HWST 270 (3), HWST 290 (3), HWST 299V, REL 205 (3)

### Electives: Hawaiian Environment

Electives from this category should be taken in two semesters (3 credits per semester) to fulfill a portion of the minimum 15 credits required. Choose from the following:

BOT 105 (3), BOT 130 (3), BOT 130L (1), HWST 140 (3), HWST 281 (3), HWST 282 (4)

### Electives: Hawaiian Language

Choose from the following:

HAW 201 (4), HAW 202 (4), HAW 221 (3), HAW 222 (3), HAW 262 (3)

## 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:**

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

### Fall (Semester 1)

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

### Spring (Semester 2)

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

## Category Descriptions

### Electives (2 credits) - Ho'okele (Polynesian Voyaging)

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

ANTH 220 (3), ASTR 110 (3), BOT 105 (3), OCN 201 (3), PHYS 151 (3), PHYS 151L (1), SCI 122 (3), SCI 122L (1)

### Electives (6 credits) - Ho'okele (Polynesian Voyaging)

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

ANTH 220 (3), ASTR 110 (3), BOT 105 (3), OCN 201 (3), PHYS 151 (3), PHYS 151L (1), SCI 122 (3), SCI 122L (1)

## 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
	Total Credits	25

## 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 completed 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: 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) or 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

### 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 list of courses that will fulfill this category.

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

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

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

Choose from the following:

ECON 130 (3), ECON 131 (3), POLS 110 (3), PSY 100 (3), SOC 100 (3)

## 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
	Total Credits	27

## Category Descriptions

### Communication: 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.

## 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
	Total Credits	24

## Category Descriptions

### Communication: 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.

## 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
	Total Credits	15

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

## Category Descriptions

### Communication: 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.

## 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
	Total Credits	9

## Category Descriptions

### Communication: 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.

## 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 02/28/2022:***

1. Apply appropriate English language skills to effectively communicate complex ideas in academic and professional contexts.
2. Apply an iterative, reflective approach to finding, evaluating, and using information.
3. Apply mathematical concepts and quantitative literacy skills to solve problems.
4. Engage with artistic expression by applying established aesthetic principles and analytical techniques.
5. Apply evidence-based theories and methods of scientific inquiry to test ideas, predict outcomes, observe and measure results, and make informed decisions.
6. Use knowledge of diverse human experiences and ways of knowing from different times, nations, cultures, ethnicities, classes, and identities to inform critical thought and intellectual empathy.

## 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): Any FW course	3
	Oral Communication	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	3
	Diversification: Laboratory (science) (DY): Any DY course	1
	Electives: Any 100-level or higher course (6 credits)	6
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. Diversification: Arts (DA), Humanities (DH), and Literatures (DL): A total of 6 credits are required are recommended to be completed in semesters 2 and 3. Six credits must be taken from at least 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 completed in semester 3 or vice versa.
3. Diversification: Laboratory (science) (DY): Only 1 credit of DY is required (may be completed in semester 2 or 3).
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed 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 are recommended to be completed in semesters 2 and 3. Six credits must be taken from at least 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 completed in semester 3 or vice versa.
3. Diversification: Social Sciences (DS): A total of 6 credits are required and are recommended to be completed in semesters 3 and 4. Any two courses from different disciplines are required.
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed 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 and are recommended to be completed in semesters 3 and 4. Any two courses from different disciplines are required.



## 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	
	Total Credits	60

### Category Descriptions

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

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

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

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

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

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

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): Any FW course

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.

## Oral Communication

Choose from the following:

SP 151 (3), SP 181 (3), SP 231 (3), SP 251 (3)

## 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).

Total Credits 15

## Category Descriptions

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

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

#### **Survey of Literature:**

ENG 270B (3), ENG 270E (3), ENG 270F (3), ENG 270M (3), ENG 270N (3)

#### **Studies in Literary Genre and Writing:**

ENG 204 (3), ENG 271D (3), ENG 271N (3), ENG 271P (3), ENG 272F (3), ENG 272N (3), ENG 272P (3), ENG 272T (3)

#### **Hawaiian/Pacific Literature:**

ENG 272B (3), ENG 272E (3), HAW 261 (3), HWST 270 (3)

## 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
	BIOL, MARE, or OCN Option	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.		
Total Credits		12

## Category Descriptions

### BIOL, MARE, or OCN Option

Choose from the following:

BIOL 171 (3), BIOL 172 (3), MARE 171 (3), MARE 172 (3), OCN 120 (3), OCN 201 (3)

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

Choose from the following:

BIOL 171L (1), BIOL 172L (1), CHEM 151L (1), CHEM 161L (1), CHEM 162L (1), EARTH 101L (1), EARTH 214 (1), SCI 121L (1), SCI 122L (1)

### Electives - Marine Option Program

Choose from the following:

BIOL 171 (3), BIOL 172 (3), CHEM 151 (3), CHEM 161 (3), CHEM 162 (3), EARTH 101 (3), EARTH 130 (3), EARTH 214 (1), HWST 281 (3), HWST 282 (4), OCN 120 (3), OCN 201 (3), PHIL 103 (3), SCI 121 (3), SCI 122 (3), SSCI 250 (3), SSM 101 (3), SSM 110 (3), ZOOL 105 (3)

## 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, IV, or Accelerated Calculus III. 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 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 (9-12 credits)

- MATH 103
- MATH 140X
- MATH 241
- MATH 242
- MATH 243
- MATH 244
- MATH 245
- MATH 100
- MATH 103
- MATH 111
- MATH 112
- MATH 115
- MATH 140X
- MATH 241
- MATH 242
- MATH 243
- MATH 244
- MATH 245

The required 3-4 credits and 9-12 elective credits can be met in any sequence allowed under the current prerequisite rules. Students can pursue the Calculus pathway in depth, add an exploration of non-STEM math to their STEM sequence for breadth, or explore broadly in the non-STEM realm and round out their skills with a solid foundation in algebra/functions. Some possible paths are listed below.

Length of program (for any of the paths listed): 4 semesters

### 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 (OPTION 1)

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

### CALCULUS-READY SEQUENCE (OPTION 2)

Course	Course Title/Category	Credits
MATH 241	Calculus I	4
MATH 242	Calculus II	4
MATH 245	Multivariable Calculus	4
	Electives - Mathematics A.S.C.	3-4

### 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
	Total Credits	12-16

### Category Descriptions

#### Electives - Mathematics A.S.C.

Choose from the following:

MATH 100 (3), MATH 103 (3), MATH 111 (3), MATH 112 (3), MATH 115 (3), MATH 140X (4), MATH 241 (4), MATH 242 (4), MATH 243 (3), MATH 244 (3), MATH 245 (4)

### Visual Arts: Academic Subject Certificate

The Visual Arts Academic Subject Certificate (A.S.C.) is designed for students who are interested in further study of the visual arts, beyond what is required for their current degree program, for personal development, starting a creative business, or pursuing Visual Arts with a studio focus at the B.A. level. This pathway encourages students to explore the foundations of the visual arts and offers them an opportunity to develop their artistic expression and vision and gain confidence in their artistic skills throughout a broad spectrum of visual arts. Completion of the Visual Arts A.S.C. will allow students to satisfy the Liberal Arts A.A. degree's requirements for DA courses while focusing their electives on artistic pursuits, and also meets 4 of the 8 studio courses required for the Studio Visual Arts B.A. degree at UH Mānoa.

#### **Program Student Learning Outcomes (PSLOs) approved 09/26/2022:**

1. Demonstrate fundamental skills and knowledge of basic concepts in the visual arts.
2. Demonstrate some creative originality in artistic expression.
3. Analyze the merits of a broad range of visual art at a basic level.
4. Use basic critical approaches and analytical skills in self-presentation and critique.

#### Fall (Semester 1)

Course	Course Title/Category	Credits
ART 101	Introduction to the Visual Arts	3
ART 113	Introduction to Drawing	3

#### Spring (Semester 2)

Course	Course Title/Category	Credits
ART 213	Intermediate Drawing	3
	ART 111 or ART 123	3

#### Fall (Semester 3)

Course	Course Title/Category	Credits
	ART 211 or ART 223	3
	3D Art	3



## Spring (Semester 4)

Course	Course Title/Category	Credits
	Art Elective	3
	Total Credits	21

### Category Descriptions

#### 3D Art

Choose from the following:

ART 105 (3), ART 243 (3), ART 244 (3)

#### Art Elective

Choose from the following:

ART 105 (3), ART 107D (3), ART 112 (3), ART 125 (3), ART 207D (3), ART 243 (3), ART 244 (3)

### 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
Total Credits		7

## Medical Assisting

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and health care providers in medical offices and clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform routine administrative medical office duties, 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. All program prerequisite courses must be completed with a “C” or higher prior to entry. Students may submit applications during the application period only. 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 08/22/2022:

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 a healthcare 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
HWST 107	Hawai'i: Center of the Pacific	3
	BIOL 100 or HLTH 140	3
	Mathematics: MATH 75X or higher	3-4
	Social Science	3

### 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
	Total Credits	43-44

## Category Descriptions

### Social Science

Choose from the following:

ANTH 200 (3), ANTH 220 (3), BOT 105 (3), ECON 130 (3), PSY 100 (3)

## 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.

**Biological Sciences 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)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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): 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 and are recommended to be completed in semesters 1 and 2. Any two courses with different FG designations are required.

**Spring (Semester 2)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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 and are recommended to be completed in semesters 1 and 2. Any two courses with different FG designations are required.

**Fall (Semester 3)**

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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	
	Total Credits	60

### Category Descriptions

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

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

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

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): Any FW course

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 and are recommended to be completed 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	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
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
	MATH 245 (or MATH 243 and MATH 244)	4-6
	Electives: Any 100-level or higher course (3 credits)	3
	Foundations: Global and Multicultural Perspectives (FG): Any FGA, FGB, or FGC course	3

1. MATH 245 (or MATH 243 and MATH 244): This course fulfills the Mathematics category. If MATH 243 and MATH 244 are taken, both courses will fulfill the Mathematics category. MATH 244 is typically only offered in the spring semester and should be taken in semester 4 if MATH 243 and MATH 244 are taken in lieu of MATH 245.
2. PHYS 170: This course fulfills the Natural Environment category.
3. Electives: EE 213, EE 296, and ICS 111 are recommended to fulfill a portion of the required electives (8 credits).
4. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed 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: Any 100-level or higher course (7-10 credits)	7-10

1. PHYS 272: This course fulfills the Natural Environment category.
2. Electives: EE 213, EE 296, and ICS 111 are recommended to fulfill a portion of the required electives (8 credits).

## 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	
	Total Credits	60

## Category Descriptions

### Communication: Any FW course

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.

### Cultural Environment: Three credits of any Humanities (DH) or Literatures (DL) course

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

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.

### ***Physical Sciences 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): 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 and are recommended to be completed 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
MATH 242	Calculus II	4
	CHEM, EE, or ICS Option	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

1. Foundations: Global and Multicultural Perspectives (FG): A total of 6 credits are required and are recommended to be completed in semesters 1 and 2. Any two courses with different FG designations are required.

### 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	
	Total Credits	61-64

## Category Descriptions

### CHEM, EE, or ICS Option

Choose from the following:

CHEM 162L (1), EE 160 (4), ICS 111 (3)

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

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

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

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): Any FW course

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:**

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](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	Certified Nurse Aide	3
NURS 100L	Certified 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, Inc. (ACEN), 3390 Peachtree Road, Suite 1400, 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 (CA) and eligibility to take the State Board Examination for licensure as a Practical Nurse. The first level curriculum requires two semesters and one summer session, resulting in the CA. Continuation into the second level of the Career Ladder Nursing program is based upon satisfactorily meeting established criteria for entry of continuing students into the second level. The second level requires an additional two semesters and leads to an Associate in Science (AS) Degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admissions to the fourth year of the Bachelor of Science in Nursing program at UH Mānoa after completing additional prerequisite courses which can be taken concurrently with the AS degree program. Licensed Practical Nurses (LPNs) seeking advanced standing into the second level of the Career Ladder Nursing program must meet established criteria for entry of LPNs into the second level.

**Program Admission Requirements:**

Complete prerequisite courses that are listed with:

1. A grade of "C" or higher (C- is not accepted).
2. A minimum GPA of 2.75.
3. Complete the Test of Essential Academic Skills (TEAS) exam with scaled scores at the Proficient Level or higher in all content areas. Basic and Developmental Level scores in any content area will not be accepted.
4. The Nursing Program Admissions Committee will utilize an admissions rubric approved by the Nursing program faculty as the basis for admission into the Nursing program. Prospective students should see the Health Science counselor for the current admissions rubric.

**Graduation Requirements:**

A grade of “C” or higher for all NURS alpha courses in the Nursing program 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 Līhu’e, 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): Pre-admission

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: Any MATH course designated as Foundations: Quantitative Reasoning (FQ)	3

1. ENG 100: This course fulfills the Communication category.
2. MICR 130: This course fulfills the Natural Environment category.

### Spring (Semester 2): Pre-admission

Course	Course Title/Category	Credits
HDFS 230	Human Development	3
NURS 212	Pathophysiology	3
PHYL 142	Human Anatomy and Physiology II	3
PHYL 142L	Human Anatomy and Physiology II Lab	1
	Cultural Environment: A.S. Core Options	3

1. HDFS 230: This course fulfills the Social Environment category.

### 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
	Total Credits	73

## Category Descriptions



## Cultural Environment: 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.

## Mathematics: Any MATH course designated as Foundations: Quantitative Reasoning (FQ)

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): Pre-admission

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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: Any MATH course designated as Foundations: Quantitative Reasoning (FQ)	3

1. ENG 100: This course fulfills the Communication category.
2. MICR 130: This course fulfills the Natural Environment category.

### Spring (Semester 2): Pre-admission

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
HDFS 230	Human Development	3
NURS 212	Pathophysiology	3
PHYL 142	Human Anatomy and Physiology II	3
PHYL 142L	Human Anatomy and Physiology II Lab	1

1. HDFS 230: This course fulfills the Social Environment category.

### Fall (Semester 3)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1

### Spring (Semester 4)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
NURS 203	General Pharmacology	3
NURS 220	Health and Illness I	10

### Summer Session (Semester 5)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
NURS 230	Clinical Immersion I	4
	<b>Total Credits</b>	<b>50</b>

## Category Descriptions

Mathematics: Any MATH course designated as Foundations: Quantitative Reasoning (FQ)

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)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
PH 201	Introduction to Public Health	3

### Spring (Semester 2)

<b>Course</b>	<b>Course Title/Category</b>	<b>Credits</b>
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

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## 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.

### **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

### **Designation**

Course-specific designations that the course will fulfill. The following are course-specific designations: Diversification, Foundations, and Pacific Cultures. A list of courses are available on the "[Diversification and Foundations Course List](#)" and "[Graduation Requirement Course List](#)" pages under the "Programs (Certificates and Degrees)" section of the catalog.

### **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.

# Accounting (ACC)

## **ACC 124 : Principles of Accounting I**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Define accounting.
2. Complete the accounting cycle with emphasis on practical application of accounting principles.
3. Describe ethical issues and violations in accounting and/or business.
4. Analyze, record, report, and interpret business activities of a service and/or merchandising organization using current accounting and ethical standards.
5. Describe employer payroll reporting and payment responsibilities.

## **ACC 125 : Principles of Accounting II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ACC 124.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Determine and explain the value of assets, liabilities, and owner's equity according to generally accepted accounting principles.
2. Prepare financial statements for a merchandising business.
3. Apply appropriate accounting principles to various forms of ownership.
4. Apply financial accounting procedures with an emphasis on long-term assets, long-term liabilities, and equity to include corporations and/or partnerships.

## **ACC 126 : Principles of Accounting III**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ACC 125.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Analyze financial statements using horizontal analysis, vertical analysis, and financial statement ratio techniques.
2. Prepare and analyze the Statement of Cash Flows.
3. Describe the principles of managerial accounting and explain how they are applied to various business models.
4. Analyze, record, and report the activities of a manufacturing company using process cost, job order cost, and standard cost accounting systems.
5. Use planning and control principles to evaluate the performance of a company and to make decisions.

**ACC 132 : Payroll and Hawai'i General Excise Tax****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in ACC 124 or ACC 201.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Accurately and ethically prepare and report payroll according to federal and state laws.
2. Accurately and ethically complete Hawai'i General Excise and Use Tax Forms.

**ACC 134 : Individual Income Tax Preparation****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in either ACC 124 or ACC 201.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Use basic tax research techniques.
2. Ethically and accurately apply federal and state laws to prepare individual tax returns.

**ACC 137 : Business Income Tax Preparation****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ACC 134.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate basic tax research related to business entities.
2. Ethically and accurately interpret and apply federal and state laws to the preparation of basic corporate or other business tax returns.
3. Ethically and accurately interpret and apply federal and state laws to the preparation of basic partnership or other business tax returns.



**ACC 193V : Cooperative Education****Credits:** 1

-3

1 hour per week with coordinator and 75 hours work experience for each credit.

**Prerequisites:**

Approval of instructor.

**Comments:**

This course is intended for Accounting majors. Additional prerequisites may be required by different campuses.

**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.

**Semester Offered:** Spring, Summer**Course Student Learning Outcomes (CSLOs):**

1. Evaluate career choice based on personal traits, industry expectations, and work experience.
2. Assemble a career portfolio for ongoing career development.
3. Perform duties at the work site according to industry standards.
4. Integrate job interview preparation techniques into a live interview.

**ACC 201 : Introduction to Financial Accounting****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Define accounting.
2. Analyze the effects of business transactions on the financial statements of an organization.
3. Complete the accounting cycle for a service and merchandising organization using current accounting standards.
4. Identify and apply basic internal control principles and accounting ethics in a business setting.

**ACC 202 : Introduction to Managerial Accounting****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ACC 201 or "C" or higher in both ACC 124 and ACC 125.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Prepare information and reports that may be used by management for planning, control, and decision-making purposes.
2. Evaluate alternatives using various methods of entity-wide and project financing.
3. Analyze, record, report, and interpret business activities of a manufacturing organization using current accounting standards.
4. Perform various financial statement analyses.

### **ACC 252 : Using Quickbooks in Accounting**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in either ACC 124 or ACC 201 or approval of instructor.

**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.

**Semester Offered:** Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate proficiency with utilizing QuickBooks features to process accounting transactions.
2. Apply fundamental accounting principles to set up and maintain records using QuickBooks.
3. Evaluate and communicate business performance based on various reports.

### **ACC 255 : Using Excel® in Accounting**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher or concurrent enrollment in either ACC 124 or ACC 201; or approval of instructor.

**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.

**Semester Offered:** Fall, Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Compile financial data utilizing an electronic spreadsheet, and generate accurate and relevant output.
2. Analyze accounting problems and use the results to propose recommendations for improvement.
3. Demonstrate speed and accuracy on numeric keypad.

## **Agriculture (AG)**

### **AG 102 : Orientation to Hawai'i Agriculture Industry**

**Credits:** 1

**Class Hours:** 1 lecture

**Description:**

This course familiarizes students with different agricultural operations/systems in Hawai'i through lectures, research, student presentations, guest speakers and/or field trips.

**Semester Offered:** Fall, Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Explain different agricultural practices and enterprises included in diversified agriculture.
2. Describe various careers and potential employers as well as workplace situations in agricultural careers in Hawai'i.
3. Identify challenges and opportunities of agriculture enterprises in Hawai'i.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Explain soil forming factors as they relate to soil chemical and physical properties.
2. Describe the role of organic matter, water, pH, plant nutrients, essential elements, composts, amendments, and fertilizers on soil fertility.
3. Outline the basic concepts to manage soil health and fertility.

**AG 141 : Integrated Pest Management****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Describe biological and ecological adaptations of weed species and the implications for control.
2. Identify common agricultural weed pests, and categorize weeds into monocots, dicots, and sedges.
3. Identify common agricultural insects and mites, including natural enemies and beneficials.
4. Identify common agricultural diseases, including bacterial, fungal, viral, and nematodes.
5. Discuss appropriate control measures for pest management.

**AG 200 : Principles of Horticulture****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in AG 200L.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Describe and explain general plant structure and function in relation to plant growth and development.
2. Apply knowledge to produce a horticultural crop.
3. Demonstrate knowledge of horticultural principles in the cultivation of plants.

**AG 200L : Principles of Horticulture Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

"C" or higher or concurrent enrollment in AG 200.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Categorize and identify the taxonomy of horticultural plants.
2. Describe and identify the function of plant cells, tissues, and organs.
3. Describe plant differentiation, vegetative and reproductive physiology, and life cycles.
4. Discuss the basics of soil-water management.
5. Identify climates and types of horticultural crops and growing systems adapted to these zones.
6. Explain basic plant processes including photosynthesis, respiration, nutrient absorption, translocation, and transpiration.
7. Discuss and identify soil, soil management, and mineral nutrition of plants and recognize symptoms of deficiencies.
8. Discuss the fundamentals of horticultural pests and their management.
9. Demonstrate and describe the methods of breeding plants for economic traits.

**AG 264 : Plant Propagation****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify equipment, tools, and supplies necessary to propagate plants.
2. Describe the practices involved in sexual and asexual plant propagation.
3. Recommend the best methods of propagation of selected plants such as root, stem, and leaf cutting; layerage; divisions; grafting; budding; and by seeds.

**AG 271 : Introduction to Crop Improvement****Credits:** 3**Class Hours:** 2 lecture and 3 lab**Prerequisites:**

"C" or higher in AG 200, BOT 101, or both SCI 121 and SCI 121L.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Describe the structure, function, and replication of DNA as the genetic material.
2. Describe basic concepts of genomics.
3. Describe genetic variation and its use in crop improvement.
4. Identify major methods used for crop improvement.

### **AG 293V : Plant Biology and Tropical Agriculture Internship**

**Credits:** 1

-3

1 hour per week with coordinator and 75 hours work experience for each credit.

**Prerequisites:**

Approval of instructor.

**Comments:**

May be repeated for a maximum of 12 credits.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Develop a written and/or oral professional presentation detailing internship project, results, and experiences.
2. Maintain a laboratory notebook and/or journal detailing internship project.
3. Demonstrate the ability to work in a professional setting through an experiential-learning environment.

## **Anthropology (ANTH)**

### **ANTH 200 : Cultural Anthropology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

This course is an orientation on the nature of culture and basic concepts for analyzing cultural behavior.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Describe, identify, and compare the key components of an analysis of culture.
2. Evaluate how culture is embedded in multiple spheres of life, including natural, social, economic, and political relations.
3. Apply anthropological concepts to place-based analyses of modern ways of life.
4. Apply anthropological research methods to examine cultural change and foodways.

## **ANTH 220 : Prehistory of Hawai'i**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course studies 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. This course also focuses on the early human use of and adaptation to the geography and environment of these islands.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify and define basic terms related to the field of anthropology.
2. Explain how pre-contact society adapted to their environment and utilized their natural resources through sustainable practices.
3. Apply traditional Hawaiian customs learned in the classroom and use them towards meaningful application in today's world.
4. Identify and describe kinship, political, economical, societal, and religious structures in pre-contact Hawai'i.
5. Discuss ethical issues and best practices related to the study of Hawaiian prehistory.

# **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

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe how complex plan sets are organized.
2. Explain the special characteristics of commercial plans and summarize how to read and interpret them.
3. Compare and describe the components of civil plans.
4. Recognize the components of an exterior wall section.
5. Identify typical contract documents and describe their function.
6. Distinguish and define the components of site plans.
7. Utilize software to aid in the reading and interpretation of construction plans.
8. Define typical construction symbols, line types, and terminology.



**AEC 110 : Basic AutoCAD****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in AEC 101.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Execute the basic commands necessary to create 2D and 3D drawings using AutoCAD.
2. Create, render, and manipulate 3D AutoCAD drawings, and convert 2D drawings to 3D drawings.
3. Apply the full range of AutoCAD commands, options, keyboard, toolbar, and menu interfaces as acceptable for employment as a CAD technician.
4. Demonstrate the proper use of industry-accepted terms and drawing setup.
5. Manage files within an AutoCAD drawing project.
6. Work from written as well as oral instructions. Use assigned time efficiently for productive work and to meet production deadlines.

**AEC 161 : Building Information Modeling Software****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in AEC 101.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to BMI construction.
2. Demonstrate the appropriate software commands to create a 3D building model including the following assemblies: walls, floors, doors, windows, roofs, components, dimensions and stairs.
3. Compose and print a sheet in a building model set.
4. Create still renderings, perspective views, and walk through animations of a building model using Building Information Modeling (BIM) software.
5. Import a vector-based reference drawing into a model file.
6. Demonstrate the loading of components into a building model.

## **AEC 164 : Residential Planning and Design**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in AEC 101. "C" or higher or concurrent enrollment in AEC 110.

**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.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Describe and apply reasonable space requirements, code restrictions, site and building orientation constraints, and room proximity standards towards the development of a residential design.
2. Use the AutoCAD® and SketchUp® computer programs (or similar programs) to develop and finalize an architectural design.
3. Clearly and adequately explain a design presentation to other groups. Fairly and objectively critique the designs and presentations of others.
4. Report to a workplace regularly and punctually. Engage effectively and congenially with peers and supervisors. Work from written, as well as oral instructions, and use assigned time efficiently to meet production deadlines.
5. Demonstrate oral and written communication, computation, and problem-solving skills appropriate to the level of the coursework.
6. Explain and demonstrate the building design process.

## **Art (ART)**

### **ART 101 : Introduction to the Visual Arts**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course is a general introduction to the media, techniques, and history of the visual arts, oriented to students who have not been exposed to the formal study of these disciplines. Students will develop an in-depth appreciation of the creative processes involved in the visual arts across cultures and throughout history. This survey 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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate knowledge of the elements of visual art, principles of design, and the creative process.
2. Describe how ideas can be communicated through visual media, techniques, and processes.
3. Evaluate artistic works across a range of subject matters, symbols, concepts, historical periods, and cultures.
4. Demonstrate a familiarity with major historical and contemporary movements in visual art, and describe how art reflects its time.
5. Apply formal and personal criteria for viewing and assessing art, using appropriate terminology.
6. Make connections between visual arts and other disciplines.

**ART 105 : Introduction to Ceramics****Credits:** 3**Class Hours:** 6 lecture/lab**Comments:**

May be repeated for a maximum of 9 credits.

**Description:**

This course introduces students to creating three-dimensional concepts in clay, emphasizing hand building, glazing techniques, and surface treatments. Students will complete hand-building projects, and then move on to the essentials of wheel-throwing projects and learn how to use a kiln.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Use hand-building techniques to produce finished ceramic objects.
2. Engage in all phases of the creative problem-solving process to produce a finished ceramic project.
3. Apply basic drawing techniques when notating, conceptualizing, and visually organizing a ceramic project.
4. Demonstrate how colors, patterns, and shapes impact the final visual product.
5. Use the professional terminology of the 2D and 3D visual arts to plan, describe, and evaluate ceramics projects and products.
6. Explain how artists use creative problem-solving and choose specific techniques and processes to communicate ideas and themes through original visual media.

**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.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create visually-appealing still photographs for print and digital distribution.
2. Use photographic equipment and software applications to create still photographs.
3. Create a web-based, user-friendly, visually-appealing Digital Portfolio that displays photographs.
4. Develop measurable objectives and gauge the effectiveness of photographs.
5. Demonstrate appropriate interpersonal communication and collaborative skills.

**ART 111 : Introduction to Watercolor Painting****Credits:** 3**Class Hours:** 6 lecture/lab**Comments:**

May be repeated for a maximum of 6 credits.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Prepare and execute paintings that reflect the use of essential watercolor techniques.
2. Explain watercolor painting concepts, the techniques covered in class, and basic color theory.
3. Describe how ideas can be communicated through visual media, techniques, and processes.
4. Engage in a critical analysis of their own and others' finished works.
5. Demonstrate a basic competence in watercolor painting using a variety of washes and brush techniques.
6. Exhibit a familiarity with and understanding of the proper use and care of watercolor painting tools.

**ART 112 : Introduction to Digital Arts****Credits:** 3**Class Hours:** 6 lecture/lab**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply professional design elements and principles to create Creative Media projects for print and digital distribution.
2. Use industry-standard equipment and applications to design and create Creative Media projects.
3. Create a web-based, user-friendly, visually-appealing Digital Portfolio that displays Creative Media projects.
4. Evaluate and gauge the effectiveness of completed projects using industry-standard measurement processes.
5. Demonstrate effective interpersonal communication and collaborative skills.

### **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.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Make aesthetic, creative, and content decisions in their drawings.
2. Prepare work for rudimentary exhibition purposes.
3. Demonstrate basic drawing skills and expression.
4. Describe how ideas can be communicated through visual media, techniques, and processes.
5. Select and utilize drawing tools and media and apply them to achieve desired results in expression.
6. Use basic drawing vocabulary to describe drawing processes and principles.
7. Critique drawings objectively, individually, and in groups.

### **ART 123 : Introduction to Painting**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Recommended:**

"C" or higher in ART 113.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Prepare work for rudimentary exhibition purposes.
2. Demonstrate personal artistic expression and style.
3. Paint in 3D form with value differences and use the terminology of value.
4. Demonstrate the fundamentals of color theory and the terminology of colors and basic language of design.
5. Demonstrate fundamental techniques of drawing, including using 1- and 2- point perspective.
6. Paint using limited and full-color palette.
7. Describe how ideas can be communicated through visual media, techniques, and processes.

**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.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create basic graphics and illustrations for print and digital distribution.
2. Use industry-standard tools and applications to design and create basic graphics and illustrations.
3. Develop measurable objectives and gauge the effectiveness of completed projects.
4. Create a web-based, user-friendly, visually-appealing Digital Portfolio that displays projects.
5. Demonstrate appropriate interpersonal communication and collaborative skills.

**ART 207D : Intermediate Digital Photography****Credits:** 3**Class Hours:** 2 lecture and 4 studio**Prerequisites:**

"C" or higher in ART 107D.

**Recommended:**

"B" or higher in ART 112 or "C" or higher in both ART 101 and ETRO 101.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Use industry-standard photography equipment and software applications to create professional photographs.
2. Demonstrate exceptional interpersonal communication and collaborative skills.
3. Create a web-based, user-friendly, visually-appealing, commercial-quality Digital Portfolio that displays professional photographs.
4. Define and apply professional design elements and principles to create commercial-quality photographs for print and digital distribution.
5. Evaluate and gauge the effectiveness of photographs using industry-standard measurement processes.



**ART 211 : Intermediate Watercolor****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ART 111.

**Comments:**

May be repeated for a maximum of 6 credits.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of watercolor concepts, techniques, and color theory.
2. Demonstrate how ideas can be communicated through visual media, techniques, and processes.
3. Demonstrate competence in watercolor painting using a variety of washes and brush techniques.
4. Engage in a critical analysis of their own and others' finished work.
5. Demonstrate the proper use and care of watercolor painting tools.
6. Prepare and execute paintings that demonstrate the use of essential and some advanced watercolor techniques.

**ART 213 : Intermediate Drawing****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ART 113.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Successfully identify and use color drawing tools and elements of art and design principles in drawings.
2. Keep an extensive sketchbook and portfolio record of the material covered in this course.
3. Differentiate among representational, abstract, and conceptual approaches to drawn art and produce these forms in color as well as monochromatic media.
4. Make aesthetic, creative, and content decisions autonomously in drawings by choosing compositions, subject matter, and presentation format independently.
5. Recognize and demonstrate safe studio procedures and good studio practices.

**ART 223 : Intermediate Painting****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ART 123.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Arrange visual components into a successful composition.
2. Use acrylic or oil paint to create original works.
3. Exhibit an intermediate level of understanding of color theory, basic composition, and value development as it applies to creating the illusion of three dimensional form.
4. Engage in critical analysis and discussion of the final artworks.
5. Describe how ideas can be communicated through visual media, techniques, and processes.

**ART 225 : Intermediate Graphic Design****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ART 125.

**Recommended:**

"B" or higher in ART 112 or "C" or higher in both ART 101 and ART 113.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply professional design elements and principles to create raster and vector graphics and illustrations for print and digital distribution.
2. Use industry-standard development tools and applications to design and create professional graphics and illustrations.
3. Evaluate and gauge the effectiveness of completed projects using industry-standard measurement processes.
4. Create a web-based, user-friendly, visually-appealing, commercial-quality Digital Portfolio that displays professional graphic projects.
5. Demonstrate exceptional interpersonal communication and collaborative skills.

**ART 243 : Intermediate Ceramics: Handbuilding****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ART 105.

**Description:**

This course introduces 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.

**Semester Offered:** Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Produce forms reflecting an understanding of the difference between functional and non-functional clay forms.
2. Use a variety of mold techniques to complete projects.
3. Create presentation pieces and actively participate in critiques.
4. Demonstrate knowledge of elements of 3-dimensional design in sculptural forms.
5. Demonstrate an understanding of proper kiln loading/unloading and firing.
6. Demonstrate an understanding of different kinds of clay and their properties when used together in sculptures.
7. Demonstrate the use of different hand building equipment to create specific forms in clay.

**ART 244 : Intermediate Ceramics: Wheel Throwing****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ART 105.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Clearly show by example the differences between functional and non-functional forms.
2. Demonstrate knowledge of the various wheel throwing techniques and forms created with the use of the wheel and draw on hand-building techniques learned in ART 105 to complete wheel projects.
3. Demonstrate an understanding of different clays and their properties and create forms on the wheel displaying the differences.
4. Create art pieces that communicate statements or beliefs.
5. Exhibit the fine points that make for better finished forms.
6. Use alternative glazing methods important in displaying how colors influence the viewer's emotions and thoughts.
7. Use ceramic and art vocabulary when discussing and critiquing.

## **ART 249 : Interface Design II**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"C" or higher in ART 112 and ART 229.

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Use advanced editing tools to create graphic images and animations for web and multimedia interfaces with current industry standard software tools.
2. Design web and multimedia interactive interfaces at current industry standards for community and commercial entities.
3. Create video animations and shorts for web and multimedia interfaces with current industry standard video software tools.
4. Test and analyze web and multimedia interfaces for effectiveness.

## **ART 250 : Film and World History Since WWII**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:**

Cross-listed with HIST 250.

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Analyze film critically, particularly for historical and artistic content.
2. Identify world cinema trends (i.e. Italian neo-realism, French New Wave) and their respective characteristics.
3. Distinguish between a film's historical and fictional elements, and identify ways in which even the fictional elements may be a source of historical insight.
4. Discuss the basic concepts and aesthetics in film as an art form.
5. Examine a film as a historical or cultural artifact.
6. Use film effectively as a primary and/or secondary source in the study of historical topics.

## **ART 293 : Internship**

**Credits:** 3

3 credits = 225 hours of work experience

**Prerequisites:**

"C" or higher in ART 112. Approval of instructor.

**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.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate professional, ethical and legal principles in the work environment.
2. Skillfully and safely operate creative media equipment in the work environment.
3. Demonstrate mastery-level skills using creative media software applications in the work environment.
4. Demonstrate exceptional interpersonal communication and collaborative skills in the work environment.

# Astronomy (ASTR)

## **ASTR 110 : Survey of Astronomy**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

### **Course Student Learning Outcomes (CSLOs):**

1. Describe, classify, and compare celestial objects (i.e. movement, spin, size, brightness, temperature, composition, energy, distance from Earth, etc.).
2. Explain fundamental physics concepts, astronomical principles and processes used to figure out the information in SLO#1 (for example, explain how scientists know the composition, temperature, and distance of celestial objects without direct sampling).
3. Describe the formation and fate of celestial objects (e.g. mainly stars but also Earth, other planets, moons, asteroids, comets, our solar system, galaxy, and universe).
4. Characterize the guiding principles of modern science.
5. Critically evaluate proposed explanations or ideas in astronomy.

## **ASTR 110L : Survey of Astronomy Laboratory**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher or concurrent enrollment in ASTR 110.

**Comments:**

ASTR 110L is not required to enroll in ASTR 110.

**Description:**

This course includes a demonstration of astronomical principles through laboratory observations and analysis of astronomical data.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Collect, report, and analyze data obtained in a laboratory and/or observatory setting in a manner exhibiting organization, proper documentation, and critical thinking.
2. Demonstrate a working knowledge of computer on-line astronomical programs.
3. Demonstrate a basic understanding of the use of standard astronomical instruments.
4. Apply the scientific method to a selected group of topics in astronomy.
5. Perform image analysis, especially as related to astronomical photographic data.

# Automotive Mechanics Technology (AMT)

## **AMT 16 : Car Care**

**Credits:** 1

2 lecture/lab

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
2. Identify systems and components of an automobile.
3. Demonstrate the use of reference training materials, use appropriate tools and equipment to perform basic car maintenance and repair.

## **AMT 18 : Minor Tune-up and Repair**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable principles involved in the operation and maintenance of automotive systems.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate the use of reference training materials, use appropriate tools and equipment to perform minor tune-up repair/service on automotive systems and components.

## **AMT 80 : Introduction to Small Engines Repair**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of small engine systems.
2. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect and perform needed repair/service on small engine systems and components.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.



**AMT 100 : Introduction to Automotive Technology****Credits:** 2**Class Hours:** 4 lecture/lab**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.

**Semester Offered:** Fall, Spring, Summer**Course Student Learning Outcomes (CSLOs):**

1. Identify systems and components of an automobile and properly use hand tools, measuring tools, and perform scheduled maintenance and repairs.
2. Identify various career opportunities in the automotive field.
3. Demonstrate the proper use and understanding of technical service resources.
4. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards for safety.

**AMT 120B : Auto Metal Work and Welding****Credits:** 4**Class Hours:** 8 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate methods and techniques using the appropriate tools and equipment to perform Oxy/Acetylene, MIG, and Squeeze Type Resistance welds.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate an understanding of proper set up and use of welding and cutting equipment for specific applications.
4. Demonstrate methods and techniques using the appropriate tools and equipment to perform Oxy/Acetylene and Plasma cutting.

**AMT 126B : Non-Structural Analysis and Repair I****Credits:** 4**Class Hours:** 8 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable Non-Structural damage repair procedures.
2. Demonstrate methods and techniques using the appropriate tools and equipment to perform Non-Structural damage repairs to a vehicle.
3. Demonstrate methods and techniques using the appropriate tools and equipment to perform plastic material repairs to a vehicle.
4. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 129 : Engine Repair****Credits:** 7**Class Hours:** 14 lecture/lab**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and fundamental principles of engine systems.
2. Demonstrate the use reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on engine systems and components.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 134B : Paint Prep and Refinishing I****Credits:** 4**Class Hours:** 8 lecture/lab**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate methods and techniques using the appropriate tools and equipment in preparing the surface of an automobile to be painted.
2. Perform paint mixing at recommended ratios and demonstrate paint equipment usage, maintenance, and cleaning.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 136B : Non-Structural Analysis and Repair II****Credits:** 6**Class Hours:** 12 lecture/lab**Prerequisites:**

"C" or higher in AMT 126B.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of Non-Structural damage repair estimating and repair procedures.
2. Demonstrate methods and techniques using the appropriate tools and equipment to perform panel replacement, metal finishing, and plastic material repair to Non-Structural damaged areas of a vehicle.
3. Demonstrate methods and techniques using the appropriate tools and equipment to perform stationary and moveable glass repairs to a vehicle.
4. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 141 : Electrical/Electronic Systems I****Credits:** 5**Class Hours:** 10 lecture/lab**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on electrical systems and components.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate an understanding of applicable theories of operation and fundamental principles of electrical systems.

**AMT 144 : Heating and Air Conditioning****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of heating, ventilation and air conditioning (HVAC) systems.
2. Demonstrate the use of reference training materials, use of appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on heating, ventilation and air conditioning (HVAC) systems and components.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 144B : Paint Prep and Refinish II****Credits:** 6**Class Hours:** 12 lecture/lab**Prerequisites:**

"C" or higher in AMT 134B.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable procedures to prepare the surface area and techniques used for proper paint application.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate preparation procedures on surface area to be painted.
4. Perform paint mixing and matching at recommended ratios and demonstrate proper paint application procedures.

### **AMT 145 : Manual Drive Trains and Axles**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of manual drive train and axle systems.
2. Demonstrate an understanding and comply with personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate the use of reference training materials, use of appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on manual drive train and axles systems and components.

### **AMT 149 : Automatic Transmission and Transaxle**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials, use of appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on automatic transmission and transaxle systems and components.
2. Demonstrate an understanding of applicable theories of operation and principles of automatic transmission and transaxle systems.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

### **AMT 152 : Brake Systems**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on brake systems and components.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate an understanding of applicable theories of operation and principles of brake systems.

### **AMT 154 : Suspension and Steering Systems**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prerequisites:**

"C" or higher in AMT 100.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of suspension and steering systems.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on suspension and steering systems and components.

### **AMT 171 : HEV I - Introduction to Hybrid and Electric Vehicle Technology**

**Credits:** 3

**Class Hours:** 1 lecture and 6 lab

**Prerequisites:**

"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.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of basic principles of theory and operation on Hybrid and Electric Vehicles.
2. Identify high voltage circuits and systems on Hybrid and Electric Vehicles.
3. Demonstrate proper procedures to safely disable vehicle high voltage circuit systems.
4. Locate and use reference training materials and use appropriate tools, testing and measuring equipment to perform basic system checks and needed repair/service on Hybrid and Electric Vehicle systems.
5. Perform all tasks while observing all industry-standard personal and environmental safety practices.

### **AMT 172 : HEV II - Preventive Maintenance and Repair**

**Credits:** 3

**Class Hours:** 1 lecture and 6 lab

**Prerequisites:**

"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.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify high voltage circuits and systems on Hybrid and Electric Vehicles.
2. Identify safety precautions, location of vehicle high voltage circuit disconnect, and procedures to safely disable system.
3. Use appropriate tools, testing and measuring equipment to diagnose, test, inspect and perform preventive maintenance, service and repairs on Hybrid and Electric Vehicle systems and components.
4. Demonstrate an understanding of personal and environmental safety practices, and perform all tasks while observing all industry-standard safety practices.

### **AMT 173 : HEV III – Diagnostic and Repair**

**Credits:** 3

**Class Hours:** 1 lecture and 6 lab

**Prerequisites:**

"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.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify high voltage circuits and systems on Hybrid and Electric Vehicles.
2. Identify safety precautions, location of vehicle high voltage circuit disconnect, and procedures to safely disable system.
3. Use appropriate tools, testing and measuring equipment to perform advanced diagnostics and repair on Hybrid and Electric Vehicle system failures.
4. Demonstrate an understanding of personal and environmental safety practices, and perform all tasks while observing all industry-standard safety practices.

**AMT 177 : Automotive Diesel Fuel System****Credits:** 2**Class Hours:** 1 lecture and 3 lab**Prerequisites:**

"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.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials and use appropriate tools, testing, and measuring equipment to diagnose, test, inspect, and perform needed repair/service on automotive diesel engine systems and components.
2. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
3. Demonstrate an understanding of applicable theories of operation and principles of automotive diesel engine systems.

**AMT 240 : Fuel and Emission Systems****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher in AMT 241.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of fuel and emission systems.
2. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect and perform needed repair/service on fuel and emission systems and components.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 241 : Electrical/Electronic Systems II****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher in AMT 141.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on electronic control systems, networking and components.
2. Demonstrate an understanding of applicable theories of operation and principles of electronic control systems.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.



**AMT 242 : Engine Performance I****Credits:** 5**Class Hours:** 10 lecture/lab**Prerequisites:**

"C" or higher in AMT 129 and AMT 240.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of applicable theories of operation and principles of engine performance systems.
2. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect and perform needed repair/service on engine performance systems and components.
3. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.

**AMT 244 : Engine Performance II****Credits:** 5**Class Hours:** 2 lecture and 9 lab**Prerequisites:**

"C" or higher in AMT 242.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect, and perform needed repair/service on engine performance computerized control systems and components.
2. Demonstrate an understanding of personal and environmental safety practices, and observe all industry standards of safety.
3. Demonstrate an understanding of applicable theories of operation and principles of engine performance computerized control systems.

**AMT 260 : Diagnostic and Repair****Credits:** 4**Class Hours:** 1 lecture and 9 lab**Prerequisites:**

"C" or higher in AMT 144, AMT 145, AMT 149, AMT 152, AMT 154, and AMT 244.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of personal and environmental safety practices and observe all industry standards of safety.
2. Demonstrate the use of reference training materials, use appropriate tools, testing and measuring equipment to diagnose, test, inspect and perform needed diagnostics and repair of systems and components in a live work environment.
3. Demonstrate an understanding of applicable theories of operation and principles of diagnostics and repair.

# Biology (BIOL)

## **BIOL 100 : Human Biology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Corequisite Courses:** BIOL 100L

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Biological Sciences – DB

### **Course Student Learning Outcomes (CSLOs):**

1. Identify and discuss anatomical structures and their functions.
2. Apply biological knowledge to self, family, Kaua'i, and Hawai'i.
3. Demonstrate comprehension and correct use of chemical and biological terminology, concepts, and knowledge in appropriate situations.
4. Describe and identify homeostatic relationships that function by both positive and negative feedback systems.
5. Describe the anatomical, physiological, and chemical inter-relationship of human biological systems and organs.

## **BIOL 100L : Human Biology Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Qualified for ENG 100.

**Corequisite Courses:** 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.

**Semester Offered:** Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Identify the parts of a microscope and use it properly to identify histology slides.
2. Describe and employ the scientific method in laboratory investigation.
3. Describe/identify the planes, cavities, and gross anatomy of the human body.
4. Identify on models and diagrams specific anatomical parts of the human body systems.
5. Work effectively in a group to perform laboratory experiments, take measurements, and record and analyze data in a notebook.

**BIOL 110V : Projects in Biology****Credits:** 1

-2

Meetings arranged

**Prerequisites:**

"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.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Develop project proposal to conduct directed research.
2. Outline the procedures, analyze data, and explain the findings of a student project.

**BIOL 171 : Introduction to Biology I****Credits:** 3**Class Hours:** 3 lecture**Corequisites:**

BIOL 171L and either CHEM 151 or CHEM 161

**Recommended:**

Completed ENG 100.

**Comments:**

Cross-listed with MARE 171.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Describe and explain the chemistry of life, the cell, genetics and mechanisms of evolution.
2. Synthesize and evaluate information about the chemistry of life, the cell, genetics and mechanisms of evolution when analyzing new information.
3. Demonstrate the ability to think critically and employ critical thinking skills.
4. Describe and explain the relationship between structure and function.
5. Apply knowledge of the chemistry of life, the cell, genetics and mechanisms of evolution when analyzing new information.

**BIOL 171L : Introduction to Biology Laboratory I****Credits:** 1**Class Hours:** 3 lab**Corequisites:**

BIOL 171 and CHEM 151 (or CHEM 161)

**Comments:**

Cross-listed with MARE 171L.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the safety procedures appropriate to a biological laboratory setting.
2. Use the scientific method by demonstrating an ability to formulate a testable hypothesis, collecting data necessary to test the hypothesis, analyzing and interpreting the results (in graphical form when appropriate), and discussing the outcome of the experiment.
3. Collect and analyze scientific data using appropriate specialized equipment and computer software.

**BIOL 172 : Introduction to Biology II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in BIOL 171 and BIOL 171L.

**Corequisite Courses:** BIOL 172L**Comments:**

Cross-listed with MARE 172.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Apply knowledge of the evolutionary history of life, plant and animal form and function, and ecology when analyzing new information.
2. Synthesize and evaluate information about the evolutionary history of life, plant and animal form and function, and ecology when analyzing new information.
3. Demonstrate the ability to think critically and employ critical thinking skills.
4. Read and interpret graphs and data.

## **BIOL 172L : Introduction to Biology Laboratory II**

**Credits:** 1

**Class Hours:** 3 lab

**Corequisite Courses:** BIOL 172

**Comments:**

Cross-listed with MARE 172L.

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Students will demonstrate safety procedures in the laboratory such as proper use of eye protection and other protective clothing.
2. Use compound and dissecting microscopes to study plant and animal structure and function.
3. Describe and explain the evolutionary history of life, plant and animal form and function, and ecology.

## **Blueprint (BLPR)**

### **BLPR 122 : Blueprint Reading**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course is designed to help students acquire an understanding 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.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Define current techniques and terminology involved in the production and coordination of blueprints.
2. Use measuring and layout tools used in construction properly.
3. Select the appropriate scale to measure architectural and engineering drawings.
4. Recognize and interpret a range of symbols used on a given set of blueprints.
5. Define a variety of systems and materials used in residential construction.
6. Define the various types of construction.
7. Define the different types of drawings contained in a set of blueprints.
8. Recognize professional organizations and rating systems related to sustainability and green construction.

# Botany (BOT)

## **BOT 101 : General Botany**

**Credits:** 3

**Class Hours:** 3 lecture

**Corequisite Courses:** BOT 101L

**Recommended:**

Qualified for ENG 100S.

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Biological Sciences – DB

### **Course Student Learning Outcomes (CSLOs):**

1. Discuss the principles of plant reproduction and genetics including methods of plant reproduction, Mendelian genetics, mitosis and meiosis, and the evolutionary relationship between plants and their pollinators.
2. Demonstrate an understanding and use of plant taxonomy.
3. Discuss the importance of plants to people including historical, cultural, environmental, and economic impacts.
4. Demonstrate an understanding of fundamental plant anatomy and plant physiology.
5. Demonstrate an understanding and use of the Scientific Method by conducting experiments, collecting and interpreting data, and organizing and presenting a directed research project in botany.

## **BOT 101L : General Botany Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Corequisite Courses:** BOT 101

**Recommended:**

Qualified for ENG 100S.

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Discuss the importance of plants to people including historical, cultural, environmental, and economic impacts.
2. Discuss the principles of plant reproduction and genetics including methods of plant reproduction, Mendelian genetics, mitosis, meiosis, and the evolutionary relationship between plants and their pollinators.
3. Demonstrate an understanding and use of plant taxonomy including relevant terminology, the classification system (domain and kingdom), binomial nomenclature, explain differences between monocots and dicots, and be able to use and make dichotomous keys.
4. Demonstrate an understanding of fundamental plant anatomy and plant physiology including identifying plant structures and their functions at the multi-cellular and cellular levels, understanding plant nutrition and growth, discussing the plant transports.
5. Demonstrate an understanding and use of the Scientific Method by conducting experiments, collecting and interpreting data, and organizing and presenting a directed research project in botany.

**BOT 105 : Ethnobotany****Credits:** 3**Class Hours:** 3 lecture**Recommended:**

Qualified for ENG 100.

**Comments:**

Cross-listed with HWST 211.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Social Sciences – DS

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of the science of ethnobotany.
2. Identify and evaluate the role plants played in Hawaiian culture.
3. Identify, evaluate, and compare the role plants played on other cultures using examples from Hawai'i, the Pacific, and Okinawa.
4. Carry out directed research on the cultural use of specific plants and use the findings to recreate a cultural representation (artifact) using traditional methods.

**BOT 130 : Plants in the Hawaiian Environment****Credits:** 3**Class Hours:** 3 lecture**Corequisite Courses:** BOT 130L**Recommended:**

Qualified for ENG 100. Concurrent enrollment in MATH 75X.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Recognize general plant morphology as it relates to function.
2. Explain the concepts of botany as a science.
3. Compare the major vegetation zones.
4. Analyze the impact of humans on Hawaiian ecosystems.



**BOT 130L : Plants in the Hawaiian Environment Lab****Credits:** 1**Class Hours:** 3 lab**Corequisite Courses:** BOT 130**Recommended:**

Qualified for ENG 100. Concurrent enrollment in MATH 75X.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Recognize Hawaiian plants in the field.
2. Design an experimental propagation project using experimental analysis and evaluation.
3. Apply knowledge of Hawaiian plants to a community service project.
4. Demonstrate the ability to clarify information during field trips.

## Business (BUS)

**BUS 120 : Principles of Business****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Define the various forms of business ownership to determine the appropriateness relative to an organization's resources, goals, and objectives.
2. Identify legal, governmental, ethical, and social responsibility issues or regulations affecting business decisions.
3. Identify the impact of local, national, and global external factors on business decisions relative to the accomplishment of the mission and objectives of an organization.
4. Identify various business functions and practices - including management, marketing, accounting, and finance - and explain their impact on the successful operation of a business.

### **BUS 190 : Survey of International Business**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in BUS 120.

**Recommended:**

Basic computer and internet skills.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Produce a written feasibility study to determine if a particular product can be exported successfully.
2. Link concepts and theories covered throughout the course with real world events within the international business arena.
3. Identify and address the impact of ethics in the international business environment.
4. Demonstrate a working knowledge of the major elements that impact and shape global business.

### **BUS 293 : Cooperative Education**

**Credits:** 3

3 credits = 225 hours of work experience

**Prerequisites:**

"C" or higher in ENT and MGT courses. Business program major. Approval of instructor.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply classroom knowledge and skills in the workplace according to industry standards.
2. Apply job readiness skills to obtain an internship placement.
3. Perform duties at the workplace according to industry standards in a field related to the students' major.

## **Business Law (BLAW)**

### **BLAW 200 : Legal Environment of Business**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an awareness of and a deeper appreciation for the ethical and social consequences of business decisions.
2. Describe the evolution and essential concepts and procedures of the American system of jurisprudence.
3. Explain the broad principles of law relating to contracts, torts, sales, consumer protection, property (real, personal, and bailments), agency, employment relationships, business organizations, and governmental regulation.
4. Describe the nine articles of the Uniform Commercial Code with particular attention to the subject of negotiable instruments.
5. Apply basic legal knowledge to make judgements and decisions within the context of the legal environment of business.

# 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

### **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.

**Semester Offered:** Fall (every odd year)

### **Course Student Learning Outcomes (CSLOs):**

1. Utilize a tape measure to make accurate cuts.
2. Demonstrate addition and subtraction of measurements on carpentry projects.
3. Identify different types of hammers and be able to choose the proper hammer for various applications.
4. Identify lumber by size, shape, and dimensions.
5. Identify various power tools, and demonstrate proper safety operations.

## **CARP 120C : Applied Carpentry Skills**

**Credits:** 8

**Class Hours:** 16 lecture/lab

### **Prerequisites:**

"C" or higher or concurrent enrollment in CARP 120B.

### **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.

**Semester Offered:** Fall (every odd year)

### **Course Student Learning Outcomes (CSLOs):**

1. Convert various measurements into decimals and then into imperial measurements.
2. Calculate various lengths using the Pythagorean Theorem.
3. Calculate plumb and level angles using trigonometry.
4. Demonstrate the proper setup and use of a builders level.
5. Demonstrate how to safely erect and dismantle scaffolding, and identify parts of a scaffolding system.
6. Apply various mathematical equations to an actual project.

## **CARP 122B : Concrete Forms I**

**Credits:** 3

**Class Hours:** 1 lecture and 4 lecture/lab

### **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.

**Semester Offered:** Fall (every even year)

### **Course Student Learning Outcomes (CSLOs):**

1. Distinguish the difference between concrete and cement.
2. Explain the safety hazards of working with cement and the proper safety precautions that should be taken when working with cement.
3. Explain the safety hazards of working with concrete, and the proper safety precautions that should be taken when working with concrete.
4. Determine the proper "Personal Protective Equipment" required for various tools when working with concrete and cement.
5. Utilize a tape measure to make accurate cuts.
6. Manipulate formulas to calculate various job site requirements related to concrete.

**CARP 122C : Concrete Forms II****Credits:** 8**Class Hours:** 16 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in CARP 122B.

**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.

**Semester Offered:** Fall (every even year)**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate setting up a builders level.
2. Demonstrate setting up a transit level.
3. Demonstrate reading an engineer's rod and an architect's rod, and be able to convert readings.
4. Demonstrate how to layout a building, set batter boards, and shoot elevations for a concrete foundation.
5. Calculate the amount of concrete required for a project.
6. Calculate stairs, build concrete forms for a set of stairs, and calculate the amount of concrete required to complete a project.
7. Calculate slopes of existing ramps and determine if it is ADA accessible.
8. Calculate and build ramps to be ADA compliant.

**CARP 141B : Rough Framing and Exterior Finish I****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**Description:**

This course covers theories on home construction. It includes the techniques and skills applicable to measurements, building materials, finishes, and safety.

**Semester Offered:** Spring (every even year)**Course Student Learning Outcomes (CSLOs):**

1. Utilize a tape measure to make accurate cuts.
2. Identify the different types of lumber used in construction.
3. Demonstrate how to conduct measurements on a construction project.
4. Identify the various finishes used on the exterior of a home.

**CARP 141C : Rough Framing and Exterior Finish II****Credits:** 8**Class Hours:** 16 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in CARP 141B.

**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.

**Semester Offered:** Spring (every even year)**Course Student Learning Outcomes (CSLOs):**

1. Calculate the amount of "Plates" needed for an actual project.
2. Calculate the amount of studs required for an actual project.
3. Calculate the proper types and quantities of "Simpson Ties" required per local building codes for an actual project.
4. Calculate various roof framing members. Conduct a materials list for an actual construction project.
5. Calculate finish roof materials for an actual project.
6. Calculate and construct stairs for an actual project.
7. Calculate the amount of exterior siding required for an actual project.
8. Calculate the amount of framing materials required to construct a single-family residence.
9. Construct the framing of a build and install exterior finish.

**CARP 142B : Finishing I****Credits:** 3**Class Hours:** 1 lecture and 4 lecture/lab**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.

**Semester Offered:** Spring (every odd year)**Course Student Learning Outcomes (CSLOs):**

1. Identify various finishes in your home related to flooring, walls, ceiling, and other finishes.
2. Demonstrate the ability to select and utilize the proper personal protective equipment (PPE) regarding interior finish work.
3. Demonstrate the ability to read a tape measure.
4. Demonstrate the ability to add and subtract measurements.

**CARP 142C : Finishing II****Credits:** 8**Class Hours:** 16 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in CARP 142B.

**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.

**Semester Offered:** Spring (every odd year)**Course Student Learning Outcomes (CSLOs):**

1. Perform a take off and estimate for various interior trim materials.
2. Perform a takeoff and estimate for kitchen and bathroom cabinets.
3. Perform a take off and estimate for Sheetrock for multiple projects.

# Chemistry (CHEM)

## **CHEM 151 : Elementary Survey of Chemistry**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100. "C" or higher in MATH 75X or MATH 82X.

**Corequisite Courses:** CHEM 151L

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

### **Course Student Learning Outcomes (CSLOs):**

1. Apply various quantitative and mathematical methods used in chemistry such as dimensional analysis, graphic analysis, statistical analysis and molar stoichiometry.
2. Utilize qualitative and quantitative chemical symbolism, nomenclature, chemical classification scheme, atomic and molecular modeling and bonding theories.
3. Explain the properties of pure substances, their states, and homogeneous and heterogeneous mixtures, thermal chemistry, chemical thermodynamics, chemical equilibrium and electrochemistry.
4. Use critical thinking skills and processes such as observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, theorizing and evaluation.
5. Describe the benefits and hazards of scientific literacy and ethics, chemical literacy and chemical applications to the environment.

## **CHEM 151L : Elementary Survey of Chemistry Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in MATH 75X or MATH 82X.

**Corequisite Courses:** CHEM 151

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate various quantitative and mathematical methods used in chemistry such as dimensional analysis, graphic analysis, statistical analysis and molar stoichiometry.
2. Demonstrate basic chemical laboratory practices.
3. Demonstrate critical thinking skills and processes such as observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, theorizing and evaluation.
4. Demonstrate scientific writing and computational skills.
5. Demonstrate laboratory safety practices and access to MSDS.

**CHEM 161 : General Chemistry I****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for MATH 103.

**Corequisite Courses:** CHEM 161L**Description:**

This course is an introduction to the basics of college chemistry. Topics include chemical kinetics, chemical equilibrium, acid-bases, acid-base equilibrium, solubility equilibrium, entropy, electrochemistry, coordination, and nuclear chemistry.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Use various quantitative and algebraically-based mathematical methods to solve problems related to dimensional analysis, graphic analysis, statistical analysis and molar stoichiometry.
2. Use appropriate qualitative and quantitative chemical symbolism, nomenclature, chemical classification scheme, atomic and molecular modeling and bonding theories.
3. Classify properties of substances and their states as being pure or mixtures.
4. Apply observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, theorizing and evaluation as a means to solve chemical-related problems.
5. Integrate a knowledge of chemistry in addressing environmental problems, examining the benefits and hazards of chemical applications and discussing questions of scientific ethics.

**CHEM 161L : General Chemistry Lab I****Credits:** 1**Class Hours:** 3 lab**Corequisite Courses:** CHEM 161**Description:**

This course is an introduction to chemical principles and procedures in the laboratory.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate various quantitative and mathematical methods used in chemistry such as dimensional analysis, graphic analysis, statistical analysis and molar stoichiometry.
2. Demonstrate basic chemical laboratory practices followed in experiments involving precipitation, acid-based, and redox reactions.
3. Apply critical thinking skills and processes such as observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, theorization and evaluation to perform labs using micro-computers.
4. Demonstrate scientific writing and computational skills.
5. Demonstrate laboratory safety practices and how to access to Material Safety Data Sheets (MSDS).



## **CHEM 162 : General Chemistry II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in CHEM 161.

**Corequisite Courses:** CHEM 162L

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

### **Course Student Learning Outcomes (CSLOs):**

1. Students will demonstrate a working knowledge of thermodynamics, chemical equilibrium, electrochemistry, nuclear chemistry, coordination chemistry and bio-organic chemistry.
2. Students will demonstrate, in their appropriate context, critical thinking skills and processes such as observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, and theorization.
3. Students will demonstrate a working knowledge of qualitative and quantitative chemical symbolism, nomenclature, chemical classification scheme, atomic and molecular modeling and bonding theories.
4. Students will be exposed to, and address the benefits and hazards of scientific and chemical literacy, questions of scientific ethics, and chemical applications to the environment.
5. Students will demonstrate a working knowledge of various quantitative and mathematical methods used in chemistry such as dimensional analysis, graphic analysis, statistical analysis and molar stoichiometry.

## **CHEM 162L : General Chemistry II Laboratory**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in CHEM 161.

**Corequisite Courses:** CHEM 162

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Students will demonstrate, under laboratory conditions, a working knowledge of various quantitative and mathematical methods used in chemistry such as dimensional analysis, graphic analysis, statistical analysis, and molar stoichiometry as applicable to the topics covered in CHEM 162.
2. Students will demonstrate a working knowledge of basic chemical laboratory practices.
3. Students will demonstrate, under laboratory conditions, and in their appropriate context, critical thinking skills and processes such as observation, classification, prediction, inference, measurement, making operational definitions, hypothesizing, experimentation, modeling, and theorization applicable to the topics covered in CHEM 162.
4. Students will demonstrate a working knowledge of laboratory safety and access to Material Safety Data Sheets (MSDS).
5. Students will demonstrate a working knowledge of scientific writing and computational skills as applied to the topics covered in CHEM 162.

# Cooperative Education

## Cooperative Education (93V, 193V, and 293V)

Credits: 1

-3

1 hour per week seminar and 75 hours work experience for each credit

### Prerequisites:

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.

### 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.

Semester Offered: Fall, Spring

Designation: Diversification: Arts – DA

### Course Student Learning Outcomes (CSLOs):

1. Define design elements and principles used to record and mix music compositions.
2. Define digital audio theory, dynamic processing, mixer signal flow and acoustics.
3. Use MIDI devices and Pro Tools to record and mix basic recordings.
4. Create a web-based, user-friendly, visually-appealing Digital Portfolio to playback completed soundtracks.

**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.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create basic digital cinematography (video) programs.
2. Write scripts and plan the production of basic video programs.
3. Safely use video, lighting and sound equipment to create basic video programs.
4. Use editing software to create basic video programs.
5. Develop measurable objectives and gauge the effectiveness of video programs.
6. Create a web-based, user-friendly, visually-appealing Digital Portfolio that displays video programs.
7. Demonstrate appropriate interpersonal communication and collaborative skills.

**CM 156 : Writing for Media****Credits:** 3**Class Hours:** 3 lecture**Description:**

The course will explore the common theme of storytelling through the modalities of songwriting, scriptwriting, and copy writing for commercial purposes.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Apply elementary techniques to craft lyrics to accompany and compliment the chords and melodies of their song(s), mutually strengthening both music and text.
2. Create basic melodies using major and minor chords in the key of C major as a basis for telling a story through song.
3. Structure songs, stories, voiceover narrations, and promotional material, emphasizing tension, release, conflict, and pacing, so that the readers' and listeners' interest is engaged and maintained.

**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.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Set up, safely operate and store sound, lighting, video, staging and visual display equipment for live events.
2. Describe the steps to plan and manage live events.
3. Demonstrate appropriate interpersonal communication and collaborative skills.

**CM 178 : Introduction to 3D Animation****Credits:** 3**Class Hours:** 3 lecture**Recommended:**

"B" or higher in ART 112. "C" or higher in ART 113.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create basic 3-Dimensional, animated graphic sequences.
2. Use professional 3D animation software to create basic 3D environments and animated sequences.
3. Develop measurable objectives and gauge the effectiveness of animated sequences.
4. Create a web-based, user-friendly, visually-appealing Digital Portfolio that displays 3D animated sequences.
5. Demonstrate appropriate interpersonal communication and collaborative skills.

**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.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create basic websites.
2. Use the basic features of Cascading Style Sheets (CSS), Hypertext Markup Language (HTML) and Javascript to customize websites.
3. Use industry-standard software applications to create basic, scalable websites.
4. Develop measurable objectives and gauge the effectiveness of websites.
5. Demonstrate appropriate interpersonal communication and collaborative skills.

**CM 210 : Intermediate Music Production****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in CM 110.

**Recommended:**

"C" or higher in ETRO 101, MUS 121C, and MUS 121D.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Apply design elements and principles to mix multitrack recordings.
2. Record music from live instruments and MIDI synthesizers.
3. Use professional Digital Audio Workstation (DAW) software to complete projects from initial setup to mixdown.
4. Compose, record, and produce a full song Demo from start to finish.
5. Demonstrate exceptional interpersonal communication and collaborative skills.

**CM 220 : Intermediate Digital Video****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in CM 120.

**Recommended:**

"B" or higher in ART 112. "C" or higher in ETRO 101.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Apply professional design elements and principles to create a commercial-quality video program.
2. Write a script, plan the production, and record and edit a commercial-quality video program.
3. Safely use industry-standard video, lighting, and sound equipment to create commercial-quality video programs.
4. Use industry-standard measurement processes to evaluate and gauge the effectiveness of completed video programs.
5. Demonstrate exceptional interpersonal communication and collaborative skills.

## **CM 280 : Intermediate Website Technology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in CM 180.

**Recommended:**

"B" or higher in ART 112. "C" or higher in ART 113.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Define and apply design elements and principles to create professional websites.
2. Use industry-standard software applications to create professional websites that are user-friendly, visually-appealing, scalable and ADA-compliant.
3. Use Cascading Style Sheets (CSS), Hypertext Markup Language (HTML) and Javascript to customize websites.
4. Use industry-standard measurement processes to evaluate and gauge the effectiveness of completed websites.
5. Demonstrate exceptional interpersonal communication and collaborative skills.

# **Culinary Arts (CULN)**

## **CULN 100 : Math for the Culinary Arts**

**Credits:** 3

**Class Hours:** 3 lecture

**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 portioning. Applications include interpretation and analysis of quantitative information needed in culinary situations.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Perform mathematical calculations and procedures that are frequently used in professional kitchens and bakeshops.
2. Demonstrate ability to apply skills in dimensional analysis, judge reasonableness and communicate quantitative information specific to culinary applications.
3. Apply mathematical skills and concepts to the interpretation and analysis of quantitative information in order to solve culinary problems such as unit measurement and conversions, recipe scaling, yield percent, recipe costing, baker's percent and kitchen ratios, purchasing and portioning.

**CULN 101B : Introduction to Food Service, Basic Skills, and Sanitation****Credits:** 4**Class Hours:** 1 lecture and 6 lecture/lab**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Evaluate and demonstrate basic principles of sanitation and safety in a food service operation. Demonstrate safe food handling and safe work habits.
2. Describe various jobs of chefs and cooks who are employed in quality food production and short order kitchens.
3. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
4. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
5. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

**CULN 101C : Introduction to Food Service, Short Order, and Quantity Food Cookery****Credits:** 4**Class Hours:** 1 lecture and 6 lecture/lab**Prerequisites:**

"C" or higher in CULN 101B.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate skills to organize, work, break down, and clean various work stations according to safety and sanitation standards.
2. Prepare products typically found in short order and cafeteria kitchens with established safety and sanitation practices and basic cooking principles with timeliness and quality.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.



**CULN 102B : Introduction to Food Service, Breakfast Cookery, and Cafeteria Service****Credits:** 4**Class Hours:** 1 lecture and 6 lecture/lab**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate skills to organize, work, break down, and clean various work stations according to safety and sanitation standards.
2. Demonstrate basic cutting skills and cooking methods utilizing the proper usage of tools and equipment according to safety standards.
3. Evaluate and demonstrate basic principles of sanitation and safety in a food service operation to practice safe food handling and safe work habits.
4. Prepare breakfast and quantity cooking products typically found in short order, cafeteria, and restaurant services with established safety and sanitation practices and basic cooking principles with timeliness and quality.
5. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

**CULN 102C : Introduction to Food Service, Pantry Development, and Basic Baking****Credits:** 4**Class Hours:** 1 lecture and 6 lecture/lab**Prerequisites:**

"C" or higher in CULN 102B.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Prepare various salads, salad dressings, sandwiches, and quantity cooking products typically found in short order, cafeteria, and restaurant services with established safety and sanitation practices and basic cooking principles with timeliness and quality.
2. Identify and demonstrate basic baking methods used in food service operations with established quality and timeliness.
3. Demonstrate skills to organize, work, break down, and clean various work stations according to safety and sanitation standards.
4. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

**CULN 111 : Introduction to the Culinary Industry****Credits:** 2**Class Hours:** 2 lecture**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Analyze job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.
2. Simulate steps to seek, apply for, attain, and retain employment in culinary and hospitality industry careers based on personal preferences and industry standards.
3. Identify and explain the various kinds of commercial and industrial food operations, and service styles in the industry today.

**CULN 112 : Sanitation and Safety****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

Qualified for ENG 106.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Identify the basic principles of sanitation and safety and be able to apply them to food service operations.
2. Reinforce personal hygiene habits and food handling practices that protect the health of the consumer.

**CULN 115 : Menu Merchandising****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

"C" or higher in CULN 271. "C" or higher in CULN 100 or MATH 100.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Create menus which apply the culinary principles of good menu planning for a variety of facilities and services.
2. Incorporate basic principles of marketing and planning into menu designs and layouts for a variety of facilities and services.

### **CULN 116 : Introduction to Culinary Sustainability**

**Credits:** 1

**Class Hours:** 1 lecture

**Description:**

This course overviews a variety of sustainable practices, and examines how to implement them in a foodservice 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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Explain the importance of a variety of sustainable practices in a foodservice operation.
2. Implement a variety of sustainable practices in a foodservice operation as a means of controlling operating costs and for being good environmental stewards.

### **CULN 121 : Culinary Fundamentals**

**Credits:** 4

**Class Hours:** 9 lab and 2 lecture/lab

**Prerequisites:**

"C" or higher or concurrent enrollment in CULN 112. Qualified for ENG 106 and MATH 82X.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Develop skills in knife, tool, and equipment handling, and operate safely and correctly.
2. Apply principles of food preparation to produce a variety of food products.
3. Apply principles of sanitation in receiving, storing, handling, preparing, and serving foods in large quantities and food to order by using acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.

### **CULN 130 : Intermediate Cookery**

**Credits:** 5

**Class Hours:** 1 lecture and 9 lab and 2 lecture/lab

**Prerequisites:**

"C" or higher in CULN 121.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products and operate equipment safely and correctly.
2. Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
3. Demonstrate sustainability practices as a means for controlling operating costs and for being good environmental stewards.
4. Organize a workstation in a timely manner while following proper sanitation and safety procedures.
5. Apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.

### **CULN 150 : Fundamentals of Baking**

**Credits:** 5

**Class Hours:** 1 lecture and 9 lab and 2 lecture/lab

**Prerequisites:**

"C" or higher in CULN 130.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify various food products, equipment, baking principles and techniques typically used in a production bake shop.
2. Identify standardized recipes, formulas and conversions, measurements, and baker's percentages.
3. Apply the fundamentals of baking science towards the preparation of a variety of products.
4. Demonstrate and evaluate skills in the preparation of various food products in a production bake shop.

### **CULN 160 : Dining Room Operations**

**Credits:** 5

1 lecture, 2 lecture/lab, and 9 lab

**Prerequisites:**

"C" or higher in CULN 150.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate quality customer service using a variety of service styles.
2. Describe various types of table service and settings incorporating the general rules of dining room service.
3. Describe and list varieties of alcoholic and non-alcoholic beverages and their relationship with food.
4. Explain laws and procedures related to responsible alcohol service.
5. Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
6. Demonstrate CPR and First Aid skills sufficient to obtain certification in American Heart Association CPR/First Aid.

### **CULN 185 : Culinary Nutrition**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 106 and MATH 82X.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage.
2. Apply the principles of nutrient needs throughout the human life cycle towards menu planning and food preparation.
3. Apply the principles of nutrition and adapt menu items to reflect lower sodium, cholesterol, saturated fat, sugar, and calories.

**CULN 221 : Continental Cuisine****Credits:** 5

1 lecture, 2 lecture/lab, and 9 lab

**Prerequisites:**

"C" or higher in CULN 150 and CULN 160.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Prepare cooked-to-order dishes typically served in fine dining restaurants with emphasis on Continental and European cuisine.
2. Demonstrate the professionalism standards by practicing standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
3. Prepare dishes with speed and efficiency by being organized (mise en place), using correct cooking methods that meet industry standards, within safety and sanitation guidelines.

**CULN 222 : Asian Pacific Cuisine****Credits:** 5

1 lecture, 2 lecture/lab, and 9 lab

**Prerequisites:**

"C" or higher in CULN 221.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the professionalism standards by practicing standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
2. Compare and evaluate the similarities and differences of the Asian and Pacific Island cuisines presented and discussed in class.
3. Prepare Asian and Pacific Island cuisines using culinary traditions, artistry, and special uses of fruits, vegetables, spices, herbs, and cooking ingredients presented and discussed in class.
4. Prepare dishes with speed and efficiency by being organized (mise en place), using correct cooking methods that meet industry standards, within safety and sanitation guidelines.

**CULN 242 : Applied Garde Manger****Credits:** 5

1 lecture, 2 lecture/lab, and 9 lab

**Prerequisites:**

"C" or higher in both CULN 221 and CULN 222 or approval of instructor.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate skills in producing a wide variety of cold food products.
2. Prepare items appropriate for buffet presentation, including decorative pieces.

**CULN 271 : Purchasing and Cost Control****Credits:** 4**Class Hours:** 3 lecture and 3 lab**Prerequisites:**

Qualified for MATH 100 or approval of instructor.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Apply knowledge of quality standards and regulations governing purchasing, receiving, and storing food and non-food products in quality food service operations.
2. Perform mathematical functions related to food service to calculate costs, price menus, and evaluate financial statements.

**CULN 275 : Human Resource Management and Supervision****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in CULN 271. Qualified for either ENG 100 or ENG 106.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Analyze, understand, and demonstrate knowledge of human resources management theories, techniques, and methods practiced by supervisors and managers.
2. Recognize and understand the laws and regulations that affect restaurant and food service operations.
3. Demonstrate an understanding of employee compensation and benefits including collective bargaining regulations.
4. Demonstrate good practice in management of human resources in the food service industry.

**CULN 294 : Culinary Arts Practicum****Credits:** 5**Class Hours:** 1 lecture and 9 lab and 2 lecture/lab**Prerequisites:**

"C" or higher in CULN 115, CULN 185, CULN 242, and CULN 271; or approval of instructor.

**Corequisite Courses:** CULN 275**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Operate a fine dining restaurant with the necessary procedures developed through the information learned throughout the culinary program.
2. Evaluate the advantages and disadvantages of the fine dining restaurant operation developed.

# Early Childhood Education (ECED)

## **ECED 105 : Introduction to Early Childhood Education**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

This course introduces and explores the nature of the field of early childhood education and care.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Describe the partnership between early childhood professionals and families.
2. Recognize and practice observation and documentation strategies.
3. Discuss the foundations, issues, and trends of early childhood care and education.
4. Identify roles and career opportunities in early childhood education.

## **ECED 110 : Developmentally Appropriate Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Identify and analyze the components of environments for children that promote health, safety, and learning.
2. Describe the partnership between Early Childhood professionals and families
3. Select and demonstrate age and individually appropriate play-based activities for all children.
4. Express appropriate ways to relate to and guide every young child.

## **ECED 115 : Health, Safety, and Nutrition for the Young Child**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Apply current health and safety principles to environments and practices for young children.
2. Develop appropriate learning opportunities in health, safety and nutrition.



**ECED 131 : Early Childhood Development: Theory Into Practice****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Describe young children's developmental characteristics and needs in the developmental domains of physical, social/emotional, and cognitive.
2. Articulate how multiple factors affect development.
3. Apply child development knowledge to guide practice.
4. Articulate key developmental theories and principles focused on prenatal to 8 years.

**ECED 140 : Guiding Young Children in Group Settings****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ECED 105, ECED 110, and ECED 131.

**Corequisite Courses:** ECED 191 ECED 245**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Use guidance strategies to promote the development of self-control and prosocial behaviors.
2. Identify a broad range of positive guidance strategies to build respectful relationships with children.
3. Communicate respectfully and effectively with children and families.

**ECED 170 : Introduction to Working with Infants and Toddlers****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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 caregiving routines and environments, and caregiver roles.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate sensitivity to family diversity and cultural child rearing practices through respectful communication and curriculum.
2. Apply infant-toddler developmental theory to work with infants, toddlers, and families.
3. Build respectful relationships with children and families through a responsive caregiving environment.

**ECED 191 : Early Childhood Practicum I****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in ECED 140 and ECED 245.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an emerging ability to plan, implement, and assess all learning experiences.
2. Practice positive relationships and interactions with diverse children and families.
3. Demonstrate professionalism through reflection.
4. Observe, document, and assess individual children's development and learning.

**ECED 245 : Child, Family, and Community****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ECED 105, ECED 110, and ECED 131.

**Corequisite Courses:** ECED 140 ECED 191**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify appropriate community resources that support diverse families and children.
2. Describe significant characteristics of diverse families and communities to develop strategies that help empower families.
3. Demonstrate a variety of approaches and communication styles to build respectful partnerships with children, families and their communities.

**ECED 263 : Language and Creative Expression Curriculum****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ECED 140, ECED 191, and ECED 245.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Support children's learning in creative and language curriculum through a planned environment and interactions.
2. Use content knowledge and appropriate pedagogy to write clear, useful creative/language plans that are then implemented and assessed.
3. Collect authentic information about individual children in order to design and assess creative and language curriculum.

**ECED 264 : Inquiry and Physical Curriculum****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ECED 105, ECED 110, and ECED 131.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Collect authentic information about individual children to design and assess inquiry/physical development curriculum.
2. Design integrated curriculum around science or social studies topics meaningful to children.
3. Support children's learning in inquiry and physical development curriculum through a planned environment and interactions.
4. Use content knowledge and appropriate pedagogy to write clear, useful inquiry/physical development plans that are then implemented and assessed.

**ECED 291 : Early Childhood Practicum II****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher in ECED 191.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Use appropriate, respectful, guidance practices with children.
2. Participate actively in planning and decision-making concerning the education, physical, fiscal and human resources in classrooms and programs for children.
3. Reflect on practice professionally and base decisions and actions on ethical and other professional standards.
4. Communicate and build relationships respectfully, effectively and appropriately with children and adults.
5. Assess children's progress using formal and informal observation and assessment tools and methods.
6. Create curriculum and learning environments for individual and groups of children based on knowledge of child development and individuals.

# Earth Sciences (ERTH)

## **ERTH 101 : Introduction to Geology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100 and MATH 82X.

**Corequisite Courses:** ERTH 101L

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

**Course Student Learning Outcomes (CSLOs):**

1. Describe how the atomic structure of minerals is related to large-scale properties of the minerals, materials formed from the minerals (e.g. lava, magma, and rocks), and even the character of entire landscapes.
2. Describe the theory of plate tectonics and how it can explain observed soil, rocks, geographic features, and hazards on varying time and space scales.
3. Formulate reasonable interpretations of geological processes using historical, descriptive, systems-oriented, and/or experimental approaches.
4. Describe the internal features of Earth and how these features are studied and inferred.
5. Describe the rock cycle including descriptions of the three major rock types, their origins, and processes by which rocks can change from one type to another.

## **ERTH 101L : Introduction to Geology Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Qualified for ENG 100 and MATH 82X.

**Corequisite Courses:** ERTH 101

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate knowledge of relevant techniques, laboratory methods, and field methods for problems in geology.
2. Describe the practical applications and limitations of science.
3. Identify rocks and minerals using scientific approaches and geologic knowledge and methods.

### **ERTH 130 : Geological Hazards**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

This introductory course covers the causes of, and effects from, earthquakes, tsunamis, volcanic eruptions, landslides, rockfalls, and other natural phenomena.

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**Designation:** Diversification: Physical Sciences – DP

#### **Course Student Learning Outcomes (CSLOs):**

1. Learn the ways potential natural hazards are observed and monitored.
2. Explain why it is hard to forecast or predict natural hazards.
3. Locate the dangerous places where these natural hazards have often occurred.
4. Demonstrate knowledge of what you and your community can do to prepare for natural hazards.
5. Explain the cause of natural hazards such as earthquakes, volcanoes, landslides, storms, waves, and meteor impacts.

### **ERTH 214 : Kaua'i and Ni'ihau Field Geology**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in EARTH 101, EARTH 101L, or EARTH 130.

**Comments:**

As with Windward CC, students completing or concurrently enrolled in EARTH 103 (GG 103) "Geology of the Hawaiian Islands" will be sufficiently prepared for the course. Students should contact the instructor for approval to enroll.

**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.

**Semester Offered:** Fall (every even year), Spring (every even year)

**Designation:** Diversification: Lab (Science) – DY

#### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate understanding of geologic hazards, mitigation of these hazards, and benefits of Hawaiian volcanism and its relationship to island culture(s).
2. Demonstrate understanding through field observation with field and laboratory exercises, geological processes that construct, modify, and destroy the Hawaiian landscape.
3. Demonstrate understanding of current research and studies of Hawaiian volcanism through visits to appropriate museums and research and field sites.
4. Demonstrate understanding of geological time applied to Hawai'i, how geologic time is measured, and time-scales known.

# Economics (ECON)

## **ECON 130 : Principles of Microeconomics**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

In this course, students examine the decision-making process of both households and firms. Students also analyze the functioning of a competitive market system, supply and demand models, and the role of government in cases of market failure.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

### **Course Student Learning Outcomes (CSLOs):**

1. Distinguish between various market structures and weigh their economic and political power.
2. Evaluate how resource scarcity and opportunity cost shape the decision-making process of both households and firms.
3. Calculate and analyze demand, supply, market equilibrium, and the implications of these concepts for real world markets.
4. Utilize the essential principles and relationships in microeconomics to evaluate real world phenomena.

## **ECON 131 : Principles of Macroeconomics**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

This course is an examination of the forces determining levels of and changes in national income, employment and the price level, including the role of government through its fiscal and monetary policies. Additional content critically examines the economic system of capitalism and multinational corporations as powerful macroeconomic institutions.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

### **Course Student Learning Outcomes (CSLOs):**

1. Evaluate the power of multinational corporations in global society and recommend a course of action.
2. Apply the essential principles and relationships in macroeconomics to real-world phenomena.
3. Analyze how the government uses fiscal and monetary policy to manage the economy.
4. Critique schools of economic thought, including "free market" ideology and alternative explanatory systems/theories within macroeconomics.

# Electrical Engineering (EE)

## **EE 160 : Programming for Engineers**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**Prerequisites:**

Qualified for MATH 241.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate structures and unions types.
2. Write algorithms and code in a top-down manner.
3. Write functions and use pointers.
4. Work with characters and strings.
5. Demonstrate arrays in searching and sorting applications.
6. Work in a text-based environment like UNIX.
7. Explain the steps involved in the programming process.
8. Use the fundamental techniques of selection, looping, assignment, input, and output to describe the steps the computer takes to solve a problem.
9. Write, test, and debug small programs.
10. Interface with text base using a GUI interface.
11. Solve simple problems and express those solutions as algorithms.

## **EE 211 : Basic Circuit Analysis I**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**Prerequisites:**

Concurrent enrollment in MATH 243 or qualified for MATH 244.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Design and test R, RC, and op amp circuits.
2. Analyze and solve RLC and basic op amp circuits.
3. Conduct experiments to test and verify theory.



**EE 213 : Basic Circuit Analysis II****Credits:** 4**Class Hours:** 3 lecture and 3 lab**Prerequisites:**

"C" or higher EE 211. "C" or higher or concurrent enrollment in MATH 244.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Perform nodal, loop, and state formulations and analysis of sinusoidal steady state circuits.
2. Represent circuit responses in terms of sinusoidal phasor notation, Laplace transformations, convolutional determination, and Fourier representations.
3. Design simple filters including a Butterworth filter.
4. Build and measure circuits, and work in a team.
5. Write clear and complete laboratory reports.
6. Apply Matlab or similar math analysis software to analyze and design circuits.

**EE 296 : Sophomore Project****Credits:** 1**Class Hours:** 1 lecture**Prerequisites:**

Approval of instructor.

**Comments:**

May be repeated for a maximum of 4 credits.

**Description:**

Sophomore level individual or team project under EE faculty direction and guidance. The project provides design experience and develops practical skills.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Prepare clear written reports.
2. Orally communicate design and engineering concepts effectively.
3. Accomplish beginning-level design with respect to engineering standards and practical constraints.
4. Learn new design methodologies; tools; techniques for data collection and analysis; and/or instruments with minimal instruction from the faculty advisor.

# Electrical Installation and Maintenance Technology (EIMT)

**EIMT 99V : Special Studies****Description:**

See explanation under the heading of Special Studies.

**EIMT 121 : Electrical Fundamentals****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Explain the difference between AC and DC principles.
2. Calculate the voltage, resistance, and current for series, parallel, and series-parallel circuits.
3. Exhibit the safe work practices involved with working on testing electrical circuits.
4. Demonstrate the proper use and selection of electrical test equipment on a circuit.
5. Show the proper selection and use of the materials required for the circuits that they create.
6. Demonstrate the proper use of the tools required to assemble the projects in the lab.
7. Explain the rules (National Electrical Code) that are involved in the assignments of both classroom and lab.
8. Demonstrate the identification of electrical components of an electrical circuit, and the function of each one.

**EIMT 123 : Wiring Materials, Methods, and NEC Codes****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify common electrical devices and determine their use.
2. Select the proper size wire, raceway, and box for a given circuit.
3. Exhibit safe work practices involved with working in a construction environment.
4. Interpret the grounding and bonding requirements with the proper ground-fault and arc-fault protection in the application of a single family dwelling.
5. Demonstrate the proper use of tools required to install materials in the required manner.
6. Explain the (National Electrical Code) rules related to the selection and installation of different materials.
7. Demonstrate the selection of the necessary electrical components based on the size of the circuit required and the equipment rating.
8. Demonstrate basic troubleshooting skills for common circuits.
9. Identify various career paths available in the electrical trade.
10. Define green technology and the employment opportunities for electricians.

**EIMT 131 : Residential Installation Theory****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in in EIMT 135.

**Recommended:**

"C" or higher in EIMT 121 or EIMT 123.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Determine the service, feeder, overcurrent protection and the branch circuits in a dwelling unit.
2. Design the electrical system for a typical residence, including load calculations.
3. Apply the ability to read and comprehend electrical blueprints.
4. Interpret the electrical system rough-in of wire, boxes, and raceways according to the (National Electrical Code) requirements.
5. Identify the proper materials to provide an energy efficient electrical system that meets the required codes.
6. Demonstrate knowledge and application of technical math.
7. Evaluate the maintenance and troubleshooting problem and show skills required to ensure satisfied customers.
8. Define Green House techniques to create the most up-to-date and efficient sustainable home possible.
9. Explain the trim-out of switches, device receptacles, and luminaries throughout a house.

**EIMT 135 : Residential Installation Lab****Credits:** 6**Class Hours:** 12 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in EIMT 131.

**Recommended:**

"C" or higher in EIMT 121 or EIMT 123.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Perform maintenance, troubleshoot problems, and demonstrate skills required to ensure satisfied customers.
2. Design the electrical system for a typical residence, including load calculations.
3. Construct the trim-out of switches, device receptacles, and luminaries throughout a house.
4. Demonstrate the electrical system rough-in of wire, boxes, and raceways according to the (National Electrical Code) requirements.
5. Select the proper materials to provide an energy efficient electrical system that meets the required codes.
6. Demonstrate knowledge and application of technical math in residential calculations.
7. Apply the ability to read and comprehend residential electrical blueprints.
8. Identify the service, feeder, and overcurrent protection and the branch circuits in a dwelling unit.
9. Select greenhouse techniques to create the most up-to-date and efficient sustainable home possible.

**EIMT 145 : Commercial Installation Theory****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in EIMT 147.

**Recommended:**

"C" or higher in EIMT 121 or EIMT 123.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Interpret the National Electrical Code in general requirements, wiring and protection, wiring methods and materials, and equipment for general use.
2. Apply the ability to read and comprehend commercial and industrial electrical blueprints.
3. Evaluate special conditions such as special locations installations, transformers, overcurrent devices, and distribution equipment.
4. Identify the proper materials to provide an energy efficient electrical system that meets the required codes.
5. Interpret the electrical system rough-in of wire, boxes, and raceways according to the National Electrical Code requirements used in commercial installations.
6. Demonstrate knowledge and application of technical math in commercial applications.
7. Design the electrical system for a commercial building, including load calculations.
8. Summarize the grounding and bonding of electrical systems according to the National Electrical Code.

**EIMT 147 : Commercial Installation Lab****Credits:** 6**Class Hours:** 12 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in EIMT 145.

**Recommended:**

"C" or higher in EIMT 121 or EIMT 123.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Make use of the electrical system rough-in of wire, boxes, and raceways according to the National Electrical Code requirements used in commercial installations.
2. Utilize the National Electrical Code in general requirements, wiring and protection, wiring methods and materials, and equipment for general use.
3. Select the proper materials, to provide an energy efficient electrical system that meets the required codes.
4. Apply the ability to read and comprehend electrical blueprints.
5. Demonstrate knowledge and application of technical math in commercial applications.
6. Determine the grounding and bonding of electrical systems according the National Electrical Code.
7. Design the electrical system for a commercial building, including load calculations.
8. Identify special conditions such as special locations installations, transformers, overcurrent devices, and distribution equipment.

### **EIMT 151 : Industrial Motor Controls**

**Credits:** 3

**Class Hours:** 2 lecture and 2 lecture/lab

**Prerequisites:**

"C" or higher in EIMT 123.

**Recommended:**

"C" or higher in EIMT 121.

**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.

**Semester Offered:** Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Interpret the proper use of the symbols used to express electrical control devices.
2. Demonstrate the wiring a motor starter with standard industry three- wire controls while following a line diagram.
3. Perform a wiring diagram to form a sequence of operation statement.
4. Demonstrate the wiring of a start-stop-jog control scheme.
5. Construct a program with a programmable logic controller to create a given automated circuit.
6. Simulate a troubleshoot procedure to a basic control circuit under various fault conditions.
7. Design a ladder diagram with the use of control devices, signals, decisions, and actions.
8. Explain the difference between a wiring diagram and a ladder diagram.
9. Demonstrate the wiring of a reversing motor circuit with interlock.
10. Develop an understanding of manual, mechanical, and automatic control devices.
11. Demonstrate the use of wiring logic functions in a control sequence.
12. Perform the wiring of a set of controls by reading a ladder diagram.

### **EIMT 153 : AC/DC Systems and Equipment**

**Credits:** 6

**Class Hours:** 12 lecture/lab

**Prerequisites:**

"C" or higher or concurrent enrollment in EIMT 121. "C" or higher in EIMT 123.

**Recommended:**

"C" or higher or concurrent enrollment in EIMT 151.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)

#### **Course Student Learning Outcomes (CSLOs):**

1. Recognize the electrical characteristics of a DC, AC single- and three-phase electrical systems, including operating voltages, power, and capacity.
2. Identify transformer characteristics and provide proper materials, to provide an energy efficient electrical installation that meets the required codes.
3. Use a variety of renewable energy systems in a NIDA lab setting.
4. Apply the use of DC, AC single-phase and three-phase motors and their applications and troubleshooting.
5. Operate variable speed drives and softstarts using educational electrical software.
6. Apply electrical equipment to other energy systems such as fluid power.
7. Evaluate PLC's software, DeviceNet wiring, and LabView Software for application in advanced electrical use.

**EIMT 170 : Renewable Energy PV****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Recommended:**

Concurrent enrollment in EIMT 121 or EIMT 123.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Identify the proper location and orientation of a grid-direct PV system for a given location.
2. Apply advanced PV system design (grid-direct) to install a system according to NEC requirements.
3. Design a grid-direct system using Solmetric Software and KIUC requirements.
4. Select the proper components of a system to meet the performance requirements of a Grid-Direct PV system defined specification.
5. Demonstrate the procedures for maintaining an existing PV system.
6. Identify common errors and safety issues when commissioning multiple-string systems.
7. Perform a load analysis on an existing dwelling.

**EIMT 175 : Advanced Renewable Energy PV****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in EIMT 170.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of all types of batteries for selection, maintenance, and proper hook-up to a PV battery system appropriate for the grid.
2. Describe the configuration of various types of PV systems: PV direct, Stand-alone, PV/hybrid, Multimode, Zero-sell, Micro-grid, and Utility-scale energy storage.
3. Demonstrate the ability to select code compliant materials for a PV System fundamental (battery-based).
4. Identify and select the proper grounding and bonding equipment required for a PV system.
5. Design a stand-alone PV advanced system to be used in the calculations for PV array and sizing with MPPT and Non-MPPT charge controllers.
6. Demonstrate the procedures for commissioning and troubleshooting an Stand-alone PV system.

# Electronics (ETRO)

## **ETRO 101 : Introduction to Electronics Technology**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Recommended:**

Completed ETRO 18.

**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.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Present projects using various forms of electronics media.
2. Document and communicate project designs using manual drafting, CAD, and electronic design software tools.
3. Working independently or as a member of a team; diagnose, troubleshoot, and repair basic electronic hardware problems.
4. Using accepted industry procedures and standards, perform electronics fabrication and assembly tasks, applying concepts of design, construction, and process and quality control.
5. Observe all appropriate OSHA safety rules and hazmat regulations when performing electronics fabrication and assembly tasks.

## **ETRO 105 : Circuit Analysis I**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**Prerequisites:**

Qualified for MATH 103.

**Description:**

This course covers fundamental topics including resistance, and networks, with DC voltage sources and circuit analysis. It also demonstrates Ohm's law, Kirchoff's laws, Thevenin's theorem, and maximum power theorems. Students will develop step-by-step problem solving methods and hands-on laboratory applications and utilize electronics measurement instrumentation and software for data analysis.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate effective use of multimeters, power supplies, circuit software, and hand tools used in electronics.
2. Demonstrate via calculations and practical hardware the theoretical and measured performance of DC circuits.
3. Function effectively on teams in an electronics lab environment, interacting with all levels of personnel.

## **ETRO 106 : Circuit Analysis II**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**Prerequisites:**

"C" or higher in ETRO 105.

**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.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of the functions of contemporary tools of the electronics technology, such as multimeters, oscilloscopes, function generators, power supplies, and spectrum analyzers.
2. Design and analyze circuits by applying theoretical and technical knowledge of DC and AC components and circuit principals and by verifying designs with computer simulations. and lab experiments.



**ETRO 118 : General Electronics****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 75.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Apply safety regulations and practices common to the electricity and electronics fields.
2. Describe the physical nature of matter and electron flow in conductors, semiconductors, and insulators.
3. Analyze basic DC and AC analog and digital circuits by calculating and measuring electrical parameters using multimeters and oscilloscopes.
4. Describe the relationship between magnetism, electrical currents and voltages, and how is it used in the generation of power.
5. Assemble, test, and electronically document electronic and electrical circuits, using both breadboards and PCBS, complying with the program's quality soldering standards.
6. Communicate effectively using digital documentation methods and presentation technology.
7. Demonstrate appropriate personal, professional, and social ethics and responsibility by fully participating and adding to the dynamics of the group.
8. Demonstrate awareness of the contemporary professional, societal, and global issues relevant to the fields of electricity and electronics technologies.

**ETRO 140B : Cisco Networking 1****Credits:** 3**Class Hours:** 6 lecture/lab**Recommended:**

Basic computer and internet usage skills.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Identify and describe the devices and services used to support communications in data networks and the internet.
2. Explain fundamental Ethernet concepts such as media, services, and operations.
3. Utilize common network utilities to verify small network operations and analyze data traffic.
4. Use Cisco command-line interface (CLI) commands to perform basic router and switch configurations.
5. Identify and explain the role of protocol layers in data networks.
6. Explain and implement addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments.
7. Build a simple Ethernet network using routers, switches, and appropriate cabling.

## **ETRO 140C : Cisco Networking 2**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"C" or higher in ETRO 140B.

**Recommended:**

Basic computer and internet usage skills.

**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).

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Configure, verify, and troubleshoot basic operations of routers in a small routed network utilizing static and default routing, Routing Information Protocol (RIPv1 and RIPv2), and Open Shortest Path First (OSPF) single-area for IPv4 (OSPFv2) and IPv6 (OSPFv3).
2. Describe and demonstrate the operations and benefits of Network Address Translation (NAT) including implementation and troubleshooting in an enhanced network.
3. Design, configure, monitor, and troubleshoot access control lists (ACLs) for IPv4 and IPv6.
4. Describe, configure, and troubleshoot basic and enhanced switching technologies, such as Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), and 802.1q.
5. Explain, configure, and troubleshoot VLANs and inter-VLAN routing in an enhanced network.
6. Explain the purpose, nature, and operations of a router, routing tables, and the route lookup process.
7. Describe and demonstrate the operations and benefits of Dynamic Host Configuration Protocol (DHCP) for IPv4 and IPv6.
8. Describe basic and enhanced routing technologies, including static routing, dynamic routing protocols, distance vector routing protocols, link-state routing protocols, and how they work with the route lookup process.

## **ETRO 143 : Digital Electronics**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 103.

**Corequisite Courses:** ETRO 143L

**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.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Explain the differences between analog and digital signals and systems.
2. Utilize binary, octal, decimal, and hexadecimal numbering systems and digital codes, convert from one number system to another, and perform mathematical operations using these number systems.
3. Demonstrate and verify circuits with truth tables and timing diagrams.
4. Design and analyze various digital integrated circuits.
5. Analyze digital circuits using circuit design and simulation software.
6. Demonstrate how electronics hardware can be used to interface to an analog world.
7. Demonstrate an understanding of digital memory technologies.

### **ETRO 143L : Digital Electronics Laboratory**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Admission into the Electronics Technology program.

**Corequisite Courses:** ETRO 143

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Utilize binary, octal, decimal, and hexadecimal numbering systems and digital codes, convert from one number system to another, perform mathematical operations using these number systems, and then relate the results to various digital circuit constructs.
2. Build various digital integrated circuits that demonstrate and verify truth tables and timing diagrams.
3. Demonstrate interfacing to an analog world using electronics hardware.
4. Demonstrate an understanding of semi-conductor memory functions using hardware.

### **ETRO 161 : Introduction to Optics and Photonics**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

Qualified for ENG 100 and MATH 103.

**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.

**Semester Offered:** Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Design, analyze, and use optical systems comprised of geometric optics, lenses, mirrors, polarizers, and other optical instruments.
2. Set up and use laser and optics equipment and instruments in conformance to industry laser safety regulations.
3. Describe the types of lasers available, how laser beams are generated, and how they are used.
4. Function effectively as a member of a team to solve problems, produce documentation, and present information, demonstrating appropriate personal, professional, and social ethics and responsibility.
5. Explain the concepts underlying the electromagnetic spectrum and the nature of photons, waves, refraction, interference, and diffraction.

**ETRO 187 : Computer Hardware and OS****Credits:** 4**Class Hours:** 8 lecture/lab**Recommended:**

ETRO 18 and ICS 100 or ICS 101.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Install, upgrade, navigate, and secure an operating system.
2. Configure computers to securely connect to an existing network.
3. Install and share a printer.
4. Upgrade or replace components of a laptop based on customer needs.
5. Explain and perform preventive maintenance and advanced troubleshooting procedures.
6. Explain and demonstrate good communications skills and professional behavior when working with team members and customers.
7. Perform a step-by-step assembly of a desktop computer and describe the components used.
8. Describe the features and characteristics of mobile devices.
9. Describe and implement basic hardware and software security principles.
10. Describe safety procedures to protect people, equipment, and environments from accidents, damage, and contamination when dealing with computer technology.

**ETRO 199V : Projects in Electronics****Credits:** 1

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3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

**Prerequisites:**

Approval of instructor.

**Recommended:**

ICS 100 or ETRO 18.

**Comments:**

May be repeated any number of times for credit.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate that the proposal objectives have been successfully attained.
2. Prepare and execute a work study schedule to accomplish the proposal objectives within the prescribed time.
3. Document the results in a final report.
4. Prepare a proposal for the project to be undertaken.

### **ETRO 210 : Electronic Technology 1**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. List common amplifier devices and describe the purpose of each component in an amplifier circuit.
2. Explain the uses of operational amplifiers and how they differ from other amplifiers.
3. Identify semiconductor devices and list common usages.

### **ETRO 240B : Cisco Networking 3**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"C" or higher in ETRO 140B and ETRO 140C.

**Recommended:**

Basic computer and internet usage skills.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Identify and manage Cisco IOS® (Internetwork Operating System) Software licensing and configuration files.
2. Explain, configure, and troubleshoot first hop redundancy protocols including Hot Standby Redundancy Protocol (HSRP) and Gateway Load Balancing Protocol (GLBP) in a switched network.
3. Describe, configure, and troubleshoot enhanced switching technologies such as Virtual Local Area Networks (VLANs), Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus protocol (PVST+), and EtherChannel.
4. Configure and troubleshoot routers in a complex routed IPv4 or IPv6 network using the following advanced routing protocols: single-area Open Shortest Path First (OSPF), Multiarea OSPF, and Enhanced Interior Gateway Routing Protocol (EIGRP).
5. Explain, configure, and troubleshoot wireless routers and wireless clients.
6. Compare recommended designs for hierarchical and scalable networks in small-to-medium businesses.

## **ETRO 240C : Cisco Networking 4**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"C" or higher in ETRO 240B, or approval of instructor.

**Recommended:**

Basic computer and internet usage skills.

**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.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Explain, configure, and troubleshoot serial and broadband connections.
2. Explain, configure, and troubleshoot tunneling operations.
3. Describe and differentiate network architectures to support borderless networks, data centers, virtualization, and collaboration technology solutions.
4. Monitor and troubleshoot network operations using industry accepted software based tools.
5. Describe and implement the operations and benefits of virtual private networks (VPNs) and tunneling.
6. Explain, configure, and troubleshoot Network Address Translation (NAT) operations.
7. Identify and contrast different Wide Area Network (WAN) technologies and their benefits.

## **ETRO 244 : Cisco CCNA Security**

**Credits:** 4

**Class Hours:** 8 lecture/lab

**Prerequisites:**

"C" or higher in ETRO 140C, or approval of instructor.

**Recommended:**

ETRO 240B and ETRO 240C.

**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.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Describe and demonstrate mitigation of threats to networks using Access Control Lists (ACLs).
2. Describe the security threats facing modern network infrastructures and the role security policies play in security threat prevention.
3. Demonstrate implementation of Authentication, Authorization and Accounting (AAA) on network devices.
4. Explain and demonstrate the implementation of a site-to-site Internet Protocol Security (IPSec) Virtual Private Network (VPN).
5. Demonstrate implementation of both the software based Cisco Internetwork Operating System (IOS) firewall and the hardware based Adaptive Security Appliance (ASA).
6. Demonstrate implement of the Cisco IOS Intrusion Prevention System (IPS) feature set.
7. Demonstrate the mitigation of common Layer 2 attacks.
8. Demonstrate how to secure network device access.
9. Explain and demonstrate the implementation of secure network management and reporting.

### **ETRO 245 : Advanced Routing**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"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.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe the factors involved in a basic implementation for branch office and mobile worker connectivity.
2. Explain and implement path control technologies in a converged enterprise network.
3. Identify complex network requirements and design models for implementing advanced routing services in an enterprise network.
4. Identify and implement various mechanisms to configure Cisco Routers for integrated routing operations.
5. Summarize the steps and configure advanced Internet Protocol version 6 (IPv6) addressing.
6. Demonstrate implementation and impact of advanced routing protocols in a complex network.

### **ETRO 247 : Multilayer Switching**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

"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.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify and explain the services that enable connectivity and traffic transport in a multi-layer switched campus design.
2. Identify and classify the factors needed to prepare a campus infrastructure to support voice and video, and Wireless Local Area Networks (WLANs) in an Enterprise network.
3. Identify the principles of and implement a functional switched network, demonstrating Virtual Local Area Network (VLAN), trunking, and Spanning-Tree Protocol (STP) technologies.
4. Implement high availability technologies and techniques using multilayer switches in a campus environment.
5. Demonstrate and configure monitoring and security of a switched network.



**ETRO 248 : Network Troubleshooting****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"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.

**Course Student Learning Outcomes (CSLOs):**

1. Plan and document the most common maintenance functions in complex enterprise networks.
2. Develop a troubleshooting process to identify and solve problems in complex enterprise networks.
3. Select tools that best support specific troubleshooting and maintenance processes in large, complex enterprise networks.
4. Monitor, maintain, and troubleshoot complex enterprise routed and switched networks.

**ETRO 257 : RF Communications****Credits:** 4**Class Hours:** 8 lecture/lab**Prerequisites:**

"C" or higher in ETRO 106.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Work as a member of a diverse team to solve problems, produce documentation, and do oral presentations.
2. Configure, measure, and demonstrate RF circuits and systems.
3. Demonstrate appropriate personal, professional, and social ethics and responsibility, respecting human diversity and considering ethics of engineering and technician practices.
4. Describe characteristics of communication systems and components using various modulation techniques such as AM and FM and various forms of multiplexing such as TDM and PCM.
5. Explain and analyze transmission lines, antennas, and propagation.

**ETRO 275 : Fundamentals of Linux****Credits:** 3**Class Hours:** 6 lecture/lab**Prerequisites:**

"C" or higher in ICS 101, or approval of instructor.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Install applications using the appropriate tools and compression utilities.
2. Compare and contrast Linux-based desktop environments and supported applications.
3. Differentiate between X Window system and Linux system architectures.
4. Complete basic Linux tasks using the command-line and graphical user interface.
5. Describe the history and nature of Open Source software.
6. Use network-based applications in a Linux environment.
7. Install and evaluate a variety of Linux distributions.
8. Troubleshoot problems related to installation and configuration of a variety of operating systems.

**ETRO 280 : Microprocessor Architecture, Programming, and Interfacing****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Acceptance into Electronics Technology program. Qualified for ENG. Qualified for MATH 103.

**Recommended:**

ETRO 143/143L.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Communicate effectively using electronic documentation methods and present a design project using current multi-media technology.
2. Differentiate between binary, octal, decimal, and hexadecimal number systems, codes, and mathematics, and convert from one system to another.
3. Describe the architecture of a microprocessor, microcontroller, and the computer circuits that allow the computer to interface to the analog world.
4. Design and assemble an interface that inputs and outputs information to and from the microprocessor.
5. Function effectively on teams with all levels of personnel, demonstrating appropriate personal, professional, and social ethics and responsibility, fully participating and adding to the dynamics of the group.
6. Create flowcharts, develop algorithms, and program a microprocessor using a machine language command set.

## **ETRO 287 : Computer Systems and Networking**

**Credits:** 4

**Class Hours:** 3 lecture and 3 lab

**Prerequisites:**

"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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe the history and nature of the science of computers and the technological advances that led to the evolution of modern computers, software, and network systems.
2. Explain the proper procedures and steps to assemble computers from hardware components and install additional advanced hardware to enhance performance and functionality.
3. Identify and describe how to install and configure system and network operating systems.
4. Describe diagnostic and troubleshooting procedures when assembling, installing, or repairing hardware or software problems.

## **English (ENG)**

Detailed ENG placement options to meet requisites (prerequisites, corequisites, and/or recommended prep) are available at: <http://go.hawaii.edu.fnX>.

### **ENG 75 : Introduction to College Reading and Composition**

**Credits:** 3

**Class Hours:** 6 lecture/lab

**Prerequisites:**

Appropriate English placement.

**Description:**

This course prepares students for college-level reading and composition. It focuses on strengthening reading, critical thinking, and writing skills through practice that progressively becomes more sophisticated. Reading instruction focuses on building vocabulary, improving reading comprehension, and analyzing and synthesizing ideas from academic texts. Students will be given instruction in writing mechanics and guided practice in the writing process. Writing assignments will include shorter informal pieces as well as more formal short essays that develop and support theses logically, incorporating outside sources. Students will also participate in activities and exercises to develop college study and self-management skills that contribute to long-term college success.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Effectively use a multi-step process that includes drafting, revising, and editing.
2. Respond constructively to written and oral feedback.
3. Write compositions in Standard American English that have a main point and supporting ideas developed with specific, logically organized details.
4. Perform basic library and internet research and integrate secondary source material into their own writing according to academic conventions.
5. Demonstrate comprehension of various types of written and visual college-entry-level materials.
6. Apply appropriate college-level study skills and self-management techniques.
7. Use college success and self-management skills to complete projects and assignments.

## **ENG 100 : Composition I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

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.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Foundations (Written Communication) – FW

**Course Student Learning Outcomes (CSLOs):**

1. Integrate primary and secondary source material into their own writing in accordance with an appropriate style guide.
2. Use information resources to locate relevant secondary material and read, analyze, and evaluate the information for reliability, accuracy, and bias.
3. Employ the writing process, including pre-writing, drafting, revising, and editing.
4. Edit and proofread their own writing, demonstrating control of such features as syntax, grammar, punctuation, and spelling.
5. Write a variety of college-level compositions whose organization and style are effectively adapted to various writing situations, purposes, and subjects.

## **ENG 100S : Composition 1 Supplement**

**Credits:** 1

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 75 or acceptable English placement.

**Corequisite Courses:** ENG 100

**Recommended:**

Experience using computers for writing.

**Comments:**

This course is credit (C) or no credit (NC).

**Description:**

This course allows for intensified student engagement with ENG 100 course content. Students will develop a writing process that results in focused and coherent paragraphs, and skills to identify and address patterns of error in writing. They will learn reading and interpretive skills and college success strategies such as effective note-taking and using technology. Students will also experience various college resources to support their continued success.

**Semester Offered:** Fall, Spring, Summer

**Course Student Learning Outcomes (CSLOs):**

1. Practice learning strategies such as note-taking, journaling, using technology, avoiding plagiarism, and managing time to foster student success.
2. Employ a writing process that results in focused and coherent paragraphs free of major error.
3. Employ a variety of reading and interpretative strategies that foster reflection, summary, and the evaluation of sources
4. Identify and access relevant college resources that promote student success including tutoring, advising, and instructional librarian support

## **ENG 106 : Technical Communication**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in ENG 75; acceptable English placement; or instructor approval.

**Comments:**

ENG 106 does not fulfill the English requirement for AA transfer degrees.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Write clear, accurate, and correct Standard American English in formats appropriate to the technical and vocational workplace.
2. Gather information from both electronic and print resources, and critically evaluate its relevance and quality.
3. Use active reading strategies to comprehend college and professional texts.
4. Present information to a group, incorporating both research and visual aids.

## **ENG 200 : Composition II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Integrate sources effectively into their own writing, using standard disciplinary conventions (such as MLA or APA formatting) to document them.
2. Write in standard American English.
3. Edit their own writing and the writing of others both for content and punctuation.
4. Support positions logically and systematically.
5. Properly organize and structure well-reasoned essays and in-depth research papers which adhere to the conventions of academic discourse appropriate to the transfer level, addressing complex issues, achieving a specific purpose, and responding adeptly to an identifiable audience.
6. Locate credible sources and evaluate the quality of the evidence provided based on reliability, bias, currency, and relevance.

**ENG 204 : Introduction to Creative Writing****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Discuss and analyze the methods, devices, and stylistics of other writers in an effort to refine their own unique writing voice.
2. Demonstrate proficiency in each stage of the writing process, including invention, creation, and revision.
3. Provide constructive feedback to peers as well as effectively respond to feedback.
4. Apply concepts and techniques associated with specific genres of creative writing, which may include fiction, non-fiction, poetry, and drama.
5. Demonstrate an enhanced understanding and appreciation for the artistry of the written word.

**ENG 270B : Introduction to Literature: Literary History: American Literature****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100 .

**Description:**

Students will read works by representative American writers, including women and ethnic authors, from the colonial period to the present.

**Semester Offered:** Fall, Spring (every even year)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
2. Use common terms and concepts appropriate to the study of literature.
3. Connect the themes expressed in literature to their own experiences.
4. Place and explain literary works within their historical and cultural contexts.
5. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.

**ENG 270E : Introduction to Literature: Literary History: World Literature: Classical Times to 1600****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Place and explain literary works within their historical and cultural contexts.
2. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
3. Connect the themes expressed in literature to their own experiences.
4. Use common terms and concepts appropriate to the study of literature.
5. Analyze key aspects of world literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.

**ENG 270F : Introduction to Literature: Literary History: World Literature: 1600 to the Present****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Use common terms and concepts appropriate to the study of literature.
2. Place and explain literary works with their historical and cultural contexts.
3. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
4. Analyze key aspects of world literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
5. Connect the themes expressed in literature to their own experiences.

**ENG 270M : Introduction to Literature: Literary History: British Literature to 1800****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
2. Place and explain literary works within their historical and cultural contexts.
3. Connect the themes expressed in literature to their own experiences.
4. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
5. Use common terms and concepts appropriate to the study of literature.



**ENG 270N : Introduction to Literature: Literary History: British Literature after 1800****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
2. Place and explain literary works within their historical and cultural contexts.
3. Connect the themes expressed in literature to their own experiences.
4. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
5. Use common terms and concepts appropriate to the study of literature.

**ENG 271D : Introduction to Literature: Genre: Drama****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**Description:**

This course is an introduction to the genre of drama. Using dramatic structure and theory, students will critically analyze selected major works of drama. 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 they live in.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
2. Use common terms and concepts appropriate to the study of literature.
3. Place and explain literary works within their historical contexts.
4. Analyze key aspects of dramatic literature, such as how playwrights use the elements of plot, character, setting and situation, symbolism and imagery, theme, diction and musical devices, voice, movement, space and time, dialogue, mood and atmosphere, and dramatic tension.
5. Connect the themes expressed in literature to their own experiences.

**ENG 271N : Introduction to Literature: Genre: Short Story and Novel****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**Description:**

This course provides an introduction to two major types of literature: the short story and the novel. Students will read, analyze, and discuss works of fiction as well as learn how to apply various principles of interpretation to literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literary works of fiction.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Use common terms and concepts appropriate to the study of literature.
2. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
3. Place and explain literary works within their historical and cultural contexts.
4. Connect the themes expressed in literature to their own experiences.
5. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.

**ENG 271P : Introduction to Literature: Genre: Poetry****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**Description:**

This course is an introduction to the genre of poetry. Students will critically analyze selected major works of poetry. Coursework 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 they live in.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Connect the themes expressed in literature to their own experiences.
2. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
3. Place and explain literary works within their historical contexts.
4. Use common terms and concepts appropriate to the study of literature.
5. Analyze key aspects of poetry, such as how poets use voice and tone, diction and syntax, imagery, figures of speech, symbolism, musical devices (including sound, rhythm, and meter), and structure.

**ENG 272B : Introduction to Literature: Culture and Literature: Multiethnic Literatures of Hawai'i****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Literatures – DL

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify the achievement of some of the major writers of Hawai'i from the 20th century to the present, from a range of ethnic and cultural groups, including Native Hawaiian.
2. Analyze various aspects of literature, including how writers use elements such as plot, character, setting, point of view, tone, symbolism, form, and theme to convey meaning.
3. Connect the themes expressed in literature to their own lives and experience.
4. Use terms and concepts appropriate to the study of literature.
5. Place and explain literary works within their historical and cultural contexts.
6. Produce clear and effective written responses using textual evidence to support interpretations and analysis of literary works.

**ENG 272E : Introduction to Literature: Culture and Literature: Literature of the Pacific****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
2. Place and explain literary works within their historical and cultural contexts.
3. Connect the themes expressed in literature to their own experiences.
4. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
5. Use common terms and concepts appropriate to the study of literature.
6. Describe the cultural diversity and literary achievements of selected indigenous writers and storytellers from Hawai'i and the Pacific.

**ENG 272F : Introduction to Literature: Culture and Literature: Women Writers****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**Description:**

This course focuses on women authors and their works in a variety of literary genres. 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.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Designation:** Diversification: Literatures – DL**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
2. Place and explain literary works within their historical contexts.
3. Connect the themes expressed in literature to their own lives.
4. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
5. Use common terms and concepts appropriate to the study of literature.
6. Examine the primary issues, themes, and motifs examined by women authors.

**ENG 272K : Introduction to Literature: Culture and Literature: Literature and Medicine****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in ENG 100.

**Description:**

This course focuses on literature related to health and medicine. From darkly comic narratives of the Black Plague through the rise and fall of hysteria to depictions of the AIDS crisis and modern pandemics like the Spanish Flu and COVID-19, this course examines literature centered on medical practices and their impacts on communities, individuals, and culture from the early modern period through contemporary times. Medical issues explored in the literature will range widely: disease, medical ethics, mental illness, death and dying, pain and suffering, physical disability, aging, cognitive differences, and gender fluidity and identity are all possible areas of discussion.

**Semester Offered:** Fall, Spring (once every 3 semesters)**Course Student Learning Outcomes (CSLOs):**

1. Place and explain literary works within their historical and cultural contexts.
2. Connect the themes expressed in literature to their own experiences.
3. Analyze key aspects of literature, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme, and how poets use imagery, musical devices, diction, form, and tone.
4. Use common terms and concepts appropriate to the study of literature and the discussion of human diseases, medical procedures, and natural processes.
5. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
6. Analyze the emotional, psychological, social, and ethical aspects of medical situations shown in literature drawn from various cultures.

## **ENG 272N : Introduction to Literature: Culture and Literature: Literature and Film**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)

**Designation:** Diversification: Literatures – DL

### **Course Student Learning Outcomes (CSLOs):**

1. Use common terms and concepts appropriate to the study of literature and film.
2. Analyze key aspects of literature and film, such as how fiction writers use plot, character, setting, point of view, symbolism, and theme; how poets use imagery, musical devices, diction, form, and tone; and how film-makers use light, angle, exposure, shot composition, music, special effects, and direction of actors..
3. Connect the themes expressed in film and literature to their own experiences.
4. Analyze a film with respect to the cultural contexts that have informed its production and both current and historical reception.
5. Analyze significant literary works and their film adaptations, identifying how form contributes to and alters meaning.
6. Write engaging and well-supported essays using analysis and synthesis to explore literary and cinematic themes.
7. Place and explain literary and cinematic works within their historical and cultural contexts.

## **ENG 272P : Landscapes in Literature**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Literatures – DL

### **Course Student Learning Outcomes (CSLOs):**

1. Analyze various aspects of literature, including how writers use elements such as plot, character, setting, point of view, tone, symbolism, form, and theme to convey meaning.
2. Produce clear and effective written responses using textual evidence to support interpretations and analysis of literary works.
3. Connect the themes expressed in literature to their own lives and experience.
4. Describe and analyze the distinct literary characteristics of responses to the natural world.
5. Use terms and concepts appropriate to the study of literature.
6. Place and explain literary works within their historical and cultural contexts.

## **ENG 272T : Introduction to Literature: Culture and Literature: Children's Literature**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100.

**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 from its beginnings, through the Golden Age, to modern times. Students will be introduced to traditional oral literature that has been appropriated for children, such as nursery & play rhymes, folk & fairy tales, and myths & legends, and to various genres of literature written specifically for children and tweens, including picture books, nonsense, and the children's novel. Students will explore and critically analyze the most common themes associated with the literature of childhood and will develop skills in presenting works of children's literature to an audience.

**Semester Offered:** Fall, Spring, Summer (once every 3 semesters)

**Designation:** Diversification: Literatures – DL

**Course Student Learning Outcomes (CSLOs):**

1. Analyze key aspects of children's literature, such as how writers for children use plot, character, setting, point of view, symbolism, and theme, as well as imagery, musical devices, diction, form, and tone.
2. Place and explain literary and artistic works for children within their historical and cultural contexts.
3. Connect the themes expressed in children's literature to their own experiences.
4. Write engaging and well-supported essays using analysis and synthesis to explore literary themes.
5. Use common terms and concepts appropriate to the study of literature.
6. Analyze the interplay of text and pictures unique to illustrated children's literature and picturebooks.

## **English Language Institute (ELI)**

**ELI 4 : Reading and Writing American English**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate a basic understanding of American cultural expectations and make appropriate linguistic choices based upon this understanding.
2. Demonstrate understanding of academic texts by summarizing them.
3. Write using sentence structures, grammar, and vocabulary on topics appropriate to an academic setting.

# Entrepreneurship (ENT)

## **ENT 125 : Starting a Business**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Prepare a formal business plan.
2. Analyze business structures (sole proprietorships, corporations, partnerships, LLC, etc.).
3. Analyze and understand principles and concepts of major functional areas including, but not limited to, finance, marketing, and operations.
4. Demonstrate knowledge of organizational, production, and operations management.
5. Demonstrate knowledge of marketing strategies and identify market research methodologies.

## **ENT 130 : Marketing for the Small Business**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify principles of marketing strategies for the small business.
2. Apply the marketing mix for small business.
3. Demonstrate fundamental knowledge of a viable business marketing plan.

## **ENT 150 : Basic Accounting and Finance for Entrepreneurs**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply principles and concepts of accounting and finance for the small business.
2. Compute value of inventory utilizing different methods.
3. Create pro forma financial statements.
4. Compute financial ratios for analyses.
5. Identify the process of raising capital to launch or expand a business.
6. Distinguish between short-term and long-term financing.

# Facilities Engineering Technology (FENG)

## **FENG 120 : Facility Safety and Accident Prevention**

**Credits:** 1

**Class Hours:** 1 lecture

### **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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of the requirements of an employee and employer with respect to the OSHA guidelines of federal and state laws.
2. Demonstrate an understanding of the information contained in an MSDS.
3. Describe basic accident prevention guidelines for a given task.
4. Identify the hazards and the risks that all employees are exposed to and the law regarding the use of drugs in the workplace.
5. Demonstrate the proper use of ladders and scaffolding.
6. Demonstrate the proper use of electrically energized equipment.
7. Assess a task for risks and to utilize the proper procedures to perform the task.

## **FENG 121 : Introduction to Building Maintenance**

**Credits:** 3

**Class Hours:** 1 lecture and 4 lecture/lab

### **Prerequisites:**

"C" or higher or concurrent enrollment in CARP 120B.

### **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 blue print reading, brick size and texture, types of walls, foundations, anchors, concrete mixes, forms, stone, and plaster. Other topics include troubleshooting, preventive maintenance, and safety.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Evaluate the condition of various materials requiring maintenance attention.
2. Interpret the architectural scales typically used in drawings and translate them to real world measurements.
3. Demonstrate the proper selection of fasteners for a variety of typical finishes to determine those that are best suited for the task.
4. Demonstrate the proper safety precautions necessary for a given task.
5. Demonstrate the ability to read and comprehend architectural blueprints.
6. Demonstrate the ability to perform basic troubleshooting skills when assessing common materials used to complete tasks.
7. Demonstrate the ability to understand the information contained in the schedules of architectural blueprints and locate detailed information.
8. Demonstrate the ability to understand the goals of a maintenance program.
9. Demonstrate the ability to determine the correct replacement parts from operations and maintenance manuals.



**FENG 123 : Plumbing Basics and Repair****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**Recommended:**

"C" or higher or concurrent enrollment in CARP 120B.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Describe the three systems that comprise the plumbing system in a typical building.
2. Demonstrate the ability to describe a supply system and its components.
3. Demonstrate the ability to describe the waste and vent systems and their components.
4. Demonstrate the ability to select and use the proper tools for a given task in the supply system.
5. Demonstrate the ability to select and use the proper tools for a given task in the waste or vent systems.
6. Demonstrate the proper selection and installation of the materials for a supply system.
7. Demonstrate the proper selection and installation of the materials for a waste or vent system.
8. Describe the fixtures and appliances found in a typical plumbing system.
9. Demonstrate the ability to determine the type of valve assembly and the repair techniques for a given assignment.
10. Demonstrate the ability to repair and replace various components of a water closet and toilet.
11. Describe the sequence used to replace a hot water heater.
12. Demonstrate the ability to perform basic troubleshooting techniques on a plumbing system.

**FENG 130 : Basic Fundamentals of Air Conditioning and Refrigeration****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher or concurrent enrollment in EIMT 121 or EIMT 123.

**Description:**

This course offers the basic principles and fundamentals of air conditioning and refrigeration. The course is designed to expose students to the theory and methods of maintaining, diagnosing, and minor repairing of domestic and commercial air conditioning/refrigeration systems.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of basic electrical theory.
2. Demonstrate an understanding on the theory of refrigeration.
3. Demonstrate an understanding of matter and energy.
4. Demonstrate an understanding of refrigerants and refrigeration.
5. Demonstrate general safety practices, including the safe handling of tools and equipment.
6. Identify tubing and piping components and their removal and installation.

**FENG 140 : Commercial Refrigeration and Air Conditioning Diagnostics****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in FENG 130.

**Description:**

This course builds on the skills acquired in the FENG 130, 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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an understanding of the terms related to the various systems, including identifying the states of refrigerant at various points in the system, calculating and verifying the performance of a basic system on paper and during actual operation.
2. Demonstrate the proper safety procedures involved in working with refrigerants including the ability to select classifications of accidents in the refrigeration shop, complete specific safety rules which apply to the trade, identify electrical safety problems and find specific solutions, and understand proper labeling and tags.
3. Demonstrate the ability to determine the normal operating conditions of air conditioning and refrigeration equipment using temperature differences of the condensers and evaporators, humidity and wet bulb characteristic of evaporators, and superheat and subcooling measurements.
4. Demonstrate the system diagnostic techniques for overcharged and undercharged systems, including restrictions in tubing, filters, metering devices, air flow restrictions and their effects on system performance using calculated data, lab data, and computer simulations.
5. Demonstrate the use of proper techniques and equipment to perform refrigerant evacuation, recovery, and charging techniques and the use of specific equipment to perform these operations.
6. Identify common accessories and their location, and distinguish between types of service valves.

# Geographic Information Systems (GIS)

**GIS 189 : GIS, Mapping, and Society**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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).

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Identify the advantages and disadvantages of geospatial information technologies in relation to geographic and social representation of place.
2. Analyze and discuss sustainability planning in relation to GIS and advanced mapping technologies.
3. Describe and analyze basic geospatial information technologies including GIS, GPS (Global Positioning Systems), and Remote Sensing.
4. Identify, analyze, and describe geographic applications using GIS technologies in multiple disciplines, including environmental science, marine science, anthropology, health, agroecology, and landscape ecology, among others.
5. Explain and illustrate concepts, techniques, and software tools of GIS with emphasis on geovisualization, data management, geospatial analysis, and case-study applications.
6. Analyze and identify political influences in human geography and mapping including the effects of the past on current maps.
7. Identify components of strategies for complex problem solving that include geospatial information using GIS.

## **GIS 200 : Interpreting and Creating GIS Maps**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher or concurrent enrollment in GIS 189.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Use advanced geospatial information technologies and techniques including Geographic Information Systems, Global Positioning Systems, and Spatial Analysis to create maps for an area of interest to the student, such as sustainability, site suitability analysis and resource management.
2. Analyze and describe geographic information representation and use of GIS mapping software, identifying how to address complex problems with GIS technologies and to create solutions. Special emphasis and concentration will focus on sustainability, considering the current and future use and protection of resources in light of land management.
3. Differentiate advantages and disadvantages of various geospatial information technologies, both advanced and basic.
4. Apply concepts, techniques, and software tools that are part of Geographic Information Systems, with emphasis on GPS use, geovisualization, data and database development, geospatial analysis, and case-study applications.

## **GIS 205 : GIS Database Design and Programming**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in GIS 189 and GIS 200.

**Corequisite Courses:** GIS 205L

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe and analyze advanced geodatabase design, including spatial analysis, topology, model building, and automated geospatial processing.
2. Analyze and describe geographic information representation and use of GIS mapping software, addressing complex geographic information problems with GIS technologies and creating solutions.
3. Analyze and identify advantages and disadvantages of various geospatial information technologies, both advanced and basic.
4. Apply concepts, techniques, and software tools that are part of advanced Geographic Information Systems, with emphasis on GPS use and data transformation, geovisualization, geodatabase construction and design, data modeling, topology, advanced geospatial analysis, and case-study applications.
5. Apply intermediate geospatial knowledge, technologies, and techniques to create a map focused on a particular application, such as sustainability, site suitability analysis, and resource management.
6. Apply strategies for complex problem solving that include geospatial databases, including using GIS, GPS, geodatabase modeling, and automated geoprocessing.

## **GIS 205L : GIS Database Design and Programming Laboratory**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in GIS 189 and GIS 200.

**Corequisite Courses:** GIS 205

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Apply concepts, techniques, and software tools that are part of advanced Geographic Information Systems, with emphasis on GPS use and data transformation, geovisualization, geodatabase construction and design, data modeling, topology, advanced geospatial analysis, and case study applications.
2. Apply intermediate geospatial knowledge, technologies and techniques to create a map focused on an area of interest, such as sustainability, site suitability analysis, and resource management.
3. Describe and analyze advanced geodatabase design, including spatial analysis, topology, model building, and automated geo-spatial processing.
4. Analyze and identify advantages and disadvantages of various geospatial information technologies, both advanced and basic.
5. Apply strategies for complex problem solving that include geospatial databases, including using GIS, GPS, geodatabase modeling, and automated geoprocessing.
6. Analyze and describe geographic information representation, addressing complex problems with GIS technologies and creating solutions.

## **GIS 213 : Advanced Geospatial Techniques**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in GIS 205 and GIS 205L.

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Identify the advantages and disadvantages of advanced remote sensing technologies.
2. Identify, analyze, and describe geographic information representation and use of advanced GIS mapping software, addressing complex geographic information problems with GIS technologies to create solutions.
3. Describe and analyze advanced geospatial radar and satellite imagery and techniques, in addition to industry advancements in cloud and 3D mapping.
4. Apply strategies for complex problem solving that include geospatial information, using GIS and GPS, Radar and Satellite Imagery, and Remote Sensing.
5. Apply intermediate geospatial knowledge, technologies, and techniques to create a map focused on an area of interest, such as sustainability, site suitability analysis, and resource management.
6. Apply techniques and software tools that are part of advanced Geographic Information Systems, with an emphasis on radar and satellite imagery, remote sensing, and earth observation systems.

**GIS 214 : Practicum in GIS****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in GIS 205 and GIS 205L.

**Comments:**

May be repeated for a maximum of 6 credits.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Practice GIS, GPS, and Advanced Geospatial techniques in the field in an internship with an active organization or institution.
2. Analyze and identify future directions for employment and applied GIS work.
3. Identify concepts, techniques, and project planning in the application of GIS to local applications in Hawai'i.
4. Discuss strategies for complex problem solving that include geospatial information, using GIS and GPS.
5. Identify, analyze, and describe geographic information representation and use of GIS mapping software, addressing complex geographic information problems with GIS technologies, creating solutions to current and practical issues.

## 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.

**Description:**

This course is an introduction to the basic structures of the Hawaiian language emphasizing listening, speaking, reading, writing, and cultural understanding.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Produce and interpret written Hawaiian at a novice mid-level.
2. Communicate orally in Hawaiian at a novice mid-level.
3. Utilize vocabulary and other language skills that integrate work, school, family, 'āina, and language in real life applications.
4. Recognize the relationship between the practices and perspectives of Hawaiian culture.

**HAW 102 : Elementary Hawaiian II****Credits:** 4**Class Hours:** 3 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in HAW 101.

**Comments:**

The laboratory is part of the class.

**Description:**

This course is the second half of the elementary Hawaiian that teaches basic listening, speaking, reading, writing, and cultural understanding.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Produce and interpret written Hawaiian at a novice high level.
2. Utilize vocabulary and other language skills that integrate work, school, family, 'āina, and language in real life applications.
3. Communicate orally in Hawaiian at a novice high level.
4. Recognize the relationship between the practices and perspectives of Hawaiian culture.

**HAW 201 : Intermediate Hawaiian I****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher in HAW 102.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Communicate orally in Hawaiian at an ACTFL intermediate low level.
2. Demonstrate practices and perspectives of Hawaiian culture.
3. Produce and interpret written Hawaiian at an ACTFL intermediate low level.
4. Demonstrate an understanding of the grammatical and structural aspects of Hawaiian.
5. Apply and interpret vocabulary and other language skills that integrate work, school, family, 'āina, and language in real life applications.

**HAW 202 : Intermediate Hawaiian II****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher in HAW 201.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Produce and interpret written Hawaiian at an intermediate mid level.
2. Demonstrate an understanding of the grammatical and structural aspects of Hawaiian.
3. Demonstrate practices and perspectives of Hawaiian culture.
4. Apply and interpret vocabulary and other language skills that integrate work, school, family, 'āina, and language in real life applications.
5. Communicate orally in Hawaiian at an intermediate mid level.

**HAW 221 : Introduction to Hawaiian Conversation****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in HAW 202.

**Description:**

This course emphasizes vocabulary development for greater accuracy, more mature expressions, and fluency of conversational Hawaiian language.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate improvement in grammatical usage, fluency, and pronunciation in conversational Hawaiian.
2. Use appropriate terms/language in greetings, conversations, and simple discussions.
3. Communicate effectively (orally) in Hawaiian with minimal dependency on English.

**HAW 222 : Introduction to Hawaiian Composition****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in HAW 202.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Communicate clearly and effectively in written Hawaiian at an intermediate level.
2. Integrate appropriate figurative language in compositions written in Hawaiian.

**HAW 261 : Hawaiian Literature in English****Credits:** 3**Class Hours:** 3 lecture**Recommended:**

"C" or higher in ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Literatures – DL

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an in-depth knowledge of one work or theme of Hawaiian literature.
2. Explain concepts of Hawaiian culture found in literary themes and styles and relate those concepts to their own lives.
3. Respond to Hawaiian literature orally and in writing using the terminology of literary and/or cultural analysis.
4. Demonstrate knowledge of major genres, stories, themes and devices of Hawaiian oral and written literature.



### **HAW 262 : Hawaiian Literature in Translation: 1800 to Present**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"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 language.

**Semester Offered:** Fall, Spring

**Designation:** Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate knowledge of major genres, stories, themes, and devices of Hawaiian oral and written literature.
2. Demonstrate in-depth knowledge on a piece of work or a theme of Hawaiian literature.
3. Apply their knowledge of Hawaiian language to analyze and discuss Hawaiian literary themes.

## **Hawaiian Studies (HWST)**

### **HWST 107 : Hawai'i: Center of the Pacific**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100S.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Show knowledge of similarities between Native Hawaiians and other Oceanic peoples' cultures, languages, religions, arts and natural resources.
2. Explain the connections of historical events to modern issues in relation to the unique social, political and economic history of Hawai'i, including concepts such as colonization and decolonization, occupation, independence movements, and sovereignty.

### **HWST 110 : Huaka'i Wa'a: Introduction to Hawaiian Voyaging**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Locate and name the islands and island groups of Oceania.
2. Discuss the historical and cultural events leading to the revival and reestablishment of Hawaiian voyaging.
3. Explain the various aboriginal and academic narratives relating to the migration to and settlement of Oceania.
4. Describe the tools contemporary navigators use for open-ocean voyaging.

**HWST 111 : The Hawaiian 'Ohana****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify the child/parent/grandparent generations, older/younger sibling, oldest/youngest child using Hawaiian terms.
2. Illustrate the relationship and responsibility between elder and younger.
3. Define at least three Hawaiian cultural values.
4. Apply and practice correct Hawaiian language pronunciation and spelling.
5. Discuss the principles of the 'ohana that translate to the larger Hawaiian society.
6. Explain a Hawaiian belief of origin and the subsequent understanding of one's relationship to the environment.
7. Identify and discuss the process of Ho'oponopono as a system of conflict resolution.
8. Demonstrate the relationship of Hawaiians through the use of lo'i kalo.
9. Examine current issues that reveal behaviors based upon an individual's societal orientation.
10. Differentiate between an affiliation-oriented society and an achievement-oriented society.

**HWST 128 : Introduction to Hula Kahiko****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Description:**

This course is an introduction to hula and oli (chant) covering the fundamentals of traditional dance and practices, language, and regional traditions.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Perform all learned pieces.
2. Identify hula and oli (chant) terminology.
3. Execute basic hula steps and motions.
4. Explain basic hula and oli (chant) practices and traditions.

**HWST 129 : Introduction to Hula 'Auana****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Description:**

This course is an introduction to hula 'auana covering the fundamentals of contemporary Hawaiian dance, music, practices, language, poetry, and regional traditions.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify contemporary hula and mele (music, song, poetry) terminology.
2. Explain basic contemporary hula and mele (music, song, poetry) practices, and traditions.
3. Execute basic hula steps and motions.
4. Perform all learned pieces.

### **HWST 140 : Mahi'ai I - Hawaiian Cultivation Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Explain the connection between Hawaiians and kalo.
2. Identify and describe at least three varieties of Hawaiian taro.
3. Maintain and propagate kalo in a healthy and nurturing environment.

### **HWST 141 : Mahi'ai II: Hawaiian Cultivation Practices**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in HWST 140.

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Explain modern issues related to the kalo plant and to lo'i maintenance.
2. Prepare and carry out a kalo propagation and lo'i maintenance plan.
3. Demonstrate traditional and modern ways on how kalo is prepared for consumption.

### **HWST 177 : Hawaiian Music in Transition**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Use basic vocabulary of musical terms.
2. Identify the characteristics of indigenous Hawaiian music and distinguish among the instruments used to play.
3. Describe the functions of music in ancient Hawaiian society and in Hawai'i's contemporary society.
4. Select a representative repertoire of ancient Hawaiian music.
5. Explain how the processes of acculturation and change affect musical culture in Hawai'i.
6. Identify contemporary trends and specific cultural groups that impact the musical profile in Hawai'i today.

### **HWST 199V : Special Studies**

**Description:**

See explanation under the heading of Special Studies.

**HWST 211 : Ethnobotany****Credits:** 3**Class Hours:** 3 lecture**Recommended:**

Qualified for ENG 100.

**Comments:**

Cross-listed with BOT 105.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Social Sciences – DS

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Carry out directed research on the cultural use of specific plants and use the findings to recreate a cultural representation (artifact) using traditional methods.
2. Demonstrate an understanding of the science of ethnobotany.
3. Identify, evaluate, and compare the role plants played on other cultures using examples from Hawai'i, the Pacific, and Okinawa. PSLO.LBRT 6 Rubric 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.
4. Identify and evaluate the role plants played in Hawaiian culture.

**HWST 213 : Hawaiian Ethnozoology****Credits:** 3**Class Hours:** 3 lecture**Comments:**

Cross-listed with ZOO 105.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Describe the various traditional methods whereby animals were acquired, cultured, and managed in Hawai'i.
2. Describe the origin of Hawaiian fauna in relationship to the geologic history of the Islands, human introductions, and the environments in which they occur.
3. Identify (using Hawaiian names, scientific names, and common names) the fauna used in old Hawai'i and recent times and the roles these species played in traditional Hawaiian culture and resource utilization.
4. Describe the various uses of fauna in traditional Hawaiian culture.

**HWST 228 : Hula Kahiko****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in HWST 128 or approval of instructor.

**Description:**

Students refine and enhance the skills learned in HWST 128.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify hula and oli (chant) terminology.
2. Execute hula steps and motions.
3. Explain hula and oli (chant) practices and traditions.
4. Perform all learned pieces.

**HWST 229 : Hula 'Auana****Credits:** 3**Class Hours:** 2 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in HWST 129.

**Description:**

Students will refine and enhance the skills learned in HWST 129.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Explain historical development of hula, and mele (music, song, poetry).
2. Perform all learned pieces.
3. Explain contemporary hula and mele (music, song, poetry) practices, and traditions.
4. Identify contemporary hula and mele (music, song, poetry) terminology.
5. Execute hula steps and motions.

**HWST 270 : Hawaiian Mythology****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in either HAW 101 or HWST 107.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Literatures – DL

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify and utilize written and oral sources of Hawaiian mo'olelo (mythology).
2. Analyze the relationship between Hawaiian mo'olelo (mythologies) and Hawaiian worldview, including Hawaiian cultural values and traditions.
3. Employ the terminology of literary and/or cultural analysis to the study of Hawaiian mo'olelo (mythology).
4. Describe akua (deities), kupua (deities), 'aumakua (ancestral family deities), and kanaka (humans) and their various forms from Hawaiian mo'olelo (mythology).

## **HWST 281 : Ho'okele I : Hawaiian Astronomy and Weather**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100S. Qualified for MATH 82X or "C" or higher or concurrent enrollment in MATH 75X.

**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 Hokule'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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

### **Course Student Learning Outcomes (CSLOs):**

1. Know specific geographical factors which affect voyaging in Hawai'i and Polynesia.
2. Perform and explain at least two "oli" or chants utilized in voyaging protocol.
3. Explain at least two voyaging traditions within Polynesia.
4. Demonstrate knowledge of the major star lines which influence Hawaiian noninstrument wayfinding.
5. Know the seasonal weather, ocean patterns and systems surrounding Hawai'i.
6. Understand the basic principles involved with noninstrument wayfinding.

## **HWST 282 : Ho'okele II: Hawaiian Navigation**

**Credits:** 4

**Class Hours:** 3 lecture and 2 lab

**Prerequisites:**

Qualified for ENG 100.

**Recommended:**

Ability to swim.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

### **Course Student Learning Outcomes (CSLOs):**

1. Apply basic sailing and navigational skills to prepare and carry out a sail plan.
2. Discuss the settlement of Polynesia utilizing the voyaging traditions found in Polynesia.
3. Identify the four starlines utilized in contemporary non instrument navigation.
4. Explain the value of clouds as a determining factor of weather.
5. Explain and apply the physics of sailing, as related to Bernoulli's principle and Newtonian physics.
6. Complete a basic water safety and swim test.
7. Demonstrate proper maintenance and upkeep of a vessel and equipment.

### **HWST 290 : Rediscovering Polynesian Connections**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

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, other Pacific nations, or other nations throughout the world through cultural immersion. Studies will begin on the home campus and culminate with a visit to the host country.

**Semester Offered:** Fall, Spring, Summer

**Designation:** Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Explain similar oral traditions of the country visited with that of Hawai'i.
2. Describe similar cultural traits of the country visited with Hawai'i.
3. Produce a project depicting the range of experiences offered during the course.

### **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

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to analyze the component parts of a medical word to derive the correct medical meaning.
2. Describe the structural organization and normal function of the major body systems.
3. Utilize appropriate medical terminology both orally and in writing.
4. Define medical terms and abbreviations.

**HLTH 155 : Introduction to the Study of Diseases****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in HLTH 140. Qualified for ENG 100.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Identify etiology of selected diseases from major body systems.
2. Identify the general concepts and characteristics of the human disease process.
3. Identify methods of treatment for selected diseases from major body systems.
4. Research and evaluate evidence of disease processes and treatments.
5. Utilize medical terminology pertaining to disease processes.

**HLTH 285 : Human Nutrition****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Analyze dietary intake and make recommendations for ways to address nutrient deficiencies.
2. Research and evaluate evidence of nutritional impact on human health.
3. Evaluate the nutritional adequacy of food products based on the recommended dietary allowances and food labels.
4. Identify local and global issues that impact nutritional choices.
5. List and describe the six classes of nutrients, their functions, the risk of excesses/deficiencies, sources, and guidelines for intake.



# Health, Physical Education, and Recreation (HPER)

## HPER 100 : Wellness, and Fitness

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prerequisites:**

Qualified for ENG 100S.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Participate in exercise that promotes health and wellness.
2. Use medical terms to describe muscular and skeletal systems and related functions.
3. Describe structure and function of the reproductive system and characteristics of sexually transmitted infections.
4. Research and evaluate evidence of lifestyle choices on human health.
5. Identify personal wellness goals and develop a plan that promotes a healthy lifestyle.

## HPER 133 : Pickleball

**Credits:** 1

**Class Hours:** 2 lecture/lab

**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, drive/lob serve, forehand and backhand drive, dink, volley, drop shot, lob, smash, and game strategy.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify the rules, strategies, history, safety, and etiquette of pickleball.
2. Demonstrate correct technique for the skills used in pickleball.
3. Demonstrate knowledge of how to keep score and use different strategies during competitive pickleball games.

## 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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Evaluate the conditions necessary for safe hiking preparedness, choose appropriate equipment, and plan a hiking trip.
2. Identify how to minimize the impact on the natural environment while hiking and articulate the concepts of sustainability.
3. Identify fundamental outdoor skills and be able to safely navigate back country conditions.
4. Discuss the relationship of Hawaiian folklore to the location of hikes and the value to present life.
5. Demonstrate a positive change in personal fitness as it relates to cardiovascular endurance and muscular endurance.
6. Identify mental and physical health benefits to be derived from hiking.

### **HPER 152 : Weight Training**

**Credits:** 1

**Class Hours:** 2 lecture/lab

**Description:**

This course introduces the student to principles of weight training, understanding the muscles used in exercises, the benefits of training, and the application of proper lifting mechanics. Workouts will be given by the instructor with an emphasis on conditioning, experiencing different types of training, and developing one's own personal lifting program, which will be implemented towards the end of the course.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the correct and safe movement in weight training exercises.
2. Identify the benefits of weight training.
3. Write and implement a personal training program based on individual fitness goals.
4. Demonstrate improvement in both muscular strength and endurance through weight training.

### **HPER 154 : Intermediate Weight Training**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prerequisites:**

"C" or higher in HPER 152.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate proper form and spotting techniques for all lifts to ensure personal and group safety.
2. Analyze the importance of a healthy diet in achieving wellness goals.
3. Create a strength and conditioning program utilizing principles of intermediate weight training.
4. Identify principles of lifting weights and muscles used in weight training exercises.
5. Demonstrate improvement in muscular strength and endurance through participation in 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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Employ safe and appropriate methods to improve fitness levels.
2. Participate in a healthy, sustainable, and lifelong learning activity.
3. Assess and analyze daily diet, identify strengths and challenges, and make changes to aid in realizing personal wellness goals.
4. Use correct form when weight training, applying appropriate modifications for exercises as necessary.
5. Identify and describe physical fitness components and training principles.

**HPER 170 : Beginning Yoga****Credits:** 2**Class Hours:** 4 lecture/lab**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate a flow of yoga poses with a chosen literary selection.
2. Integrate the principles of yoga into daily lives.
3. Describe and discuss terminology, history, general philosophy, and benefits of hatha yoga.
4. Participate in personal yoga practice outside of class.
5. Demonstrate the correct form of yoga poses, and know both English and Sanskrit terms for the poses.

**HPER 171 : Intermediate Yoga****Credits:** 2**Class Hours:** 4 lecture/lab**Prerequisites:**

"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.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Discuss terminology, history, philosophy, and benefits of Hatha Yoga, as well as principles of Ayurveda.
2. Demonstrate a flow of yoga poses with a chosen literary selection.
3. Demonstrate correct form and alignment in beginning and intermediate yoga poses.
4. Demonstrate the ability to integrate the principles of yoga into daily personal life.
5. Design and implement a personal yoga practice that increases flexibility, strength, endurance, and breath control.

**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.

# History (HIST)

## **HIST 151 : World History to 1500**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

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

**Course Student Learning Outcomes (CSLOs):**

1. Communicate historical knowledge, interpretations, and arguments in a logical and clear manner.
2. Identify significant events and the role people play in shaping them (from rulers to the average individual) in world history to 1500.
3. Demonstrate an understanding of the major historical and historiographical concepts covered in the class.
4. Interpret and use primary and secondary historical sources.

## **HIST 152 : World History Since 1500**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

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

**Course Student Learning Outcomes (CSLOs):**

1. Communicate historical knowledge, interpretations, and arguments in a logical and clear manner.
2. Identify significant events and the role people play in shaping them (from rulers to the average individual) in world history since 1500.
3. Demonstrate an understanding of the major historical and historiographical concepts covered in the class.
4. Interpret and use primary and secondary historical sources.

**HIST 241 : Civilizations of Asia I****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH**Course Student Learning Outcomes (CSLOs):**

1. Deliver oral presentations and lead class discussions on course readings and major concepts and themes in Asian history to 1500.
2. Analyze and demonstrate a knowledge of historical developments in Asian history to 1500.
3. Write well organized and competent expository prose about the causes of significant events in Asian history to 1500.
4. Use a variety of primary source material including literature, poetry, films, music, and art to analyze events, issues, and developments in Asian history to 1500.

**HIST 242 : Civilizations of Asia II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH**Course Student Learning Outcomes (CSLOs):**

1. Write well organized and competent expository prose about the causes of significant events in Asian history since 1500.
2. Deliver oral presentations and lead class discussions on course readings and major concepts and themes in Asian history since 1500.
3. Use a variety of primary source material including literature, poetry, films, music, and art to analyze events, issues, and developments in Asian history since 1500.
4. Analyze and demonstrate a knowledge of historical developments in Asian history since 1500.

### **HIST 250 : Film and World History Since WWII**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:**

Cross-listed with ART 250.

**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.

**Semester Offered:** Fall, Spring (once every 3 semesters)

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Examine a film as a historical or cultural artifact.
2. Use film effectively as a primary and/or secondary source in the study of historical topics
3. Distinguish between a film's historical and fictional elements, and identify ways in which even the fictional elements may be a source of historical insight.
4. Identify world cinema trends (i.e. Italian neo-realism, French New Wave) and their respective characteristics.
5. Discuss the basic concepts and aesthetics in film as an art form.
6. Analyze film critically, particularly for historical and artistic content.

### **HIST 281 : Introduction to American History I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall (every even year), Spring (every even year)

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Describe, analyze and interpret the major themes in American history from the pre-Columbian period through the colonial era, the American Revolution, early 19th century and the Civil War periods.
2. Produce an original research paper, utilizing both primary and secondary sources.
3. Identify important individuals and events in American history through the Civil War.
4. Analyze primary source documents.

### **HIST 282 : Introduction to American History II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Identify important individuals and events in American history since the Civil War.
2. Describe, analyze, and interpret major themes in American history since the Civil War.
3. Analyze primary source documents.
4. Conduct original research using both primary and secondary sources.

**HIST 284 : History of the Hawaiian Islands****Credits:** 3**Class Hours:** 3 lecture**Description:**

This is a survey course on the history of Hawai'i from the late prehistoric period to the overthrow of the Hawaiian Kingdom.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify and discuss factors that contributed to the social, political, economical, and environmental changes, with particular attention to the intense and rapid transformations that resulted in a decrease of the population, a loss of autonomy, and the displacement of the native community.
2. Identify key figures, events, and industries in Hawai'i's history.
3. Explain the socio-political importance of genealogy to Hawai'i's history.
4. Identify and correctly use primary and secondary sources of information from a variety of perspectives.

**HIST 284K : History of Kaua'i****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

**Course Student Learning Outcomes (CSLOs):**

1. Identify factors that contributed to the social, political, economical, and environmental changes of Kaua'i's history.
2. Identify and use primary and secondary sources of information from a variety of perspectives.
3. Identify key figures, events, and places in Kaua'i's history.

## **HIST 288 : Survey of Pacific Islands History**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Analyze and demonstrate a knowledge of historical developments in the Pacific Islands region including Hawai'i to present.
2. Use a variety of primary source material including oral traditions, poetry, films, music, and art to analyze events, issues, and developments in the Pacific Islands including Hawai'i to present.
3. Demonstrate knowledge of artistic/epistemological endeavors through the study of works by Pacific Islander and Native Hawaiian scholars, artists, and practitioners.
4. Write well organized and competent expository prose about the causes of significant events in the history of the Pacific Islands including Hawai'i.
5. Deliver oral presentations and lead class discussions on course readings and major concepts and themes in the history of the Pacific Islands.
6. Make clear historical arguments about the history of the Pacific Islands including Hawai'i and develop them using recognized historical methods.

## **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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply job search strategies and techniques applicable to the hospitality and tourism industry and other related pathways.
2. Develop strategies that enhance guest satisfaction, exceed expectations, win loyalty, and address service recovery in the hospitality and tourism industry.
3. Create a career path to meet individual goals.
4. Demonstrate professionalism, business etiquette, ethical and value-based behaviors.



**HOST 101 : Introduction to Hospitality and Tourism****Credits:** 3**Class Hours:** 3 lecture**Comments:**

Prior Learning Assessment credit available for this course.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Distinguish the organizations, operational characteristics, and interrelationships of the sectors of the hospitality and tourism industry (travel/tourism, lodging, food/beverage, recreation, and events).
2. Differentiate the products, services, and systems that influence leisure and business travel to a destination.
3. Explain historical events, current trends, and sustainable practices (social, economic, cultural and/or environmental) in the hospitality and tourism industry.
4. Identify the career opportunities, job qualifications, and benefits provided by the various sectors of the hospitality and tourism industry.
5. Recognize the importance of incorporating host cultural values in the hospitality and tourism industry.

**HOST 150 : Housekeeping Operations****Credits:** 3**Class Hours:** 3 lecture**Recommended:**

"C" or higher in HOST 101.

**Comments:**

Prior Learning Assessment credit available for this course.

**Description:**

This course studies the professional management of housekeeping operations including practical applications and management skills required to ensure quality service and effective performance.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Develop and demonstrate safe, effective, efficient, and sustainable practices related to various housekeeping tasks and operational responsibilities.
2. Identify and critique the responsibilities and functions of housekeeping operations and analyze the importance of inter-/intra-departmental relationships and Hawaiian host cultural values.
3. Analyze the management functions of housekeeping operations including planning, organizing, staffing, controlling, and evaluating techniques required to ensure quality service, efficient productivity, and effective performance.

### **HOST 152 : Front Office Operations**

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:**

"C" or higher in HOST 101.

**Comments:**

Prior Learning Assessment credit available for this course.

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Interpret statistical information that affects lodging operations.
2. Distinguish and connect the various classifications of lodging operations to work effectively in a front office environment.
3. Perform each of the major front office functions following industry regulations to facilitate transition into a lodging front office environment.

### **HOST 154 : Food and Beverage Operations**

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:**

"C" or higher in HOST 101.

**Comments:**

Prior Learning Assessment credit available for this course.

**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.

**Semester Offered:** Spring

#### **Course Student Learning Outcomes (CSLOs):**

1. Recognize the responsibilities involved in successfully managing and marketing various food and beverage operations.
2. Demonstrate applicable service, sanitation, and safety skills to improve employee performance and enhance guest satisfaction.
3. Evaluate effective practices and trends as they relate to nutrition, menu planning, purchasing, pricing, preparation, and production.
4. Participate in and evaluate service delivered through a back-of-the-house and front-of-the-house campus/community industry function.
5. Determine the components involved in the financial management of food and beverage operations to promote fiscal success.

**HOST 280 : Hospitality Management****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in HOST 101.

**Recommended:**

Qualified for ENG 100.

**Comments:**

Prior Learning Assessment credit available for this course.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate decision-making skills by applying key management concepts and principles.
2. Apply leadership skills that impact hospitality organizational effectiveness.
3. Relate Hawaiian values to value-centered management.

**HOST 293 : Hospitality and Tourism Internship****Credits:** 3

3 credits = 225 hours of work experience

**Prerequisites:**

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.

**Comments:**

Prior Learning Assessment credit available for this course.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Analyze and propose solutions for improvement of the technical and human skills, work habits, inter-relationships, operational measures of success, quality assurance methods, and sustainability practices in the workplace.
2. Apply job readiness skills to obtain and complete an internship in the hospitality industry.
3. Perform duties at the internship site applying industry standards and skills, and classroom knowledge.
4. Evaluate one's career goals, accomplishments, achievements, and activities during their academic journey.

# Human Development and Family Studies (HDFS)

## **HDFS 230 : Human Development**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100 or approval of instructor.

**Description:**

This course explores the concepts, issues and theories of human growth and development from conception to death. It explores systems approaches to inquiry into factors affecting growth and development.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Explain similarities, differences, and uniqueness in human development among individuals and their cultures.
2. Interpret the biological, cognitive, and psychosocial development for each life-span period.
3. Apply human development theories and concepts to personal, social, educational, and occupational experiences.
4. Compare and contrast the various theories of human development and behavior.

# 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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Utilize operating system interfaces to manage computer resources effectively.
2. Use accepted hardware, software, and communications terminology to effectively interact with other computer users.
3. Know the ethical and security issues involved in the use of computer technology.
4. Utilize appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication.
5. Extract and synthesize information from available Internet resources using intelligent search and discrimination.

## **ICS 111 : Introduction to Computer Science I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 103.

**Recommended:**

Basic computer use proficiency.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Illustrate basic programming concepts such as program flow and syntax of a high-level general purpose language
2. Identify relationships between computer systems, programming and programming languages.
3. Demonstrate working with primitive data types, strings, and arrays.
4. Use an appropriate programming environment to design, code, compile, run, and debug computer programs.
5. Demonstrate basic problem solving skills using algorithms in an object-oriented computer language.

# **Interdisciplinary Studies (IS)**

## **IS 50 : Summer Bridge**

**Credits:** 2

**Class Hours:** 2 lecture

**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.

**Semester Offered:** Summer

**Course Student Learning Outcomes (CSLOs):**

1. Use appropriate college-level study skills and strategies to successfully complete assignments and projects.
2. Demonstrate attitudes and beliefs that support academic success.
3. Describe college resources and services available to students at KCC.
4. Use academically appropriate software to create, manage and share files.

## **IS 103 : Introduction to College**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe college resources and services available to students at Kaua'i Community College.
2. Explain how psycho-social skills, such as growth mindset and emotional intelligence, contribute to college success.
3. Use appropriate college-level study skills and techniques.
4. Use academically appropriate computer software to create, manage and share documents and files.

**IS 105 : Career/Life Exploration and Planning****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Understand and describe the process of career development.
2. Identify and use campus, community, and technology resources to support major and career exploration.
3. Identify and apply the steps of decision-making to career and major decisions.
4. Integrate the results of self-assessment and career exploration to identify career and educational options.
5. Design and implement an action plan that includes educational and career goals.
6. Identify personality, interests, values, skills, family, cultural, and financial influences that relate to career and educational decisions.

**IS 110 : Foundations of College Success****Credits:** 1**Class Hours:** 1 lecture**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Describe college resources and services available to students at Kaua'i Community College
2. Use appropriate college-level study skills and strategies
3. Explain how non-cognitive factors, such as motivation, grit, and emotional intelligence, contribute to success in college

**IS 111 : Career Planning and Financial Literacy****Credits:** 1**Class Hours:** 1 lecture**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Develop an educational and career plan.
2. Evaluate financial tools and services and their roles in achieving financial goals.
3. Identify and understand the life experiences, personal characteristics, values, interests, and abilities that influence their career opportunities.

## **IS 180V : Study Abroad**

**Credits:** 1

-15

Instructional hours will vary according to courses taken at the host institution.

### **Prerequisites:**

Approval of instructor.

### **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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Present information orally, combining complete sentences and pronouncing the language of the host country well enough to be intelligible to a speaker of native fluency accustomed to dealing with non-native speakers.
2. Answer questions based on the main idea after listening to a simplified passage in the language of the host country.
3. Use culturally appropriate behavior in routine social situations in the host country.
4. Conduct basic research on the topic of their independent study using sources and techniques available at the partner institution.
5. Write a short paragraph on a familiar topic in the language of the host country.
6. Answer questions based on reading the information given in a simple paragraph in the language of the host country.

# **Japanese Language and Literature (JPN)**

## **JPN 101 : Elementary Japanese I**

**Credits:** 4

**Class Hours:** 4 lecture

### **Description:**

This course is an introduction to the Japanese language emphasizing conversation, listening, grammar, reading, and writing.

**Semester Offered:** Fall

### **Course Student Learning Outcomes (CSLOs):**

1. Read and interpret Japanese written material effectively.
2. Communicate orally in Japanese within the context introduced in class.
3. Develop an awareness of the Japanese culture and values.
4. Write short sentences with accuracy using Japanese characters.

## **JPN 102 : Elementary Japanese II**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in JPN 101 or placement test score demonstrating equivalent knowledge and skills.

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Write short sentences with accuracy using Japanese characters; Hiragana, Katakana, and a total 150 Kanji characters.
2. Present information orally in Japanese combining complete sentences and pronouncing the language well enough to be intelligible to a speaker of native fluency accustomed to dealing with non-native speakers.
3. Identify culturally appropriate behavior in routine social situations.
4. Demonstrate comprehension by answering questions in Japanese based on reading the information given in a simple paragraph in Japanese.

## **JPN 201 : Intermediate Japanese I**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in JPN 102 or placement test score demonstrating equivalent knowledge and skills.

**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.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Read and interpret Japanese written material effectively.
2. Write short sentences with accuracy using Japanese characters: Hiragana, Katakana, and a total 300 Kanji characters.
3. Communicate orally in Japanese within the context introduced in class.
4. Develop an awareness of the Japanese culture and values.

## **JPN 202 : Intermediate Japanese II**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in JPN 201 or placement test score demonstrating equivalent knowledge and skills.

**Comments:**

The laboratory is part of the class.

**Description:**

This is the second semester of an intermediate course in spoken and written Japanese.

**Semester Offered:** Fall, Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Write short sentences with accuracy using Japanese characters: Hiragana, Katakana, and a total 450 Kanji characters.
2. Read contemporary Japanese prose which uses familiar vocabulary, and demonstrate comprehension of it in Japanese.
3. Converse in Japanese in simple sentences with a speaker of native fluency on subjects covered in class.
4. Compare and contrast elements of Japanese life and culture covered in the materials presented in class with those of the home culture.



# Management (MGT)

## **MGT 120 : Principles of Management**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the application of basic managerial principles as they apply to situations encountered in business, such as planning, organizing, communicating, coordinating, and leading.
2. Summarize the planning process and organizational goals of strategic management.
3. Demonstrate effective and efficient communication skills.

## **MGT 122 : Human Relations in Management**

**Credits:** 3

**Class Hours:** 3 lecture

**Recommended:**

SP 151.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply basic human relations principles to improve organizational effectiveness.
2. Apply an understanding of complex human relations concepts and issues to decision making.
3. Work collaboratively in a group setting to solve basic organizational problems while utilizing effective interpersonal and managerial practices.

## **MGT 124 : Human Resource Management**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate basic human resource principles as they apply to situations encountered in business.
2. Describe communication, leadership, and motivational strategies.
3. Describe how successful human resource management creates organizational efficiency, effectiveness, and productivity.

# Marine Science (MARE)

## **MARE 171 : Introduction to Marine Biology I**

**Credits:** 3

**Class Hours:** 3 lecture

**Corequisites:**

MARE 171L and either CHEM 151 or CHEM 161

**Recommended:**

Completed ENG 100.

**Comments:**

Cross-listed with BIOL 171.

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Biological Sciences – DB

**Course Student Learning Outcomes (CSLOs):**

1. Synthesize and evaluate information about the chemistry of life, the cell, genetics and mechanisms of evolution when analyzing new information.
2. Describe and explain the relationship between structure and function.
3. Demonstrate the ability to think critically and employ critical thinking skills.
4. Apply knowledge of the chemistry of life, the cell, genetics and mechanisms of evolution when analyzing new information.

## **MARE 171L : Introduction to Marine Biology Laboratory I**

**Credits:** 1

**Class Hours:** 3 lab

**Corequisites:**

MARE 171 and either CHEM 151 or CHEM 161

**Comments:**

Cross-listed with BIOL 171L.

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Lab (Science) – DY

**Course Student Learning Outcomes (CSLOs):**

1. Use the scientific method by demonstrating an ability to formulate a testable hypothesis, collecting data necessary to test the hypothesis, analyzing and interpreting the results (in graphical form when appropriate), and discussing the outcome of the experiment.
2. Collect and analyze scientific data using appropriate specialized equipment and computer software.
3. Demonstrate the safety procedures appropriate to a biological laboratory setting.

**MARE 172 : Introduction to Marine Biology II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MARE 171 and MARE 171L.

**Corequisite Courses:** MARE 172L**Comments:**

Cross-listed with BIOL 172.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Synthesize and evaluate information about the evolutionary history of life, plant and animal form and function, and ecology when analyzing new information.
2. Demonstrate the ability to think critically and employ critical thinking skills.
3. Read and interpret graphs and data.
4. Describe and explain the evolutionary history of life, plant and animal form and function, and ecology.
5. Apply knowledge of the evolutionary history of life, plant and animal form and function, and ecology when analyzing new information.

**MARE 172L : Introduction to Marine Biology Laboratory II****Credits:** 1**Class Hours:** 3 lab**Corequisite Courses:** MARE 172**Comments:**

Cross-listed with BIOL 172L.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate safety procedures in the laboratory such as proper use of eye protection and other protective clothing.
2. Use compound and dissecting microscopes to study plant and animal structure and function.
3. Describe and explain the evolutionary history of life, plant and animal form and function, and ecology.

# Marketing (MKT)

## **MKT 120 : Principles of Marketing**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Utilize creativity and logical strategies and techniques to solve complex business issues.
2. Define and describe the four elements of the Marketing Mix.
3. Explain the significance of customer relationship management.
4. Analyze business functions and practices to develop marketing mix strategies.

## **MKT 130 : Principles of Retailing**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall (every odd year), Spring (every odd year)

**Course Student Learning Outcomes (CSLOs):**

1. Apply merchandise management strategies to optimize profitability.
2. Analyze the various retail venues and their impact on the economy.
3. Apply retail operation strategies to meet the needs of the target market.

# Mathematics (MATH)

Detailed MATH placement options to meet requisites (prerequisites, corequisites, and/or recommended prep) are available at: <http://go.hawaii.edu/ajj>.

## **MATH 16 : Math Study Skills**

**Credits:** 1

**Class Hours:** 1 lecture

**Comments:**

This course is credit (C) or no credit (NC).

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate number sense.
2. Apply methods to improve their ability to learn mathematics.
3. Apply organizational skills and appropriate study habits.

### **MATH 75X : Introduction to Mathematical Reasoning**

**Credits:** 4

**Class Hours:** 4 lecture

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate number sense through estimation, mental arithmetic, and ordering of numbers.
2. Perform operations with integers, rational numbers, and variable expressions.
3. Demonstrate understanding of and implement the ideas of growth mindset to increase the learning of mathematics.
4. Recognize and express mathematical patterns in various forms and contexts.
5. Solve applied mathematical problems, judge reasonableness of results, and communicate conclusions using appropriate terminology and symbols.

### **MATH 82X : Expanded Algebraic Foundations**

**Credits:** 5

**Class Hours:** 5 lecture

**Prerequisites:**

Appropriate math placement.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Use algebraic techniques to analyze and solve applied problems.
2. Solve equations, inequalities, and systems of equations.
3. Graph linear and quadratic equations.

### **MATH 88 : College Algebra Companion**

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Appropriate math placement.

**Corequisite Courses:** MATH 103

**Comments:**

This course is credit (C) or no credit (NC).

**Description:**

MATH 88 provides students with supplemental algebra instruction that directly supports the topics covered in MATH 103.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate algebra skills needed to be successful in MATH 103.

**MATH 100 : Survey of Mathematics****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MATH 75X or MATH 82X; or acceptable math placement.

**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.

**Semester Offered:** Fall, Spring**Designation:** Foundations (Quantitative Reasoning) – FQ**Course Student Learning Outcomes (CSLOs):**

1. Use logic to identify valid and invalid argument forms, and analyze conclusions drawn through various types of reasoning.
2. Apply the principles of problem solving to mathematical problems, including those requiring quantitative methods, and effectively communicate procedures and results.

**MATH 103 : College Algebra****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MATH 82X or acceptable math placement.

**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; circles; and systems of equations and inequalities.

**Semester Offered:** Fall, Spring**Designation:** Foundations (Quantitative Reasoning) – FQ**Course Student Learning Outcomes (CSLOs):**

1. Apply algebraic concepts to model, solve and provide justifications to problems involving linear, quadratic, polynomial, rational, radical, exponential, logarithmic equations, and/or inequalities.
2. Perform operations on functions and find inverses.
3. Graph functions using tables, transformations, critical points, and other characteristics.

**MATH 111 : Math for Elementary Teachers I****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

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.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Obtain information about mathematical concepts and principles (such as properties of sets, place value, number systems, operations, and elementary number theory ) from materials written in words and in symbols.
2. Identify connections between familiar mathematical problems and model them in different contexts.
3. Apply abstract and quantitative reasoning skills to solve mathematical problems.
4. Communicate mathematical concepts coherently, clearly, and precisely, both in words and in symbols.

### **MATH 112 : Math for Elementary Teachers II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in MATH 111.

**Comments:**

This course is intended for prospective elementary education majors only.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Foundations (Quantitative Reasoning) – FQ

#### **Course Student Learning Outcomes (CSLOs):**

1. Apply abstract and quantitative reasoning skills to solve mathematical problems.
2. Obtain information about mathematical concepts and principles (such as measurement and data; ratio and proportion; probability; and geometry) from materials written in words and in symbols.
3. Communicate mathematical concepts coherently, clearly, and precisely, both in words and in symbols.
4. Identify connections between familiar mathematical problems and model them in different contexts.

### **MATH 115 : Introduction to Statistics and Probability**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in MATH 75X or MATH 82X; or acceptable math placement.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Foundations (Quantitative Reasoning) – FQ

#### **Course Student Learning Outcomes (CSLOs):**

1. Calculate and interpret descriptive statistics, including the mean, median, mode, and standard deviation of single-variable data and the correlation and regression coefficients of paired-variable data.
2. Calculate and interpret probabilities for an event in a probability experiment.
3. Construct and interpret point and interval estimates, and apply appropriate techniques to execute and interpret hypothesis tests and effectively communicate procedures and results.

### **MATH 135 : Pre-Calculus: Elementary Functions**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in MATH 103 or acceptable math placement.

**Description:**

Students in this course study the operations with, the inverse of, and the multiple representations of functions, including but not limited to linear; quadratic; polynomial; rational; exponential; and logarithmic. Appropriate use of technology is incorporated to enhance the conceptual understanding of mathematics. This course is recommended to students who are pursuing further studies in business, engineering, mathematics and/or sciences.

**Semester Offered:** Fall, Spring

### **MATH 140 : Pre-Calculus: Trigonometry and Analytic Geometry**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in MATH 135 or acceptable math placement.

**Description:**

The second part of the Pre-Calculus sequence, this course includes a study of trigonometry, analytic geometry and applications.

**Semester Offered:** Fall, Spring

### **MATH 140X : PreCalculus**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in MATH 103 or acceptable placement.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Foundations (Quantitative Reasoning) – FQ

#### **Course Student Learning Outcomes (CSLOs):**

1. Evaluate and simplify algebraic and trigonometric expressions by applying appropriate formal rules or algorithms.
2. Construct proofs using trigonometric identities.
3. Apply theory from algebra, trigonometry and analytic geometry to symbolically model and solve various real world application problems.
4. Select and correctly utilize precise mathematical language and symbols to effectively communicate procedures and results.
5. Analyze and graph functions and equations involving algebra, trigonometry, and analytic geometry.

### **MATH 241 : Calculus I**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in MATH 140X or acceptable math placement.

**Description:**

This course focuses on limits and continuity, techniques and applications of differentiation of algebraic and trigonometric functions, and an introduction to integration.

**Semester Offered:** Fall

**Designation:** Foundations (Quantitative Reasoning) – FQ

#### **Course Student Learning Outcomes (CSLOs):**

1. Use proper symbolic notation and language to communicate mathematical reasoning.
2. Apply the concept of derivative as rate of change to solve realistic problems in related rates, optimization, and linear approximation.
3. Compute limits, derivatives, and antiderivatives of elementary functions.



**MATH 242 : Calculus II****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher in MATH 241 or acceptable math placement.

**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.

**Semester Offered:** Spring**Designation:** Foundations (Quantitative Reasoning) – FQ**Course Student Learning Outcomes (CSLOs):**

1. Compute definite and indefinite integrals.
2. Apply the concept of integral to solve realistic problems.
3. Apply series representation of functions to approximate values of functions and to simplify formulas.
4. Use proper symbolism and language to communicate mathematical reasoning.

**MATH 243 : Calculus III****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MATH 242 or acceptable math placement.

**Description:**

This course covers vector algebra, vector-valued functions, differentiation of functions of several variables, and optimization.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Model and solve applications problems involving vector algebra and differentiation of multivariable functions.
2. Algebraically manipulate vectors and vector-valued functions.
3. Analyze basic 3-dimensional surfaces and paths.

**MATH 244 : Calculus IV****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MATH 243 or acceptable math placement.

**Description:**

This course covers multiple integrals; line integrals and Green's Theorem; surface integrals; and Stokes's and Gauss's Theorems.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Integrate multivariable functions in various coordinate systems.
2. Select and correctly utilize precise mathematical language and symbols to effectively communicate procedures and results.
3. Use multiple integrals to solve application problems, such as those involving Green's, Stokes's, and Gauss's Theorems.

## **MATH 245 : Multivariable Calculus**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in MATH 242 or acceptable math placement.

**Description:**

This course covers multivariable differential and integral calculus, including vector-valued functions, optimization, multiple integrals, and theorems on integration in vector fields.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Analyze basic 3-dimensional surfaces and paths.
2. Model and solve application problems involving vector algebra and differentiation of multivariable functions.
3. Integrate multivariable functions in various coordinate systems.
4. Use multiple integrals to solve application problems such as those involving Green's, Stokes's, and Gauss's Theorems.
5. Select and correctly utilize precise mathematical language and symbols to effectively communicate procedures and results.

# **Medical Assisting (MEDA)**

## **MEDA 105 : Introduction to Medical Assisting**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe the role of the medical assistant in various health care settings.
2. Describe appropriate responses to medical office emergencies and environmental emergency preparedness.
3. Demonstrate the ability to communicate effectively.
4. Distinguish between the components of a normal diet and various therapeutic diets.

## **MEDA 120 : Clinical Medical Assisting I**

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 120L

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe infection control procedures and medical asepsis.
2. Describe communication techniques used to obtain a client history and document accurately.
3. Discuss how to complete client screening and obtain vital signs.
4. Discuss types of examinations, tests and procedures used in medical offices.

**MEDA 120L : Clinical Medical Assisting I Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 120**Description:**

This course enables students to apply basic clinical skills during client screening and procedures required to function as a medical assistant.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate effective infection control and medical asepsis.
2. Perform client screening and obtain vitals signs.
3. Apply critical thinking skills when performing client assessment and care.
4. Prepare clients for examinations, tests and procedures.
5. Use effective communication techniques to obtain a client history and document accurately.

**MEDA 123 : Clinical Medical Assisting II****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123L MEDA 220**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Describe selected advanced specialty examinations and procedures.
2. Describe the preparation of clients for advanced specialty examinations and procedures.
3. Describe specimen collection and selected office based tests.
4. Discuss client education related to office based tests and speciality examinations and procedures.

**MEDA 123L : Clinical Medical Assisting II Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123 MEDA 220**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate selected advanced specialty examinations and procedures.
2. Demonstrate preparation of clients for advanced specialty examinations and procedures.
3. Perform specimen collection and selected office based tests.
4. Demonstrate awareness of client's concerns in relation to office based tests, specialty examinations and procedures.

### **MEDA 143 : Administrative Medical Assisting I**

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 143L

**Description:**

This course introduces basic concepts of administrative medical assisting including client scheduling, medical office financial practices, and medical insurance. Communication and confidentiality in relation to administrative duties will also be discussed.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Describe the components of professional written documentation and effective telephone communication skills.
2. Describe daily financial practices in the medical office including medical insurance and billing options.
3. Describe standard privacy and confidentiality practices within the medical office.
4. Identify the components of electronic technology used in healthcare communication and delivery.
5. Explain medical appointment scheduling.

### **MEDA 143L : Administrative Medical Assisting I Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 143

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Produce professional written work products.
2. Demonstrate effective telephone communication skills.
3. Integrate standard confidentiality practices effectively within administrative duties.
4. Demonstrate medical appointment scheduling.

### **MEDA 150 : Medical Assisting Science**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

Admission into the Medical Assisting program. Approval of instructor.

**Corequisite Courses:** MEDA 105 MEDA 120 MEDA 143 MEDA 176

**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.

**Semester Offered:** Fall

#### **Course Student Learning Outcomes (CSLOs):**

1. Describe diagnostic methods and methods of treatment for diseases from major body systems.
2. Identify CLIA waived tests used in Medical Assisting Practice associated with common diseases.
3. Utilize medical terminology to describe etiology, signs, symptoms and characteristics of major diseases.
4. Identify the etiology, signs, symptoms and characteristics of selected diseases from major body systems.
5. Identify basic anatomy and physiology of selected major body systems.

**MEDA 165 : Administrative Medical Assisting II****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

"C" or higher in MEDA 143.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate professional communication when dealing with insurance and billing issues.
2. Explain medical office billing and claims systems.
3. Apply managed care policies and procedures.
4. Perform basic medical office procedural and diagnostic coding.
5. Apply standard confidentiality practices effectively within administrative duties.
6. Apply medical office management principles.

**MEDA 176 : Administration of Medications****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 176L**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Identify the general classifications of medications, desired effects, side effects, and adverse reactions.
2. Describe the techniques used to safely administer medications.
3. Use mathematical principles in the dosage calculation of medications.

**MEDA 176L : Administration of Medications Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 176**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Apply mathematical principles in the calculation and preparation of medications in simulated lab situations.
2. Prepare and administer medications safely via selected routes in simulated lab situations.

**MEDA 201 : Medical Law and Ethics****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

"C" or higher in MEDA 105, MEDA 143, and MEDA 150.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Apply legal and ethical laws and principles to healthcare situations in the role of a Medical Assistant.
2. Demonstrate sensitivity and professionalism when dealing with legal and ethical healthcare situations.
3. Utilize medical legal concepts to analyze legal and ethical healthcare situations in the role of Medical Assistant.
4. Develop a plan for separation of personal and professional ethics within Medical Assistant practice.

**MEDA 205 : Medical Assisting Certification Review****Credits:** 1**Class Hours:** 1 lecture**Prerequisites:**

"C" or higher in MEDA 143, MEDA 120, and MEDA 176 or approval of instructor.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify effective communication techniques for patients and members of the healthcare team.
2. Discuss ethical and legal behavior to maintain patient safety and confidentiality.
3. Explain medical office clinical and administrative procedures.
4. Describe the human body in health and illness using medical terminology.

**MEDA 220 : Medical Assisting Preceptorship****Credits:** 4**Class Hours:** 12 lab**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Integrate ethical and legal behavior into clinical and administrative skills in a medical office.
2. Integrate financial practices into clinical and administrative skills in a medical office.
3. Perform entry level medical assisting skills safely and effectively.
4. Integrate effective communication into clinical and administrative skills in a medical office.
5. Demonstrate the ability to think critically when providing clinical and administrative skills in a medical office.

# Microbiology (MICR)

## **MICR 130 : General Microbiology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100. Qualified for MATH 82X.

**Corequisite Courses:** MICR 140L

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Biological Sciences – DB

**Course Student Learning Outcomes (CSLOs):**

1. Explain the basics of microbial genetics.
2. Explain the concepts of microbial cell biology.
3. Categorize the different kinds of microorganisms.
4. Evaluate the interaction between microorganisms and humans.

## **MICR 140L : General Microbiology Lab**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prerequisites:**

"C" or higher or concurrent enrollment in MICR 130.

**Description:**

This laboratory course will give practical, hands-on experiences in introductory microbiology. Laboratory exercises are selected to illustrate fundamental principles covered in lecture.

**Semester Offered:** Fall

**Designation:** Diversification: Lab (Science) – DY

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the use of standard microbiological laboratory equipment and appropriate laboratory techniques while maintaining safety protocols.
2. Demonstrate the ability to work collaboratively while identifying microorganisms using morphological and physiological tests and techniques.

# Music (MUS)

## **MUS 121B : Voice 1**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**Description:**

This course of beginning voice instruction emphasizes proper breathing and vocal placement. The primary objective of the course is to free the voice.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate proper breathing techniques used in singing.
2. Demonstrate the ability to memorize the lyrics to at least five songs.
3. Demonstrate proper vowel formation for singing.
4. Demonstrate the ability to sing in front of a small group of other students.

**MUS 121C : Piano 1****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Execute elementary technical studies.
2. Demonstrate organization of the keyboard.
3. Read rhythm in simple and compound meters.
4. Read treble and bass clef notation.
5. Construct and play major scales.
6. Demonstrate correct hand position.

**MUS 121D : Guitar 1****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Perform beginning guitar music before a classroom audience.
2. Demonstrate single-line and polyphonic music reading in first position.
3. Incorporate elementary classical guitar techniques of tone production, hand movement, and posture into solo and ensemble literature.

**MUS 121F : Slack Key Guitar 1****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to read music at an elementary level.
2. Explain the history of slack key guitar.
3. Perform elementary slack key techniques.



**MUS 122B : Voice 2****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in MUS 121B.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate breath control.
2. Demonstrate ability to interpret a song.
3. Demonstrate correct vocal placement.
4. Demonstrate stage presence by performing in front of an audience.

**MUS 122C : Piano Class II****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**Prerequisites:**

Approval of instructor.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate sight-reading ability on intermediate pieces.
2. Demonstrate intermediate-level technical facility.
3. Demonstrate the ability to play syncopated rhythms.
4. Demonstrate ability to play minor keys.

**MUS 166 : Popular Music in America****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate a knowledge of important cultural and historical events that helped shape or were shaped by music.
2. Discern by ear groundbreaking recordings.
3. Demonstrate in-depth knowledge of a particular composer, style or performer.
4. Demonstrate a knowledge of important composers, styles, and performers of folk, pop, and rock music.

**MUS 201 : Vocal Ensemble****Credits:** 2**Class Hours:** 1 lecture and 2 lecture/lab**Prerequisites:**

"C" or higher in MUS 122B; or audition and approval of instructor.

**Recommended:**

Previous choral experience.

**Description:**

This course is a study and performance of choral literature from Renaissance to the present. It will include a capella and choral/instrumental repertoire.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to sing without tension in the larynx.
2. Demonstrate the ability to blend with members of one's section and the group as a whole.
3. Demonstrate the ability to sing in a variety of languages.

**MUS 202 : College Band****Credits:** 1**Class Hours:** 2 lecture/lab**Prerequisites:**

Approval of instructor.

**Recommended:**

Experience with instrumental performance.

**Comments:**

May be repeated any number of times for credit.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate having supplemented an understanding of the creative music tradition through performing the music of important composers and arrangers in the Big Band idiom.
2. Demonstrate having acquired training in musicality, phrasing, ensemble playing, and technical proficiency on his or her instrument.
3. Demonstrate artistic growth and personal enrichment through the performance of band music.
4. Demonstrate having gained practical musical experience through performing various genres and styles.

**MUS 203S : College Orchestra****Credits:** 1**Class Hours:** 2 lecture/lab**Prerequisites:**

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.

**Description:**

This course provides an opportunity for orchestral musicians to perform repertoire ranging from Renaissance and Baroque to contemporary popular music.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate having acquired training in musicality, phrasing, and ensemble playing.
2. Demonstrate an ability to sight-read new music with greater fluency.
3. Demonstrate an ability to blend with members of one's section and the group as a whole.
4. Participate in a performance situation with a live audience.
5. Demonstrate having gained practical musical experience through performing various styles and genres.
6. Demonstrate having supplemented their understanding of the creative musical tradition through performing the music of important composers in the orchestral idiom.

**MUS 204 : Jazz Ensemble****Credits:** 1**Class Hours:** 2 lecture/lab**Prerequisites:**

Approval of instructor.

**Recommended:**

Audition.

**Comments:**

May be repeated any number of times for credit.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an improvement in one's ability to improvise over a variety of musical styles.
2. Demonstrate having gained practical musical experience through performing various instrumentals and vocal styles.
3. Demonstrate recognition of various styles, genres, and rhythms in the jazz idiom, including swing, rock, funk, and Afro-Cuban.
4. Demonstrate having supplemented their understanding of the creative music tradition through performing the music of important composers and arrangers in the jazz idiom.
5. Demonstrate having acquired training in jazz musicality, phrasing, and ensemble playing.
6. Demonstrate artistic growth and personal enrichment through the performance of jazz music.

**MUS 220 : Musical Theatre****Credits:** 3**Class Hours:** 3 lecture**Description:**

This course provides students with the opportunity to study vocal and theatrical technique in a musical theatre context.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to memorize lyrics to songs from the musical theater literature.
2. Demonstrate breathing exercises that are used to properly project the voice in singing and acting.
3. Rehearse with other class members scenes from the musical theater literature.
4. Demonstrate the ability to recite memorized monologues and dialogues from the musical theater literature.
5. Perform simple dance step combinations.

**MUS 253 : Elementary Music in Action****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Read Western music notation at a basic level.
2. Chant basic rhythmic passages using the neutral syllable "Ta."
3. Perform basic music pieces on keyboard, recorder, and ukulele.

**MUS 254 : Songwriting and Transcription****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in MUS 253.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to transcribe original songs in simple music notation.
2. Compose original melodies and accompaniments.
3. Perform original songs in front of the class.

# Nursing (NURS)

## **NURS 100 : Certified Nurse Aide**

**Credits:** 3

**Class Hours:** 3 lecture

**Corequisite Courses:** NURS 100L

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe therapeutic communication skills with clients, families, and other members of the health care team.
2. Identify health care infection control and safety procedures.
3. Discuss ethical, legal principles and professional conduct in health care settings.
4. Describe effective nurse aide care to support and maintain patient function and health.
5. Describe the roles and responsibilities of the nurse aide as a member of the health care team.
6. Describe the nurse aide interventions to meet the emotional and physical requirements of special populations.

## **NURS 100L : Certified Nurse Aide Clinical Lab**

**Credits:** 2

**Class Hours:** 6 lab

**Prerequisites:**

Basic life support CPR, malpractice insurance, health clearances, and criminal background check.

**Corequisite Courses:** NURS 100

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply ethical and legal principles into nurse aide care.
2. Demonstrate nurse aide interventions to meet the emotional and physical requirements of special populations.
3. Demonstrate professional conduct in the health care setting.
4. Demonstrate therapeutic communication skills with clients, families, and other members of the health care team.
5. Apply health care infection control and safety procedures into nurse aide care.
6. Demonstrate effective nurse aide care to support and maintain patient function and health.

**NURS 203 : General Pharmacology****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in NURS 210 and NURS 211.

**Corequisite Courses:** NURS 220**Description:**

This course discusses drugs with an emphasis on sites and mechanisms of action, toxicity, fate, and uses of major therapeutic agents.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify clinically significant drug interactions.
2. Describe how differences between individuals govern their responses to drugs.
3. List dosage forms of commonly used medications and how to use the forms effectively.
4. Describe the basic mechanisms of drug action from ingestion to metabolism and elimination.
5. Identify the major categories and classes of drugs and their therapeutic uses.
6. Identify frequent side effects and complications associated with major categories of drugs.
7. Describe the ethical and legal responsibility in the administration of drugs, including accuracy in drug calculations.
8. Describe major current developments in drug therapy including guidelines for disease state management.

**NURS 210 : Health Promotion Across the Lifespan****Credits:** 9**Class Hours:** 3 lecture and 18 lab**Prerequisites:**

Admission into the Career Ladder Nursing Program.

**Corequisite Courses:** NURS 211**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate independent self-reflective practice in a performance-based curriculum.
2. Seek and evaluate information to gain nursing knowledge and skills needed to promote health across the lifespan.
3. Describe the components of the health care delivery system in the U.S.
4. Discuss nursing care situations that require delegation and leadership decisions.
5. Identify the National League for Nursing (NLN) legal/professional standards and ethical concepts while delivering basic nursing care across the lifespan.
6. Discuss the elements of client-centered care in promoting health across the lifespan.
7. Utilize a systematic process to develop and deliver a plan of care.
8. Identify roles and functions of each member of the health care team.
9. Practice effective oral and written communication with clients, peers, and faculty.

**NURS 211 : Professionalism in Nursing I****Credits:** 1**Class Hours:** 1 lecture**Prerequisites:**

Admission into the Career Ladder Nursing Program.

**Corequisite Courses:** NURS 210**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Distinguish the legitimate sources of evidence for professional decision-making.
2. Demonstrate the professional behaviors reflected in the ANA Code of Ethics and state standards of practice.
3. Discuss the legal and ethical responsibility for delivering client-centered care in promoting health care across the lifespan.
4. Describe options for individuals in accessing either allopathic or integrative health care in the U.S. health care delivery system.
5. Identify historical events as well as nursing and national issues that contribute to the development of standards of practice for the nurse.
6. Discuss the leadership responsibility of the nurse in the political process as it impacts health care and health care planning.

**NURS 212 : Pathophysiology****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in PHYL 142 and PHYL 142L. Approval of instructor.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Utilize multiple, current, reliable information sources to support an understanding of selected pathophysiologic processes.
2. Recognize ethical and legal concerns associated with clients experiencing selected disease states.
3. Effectively select focused assessments, interpret the findings, and identify additional assessments for potential complications of selected pathophysiologic processes.
4. Identify risk factors and clinical manifestations of selected pathophysiologic processes.
5. Communicate pertinent patient information regarding selected pathophysiologic processes with other health professionals.

**NURS 220 : Health and Illness I****Credits:** 10**Class Hours:** 4 lecture and 18 lab**Prerequisites:**

"C" or higher in NURS 210 and NURS 211. Approval of instructor.

**Corequisite Courses:** NURS 203**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Utilize reliable sources of information to support nursing care decisions to individuals.
2. Use a structured plan to reflect on personal nursing practices.
3. Utilize ANA Standards of Practice and Code of Ethics to identify potential legal and ethical issues in the delivery of nursing care.
4. Deliver client-centered care.
5. Use therapeutic communication skills in the development of relationships with clients and families.
6. Identify factors that influence access and continuity of health care.
7. Develop a plan of care for clients that incorporate evidence-based strategies, clinical judgments based on assessment data, and an understanding of the client's perspective and illness experience.
8. Identify nursing care situations requiring the need for delegation and leadership.
9. Practice in the role of professional nurse as part of the health care team.

**NURS 230 : Clinical Immersion I****Credits:** 4**Class Hours:** 1 lecture and 9 lab**Prerequisites:**

"C" or higher in both NURS 203 and NURS 220. Approval of instructor.

**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.

**Semester Offered:** Summer**Course Student Learning Outcomes (CSLOs):**

1. Collaborate as a member of the multidisciplinary health care team.
2. Use therapeutic communication skills in the development of relationships with clients and families in specific populations.
3. Practice effective oral and written communication with clients, peers, and faculty.
4. Develop a plan of care for clients using clinical judgments based on assessment data, and an understanding of clients' perspective and illness experience in specific settings.
5. Discuss one's personal nursing practice within the legal and ethical framework of nursing.
6. Identify the need for initiation of referrals and explore community resources.
7. Identify potential legal and ethical issues in delivery of health care.
8. Demonstrates leadership abilities and acknowledges delegation as a needed modality to improve client care.
9. Utilize reliable sources of information to support nursing care decisions and accept responsibility for maintaining current evidence-based practice, ongoing professional growth, and lifelong learning.



**NURS 259 : Basic ECG Interpretation for Health Care Providers****Credits:** 2**Class Hours:** 2 lecture**Prerequisites:**

Concurrent enrollment in the Nursing program, licensed Registered Nurse, Emergency Medical Technician, or approval of instructor.

**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.

**Semester Offered:** Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify pacemaker function on ECG rhythm strips.
2. Differentiate the origin, characteristics, and the treatments of rhythms and arrhythmias by correct interpretation of ECG rhythm strips.
3. Describe the cardiac conduction system, its inherent characteristics, normal sequence of activation in the heart, and its relation to pump action.
4. Describe the ECG monitor and the components of the normal PQRST complex.
5. Identify the effects of electrolyte abnormalities and select medications on ECG rhythm strips.
6. Demonstrate a systematic approach to accurate interpretation of ECG rhythm strips.
7. Differentiate ECG changes that occur with cardiac ischemic events.

**NURS 320 : Health and Illness II****Credits:** 10**Class Hours:** 4 lecture and 18 lab**Prerequisites:**

"C" or higher in NURS 230.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Seek information to develop plans of nursing care that are family-centered, as well as age- and culturally-appropriate using evidence-based clinical guidelines.
2. Practice as a member of a multi-disciplinary health care team.
3. Reflect on nursing practice in managing care for groups of patients.
4. Recognize the benefits and limitations of community and governmental support for family units and individual members with illness.
5. Demonstrate therapeutic communications skills in interactions and relationships with families, individuals, and other members of the health care team with attention to the identification and correction of non-therapeutic communication techniques.
6. Deliver family-centered care.
7. Work with the client to implement plans of care that are based on culturally- and age-appropriate assessments and evidence-based practice.
8. Apply basic leadership skills in the care of families.
9. Apply the ANA Code of Ethics to care of families including client rights, dilemmas between individual rights and the common good, and identification of choices and possible consequences.

### **NURS 360 : Health and Illness III**

**Credits:** 9

**Class Hours:** 3 lecture and 18 lab

**Prerequisites:**

"C" or higher in NURS 320.

**Corequisite Courses:** NURS 362

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Use management principles, strategies, and tools in caring for a group of patients in clinical settings.
2. Propose adjustments to plan of care after reflecting on client's level of comfort and ability to manage symptoms and symptom of distress.
3. Collaborate with members of the health care team to plan individualized plans of care to meet the needs of groups of clients.
4. Advocate for the delivery of client - centered care.
5. Assist clients to obtain available health resources within the community to expand treatment options.
6. Analyze ethical and legal concerns that are experienced by clients, families, and nurses associated with acute and chronic client care including the dying process.
7. Demonstrate clinical judgment in the delivery of safe care to clients across a wide range of settings.
8. Demonstrate sensitivity and responsiveness in interactions with clients.
9. Incorporate evidence-based interventions in providing care to groups of clients.

### **NURS 362 : Professionalism in Nursing II**

**Credits:** 1

**Class Hours:** 1 lecture

**Prerequisites:**

"C" or higher in NURS 320.

**Corequisite Courses:** NURS 360

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify the legal and ethical responsibilities of the Registered/Professional Nurse.
2. Discuss your reflection on the concept of self as a professional in relation to entry into the practice of nursing.
3. Utilize research as the legitimate source of evidence for professional decision-making.
4. Discuss the leadership responsibility of the nurse in the political process as it impacts on health policy and health care planning.
5. Differentiate between the concepts of leadership and management.
6. Analyze the impact of trends in contemporary health care which influence quality and means of delivering nursing care.
7. Apply the problem-solving process in resolution of conflicts and stressors encountered in transition to the role of Registered/Professional Nurse.
8. Discuss the structure and interrelationships of the social organizations through which nursing is provided.
9. Discuss concepts of decision-making and priority setting in providing safe nursing care.

# Oceanography (OCN)

## **OCN 101 : Introduction to Marine Option Program**

**Credits:** 1

**Class Hours:** 1 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Compose a detailed project proposal following course guidelines.
2. Identify internships, research projects, or other projects of interest.

## **OCN 120 : Global Environmental Challenges**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 100 or concurrent enrollment in MATH 75X.

**Description:**

This course focuses on scientific approaches to evaluating human-caused environmental challenges and their potential solutions.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

**Course Student Learning Outcomes (CSLOs):**

1. Solve very basic problems involving physics and chemistry of Earth systems.
2. Identify value judgments inherent in different choices in addressing or failing to address global environmental challenges.
3. Apply scientific principles and reasoning to critically evaluate proposed explanations for global environmental challenges.
4. Apply scientific principles and methods to describe natural Earth systems and human impacts on the environment.
5. Compare impacts of potential solutions to global environmental challenges.

**OCN 199V : Directed Study****Credits:** 1

-2

3 hours (1 credit), 5 hours (2 credits)

**Prerequisites:**

Approval of instructor.

**Recommended:**

Completed OCN 101 or SCI 199V.

**Comments:**

May be repeated for a maximum of 50 credits.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate dedication and competence necessary to successfully complete a project or at least make significant progress toward successful completion of a project.

**OCN 201 : Science of the Sea****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100 and MATH 82X.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Apply the scientific theory of plate tectonics to describe the origin, evolution, and features of ocean basins and continents.
2. Explain the physical and chemical properties of seawater important for understanding the role of our oceans for climate and life on Earth.
3. Explain the role of the ocean in the climate system.
4. Explain the physical factors which influence life in the oceans.

# Philosophy (PHIL)

## **PHIL 100 : Introduction to Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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?

**Semester Offered:** Fall, Spring, Summer

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements.
2. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.
3. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative discourse.

## **PHIL 101 : Introduction to Philosophy: Morals and Society**

**Credits:** 3

**Class Hours:** 3 lecture

**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?

**Semester Offered:** Fall, Spring, Summer

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative philosophical discourse.
2. Identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements within the field of ethics.
3. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.

## **PHIL 102 : Introduction to Philosophy: Asian Traditions**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course will explore issues and problems using a comparative philosophy methodology and Asian perspectives, such as Indian, Chinese, and Japanese traditions.

**Semester Offered:** Spring, Fall, Summer

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Apply course insights to a variety of contemporary issues.
2. Identify and discuss contributions of schools of Asian philosophy and their influence through a historical perspective.
3. Using a variety of comparative philosophy methodologies, identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements focusing on Indian, Chinese, and Japanese traditions.

**PHIL 103 : Introduction to Philosophy: Environmental Philosophy****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring, Summer**Designation:** Foundations: Global and Multicultural Perspectives – FGB (1500 to modern times)**Course Student Learning Outcomes (CSLOs):**

1. Summarize key metaphysical and epistemological assumptions underlying different cultural conceptions of humans and non-humans.
2. Critically discuss cultural differences in views about the proper relationship between humans and the environment.
3. Clearly articulate a reflective point of view regarding personal responsibility on a range of ecologically/environmentally important issues.
4. Identify a range of contemporary environmental/ecological problems impacting the local environment and offer concrete ideas on possible solutions.

**PHIL 111 : Introduction to Inductive Logic****Credits:** 3**Class Hours:** 3 lecture**Description:**

This course focuses on current society's use of probabilities and statistics, and explores how most academic disciplines use these types of data to analyze information and draw conclusions. Students will better understand and use probabilities, statistics, and risk evaluations to make better decisions, and more generally develop skills to safely draw inferences when available evidence leaves them unsure about what is true.

**Semester Offered:** Fall, Spring**Designation:** Foundations (Quantitative Reasoning) – FQ**Course Student Learning Outcomes (CSLOs):**

1. Apply basic concepts in logic, inductive inference, probability, and decision theory.
2. Create simple probability models, including diagrams and basic decision tables, to solve problems.
3. Evaluate possible and probable decisions under conditions of risk and uncertainty.
4. Critically evaluate the relevance and quality of statistical data in a variety of fields.
5. Explain some of the shortcomings and strengths of employing inductive quantification models in making knowledge claims and decisions.

**PHIL 120 : Science, Technology, and Values****Credits:** 3**Class Hours:** 3 lecture**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.

**Semester Offered:** Fall, Spring**Designation:** Foundations: Global and Multicultural Perspectives – FGB (1500 to modern times)**Course Student Learning Outcomes (CSLOs):**

1. Identify and analyze assumptions and underlying points of view in different scientific methodologies.
2. Apply philosophical theories to particular scientific advancements.
3. Understand and use basic terminology of theories about the goals and progression of science.
4. Demonstrate an understanding of several theories in the philosophy of science.
5. Reflect on, analyze and evaluate ethical dilemmas in science and technology.

### **PHIL 204 : Philosophy and Film**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring, Summer

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative philosophical discourse.
2. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.
3. Identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements as they are presented in movies.

### **PHIL 211 : Ancient Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring, Summer

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative philosophical discourse.
2. Identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements within ancient Greek philosophy.
3. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.

### **PHIL 213 : Modern Philosophy**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.
2. Identify, discuss, critically analyze, and evaluate a range of important philosophical issues, terms, concepts, arguments, theories, and movements within modern philosophy.
3. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative philosophical discourse.

## **PHIL 225 : Philosophy of Activism**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100.

**Recommended:**

Basic computer and internet skills.

**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.

**Semester Offered:** Fall, Spring (every even year)

**Designation:** Diversification: Humanities – DH

**Course Student Learning Outcomes (CSLOs):**

1. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view
2. Demonstrate thoughtful, critical dialogue with others by means of producing clear, cogent, and creative discourse
3. Identify and critique the multiple and varied strategies people use to implement social change

# **Physics (PHYS)**

## **PHYS 101 : Career and Technical Education Physics**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

**Course Student Learning Outcomes (CSLOs):**

1. Apply physics principles to solve practical problems in industry and everyday life.
2. Describe the scientific process and scientific thinking.
3. Identify fundamental physics principles with practical applications in industry and everyday life.
4. Collect, document, and organize data such that it can be reasonably interpreted by others.
5. Compare and contrast the scientific process and scientific thinking to common everyday thinking.



**PHYS 151 : College Physics I****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for MATH 140X.

**Corequisite Courses:** PHYS 151L**Recommended:**

Previous Physics experience suggested but not required. A strong background in algebra and trigonometry is recommended.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Solve given problems involving kinematics, dynamics, energy, collisions and momentum, rotation, waves and sound, as well as selected topics on material properties and thermodynamics using algebra and trigonometry.
2. Analyze and interpret graphical information related to force, energy, and motion.
3. Explain how deviations from simplified/mathematical models occur when compared to real world situations. Identify the factors which cause the model's inaccuracy or failure.

**PHYS 151L : College Physics I Lab****Credits:** 1**Class Hours:** 3 lab**Corequisite Courses:** PHYS 151**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.

**Semester Offered:** Fall**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Create a written lab report to explain the purpose, procedures, results, conclusions, limitations, and further studies required for each experiment.
2. Collect data from a variety of experimental equipment.
3. Analyze, interpret, and compare experimental and theoretical data. Draw conclusions and discuss error and deviations from ideal results.

**PHYS 152 : College Physics II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in MATH 140X. "C" or higher in PHYS 151.

**Corequisite Courses:** PHYS 152L**Recommended:**

A strong background in Algebra is recommended.

**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.

**Semester Offered:** Spring**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Solve given problems involving ExB fields, electromagnetism, electromagnetic radiation, optics, quantum physics, and spectra using algebra, trigonometry and vectors.
2. Explain how deviations from simplified/mathematical models occur when compared to real world situations. Identify the factors which cause the model's inaccuracy or failure.
3. Analyze and interpret ExB fields, ray diagrams, and line spectra.

**PHYS 152L : College Physics II Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

"C" or higher or concurrent enrollment in MATH 140X. "C" or higher in PHYS 151.

**Corequisite Courses:** PHYS 152**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.

**Semester Offered:** Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Analyze, interpret, and compare experimental and theoretical data. Draw conclusions and discuss error and deviations from ideal results.
2. Collect data from a variety of experimental equipment.
3. Create a written lab report to explain the purpose, procedures, results, conclusions, limitations, and further studies required for each experiment.

**PHYS 170 : General Physics I****Credits:** 4**Class Hours:** 4 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in MATH 241.

**Corequisite Courses:** PHYS 170L**Recommended:**

Previous Physics or Calculus experience suggested but not required. Previous Algebra experience strongly recommended.

**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.

**Semester Offered:** Fall**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Analyze and interpret graphical information related to force, energy, and motion.
2. Explain how deviations from simplified/mathematical models occur when compared to real world situations. Identify the factors which cause the model's inaccuracy or failure.
3. Solve given problems involving kinematics, dynamics, energy, collisions and momentum, rotation, waves and sound, as well as selected topics on material properties and thermodynamics using algebra, trigonometry, and calculus.

**PHYS 170L : General Physics I Lab****Credits:** 1**Class Hours:** 3 lab**Corequisite Courses:** PHYS 170**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.

**Semester Offered:** Fall**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Collect data from a variety of experimental equipment.
2. Analyze, interpret, and compare experimental and theoretical data. Draw conclusions and discuss error and deviations from ideal results.
3. Create a written lab report to explain the purpose, procedures, results, conclusions, limitations, and further studies required for an experiment.

**PHYS 175 : Calculus-based Physics Supplement****Credits:** 1**Class Hours:** 1 lecture**Prerequisites:**

"C" or higher in PHYS 151 and PHYS 151L. "C" or higher or concurrent enrollment in MATH 241.

**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Analyze and interpret graphical information related to force, energy, and motion with the use of derivatives, integrals, and Riemann Sums.
2. Solve given problems involving kinematics, energy, collisions, as well as selected topics on rotation and waves using algebra, trigonometry, and calculus.
3. Explain how calculus provides more realistic models in real world situations.

**PHYS 272 : General Physics II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher or concurrent enrollment in MATH 242. "C" or higher in PHYS 170 or PHYS 175.

**Corequisite Courses:** PHYS 272L**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.

**Semester Offered:** Spring**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Explain how deviations from simplified/mathematical models occur when compared to real world situations. Identify the factors which cause the model's inaccuracy or failure.
2. Analyze and interpret ExB fields, ray diagrams, and line spectra.
3. Solve given problems involving ExB fields, electromagnetism, electromagnetic radiation, optics, quantum physics, and spectra using algebra, trigonometry, vectors, and calculus.

## **PHYS 272L : General Physics II Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher or concurrent enrollment in PHYS 272.

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Lab (Science) – DY

**Course Student Learning Outcomes (CSLOs):**

1. Collect data from a variety of experimental equipment.
2. Analyze, interpret, and compare experimental and theoretical data. Draw conclusions and discuss error and deviations from ideal results.
3. Create a written lab report to explain the purpose, procedures, results, conclusions, limitations, and further studies required for each experiment.

# **Physiology (PHYL)**

## **PHYL 141 : Human Anatomy and Physiology I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in ENG 100. "C" or higher in both CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L.

**Corequisite Courses:** PHYL 141L

**Comments:**

Computer/internet access required.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Biological Sciences – DB

**Course Student Learning Outcomes (CSLOs):**

1. Discuss the homeostatic relationships, both negative and positive feedback processes associated with the covered systems.
2. Discuss the maturation and aging processes involving the covered systems.
3. Demonstrate critical thinking by applying A and P terms, concepts, knowledge, and synthesizing information in various situations.
4. Identify the required anatomical structures and use the correct terminology to describe and discuss them.
5. Explain/discuss the gross and cellular physiology of the systems covered.
6. Describe the cause and effect relationship between the systems covered.
7. Describe the functional relationship between the listed systems.

**PHYL 141L : Human Anatomy and Physiology I Lab****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

"C" or higher in ENG 100. "C" or higher in both CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L.

**Corequisite Courses:** PHYL 141**Comments:**

Computer/internet access required.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Follow CD instructions to perform experiments, collect data, and interpret the data.
2. Follow instructions to perform experiments, collect data and analyze data.
3. Work effectively individually and in groups to problem solve.
4. Identify tissue types and/or structures from prepared slides and demonstrate proper use of the microscope.
5. Explain/discuss the physiology of the data collected in the experiments.
6. Describe and identify the planes, cavities, and gross anatomy of the human body using the correct terminology.
7. Identify specific anatomical parts of the systems covered using the correct terminology.

**PHYL 142 : Human Anatomy and Physiology II****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in PHYL 141 and PHYL 141L.

**Corequisite Courses:** PHYL 142L**Comments:**

Computer/internet access required.

**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Biological Sciences – DB**Course Student Learning Outcomes (CSLOs):**

1. Describe the functional relationship between the systems covered.
2. Discuss homeostatic relationships, both negative and positive feedback processes associated with the systems covered.
3. Identify the required anatomical structures and use the correct terminology to describe and discuss them.
4. Discuss the maturation and aging processes involving systems covered.
5. Demonstrate critical thinking by applying A & P terms, concepts, knowledge and synthesizing information in various situations.
6. Explain/discuss the gross and cellular physiology of the systems covered.

## **PHYL 142L : Human Anatomy and Physiology II Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in PHYL 141 and PHYL 141L.

**Corequisite Courses:** PHYL 142

**Comments:**

Computer/internet access required.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

**Course Student Learning Outcomes (CSLOs):**

1. Identify specific anatomical parts of the systems covered.
2. Work effectively individually and in groups to problem solve.
3. Follow instructions to perform experiments collecting and analyzing data.
4. Follow CD instructions to perform experiments, collect data, and interpret data.
5. Identify histology and pathology from prepared slides of the systems covered.
6. Discuss/explain the physiology of the data collected in the experiments.

## **POLS - Political Science (POLS)**

**POLS 110 : Introduction to Political Science**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall (every even year)

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Evaluate the role of political ideas, value conflicts, and ideology in political interactions.
2. Analyze and evaluate the role of power within the political-economic structure of governments.
3. Describe, identify, and compare the basic structures and processes of government systems, as well as their theoretical bases.
4. Apply political science concepts to situations and issues of contemporary relevance.
5. Describe and demonstrate civic engagement and the responsibilities of citizenship in a democracy.

# Psychology (PSY)

## **PSY 100 : Survey of Psychology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences — DS

**Course Student Learning Outcomes (CSLOs):**

1. Recognize and explain major psychological concepts, theoretical, and empirical findings.
2. Use psychological theories to understand and resolve real-life problems.
3. Describe their own and others' behavior and mental processes in terms of recognized psychological theories.

## **PSY 240 : Developmental Psychology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in PSY 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences — DS

**Course Student Learning Outcomes (CSLOs):**

1. Explain the developmental psychology process from conception to death.
2. Describe and evaluate the various stages of developmental psychology.
3. Describe the major developmental psychology concepts in terms of biological factors (nature) and environmental factors (nurture).

# Public Health (PH)

## **PH 201 : Introduction to Public Health**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences — DS

**Course Student Learning Outcomes (CSLOs):**

1. Discuss ethical concerns and promote ethical decision-making behaviors.
2. Identify and discuss a range of real-world public health problems.
3. Identify gaps in knowledge related to a public health problem.
4. Identify historical events and foundations for ethical discussion.
5. Engage in critical thinking and both written and oral presentation skills.
6. Engage in self-directed inquiry and intellectual curiosity.



**PH 202 : Public Health Issues in Hawai'i****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in PH 201.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Identify historical events and foundations for ethical discussion.
2. Identify and discuss a range of real-world public health problems.
3. Identify gaps in knowledge related to a public health problem.
4. Engage in critical thinking and both written and oral presentation skills.
5. Engage in self-assessment and reflection among students.
6. Foster a sense of cultural awareness and social justice.
7. Foster a respect for difference in cultural and personal identity.
8. Discuss ethical concerns and promote ethical decision making behaviors.
9. Actively participate in collaborative and cooperative work among student peers.
10. Encourage stewardship of the natural environment, including respect for natural resources and sustainability.
11. Engage in self-directed inquiry and intellectual curiosity.

**PH 203 : Introduction to Global Health****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

"C" or higher in PH 201.

**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.

**Semester Offered:** Fall, Spring**Course Student Learning Outcomes (CSLOs):**

1. Define and discuss key terms, functions, and core principles of global public health.
2. Discuss how the strong links between health, economic and social development affect the health of populations.
3. Discuss examples of global health interventions that have effectively addressed long-standing health issues.
4. Discuss how disparities in social and economic status adversely affect health status and access to care and how community-based preventative actions affect health status.
5. Describe key global health lead organizations and partnerships and discuss how these partnerships work on large-scale 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.

**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.

**Semester Offered:** Fall, Spring

**Course Student Learning Outcomes (CSLOs):**

1. Calculate and interpret ratios and percentages.
2. Calculate probabilities, and statistics that arise in Trades Technology.
3. Apply trigonometric ratios to solve right triangle problems.
4. Solve problems using quantitative calculations applied in trades technology.

# Religion (REL)

## **REL 122 : Greek and Roman Mythology**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring, Summer

**Course Student Learning Outcomes (CSLOs):**

1. Identify, discuss, critically analyze, and evaluate a range of important characters, narratives, ideas, and theories within Greek and Roman mythology.
2. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative discourse.
3. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.

## **REL 150 : Introduction to the World's Major Religions**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring, Summer

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

**Course Student Learning Outcomes (CSLOs):**

1. Participate in thoughtful, critical dialogue with others by means of producing clear, cogent, and creative discourse.
2. Relate and apply various course insights to the beliefs and commitments that play a role in the development of a healthy, well-grounded world-view.
3. Identify, discuss, critically analyze, and evaluate a range of important issues, terms, concepts, narratives, doctrines, theories, personages, and movements within the world's major religions.

## **REL 205 : Understanding Hawaiian Religion**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**Description:**

This course is an introductory survey of Hawaiian religious beliefs and practices from pre-contact to 1819.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Humanities – DH

Graduation Requirement: Pacific Cultures – PC

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate familiarity with some of the religious traditions, religious ceremonies, and sacred structures of pre-contact Hawai'i.
2. Demonstrate how the foundations of Hawaiian spirituality are relevant to contemporary society through meaningful application.
3. Identify and describe the Hawaiian gods and their role and function in Hawaiian society.
4. Describe how religion was significant to the shaping of Hawaiian culture and history.

## **Science (SCI)**

### **SCI 121 : Introduction to Science (Biological Science)**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Biological Sciences – DB

### **Course Student Learning Outcomes (CSLOs):**

1. Describe the mechanism through which DNA controls an organism's structure, function, and adaptability.
2. Compare and contrast the life processes of the three domains of life.
3. Explain the role of evolution in biology.
4. Discuss the interrelationship and interdependence of all living organisms on earth.

### **SCI 121L : Introduction to Science Lab**

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher or concurrent enrollment in SCI 121.

**Description:**

This laboratory science course is designed to accompany SCI 121.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Lab (Science) – DY

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate an awareness of the biological scientist's approach to natural phenomenon.
2. Demonstrate a sense of relevance in data collection, data handling, interpretation, accurate reporting, and working with hypothesis and isolation of variables.
3. Identify and label the parts of a microscope and use the microscope as a tool.

**SCI 122 : Introduction to Physical Science****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100 and MATH 82X.

**Corequisite Courses:** SCI 122L**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Physical Sciences – DP**Course Student Learning Outcomes (CSLOs):**

1. Describe important basic physical principles from the course (examples might be the law of conservation of energy, kinetic theory of motion, Archimedes principle, Ohm's Law, Laws of thermodynamics, Pascal's principle, principle of inertia, etc.).
2. Explain why certain physical processes progress the way they do (e.g. for processes arising from principles discussed in class).
3. Apply physical principles to solve problems and predict outcomes.
4. Calculate quantities and solve problems using mathematical formulations of physical principles.

**SCI 122L : Introduction to Physical Science Laboratory****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

Qualified for ENG 100 and MATH 82X.

**Corequisite Courses:** SCI 122**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.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Describe and provide examples of the utility and limitations of science for society.
2. Appropriately apply scientific principles and methods of scientific inquiry.
3. Record observations and data with integrity in a manner that is well documented, organized, legible, and complete.
4. Characterize the guiding principles and methods of science.
5. Properly use various instruments to make measurements and characterize errors or uncertainty.

**SCI 170 : STEMinar: Science, Technology, Engineering, and Mathematics Seminar****Credits:** 1**Class Hours:** 1 lecture**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.

**Semester Offered:** Fall**Course Student Learning Outcomes (CSLOs):**

1. Describe individual and inter-related roles of science, technology, engineering, and mathematics in modern society.
2. Describe the aims and methods of science.
3. Formulate detailed academic plans toward a bachelor's degree.
4. Articulate a clear vision for prospective careers.
5. Explain and evaluate a modern STEM topic or idea, including the discussion of ethical dimensions of the scientific issue.

**SCI 199V : Special Studies****Description:**

See explanation under the heading of Special Studies.

**SCI 295 : STEM Research Experience****Credits:** 1**Class Hours:** 3 lab**Prerequisites:**

Approval of instructor.

**Recommended:**

"C" or higher in ENG 100. "C" or higher in MATH 115 or qualified for MATH 140X.

**Comments:**

May be repeated for a maximum of 6 credits.

**Description:**

This course offers a research experience in science, technology, engineering, and/or mathematics, emphasizing the application of the scientific principles and methods to a specific project.

**Semester Offered:** Fall, Spring**Designation:** Diversification: Lab (Science) – DY**Course Student Learning Outcomes (CSLOs):**

1. Work responsibly in a lab setting
2. Collaborate as a member of a research team
3. Enhance understanding of scientific concepts
4. Formulate a hypothesis
5. Collect and analyze data as appropriate
6. Design methods to test a hypothesis
7. Document and formally present results of hypothesis testing to an audience

# Social Science (SSCI)

## **SSCI 113 : Civic Leadership**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Articulate your own leadership capacity based on a thorough examination of personal leadership style, vision, and values
2. Detail and analyze core beliefs relating to power, morality, ethics, and integrity
3. Demonstrate an understanding of the personal and collective benefits of forming reciprocal relationships in one's community
4. Critically analyze capacity for active participation and the student's role in making, maintaining, or changing society
5. Apply and reflect on course content through experiential learning activities that require active and ethical participation in civic life

## **SSCI 250 : Environmental Issues**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course is an introduction to integrative social science that focuses on the topics of climate change, sustainability, and resilience. The course texts emphasize the interaction between individuals, social/cultural/economic/political systems, and the environment. Additionally, this course utilizes experiential learning to engage students with place-based, Native Hawaiian practices for caretaking the environment.

**Semester Offered:** Spring (every odd year)

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Reflect critically on students' roles and identities as individuals, citizens, consumers and environmental actors in a complex, interconnected world.
2. Demonstrate focused reflection on place-based experiences by applying disciplinary theory to practice and articulating how these experiences might inform their personal, academic, and/or professional pursuits.
3. Develop skills, knowledge, and dispositions through civic engagement.
4. Demonstrate an understanding of the multidisciplinary nature of individual, systemic, and environmental problems.

# Sociology (SOC)

## **SOC 100 : Survey of General Sociology**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Critically analyze the information on the social world received from the media, as well as new media and social media technologies found on the medium of the Internet.
2. Analyze how the sociological imagination extends beyond national borders and how social issues have global implications.
3. Demonstrate an inquiry of individual and group contributions to making, maintaining, and changing society.
4. Identify and apply the three major theoretical perspectives to a variety of social circumstances beyond personal experiences.
5. Apply the main theoretical perspectives within sociology to your understanding of social reality.

## **SOC 220 : Marriage and Family**

**Credits:** 3

**Class Hours:** 3 lecture

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Social Sciences – DS

**Course Student Learning Outcomes (CSLOs):**

1. Develop an awareness of the diversity among contemporary families in the United States as well as cross-cultural variations.
2. Define and apply major sociological approaches to issues related to families and relationships, including approaches that focus on a) forms and functions; b) conflict; c) the processes of interaction and negotiation; and d) the importance of gender.
3. Interpret the social, cultural, economic, and political implications of major sociological debates about family life.
4. Identify and describe socially-patterned practices of the typical life course, including childhood, dating, cohabitation, marriage, divorce, parenting, and balancing work and caregiving.

# Spanish (SPAN)

## **SPAN 101 : Elementary Spanish I**

**Credits:** 4

**Class Hours:** 4 lecture

**Description:**

This course is an introduction to the Spanish language emphasizing conversation, listening, grammar, reading, and writing.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate comprehension by answering questions in Spanish based on reading the information given in a simple sentence in Spanish.
2. Write short grammatical sentences in Spanish on a familiar topic, using correct spelling.
3. Demonstrate comprehension by answering basic questions upon listening to a simplified passage in Spanish.
4. Present information orally in Spanish using complete simple sentences and pronouncing the language well enough to be intelligible to the teacher.

## **SPAN 102 : Elementary Spanish II**

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

"C" or higher in SPAN 101.

**Description:**

This course is a continuation of SPAN 101 and covers conversation, listening, grammar, reading, and writing.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Write a short paragraph in Spanish on a familiar topic, using correct spelling.
2. Identify culturally appropriate behavior in routine social situations.
3. Present information orally in Spanish combining complete sentences and pronouncing the language well enough to be intelligible to a speaker of native fluency accustomed to dealing with non-native speakers .
4. Demonstrate comprehension by answering questions on the main idea upon listening to a simplified passage in Spanish.
5. Demonstrate comprehension by answering questions in Spanish based on reading the information given in a simple paragraph in Spanish.

## **SPAN 201 : Intermediate Spanish I**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in SPAN 102.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Identify and describe elements of Spanish life and culture covered in the materials presented in class. Compare and contrast observations with those of the home culture.
2. Respond appropriately in Spanish to questions based on a conversation between two speakers discussing a pre-determined subject.
3. Describe briefly in writing in Spanish, using familiar vocabulary and grammatical structures, a situation, an object, or a person.
4. Converse in Spanish in simple sentences, fluently and with little or no mispronunciation, with a speaker of native fluency on a predetermined topic.
5. Answer simple questions in Spanish based on a text he/she has read in Spanish.



## **SPAN 202 : Intermediate Spanish II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in SPAN 201.

**Description:**

This course is a continuation of SPAN 201 with an emphasis on conversation, listening, as well as instruction in grammar, reading, and writing.

**Semester Offered:** Spring

### **Course Student Learning Outcomes (CSLOs):**

1. Respond appropriately in Spanish to questions based on a conversation between two speakers of native fluency discussing a pre-determined subject.
2. Converse in Spanish in simple sentences with a speaker of native fluency on subjects covered in class.
3. Read contemporary Spanish prose which uses familiar vocabulary, and demonstrate comprehension of it in Spanish.
4. Write a paragraph in Spanish on a pre-determined topic using the vocabulary and grammatical structure of the text.
5. Identify and describe elements of Spanish life and culture covered in the materials presented in class. Compare and contrast observations with those of the home culture.

## **Special Studies**

### **Special Studies (99V, 199V, or 299V)**

**Credits:** 1

-4

3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

**Prerequisites:**

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

**Prerequisites:**

Qualified for ENG 100S.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate effective research and use of supporting material in the delivery of a persuasive speech.
2. Research, organize and discuss a problem in a small group and demonstrate effective communication skills.
3. Demonstrate an understanding of communication theory and interpersonal communication skills.
4. Demonstrate effective research and use of supporting material in the delivery of an informative speech.
5. Apply critical thinking and listening skills by providing constructive oral and/or written evaluations.

## **SP 181 : Interpersonal Communication**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100.

**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.

**Semester Offered:** Spring

**Designation:** Diversification: Social Sciences – DS

### **Course Student Learning Outcomes (CSLOs):**

1. Describe the concepts, models, and practices of verbal and nonverbal communication as they relate to interpersonal communication.
2. Orally present your observations after using social science research methods common to the study of interpersonal communication.
3. Demonstrate effective listening and responding skills in interpersonal communication settings.
4. Identify and implement guidelines for successful resolution of interpersonal conflicts.

**SP 185 : Intercultural Communication****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100S or "C" or higher in SP 151.

**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.

**Semester Offered:** Fall, Spring (every odd year)**Designation:** Diversification: Social Sciences – DS**Course Student Learning Outcomes (CSLOs):**

1. Describe a cultural tradition from Hawaiian, Pacific, or Asian society.
2. Demonstrate communication skills related to intercultural competence.
3. Describe your own cultural communication behaviors.
4. Demonstrate an understanding of the elements of intercultural communication.
5. Analyze the fundamental ways that cultures throughout the world differ and analyze a variety of culturally based communication behaviors.

**SP 231 : Performance of Literature****Credits:** 3**Class Hours:** 3 lecture**Prerequisites:**

Qualified for ENG 100S or "C" or higher in either SP 151 or SP 251.

**Comments:**

May be repeated for a maximum of 6 credits.

**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.

**Semester Offered:** Fall, Spring (every even year)**Designation:** Diversification: Arts – DA**Course Student Learning Outcomes (CSLOs):**

1. Critically analyze their own and peers' performance and provide written feedback on oral presentations of various selections from prose, poetry, and dramatic literature.
2. Interpret and communicate selections from prose, poetry, and dramatic literature to an audience, utilizing voice, speech, and body.
3. Demonstrate understanding and appreciation through literary analysis of various selections from prose, poetry, and drama.
4. Use emotion and imagination through recall and transference to bring the literary happenings alive in a creative experience.

## **SP 251 : Principles of Effective Public Speaking**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for ENG 100 or "C" or higher in SP 151.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

### **Course Student Learning Outcomes (CSLOs):**

1. Demonstrate speech competence by delivering three additional speeches.
2. Outline and orally present an informative speech which reflects knowledge of audience analysis, research, supporting material, and organization.
3. Outline and orally present a persuasive speech which reflects knowledge of audience analysis, research, supporting material, analysis of arguments, and organization of persuasive ideas.
4. Write or orally deliver clear, meaningful speaker evaluations.
5. Demonstrate a foundation of the basic terminology, concepts, and theories in public speaking.
6. Demonstrate self-confidence, vocal variety, effective nonverbal mannerisms, and use Standard American English in performance delivery skills.

# **Sustainable Science Management (SSM)**

## **SSM 101 : Introduction to the Science of Sustainability**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Concurrent enrollment in MATH 75X or qualified for MATH 82X.

**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.

**Semester Offered:** Fall, Spring

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

### **Course Student Learning Outcomes (CSLOs):**

1. Identify prominent global sustainability principles based on human society and ecosystem analysis.
2. Explain the connections between geomorphologic processes, human development patterns, coastlines, and their connection to nearshore and marine environments.
3. Examine the role of policy in shaping human society, using climate change as a case study.
4. Describe basic systems dynamics as they apply to sustainability.

### **SSM 110 : Sustainable Water and Waste Management**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Qualified for MATH 100.

**Recommended:**

Completed ENG 100.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

#### **Course Student Learning Outcomes (CSLOs):**

1. Detail Hawai'i's water, waste, and wastewater management concerns.
2. Use various devices to measure nutrients and contaminants in water samples to draw conclusions explaining concentrations.
3. Summarize various approaches to water reuse and water supply challenges that are specific to Hawai'i.
4. Describe different ways to sustainably address waste management challenges such as recycling/upcycling.
5. Identify and describe the major processes used in water, wastewater treatment and water distribution including policy and standards in place.

### **SSM 275 : Basic Energy Production**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher or concurrent enrollment in ENG 100. Qualified for MATH 82X or higher or approval of instructor.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Physical Sciences – DP

#### **Course Student Learning Outcomes (CSLOs):**

1. Describe the technical, political, and economic aspects of creating and maintaining a sustainable, high-renewable energy resource power grid.
2. Describe various forms of renewable energy and their associated benefits and challenges including distribution and generation technologies.
3. Explain the physical and chemical properties that govern energy and the methods of converting from one form of energy to another.
4. Describe existing power production systems.
5. Use physical energy equations for basic energy applications.

# Theatre (THEA)

## **THEA 221 : Beginning Acting 1**

**Credits:** 3

**Class Hours:** 3 lecture

**Description:**

This course is an introduction to acting. Students will practice a variety of individual and group exercises for developing stage performance techniques.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Perform simple dance step combinations and scenes from plays.
2. Demonstrate breathing exercises used in properly projecting the voice.
3. Demonstrate the ability to rehearse scenes with other class members.
4. Demonstrate the ability to analyze plays critically.
5. Demonstrate the ability to recite memorized monologues and dialogues.

## **THEA 222 : Beginning Acting II**

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

"C" or higher in THEA 221 or equivalent training from another institution with approval of instructor.

**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.

**Semester Offered:** Fall, Spring

**Designation:** Diversification: Arts – DA

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the teamwork necessary to present public performances of scenes from scripted plays.
2. Create an acting resume.
3. Demonstrate a vocabulary appropriate for analyzing the performance of self and others.
4. Perform a monologue suitable for a professional audition.

# Welding (WELD)

## **WELD 117 : Introduction to Welding**

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prerequisites:**

"C" or higher or concurrent enrollment in WELD 118.

**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.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Apply personal and environmental safety practices associated with clothing, eye protection, use of hand tools, and power equipment.
2. Identify common hand tools and demonstrate their correct and safe usage on minor welding jobs.
3. Properly set up, light, adjust, and turn off Oxy/Ace welding equipment following the proper order and safety precautions.
4. Demonstrate fusion and braze welding of steel plate.
5. Using Oxy/Ace and Arc welding, perform butt, lap, tee, and vertical position welding techniques.

### **WELD 118 : Shop Tools and Equipment**

**Credits:** 1

**Class Hours:** 1 lecture

**Prerequisites:**

"C" or higher or concurrent enrollment in WELD 117.

**Description:**

This course will include instruction on basic hand tools. This course will also introduce proper handling of shop tools and equipment.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate safe and appropriate use of hand tools and power equipment in the shop.
2. Identify common hand tools and demonstrate their correct and safe usage on minor welding jobs.
3. Properly set up, align, and operate industrial tools in shop.
4. Identify shop hazards and precautions associated with industrial tools.

### **WELD 120 : Intermediate Welding I**

**Credits:** 2

**Class Hours:** 1 lecture and 2 lecture/lab

**Prerequisites:**

"C" or higher in WELD 117 and WELD 118.

**Corequisite Courses:** WELD 166

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe personal and environmental safety practices associated with clothing, eye protection, and use of hand tools and power equipment.
2. Identify common hand tools and demonstrate their correct and safe usage on minor welding jobs.
3. Properly set up, adjust, and tune, and shut down Arc/Mig welding equipment following the proper order and safety precautions.
4. Perform out-of-position welding, including vertical and overhead welding.
5. Perform butt, lap, tee, and vertical position welding using GMAW welding.

### **WELD 141 : Advanced Welding I**

**Credits:** 3

**Class Hours:** 1 lecture and 4 lecture/lab

**Prerequisites:**

"C" or higher or concurrent enrollment in WELD 120 and WELD 166.

**Comments:**

May be repeated for a maximum of 6 credits.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Complete safety inspections of GTAW equipment and accessories.
2. Perform minor exterior repairs to GTAW equipment and accessories.
3. Achieve the safe set up, adjust, tune, and shut down GTAW equipment for operations on carbon steel, stainless steel, and aluminum.
4. Demonstrate a fillet welding in flat, tee, and butt positions.
5. Perform vertical and overhead welding using GMAW procedures.

## **WELD 166 : Plasma and Air Carbon Arc Cutting**

**Credits:** 1

**Class Hours:** 1 lecture

**Prerequisites:**

"C" or higher in WELD 117 and WELD 118. "C" or higher or concurrent enrollment in WELD 120.

**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.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply personal and environmental safety practices associated with clothing, eye protection, and use of hand tools and power equipment.
2. Properly set up, adjust, tune, and shut down Plasma and Arc gouging equipment.
3. Identify safety considerations of each cutting process.
4. Perform out-of-position welding, which includes vertical and overhead welding.
5. Perform butt, lap, and tee gouge using carbon-arc gouger.
6. Perform cutting process on various thicknesses of metal using plasma arc cutter.

## **Zoology (ZOOL)**

### **ZOOL 105 : Hawaiian Ethnzoology**

**Credits:** 3

**Class Hours:** 3 lecture

**Comments:**

Cross-listed with HWST 213.

**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.

**Semester Offered:** Fall

**Designation:** Diversification: Biological Sciences – DB

**Course Student Learning Outcomes (CSLOs):**

1. Describe the origin of Hawaiian fauna in relationship to the geologic history of the Islands, human introductions, and the environments in which they occur.
2. Identify (using Hawaiian names, scientific names, and common names) the fauna used in old Hawai'i and recent times and the roles these species played in traditional Hawaiian culture and resource utilization.
3. Describe the various traditional methods whereby animals were acquired, cultured, and managed in Hawai'i.
4. Describe the various uses of fauna in traditional Hawaiian culture.